



**Minutes
Town of Lake Park, Florida
Special Call Commission Meeting
Monday, February 6, 2012 7:30 p.m.
Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Special Call Commission Meeting on Monday, February 6, 2012 at 7:30 p.m. Present were Mayor James DuBois, Vice-Mayor Kendall Rumsey, Commissioners Steven Hockman, Jeanine Longtin and Tim Stevens, Interim Town Manager Dave Hunt, Town Attorney Thomas Baird, and Town Clerk Vivian Lemley.

Commissioner Stevens arrived at 7:40 p.m.

Town Clerk Vivian Lemley performed the Roll Call. Mayor DuBois led the Pledge of Allegiance.

DISCUSSION AND POSSIBLE ACTION:

Motion: Motion by Vice-Mayor Rumsey to amend the agenda to consider the Status of Recruitment of a New Recreation Director first; Commissioner Hockman made the second.

Vote on Motion:

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

Motion passed 4-0

2. Status of Recruitment of a New Recreation Director

Interim Town Manager Hunt stated that this item seeks authorization from the Commission to allow the Interim Town Manager to proceed with the interview process and hire a new Recreation Director.

Vice-Mayor Rumsey asked how many applications were received.

Human Resources Director, Bambi Turner stated approximately thirty applications were received.

Vice-Mayor Rumsey stated that he is in favor of the Interim Town Manager interviewing and hiring a Recreation Director. However, he wants the shortlist tossed out and the Interim Town Manager to review all the applications. He advised that the hiring of a Recreation Director should be on the top of the list of things to do for the Interim Town Manager.

Mayor DuBois asked if the Commission was in agreement with Vice-Mayor Rumsey's request.

Commissioner Longtin concurred.

Commissioner Hockman also concurred. He stated that he has questions regarding whether the position should be full-time versus part-time.

Mayor DuBois stated that the Commission had previously discussed full-time versus part-time for the Recreation Director and the consensus of the Commission was for the position to be full-time.

Commissioner Longtin stated that the previous Director did more events planning. She stated that she wants the new a Director to do more recreation events and activities.

The Commission reached consensus that the Interim Town Manager will review all applications received, create a short list for interviews, interview shortlisted candidates and hire a Recreation Director.

1. Appointment of a Temporary Interim Town Manager

Mayor DuBois stated that based on Commission consensus he contact Jaime Titcomb to find out that if he was interested in being appointed Temporary Interim Town Manager. He advised he spoke with Mr. Titcomb on Friday, February 4, 2012 and followed up over the weekend. He stated that based on the conversation between himself and Mr. Titcomb, Mr. Titcomb has expressed an interest in serving as Temporary Interim Town Manager.

Jaime Titcomb introduced himself and advised that it is his understanding that the Commission is interested in appointing a Temporary Interim Town Manager to take the lead on various things going on in the Town and to allow staff to get back to their duties and responsibilities and provide executive level management. He noted that based on that understanding he is interested in serving as Temporary Interim Town Manager. He provided his background and work history.

Mayor DuBois stated that the Commission expressed an interest in appointing a Temporary Interim Town Manager while applications were received for an Interim Town Manager and that he would assist in the process of hiring the Interim Town Manager. He noted that the duration of the Temporary Interim Town Manager appointment would be one to two months.

Commissioner Longtin stated that she thought that Mr. Titcomb would be hired as the Interim Town Manager not the Temporary Interim Town Manager. She stated that she thinks that having a Temporary Interim Town Manager, then an Interim Town Manager and then a Town Manager would be overkill and would like to see Mr. Titcomb stay on as Interim Town Manager until a Town Manager is hired.

Mayor DuBois explained that it was his understanding that the consensus of the Commission was to go through the process of advertising, interviewing and then hiring an Interim Town Manager and that Mr. Titcomb would assist the Commission in that task and serve the Commission until an Interim Town Manager is appointed.

Commissioner Stevens stated that he spoke with Mr. Titcomb, reviewed his resume and read several recent Palm Beach Post articles. He stated that he has no problem of hiring Mr. Titcomb as Temporary Interim Town Manager or Interim Town Manager.

Mr. Titcomb stated that he would be willing to serve as Temporary Interim Town Manager and Interim Town Manager. He stated that he is flexible and willing to serve in whatever capacity the Commission sees fit.

Vice-Mayor Rumsey stated that at the meeting there was a discussion regarding a temporary Interim Town Manager but did not realize that consensus of the Commission had been reached to follow that process. He stated that his preference is that the Commission only go through the process of selecting an Interim Town Manager once and then the Town Manager. He stated that what the Town needs now is stability and someone who can manage. He asked Mr. Titcomb what lessons he learned in his last position that he thinks would be beneficial to him at Lake Park.

Mr. Titcomb stated that, with the caveat that he is limited in what he can say, the most important lesson was the importance of having a good philosophical and communication style fit between the Town Manager and the Commission. He stated that he is honest, ethical, hard-working and willing to work for Lake Park. He stated that different towns have different challenges, priorities and ways of meetings its needs. He stated that it was not necessarily a good fit at North Palm Beach but believed that it could be at Lake Park.

Vice-Mayor Rumsey stated that he has never heard anything bad about Mr. Titcomb. He stated that it is very important to him that staff is supported and is looking for the person who fills the role of Interim Town Manager to support and uplift the Town staff. He further stated that the person in this position needs to be open to the community, communicate with the community and be able to manage the five very strong personalities on the Commission. He asked Mr. Titcomb how he would meet those expectations.

Mr. Titcomb stated that he encouraged the Commission to speak with any of his former employees and will find that he is a consensus builder, polite, sensitive and follows the defined processes. He stated that his policy has always been an open door policy and that he treats people well no matter their role.

Vice-Mayor Rumsey asked Mr. Titcomb about his availability.

Mr. Titcomb advised "immediately".

Commissioner Hockman asked if Mr. Titcomb was hired as Interim Town Manager would he be prohibited from applying for the Town Manger position and asked Mr. Titcomb his position on applying for the Town Manager position.

Mr. Titcomb stated that it is his understanding that one of the roles of the Interim Town Manager is to assist the Commission in the process of hiring a Town Manager. He stated that it is too early for him to say whether he is interested in serving as Town Manager, and that he will give the temporary situation his full attention.

Commissioner Hockman stated that he would prefer to hire an Interim Town Manager and then a Town Manager and have the Interim serve until the Town Manager is hired. He stated that he does not want to appoint an Interim Town Manager every few weeks. He stated that it is going to be a long process to find the right Town Manager.

Mayor DuBois stated that one of his responsibilities is to provide security and one of those ways to do that is to adhere to a selection process for both the Interim Town Manager and the Town Manager. He stated that he had no issue with offering Mr. Titcomb the Temporary Interim Town Manager position however he believes for both the position of Interim Town Manager and Town Manager that it is the best management practice to go through a selection process and get as many applications as possible. He stated he reviewed the City of Lake Worth's timeline and process and was very impressed with the way the process was designed and recommended that the Town do the same.

Commissioner Stevens stated that one way to deal with Mr. Titcomb being the temporary Interim Town Manager or the Interim Town Manager is to create specific language in the contract in terms of having a procedure if it is not a good fit between Mr. Titcomb and the Commission and there arises the need to replace Mr. Titcomb.

Mayor DuBois stated that it was his belief that the contract with Mr. Titcomb would be in place until such time as the Interim Town Manager is appointed. He stated that he thought it was important to have a goal in place to signify the end of the agreement.

Vice-Mayor Rumsey stated that it is his understanding that it would be approximately a month before interviews for an Interim Town Manager would occur.

Human Resources Director Turner advised "yes".

Vice-Mayor Rumsey suggested that a contract be prepared for a Temporary Interim Town Manager for one month and at the conclusion of the month the Commission would decide whether to continue with the interviews for Interim Town Manger or to have Mr. Titcomb continue on as the Interim Town Manager until a Town Manager is hired.

Mayor DuBois stated that he is concerned about expending time and resources to solicit for an Interim Town Manager and then not seeing the process to completion.

Vice-Mayor Rumsey asked what type of expenditures and resources would be used.

Human Resources Director Turner stated that the process would be primarily development and placements of advertisements and related expenditures.

Commissioner Stevens asked what the estimated budget is for those expenditures.

Human Resources Director Turner stated that the approximate expenditures would be no charge to advertise on the Florida League of Cities, Palm Beach League of Cities and the Town website, however she does believe the charge for the International City/County Manger's Association is \$500.00 and the charge for the ad in the Palm Beach Post is between \$700.00 and \$800.00 for an approximate total of \$1,500.00.

Commissioner Stevens asked if while advertising for Interim Town Manager will an advertisement for Town Manger also be done.

Human Resources Director Turner stated that would be at the direction of the Commission.

Commissioner Longtin stated that she does not know why the Town would advertise for both and wants to go straight to advertising for the Town Manager. She stated that Colin Baenziger owes the Town his services for assistance in the selection of a Town Manager. She stated that by hiring a temporary Interim Town Manager, Interim Town Manager and then a Town Manager would mean expending double the funds, having double the meetings and doubling the work when we could just move forward.

Mayor DuBois stated that he believes that this a well defined process and it in the best interests of the Town to follow the process for both the Interim Town Manager and Town Manager in order to obtain the best pool of candidates.

Vice-Mayor Rumsey stated that the main difference between the Town and Lake Worth is that Lake Worth had existing employees that were willing to step into the Temporary Interim Manager role while the process to hire an Interim Manager was performed. He stated that the Town does not have existing staff to fulfill the role of Temporary Interim Town Manager. He stated that he is torn between appointing Mr. Titcomb as Temporary Interim Town Manager and Interim Town Manager and that was the reasoning for his previous suggestion.

Commissioner Hockman stated that there is no comparison between Lake Worth and Lake Park. He stated that Lake Worth's administration is more complex with more functions than Lake Park and questioned using the same process to hire an Interim Town Manager and Town Manager.

Mayor DuBois stated that the process of hiring an Interim Town Manager and a Town Manager is very similar across all municipalities and that the process is repeatable and clearly defined and he is suggesting that the Town use a process that is already defined.

Commissioner Hockman spoke in opposition to hiring a Temporary Interim Town Manager, then an Interim Town Manager and then a Town Manager. He stated that he believes it is a waste of money that the Town does not have to spend and if we can cut the costs it would be in the best interests of the Town. He suggested that the advertisement for Town Manager be advertised this month and receive applications for the next 60 days and in the next three to four months go through the applications and then make a decision instead of having Mr. Titcomb serve until an Interim Town Manager is appointed and then appointing a Town Manager.

Commissioner Stevens advised that he shares Mayor DuBois' concerns and that there needs to be a good fit for the Town for both Interim Town Manager and Town Manager.

Motion: A motion by Commissioner Stevens to 1) direct staff to advertise for a Town Manager, 2) direct the Town Attorney to draft an agreement for the Town to enter into with Jaime Titcomb to provide one month of services as Temporary Interim Town Manager with language that allows the Town to terminate the agreement at any time or to extend the agreement at the end of the one month period and 3) at the conclusion of the one month period if the Town determines that they no longer desire Jaime Titcomb's services to start the search and recruitment for an Interim Town Manager; Vice Mayor Rumsey made the second.

Commission Longtin asked when the one month period would start.

Attorney Baird advised that a contract needs to be developed and approved at the next Commission meeting and then Mr. Titcomb could be appointed to serve as Temporary Interim Town Manager and start the next day.

Mr. Titcomb stated that he is flexible enough to work under the terms and conditions that are acceptable to the Commission. He stated that the criteria that the Commission wants in the permanent Town Manager should be clearly defined early in the process.

Mayor DuBois stated that his view on the process was that the Temporary Interim Town Manager would develop the criteria for the Interim Town Manager and Town Manager positions and bring them to the Commission for approval.

Commissioner Hockman suggested that the advertisement be for both Interim Town Manager and Town Manager.

Commissioner Stevens asked if there is a trial period for the permanent Town Manager.

Attorney Baird stated that he does not know of any use of a probationary period for town managers.

Mayor DuBois stated that the Town Code requires that the Town Manager be a resident of Lake Park.

Attorney Baird confirmed that the Town Code does require that the Town Manager be a resident of the Town.

Vote on Motion:

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

Motion passed 4-1

Attorney Baird requested that the Commission provide direction regarding salary, duties, benefits and other related items. He suggested that the contract be on an independent contract basis with no benefits, and that the contract have a termination provision with the requirement of two weeks' notice of intent to terminate.

Mayor DuBois stated that based on his recollection that the Commission had reached consensus on a salary of \$100,000.00 divided by 52 for a weekly pay of approximately \$2,000 and that is what he shared with Mr. Titcomb.

Commissioner Longtin stated that she does not see a reason for a notice requirement of two weeks in the termination clause.

Attorney Baird clarified that the notice requirement would be required of the Town and Mr. Titcomb. He stated that he proposed the clause as a protection for the Town so that the Town would have notice if Mr. Titcomb were to terminate the contract.

The Commission reached consensus to provide two weeks notice requirement in the termination clause of the contract.

Commissioner Stevens asked if a draft advertisement could be prepared for consideration at the February 15, 2011 Commission Meeting.

Human Resources Director Turner advised "yes".

Interim Town Manager Hunt asked for clarification that the Commission wanted him to continue as Temporary Interim Town Manager until February 15, 2012.

Mayor DuBois advised "yes".

Commissioner Longtin suggested that Mr. Titcomb come in and sit with Interim Town Manager Hunt between now and the February 15, 2012 Commission Meeting.

Attorney Baird stated that Mr. Titcomb would need a contract first.

Interim Town Manager Hunt stated that with sadness that he had to advise that Town employee Will Henderson, Irrigation Technician, passed away suddenly on Sunday. He stated he would pass information regarding funeral services as received.

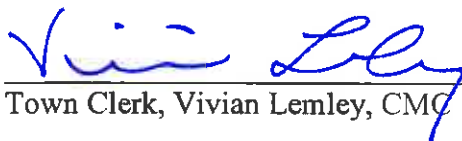
Mayor DuBois requested a letter of condolence from the Mayor's office be sent to the family.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Hockman and seconded by Commissioner Stevens, and by unanimous vote, the meeting adjourned at 8:38 p.m.



Mayor James DuBois



Town Clerk, Vivian Lemley, CMC



FLORIDA

Approved on this 7 of March, 2012



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Special Call Commission Meeting
Monday, February 6, 2012, 7:30 p.m.,
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kendall Rumsey	—	Vice-Mayor
Steven Hockman	—	Commissioner
Jeanine Longtin	—	Commissioner
Tim Stevens	—	Commissioner
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Dave Hunt	—	Interim Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian M. Lemley, CMC	—	Town Clerk

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

A. **CALL TO ORDER**

B. **PLEDGE OF ALLEGIANCE**

C. **ROLL CALL**

D. **DISCUSSION AND POSSIBLE ACTION:**

1. Appointment of a Temporary Interim Town Manager
2. Status of Recruitment of a New Recreation Director

Tab 1

Tab 2

E. **ADJOURNMENT:**