



Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, November 16, 2011, 7:00 p.m.
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, November 16, 2011 at 7:00 p.m. Present were Mayor James DuBois, Vice-Mayor Kendall Rumsey, Commissioners Steven Hockman, Jeanine Longtin and Tim Stevens, Town Manager Maria Davis, Town Attorney Thomas Baird, and Town Clerk Vivian Lemley.

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

PUBLIC AND OTHER COMMENTS:

1. *Cynthia Grey, 503 Sabal Palm Drive*, commented on a statement made by Vice-Mayor Rumsey at the last meeting in which he stated that Lake Park residents should be more positive about the Town. She stated that he should apologize to the residents that have been supportive through the many difficult decisions that the Commission has made. She stated that during this summer's campaigns, Commissioner Stevens and Mayor DuBois said that in order for the Town to move forward, they had to work together. She also asked that for the Marina project, have everyone park for free.

2. *John Lineweaver, 836 Evergreen Drive*, stated that the Commission has been very negative towards one another and have not been jiving well. He asked each of them to do a self assessment and ask themselves what have they accomplished in the last year and a half. He asked them to treat each other with respect and as though they were family. He told the Commission to either get on board with the Town Manager or ask her to leave because they are consistently verbally hitting her. He again asked the Commission to put aside its differences and work together. He thanked the Commission for their efforts.

3. *Jim Lloyd, 220 Lake Shore Drive*, echoed the previous sentiments. He also stated that the Planning and Zoning Board meeting was an embarrassment and it should have been canceled. He wished everyone a Happy Thanksgiving and asked that they read the blog www.thestreetwhereyoulive.wordpress.com.

4. *Susan Lloyd 220 Lake Shore Drive*, stated that the Lake Park Library is one of the most wonderful assets in the Town. She stated that Library Director Karen Mahnk remained focused and optimistic during the budget process even though she was concerned whether the needs of the citizens could be met. She stated that many wonderful activities take place at the Library and spoke of how professional the staff are. She stated that she has been inquiring about the Community Development Corporation (CDC) since Commissioner Longtin's questions went unanswered. She provided the history of the CDC and spoke of all the ways it is connected to the Town, although it has nothing to do

with the Town. She encouraged everyone to visit the blog, www.thestreetwhereyoulive.wordpress.com.

5. *David Lange, 1230 Gateway Road*, explained that in 2008 he had a yard sale and was charged \$5.00. When he recently went in for another yard sale permit he was told that it was considered a special events permit and would have to pay \$75.00. He wanted to know why it was so costly and asked for a reduction in cost.

Mayor DuBois verified that the address of the property was Gateway Road.

Mr. Lange stated that the address was on Gateway Road and that he was clearing out 10 by 10 storage units.

Mayor DuBois stated that it may be because the sale is in a commercial area of Town.

Mr. Lange questioned being charged one amount several years ago and another amount over the past few days.

Community Development Director Nadia DiTommaso stated that she would meet with Mr. Lange and research the difference in cost. She stated that \$5.00 is charged in residential areas and that the sale he is having is in the industrial area, and that therefore what he is attempting to do was considered a special event.

ADDITIONS/DELETIONS/APPROVAL OF AGENDA:

Commissioner Hockman requested a discussion regarding requesting that building plans be provided in PDF format, so that they can be uploaded to the website.

Mayor DuBois requested that the Recreation Director position be added as a discussion item to discuss how much we need this position this year in view of our budgetary constraints.

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

Vote on Motion:

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

Motion passed 5-0

BOARD MEMBER APPLICATION:

1. CRA Board Membership

The Commission appointed Sue-Ellen Mosler as a regular member of the CRA Board.

CONSENT AGENDA ITEMS:

- 2. Regular Commission Meeting Minutes November 2, 2011**
- 3. Resolution No. 43-11-11 Florida Department of Law Enforcement (FDLE) Grant**
- 4. Resolution No. 44-11-11 Fund Balance Policy**
- 5. Resolution No. 45-11-11 Palm Beach County Fuel Management System**
- 6. 2012 Relay for Life at Lake Shore Park**

Commissioner Longtin requested that each item be discussed separately.

2. Regular Commission Meeting Minutes of November 2, 2011

Commissioner Longtin thanked staff for including the agendas with the minutes. She stated that at the last meeting the Commission, as a whole, stated they were not concerned with accuracy in the minutes, so she would be voting nay on this item.

Commissioner Hockman stated that since the Commission is not concerned with the accuracy of the minutes, he asked if we can place in PDF format the meeting videos on the website as a backup.

Mayor DuBois stated that he would like to have the meeting on the website, but was not sure if the website could handle it or what the cost involved would be.

Town Manager Davis stated that Commissioner Longtin had requested staff to look into it and was not sure what the charge would be, but that it would be a couple a hundred dollars for this service with our current web host. She stated that if it was something that the Commission wanted that she would review the budget.

Commissioner Hockman explained what he was referring to was downloading a PDF and not playing a video. He asked if there was a charge for every document that is uploaded to the website.

Town Manager Davis stated “no” and offered to bring this item back.

Mayor DuBois requested consensus from the Commission to bring this item back, which he received.

Motion: A motion was made by Vice-Mayor Rumsey to approve items 2 on the Consent Agenda; Commissioner Stevens made the second.

Vote on Motion:

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

Motion passed 3-2

3. Resolution No. 43-11-11 Florida Department of Law Enforcement (FDLE) Grant

Town Manager Davis explained that this is a companion grant to the “Eyes on Park” project, which allowed for 11 cameras to be installed. She explained that the cameras were installed at the Art on Park Studio Gallery and that they now need to be moved. She stated that this grant would allow the cameras to be moved to the Emergency Operations Center (EOC), which is at Public Works. She stated that there is no cash match, only an in-kind match, which will be provided by in-house staff labor.

Commissioner Hockman stated that when the cameras were installed last year, the Commission was told that IP addresses needed to be purchased for about \$300. He stated that the hardware for the cameras could be moved anywhere and questioned why they were being charged to move the equipment.

Town Manager Davis stated that she was aware that it would be cheaper to move the equipment than keeping it where it was currently placed.

Chief Information Technology Officer Hoa Hoang explained that by moving the cameras to Public Works the Town would save the monthly charge by Comcast to the Art on Park Gallery building, because Public Works has an extra line that they could use.

Commissioner Hockman asked if there was an IP address at the CRA office.

Chief Information Technology Officer Hoang stated that the CRA office only has one and that the camera equipment is at Art on Park, which is a separate building.

Commissioner Hockman asked if all the cameras were wireless.

Chief Information Technology Officer Hoang stated “yes”.

Commissioner Hockman asked if the base station was the IP.

Chief Information Technology Officer Hoang stated “yes”.

Vice-Mayor Rumsey asked why it was not placed at the EOC to begin with.

Grant Writer Virginia Martin explained that the original grant was not sufficient enough to install at the EOC because we would have needed a line of sight antenna.

Commissioner Stevens asked what the monthly charge of maintaining the IP address was at Art on Park.

Chief Information Technology Officer Hoang stated that the savings is about \$200 a month.

Mayor DuBois remembered that the original motion made by Commissioner Stevens was “not to exceed \$300 a month”.

Commissioner Longtin asked why the Chief Information Technology Officer could not move this equipment.

Chief Information Technology Officer Hoang stated that the contractor needs to move the antenna, he would be able to move the rest.

Commissioner Longtin stated that she finds this embarrassing because in order to get this grant it must state that the commercial district is a high crime area. She stated that for \$5000 it is an embarrassment.

Grant Writer Martin explained that Lake Park was compared to the County and the State for its crime rate statistics and it shows that Lake Park’s rates are higher than either the County or the State pursuant to the Florida Department of Law Enforcement (FDLE) website.

Commissioner Longtin stated that for \$5000 this document is now out there and yet we are trying to bring businesses into Town.

Grant Writer Martin stated that the crime rate has dropped by 25 percent with the measures that have been taken.

Commissioner Hockman asked if the Town is stating that the crime is bad, why was a deputy eliminated in the CRA. He asked how many of the numbers that were on the FDLE website are crimes committed in the CRA versus other areas of the Town. He questioned why the cameras were not placed in the EOC originally, which would still be in the line of sight.

Town Manager Davis explained that we do not make up the statistics, we just use them as a benefit to obtain grants when possible. She stated that she did not want to lose a deputy in the CRA, but the funds were not available. She stated that this is a grant and if the Commission does not want the grant they do not have to approve the Resolution.

Motion: A motion was made by Vice-Mayor Rumsey to approve item 3 on the Consent Agenda; Commissioner Stevens made the second.

Mayor DuBois stated that he would be happy to accept the grant as it helps law enforcement.

Commissioner Hockman stated that in the report it states that we have to report quarterly, if that is not done, would the Town have to pay back the \$5000.

Town Manager Davis stated “no”.

Commissioner Hockman asked then why would the Town have to submit the reports.

Town Manager Davis stated that it was standard operating procedure of all grants.

Mayor DuBois stated that it is the statistical data collection of the grant that would improve the database being used.

Grant Writer Martin stated that the Sheriff’s department reports those numbers quarterly and they recently went to quarterly reports from annual reporting.

Commissioner Longtin stated that the information is available to business and citizens making decisions to move into the Town that has the third highest crime rate in the County.

Vote on Motion:

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

Motion passed 3-2

4. Resolution No. 44-11-11 Fund Balance Policy

Town Manager Davis stated that this is a new requirement for governmental accounting standards, where a fund balance policy has to be created by all municipalities. She stated that it is a new standard with Governmental Accounting Standards Board (GASB)

Commissioner Longtin asked if this could be established without Commission approval.

Town Manager Davis stated that a formal Resolution has to be adopted

Motion: A motion was made by Commissioner Longtin to approve item 4 on the Consent Agenda; Commissioner Stevens made the second.

Mayor DuBois stated that the backup information for this item was very informative and helped him understand what is the process of the government system.

Commissioner Stevens suggest that the Town establish a formal policy on the level of unrestricted fund balance. He stated that we have to establish the minimum recommended within the documentation regarding reserves, how much we need to have in the general fund and the best practice recommendation of two months.

Commissioner Longtin asked if what Commissioner Stevens had stated would appear in the minutes.

Mayor DuBois stated that as part of the best practices of finance management it was recommended that two months of net operating funds be held in reserves in the general fund minimum. He stated that he had questions regarding this and asked the Town Manager to get back to him on it and was not sure if she had time to do the research so far.

Town Manager Davis stated that the Town does not have two months of fund balance because of the legal fees the Town has had to expend for the Marina. She stated that the Town is in good financial shape with the fund balance, but the legal fees caused a hit.

Commissioner Stevens stated that his suggestion was to create a formal policy which would keep at least two months of unrestricted fund balance to cover the general fund operating expenditures.

Town Manager Davis stated that a general policy like that would dictate that if you do not have that level (at least two months of reserves) that you must take measures to increase it to that level. She assured the Commission that staff would bring the policy back.

Commissioner Stevens stated that it should be part of the austerity measures that are being planned for the future budget and that two months in unrestricted funds to cover the general fund should there in case of an emergency, and it is also recommended in the documentation.

Commissioner Longtin asked for more explanation as to what he was talking about.

Commissioner Stevens stated that a lot of what he is referring to is in the documentation that was provided. He explained that in order to cover the general operating expenditures it is recommended to have two months in unrestricted reserves as a backup plan to cover the day-to-day operating expenses.

Commissioner Longtin asked why would it not be restricted funds that are used for day-to-day.

Commissioner Stevens explained that it is recommended to keep two months of funds in the unrestricted fund balance to cover general funds operating expenses.

Commissioner Longtin asked why would it not be restricted for use of general funds operating only.

Commissioner Stevens did not understand Commissioner Longtin’s question.

Mayor DuBois stated that it is because the nature of general fund is unrestricted.

Commissioner Longtin clarified as “undefined to a point”.

Mayor DuBois stated that it is the purpose of having those funds available for contingency, emergency operation or whatever needs come up.

Commissioner Longtin questioned that this would be brought back to them again.

Town Manager Davis stated that the policy would be brought back.

Mayor DuBois stated that it was not part of the original motion, but it can be considered or just continued to another meeting.

Vote on Motion:

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

Motion passed 5-0

Motion passed with Commissioner Stevens recommendation to establish a formal policy on the level of unrestricted fund balance.

Mayor DuBois explained that he had a comment card from Susan Lloyd regarding the Board Appointment that was made earlier and that he had forgotten to call her up. He asked for consensus from the Commission to allow Mrs. Lloyd to speak after they finished the consent agenda.

Mayor DuBois received consensus.

5. Resolution No. 45-11-11 Palm Beach County Fuel Management System

Public Works Director Dave Hunt explained that about five years ago the Town entered into an Interlocal Agreement with Palm Beach County to share its fuel services. He stated that fuel management equipment was installed as a result of the agreement and it gave the County the ability to monitor how much fuel was being used by each vehicle. He stated that the information was used to keep track of usage, ordering, maintenance mileage and ordering requirements. He recommended extending the agreement for another five years.

Commissioner Longtin stated that in the summary of the item it states that if the Town does not renew the agreement, we would have to purchase a computer and proprietary software, and she asked if the Town already owned that equipment.

Public Works Director Hunt explained that the Town does not own that equipment, the Town owns the fuel dispensing equipment and the security gate operators and the card reader itself, but not the computer or software.

Commissioner Hockman stated that in the agreement it states that the Town is liable, but yet the County is maintaining the equipment, what happens if the equipment is not maintained properly and someone gets injured.

Attorney Baird stated that he does not read the agreement to state that if the County is negligent that the Town has to pay the damages of the negligence. He stated that it would fall back on the County, not the Town.

Commissioner Hockman stated that in section 7.01 it states that the Town shall be held harmless and will pay all legal fees.

Mayor DuBois asked if the equipment had been in operations for the past five years and this was a renewal of the monitoring system.

Public Works Director Hunt stated “yes”.

Motion: A motion was made by Commissioner Hockman to approve item 5 on the Consent Agenda; Vice-Mayor Rumsey made the second.

Vote on Motion:

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

Motion passed 5-0

6. 2012 Relay for Life at Lake Shore Park

Lauren Mestrovich of the American Cancer Society addressed the Commission and expressed appreciation for the Town's support last year and gave a brief explanation of what the society does. She stated that last year's event raised more than \$32,000 and that the new goal is \$35,000. She explained that she is officially requesting approval to hold it again at Lake Shore Park on April 27 and 28, 2012 beginning at 6:00 p.m. Friday night and finishing Saturday at noon. She invited everyone to a leadership luncheon in January, 2012.

Commissioner Hockman asked to have the parking fees waived for the event. Town Manager Davis stated that it was up to the Commission.

Motion: A motion was made by Commissioner Hockman to approve item 6 on the Consent Agenda with the parking fees waived; Vice-Mayor Rumsey made the second.

Vote on Motion:

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

Motion passed 5-0

Public Comment:

Susan Lloyd, 220 Lake Shore Drive, wanted to know why an opening on a board is not posted or advertised on the website. She questioned why an applicant applied for an opening on the CRA Board when it was not advertised. She asked that the policy for applying for a position on the CRA Board be explained. She wished everyone a Happy Thanksgiving.

Mayor DuBois explained that the Commission is always encouraging residents and business owners to apply as a board member on any of the Town boards. He explained that applications are kept on file until an opening occurs on a board.

Susan Lloyd asked if an opening occurs, are only those applications on file are chosen to be on a board and how do residents know that there is an opening.

Mayor DuBois explained that generally openings are placed on the website. He stated that the CRA Board opening happened a week ago and that the applicant already had an application on file that had been updated. He encouraged everyone to fill out an application so that it was on file.

Vice-Mayor Rumsey stated that to serve on the CRA Board an applicant must live or be a business owner in the CRA.

Town Manager Davis verified his statement.

Commissioner Stevens stated that board openings are also posted on E-blast, which is the Town's newsletter.

Commissioner Longtin asked if this opening was advertised in the newsletter.

Town Manager Davis stated that it was not.

DISCUSSION AND POSSIBLE ACTION:

7. Appointment of a Regular Bioscience Land Development Advisory Board Member

Vice-Mayor Rumsey stated that in the past the Mayor has always served as a member, and felt that he would be an excellent addition to the Board.

Mayor DuBois stated that he would be happy to serve.

Commissioner Longtin asked if anyone else was interested in it.

Commissioner Stevens stated that he was interested in it, but was comfortable with the Mayor serving.

Vice-Mayor Rumsey stated that if Commissioner Stevens wanted to serve on the Board as an alternate member that he would resign as the alternate member and let Commissioner Stevens serve.

Commissioner Longtin asked if the meetings can be attended by others, whether they are alternate members or not.

Vice-Mayor Rumsey stated that the meetings are open to the public, but only the members can hold discussion. He explained that they do have public comment for anyone wishing to speak.

Commissioner Hockman stated that he had no problem serving on the board, but stated that Commissioner Stevens could serve.

Commissioner Longtin asked if the alternate member could be brought back at another meeting if Commissioner Stevens felt cornered to be appointed to the board.

Commissioner Stevens stated that he wanted to serve because Bioscience is key to economic development in the Town. He stated that the Town needed more presence of Bioscience in Town.

Motion: A motion was made by Vice-Mayor Rumsey to appoint Mayor DuBois as the regular member and Commissioner Stevens as the alternate member of the Bioscience Land Development Advisory Board; Commissioner Stevens made the second.

Vote on Motion:

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

Motion passed 5-0

8. Employee Cost Savings Incentive Program

Town Manager Davis explained that Human Resources Director Bambi Turner will explain the item, which was first suggested by Vice-Mayor Rumsey.

Human Resource Director Turner explained the history of this item and that it stemmed from the fact that employees had not received raises in several years. She explained that this program would provide incentives for cost saving ideas. She stated that an outline of the program was provided to the Commission at a meeting held in the Spring of 2011 and staff was directed to bring back a more structured program for the Commission's review. She stated that staff is proposing to have a review committee, which would be comprised of three employees, two Department Heads, (one of whom will be the Finance Director) and one non-supervisory employee. She explained that criteria was developed that is included with the back-up. She explained that at the end of each fiscal quarter, the employees' suggestions will be reviewed and if approved, depending on the quantifiable nature of the cost savings, the employee would receive up to 24 hours of vacation time, which will be added to the employee's vacation leave bank. She explained that at the end of the fiscal year, the employee with the cost savings suggestion that saved the Town the most amount of money or resulted in the most significant efficiency in operation, would receive a proclamation presented by the Commission.

Vice-Mayor Rumsey stated that this is the program that he requested, but his only frustration has been the amount of time it took to create. He asked that in the future he would like staff to move faster on a program like this, since this one took a year and a

half. He stated that had an employee come up with an idea, it could have been implemented and helped during the budget process.

Human Resources Director Turner explained that the delay was attributed to being directed to bring the item back during the budget process, which occurred in the Spring of 2011 and then staff was directed to bring this item back at this meeting.

Commissioner Hockman stated that the program is great, but was concerned that it was not broken down further to establish how much time an employee would get for the type of cost savings they bring to the Town. He stated that not everyone should receive 24 hours for their idea of cost savings. He suggested that Department Head not be included in the program.

Town Manager Davis stated that it was never intended for Department Heads.

Commissioner Hockman wanted to make sure that it was recorded.

Human Resource Director Turner confirmed that the program as presented to the Commission in the Spring of 2011 stated that it was open to all employees.

Mayor DuBois suggested that if a director made a suggestion that it be then raffled off to one of their staff members. He agreed that it is up to the Department Head to give suggestions without participating in the program.

Vice-Mayor Rumsey clarified what Mayor DuBois stated that a director can still make a suggestion but that if they are awarded the time that it be given to one of their staff members.

Mayor DuBois stated "correct". He stated that it would be a reward that a director can pass on to his or her staff.

Commissioner Stevens asked had financial incentives been considered. He gave an example if an employee is able to save the Town \$10,000 then something like 5 percent of that would go back to the employee. He stated that the employees are in the front line and may be more inclined to participate in the program if there were financial incentive.

Vice-Mayor Rumsey stated that when he first brought this idea forward it included a financial incentive, and there was a reason why the Town could not do that.

Town Manager Davis stated that there was opposition, which is why it was changed.

Mayor DuBois stated that he would continue to oppose it because although a financial incentive is nice, having the Town recognize the person for their efforts is greater.

Commissioner Stevens stated that time is money, either by awarding time or money they are equally incentives. He stated that with the budget the way it is we need to incentivize the employees in any way possible.

Vice-Mayor Rumsey stated that if the mood of the Commission has changed since this was first introduced, and the financial incentive is available, it would be his first choice. He agreed that employees like being recognized, but they may prefer a financial incentive.

Human Resource Director Turner responded that it would be more like a gainsharing program.

Human Resource Director Turner explained the process and stated that she discussed the financial incentives with the Finance Director who had explained to her the reason it would not be possible to determine actual cash savings and translate that into a financial incentive on a quarterly basis.

Commissioner Stevens stated that he was referring to actual savings.

Mayor DuBois suggested that the program be reviewed in a year to determine what has been gained and then assess if a cash value can be determined. He stated that the plan is well balanced, but it can be adjusted in a year.

Commissioner Stevens asked if Commissioner Hockman's suggestion of a staggered breakdown of hours could be included depending on the savings.

Town Manager Davis stated that it can be done.

Commissioner Hockman stated that a value is needed because it is not currently broken down and that not everyone should be rewarded 24 hours.

Mayor DuBois stated that it is something that staff can work on for the remaining of the year.

Vice-Mayor Rumsey asked for clarification if it was the rest of the calendar year or fiscal year.

Mayor DuBois stated fiscal year.

Commissioner Longtin stated that many residents do not have jobs and that the incentive to employees is that they have jobs. She stated that the Town is begging for \$5000 and yet now we are stating that there is enough money to give 4 to 24 hours of leave time. She stated that she agreed with Commissioner Hockman that Department Heads should not be able to participate. She stated that review boxes cost money and that the review committee should be the Commission. She stated that although she appreciates the employees, she will vote against the item.

Mayor DuBois stated that direction has been given to staff and that this will be reviewed in a year. He stated that a motion can be made that would incorporate Commissioner Hockman's suggestions and that they will continue to review this in the future.

Motion: A motion was made by Vice-Mayor Rumsey to create a cost savings incentive program with the inclusion of the hours break down that Commissioner Hockman requested also the elimination of the directors participation; Commissioner Stevens made the second.

Mayor DuBois stated that he has been a supervisor in his career and that he is anxious to see how this program will work. He stated that it was a great idea by Vice-Mayor Rumsey.

Commissioner Hockman asked if the Commission would be reviewing the program before it was implemented.

Town Manager Davis asked if the Commission would like it in the form of a memo or an agenda item.

Commissioner Hockman wanted to see the full program before it was implemented.

Town Manager Davis stated they would bring it back.

Vote on Motion:

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

Motion passed 4-1

9. PDF Versions of Plans to be Included in New Business Plans for the Town’s Website.

Commissioner Hockman explained that he is suggesting that as a Town policy that PDF versions of building plans be provided, so that they can be uploaded to the website. He gave an example of the Marina Village project plans could be uploaded to the website.

Town Manager Davis stated that staff does not have a problem with that. She explained that they conducted a survey and not many municipalities upload their plans to their websites. Out of 18 municipalities that were surveyed, only three upload plans to their website. She agreed with Commissioner Hockman that the plans should be provided in PDF.

Commissioner Hockman stated that he would also like 11 by 17 size plans rather than the 24 by 36 size plans.

Mayor DuBois asked if this step needs to be added to the procedure.

Community Development Director Nadia DiTommaso explained that they do have a checklist that they can modify to include PDF formatted plans for new development.

Town Manager Davis asked if the fee schedule would have to be redone.

Community Development Director DiTommaso stated “no”.

Commissioner Hockman clarified that the plans would be on a disc.

Mayor DuBois stated that the step would need to be communicated to developers.

Community Development Director DiTommaso explained that it is an internal checklist, to which this process can be added.

Motion: A motion was made by Commissioner Hockman to include requesting a PDF file for new development plans; Vice-Mayor Rumsey made the second.

Vote on Motion:

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

Motion passed 5-0

10. Recreation Director Position

Mayor DuBois explained that he is not certain that this position should be filled and that existing staff may be able to fill the responsibilities. He asked if that salary can be saved and a meaningful recreation program be developed.

Commissioner Hockman stated that he asked several weeks ago if a Recreation Director was necessary, especially during this time of year. He stated that he felt this position should be part-time. He suggested making some changes like changing the hours.

Vice-Mayor Rumsey stated that his understanding is that one of the reasons the Recreation Director was let go was due to the lack of recreation programs that had been established. He stated that the main focus would be for the new person to create programs for the Town. He stated that a recreation program are not only for the children of the Town but for the seniors of the Town. He stated that he would hate to lose the recreation program after closing the Art on Park Gallery and asked what's next.

Commissioner Stevens stated that he agreed with Vice-Mayor Rumsey in that a Recreation Director is important to the Town and that 50 percent of the salary is also in the CRA; therefore the person would assist with the events of the Town. He listed the events the Town has on an annual basis and stated that he would like to see a recreational calendar developed for the children and seniors of the Town.

Commissioner Longtin stated that this Town has not offered recreation activities to the children in more than a decade. She stated that residents have done more for the Town recreation than the director had done. She stated that she has nothing against the Recreation Director, but that he was only doing what he was told to do. She had suggested many times to have someone hired that has recently come out of school for a lower salary that can prove that a recreation program can be developed for the Town. She questioned where the equipment the department once had has gone. She stated that if the person is not expected to play with the children then a part-time person would work.

Mayor DuBois recapped that everyone is in favor of hiring a Recreation Director.

Commissioner Longtin stated that the salary should be cut.

Mayor DuBois stated that there is a range of salary and as the applications are reviewed salary will be taken into account.

Commissioner Hockman stated that he is in favor of a Recreation Director, but reminded the Commission that the person was spending 50 percent of their time in the CRA.

Mayor DuBois stated that he sees that it is a high priority to have a director hired.

Commissioner Longtin asked if salary would be discussed.

Vice-Mayor Rumsey stated that at the last meeting it was made clear to the Town Manager that the Commission wanted the new person hired at the lower end of the salary range.

Town Manager Davis stated that the Commission made it clear.

COMMENTS BY COMMISSION, TOWN MANAGER, TOWN ATTORNEY

Commissioner Longtin stated that with regards to applications to boards, and there are only a few boards left, if a person is interested that they should fill out an application and provide it to the Clerk. She stated that the Clerk will hold the application until an opening occurs on the board. She stated that the Tree Board is still looking for members and that

the board has not been operational in way too long. She reiterated that the Town needs legal counsel with the Marina development. She stated that she has been asked if she is the writer for the Citizens Requiring Accountability from Politicians, www.thestreetwhereyoulive.wordpress.com website, and she is not. She stated that it is a great balanced website and she wished she could write like that. She gave them kiddos. She stated that she still does not know what Virginia Martin has done with the money that has been donated to the community garden. She stated that the November Planning and Zoning Board meeting was an embarrassment and added more confusion to what is going on and feels that the Town needs legal counsel for this project. She stated that the project needs to be done well and open. She wished everyone a Happy Thanksgiving and asked everyone to be thankful for what they have.

Commissioner Stevens thanked the public for commenting today. He stated that he agrees with Ms. Grey and Mr. Lineweaver that the Commission needs to be more respectful and positive to one another. He stated that he agreed with Mr. Lloyd that the Planning and Zoning Board meeting was ill-timed, however he learned some things and hopes the next meeting is more productive. He stated that he agreed with Ms. Lloyd regarding the Library and it is great and hopes to expand the hours and other services in the Town. He agreed that board openings should be on the website and on E-news. He congratulated Sue-Ellen Mosler for being appointed to the CRA Board. He stated that he agrees that more services are needed in the Town and maybe even a dog park. He stated that he is looking forward to the green market, that the Seafood Festival was a great success, and that the Sunset Celebrations are great. He stated that he knows that Vice-Mayor Rumsey is working on getting sponsorship for the Fire Works Festival. He stated that earlier he mentioned that Bioscience is a great way to increase jobs in the area. He stated that some improvements are being made in the CRA and that the budget has areas that we can reduce. He gave examples of the \$2.5 million on police and \$1.5 million on fire and possibly reducing staff salaries. He stated that the Town Manager will be providing the Florida League of Cities salary survey that has been completed, which compares the salaries of other cities. He stated that he is concerned with the use of the Attorney because the Town has budgeted \$120,000 for the year and in October alone we used \$20,000. He stated that he feels that we need to limit the use of the Attorney's time. He explained that the Town has cut some phone lines and cell phones, which will save some money. He stated that we need to work on the debt and increasing funds. He wished everyone a Happy Thanksgiving.

Vice-Mayor Rumsey congratulated staff on the Seafood Festival and thanked all the other employees that volunteered their time to the event. He agreed with Commissioner Longtin regarding the Planning and Zoning Board meeting and stated that he expressed his feelings on the topic in an email. He asked when would the green market start.

Community Development Director DiTommaso stated that he is not ready yet and would be communicating with her regarding when he can begin.

Vice-Mayor Rumsey asked that as soon as the decision is made that the start date be posted on the website and on E-blast be so that the public is made aware. He wished everyone a Happy Thanksgiving.

Commissioner Hockman congratulated staff for the Seafood Festival. He believed the signs on I-95 made a difference. He asked for more seafood vendors because there were only a few and they were running out of food early. He stated that he would like to see a business plan for the Marina and has requested it from the Town Manager and Marina Director. He stated that Saturday morning Boy Scout Troop 132 is having a pancake breakfast and pulled pork sandwiches at Trinity Church on Military Trail, which begins at 8:00 a.m. and goes through 1:00 p.m. He wished everyone a Happy Thanksgiving and a great weekend.

Mayor DuBois stated that on Saturday, November 12, 2011, he attended the Wreath Laying Ceremony at the Veterans Memorial Stone in Kelsey Park and was honored that they asked him to speak. He requested consensus from the Commission to enter the program from the event as an exhibit to the minutes. See exhibit "A". He stated that the Seafood Festival was a great event. He stated that he attended the Business Development Board (BDB) meeting with Commissioners Hockman and Stevens, which had 420 people in attendance, and that he was glad they attended. He thanked John Lineweaver for his comments earlier and stated that sometimes families have some push-back, but that this meeting was congenial and that they are learning to set those boundaries. He was exhilarated by the comments made by the Planning and Zoning Board members and was glad it was a workshop and not a regular meeting. He stated that he was glad staff made it a workshop, and in the five years he served on the board he was always grateful when they had workshops. He stated that Mr. Mede's comments during that meeting were good and the meeting was beneficial.

Attorney Baird no comment.

Town Manager Davis stated that all Town offices, with the exception of the Marina and Commercial Sanitation, will be closed on Wednesday, November 23, 2011 as a furlough day and will be off for Thanksgiving. She provided the sanitation schedule. She stated that it is Toys for Tots time and donations can be delivered to the Marina, Library and Town Hall. She stated that anyone who would like to send a letter to Santa can drop it off in his special mailbox, which is at Town Hall. She stated that the Tree Lighting Ceremony will be held on December 2, 2011 beginning at 6:00 p.m. and the Tree Lighting will be at 7:00 p.m., She stated that the Lake Park Elementary Choirs will sing, and they will have snow and Santa.

Commissioner Longtin asked if the Tree will be on Park Avenue and not at the Park.

Town Manager Davis stated "correct".

Commissioner Longtin asked if this is the first year that we are doing that.

Town Manager Davis stated that it was the third year.

Mayor DuBois asked if the announcement of Santa's mailbox can be included on the marquee out front.

Town Manager Davis stated that it can be placed on the marquee.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Stevens and seconded by Commissioner Hockman, and by unanimous vote, the meeting adjourned at 8:50 p.m.

Mayor James DuBois

Town Clerk, Vivian Lemley, CMC

Town Seal

Approved on this _____ of _____, 2011