



Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, February 4, 2015, 6:30 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, February 4, 2015 at 6:30 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Michael O'Rourke and Kathleen Rapoza, Interim Town Manager Bambi Turner, Attorney Thomas Baird, and Town Clerk Vivian Mendez.

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

SPECIAL PRESENTATIONS/REPORTS

1. Update on the Town Manager Selection Process

Interim Town Manager Turner presented the item (see attached Exhibit "A"). Vice-Mayor Glas-Castro stated that they had fallen two-weeks behind the tentative schedule presented at the January 7, 2015 Commission meeting for the selection of a Town Manager. She asked if they would have an opportunity to get back on schedule after the next Commission meeting. Interim Town Manager Turner stated "yes". Vice-Mayor Glas-Castro asked if background checks were being conducted on all candidates. Interim Town Manager Turner stated that the background checks would only be conducted on the Town Manager finalist. Mayor DuBois stated that after reviewing the applications that were included in the February 4, 2015 agenda packet he was prepared to speak about his choice of candidates. Interim Town Manager Turner explained that she would be meeting with Kurt Bressener to develop a list of recommended semi-finalist that would be presented to the Commission at the February 18, 2015 Commission meeting. She explained that the Commission would then have an opportunity to add candidates to the list. Vice-Mayor Glas-Castro asked for clarification as to why they were two-weeks behind schedule. Interim Town Manager Turner explained that there were two reasons why they were two-weeks behind the tentative schedule. She explained that the first reason was that Mr. Bressener was not available to attend this Commission meeting and secondly the selection of an Interim Town Manager took longer than anticipated.

The Commission had reviewed all the applications provided as part of the agenda packet and were ready to provide staff with their list of Town Manager candidates.

- Mayor DuBois - (in order by preference) James D. Drumm, Lyndon L. Bonner, John O. D'Agostino, and Mark A. Kutney.
- Commissioner Rapoza - (in no particular order) Manny Anon, Jr., Andrew M. Barton, John O. D'Agostino, James D. Drumm, Joseph F. Pennisi.

- Commissioner O'Rourke - (in no particular order) Manny Anon, Jr., James D. Drumm, Lyndon L. Bonner, Gregory L. Dunham.
- Vice-Mayor Glas-Castro - (in no particular order) James D. Drumm, John O. D'Agostino, Gregory L. Dunham, Robert Kellogg.
- Commissioner Flaherty – (in order by preference) James D. Drumm, William R. Whitson, Gregory L. Dunham, Lawrence F. Coppola, Halifax C. Clark II.

Mayor DuBois asked if this would streamline the process for staff. Interim Town Manager Turner stated “yes” and that she and Kurt Bressener would work with this list. Mayor DuBois asked what the next steps would be. Interim Town Manager Turner explained that she will be meeting with Kurt Bressener and they may come up with some of the same names that the Commission have suggested as semi-finalist. The list of semi-finalist would be presented for the Commission’s review at the February 18, 2015 Regular Commission meeting. The Commission would then review the list and select the finalist that they would like to interview. Commissioner O'Rourke asked if the semi-finalists information would be provided to the Commission so that they could review it again. Interim Town Manager Turner stated that it would be included as part of the February 18, 2015 Regular Commission meeting agenda packet. Mayor DuBois suggested that Interim Town Manager Turner include a similar cover letter in the packet as she had done in the February 4, 2015 agenda packet, which was very useful to the Commission.

PUBLIC COMMENT:

1) Robert Trepp, 15427 80th Lane North, Loxahatchee – presented Vice-Mayor Glas-Castro with this year’s Chili Cook-off plaque.

Mayor DuBois asked if Mr. Trepp would be coming back to do another Chili Cook-off event in Lake Park. Mr. Roger Michaud, President of the Lake Park Kiwanis Club, asked if the Town would communicate with other event coordinators in the future to avoid hosting two large events in a short period of time in the Town. Mayor DuBois explained that at a previous meeting the Commission had discussed a 30-day separation between large events, although what constituted a large event had not be identified. The Commission came to consensus to direct staff to modify the Special Events permits Ordinance with criteria that would include separating large events by 30-days. Mr. Trepp explained his experience when hosting an event with the Town of Loxahatchee.

Mr. Michaud explained that the Lake Park Kiwanis Club members meet every Thursday at Ganger Mountain in the Tall Tails Restaurant from 12:15 p.m. to 1:15 p.m. He also provided the Facebook contact information as Kiwanis Club of Lake Park to obtain information regarding Kiwanis. He thanked the Town for their continuous support.

2) Dan Liftman, 470 Executive Court Drive, West Palm Beach – introduced himself and stated that he works for Congressman Alcee Hastings. He stated that his office was located in the Town of Mangonia Park Town Hall and he is available from Monday to Friday. He also provided Congressional calendars to the Commission and members of the public.

3) Diane Bernhard, 301 Lake Shore Drive – provided her comments via an email sent to Vice-Mayor Glas-Castro because she was unavailable to attend the Commission meeting (see Exhibit “B”).

CONSENT AGENDA:

2. **Regular Commission meeting minutes of January 21, 2015**
3. **Visioning Workshop meeting minutes of January 21, 2015**

Commissioner O’Rourke asked that the Regular Commission meeting minutes of January 21, 2015 be pulled from the Consent Agenda.

Motion: Commissioner O’Rourke moved to approve the Visioning Workshop meeting minutes of January 21, 2015 on the consent agenda; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

Commissioner O’Rourke expressed concern with the lack of important details regarding the Earl Stewart Toyota extension project that were not included in the minutes. Mayor DuBois explained that these are summary minute’s not verbatim minutes. Commissioner O’Rourke stated that he understands that they are summary minutes, but they do not reflect the discussions that took place at the meeting. For example, a Commissioners made a comment that they would be happy when they can return the \$30,000 bond, in escrow, back to Earl Stewart. He stated that the minutes were basically a summary of what took place and then a statement that the project was approved. He stated that there were discussions that are appropriate and should have been reflected in the minutes. Mayor DuBois stated that the Commission could take a vote to see if the other members feel that more details should be included in the minutes. If however the Commission does not feel that additional details should be included in the minutes then Commissioner O’Rourke may request that the, January 21, 2015 Regular Commission meeting minutes be brought back with the additional details.

Motion: Commissioner Flaherty moved to approve the Regular Commission meeting minutes of January 21, 2015 on the consent agenda; Commissioner Rapoza seconded the motion.

Mayor DuBois stated that he was satisfied with the minutes as presented and understands that they do not reflect all of the discussion details; however, they did hit all the important points for him and supports approval of the minutes.

Commissioner O'Rourke disagreed and felt that all they were doing were rehashing the vote that was adopted at that meeting. He felt that it was important that anyone that read the minutes understand why the Commission took the positions that they took that the positions were explained in detail, and the residents are entitled to understand the depth of the issue. Mayor DuBois explained that the DVD of the meeting is available in the Town Clerk's Office. He explained that minutes are not required to reflect anything more than the motion and the vote. He stated that he understands that the Earl Stewart project is a contentious item, but if more detail would be required for one agenda item then it would be required for all items. He felt satisfied with the way the minutes were being done and the Town Clerk's judgment of how much detail to include in the minutes.

Vote on Motion:

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

Motion passed 3-2.

PUBLIC HEARINGS - ORDINANCES ON FIRST READING:

None

PUBLIC HEARINGS - ORDINANCE ON SECOND READING:

None

NEW BUSINESS:

4. Selection of an Interim Town Manager.

Interim Town Manager Turner explained the item (see attached Exhibit "C"). Commissioner Flaherty asked for clarification regarding a housing stipend. Interim Town Manager Turner explained that if a candidate were interested in serving as the Interim Town Manager, but did not live in the area, the Commission could offer housing assistance. Commissioner Rapoza asked if that had ever been offered to a candidate in the past. Interim Town Manager Turner stated "no". Vice-Mayor Glas-Castro commented that by the time the Commission picks an interim they would be prepared to choose a Town Manager. Mayor DuBois stated that after the earlier "Selection of a Town Manager" discussion item they might be further along in the process and that Interim Town Manager Turner could continue to serve until a Town Manager were hired.

Commissioner Rapoza asked who determines the salary of the Interim Town Manager and what would that salary be. Interim Town Manager Turner stated that the Town does not have a salary range for an Interim Town Manager position, so Kurt Bressener suggested that the salary be 90 percent of what the pervious Town Manager earned. The previous Town Manager earned \$120,000 a year, so the Interim Town Manager could earn up to \$108,000 a year.

Commissioner O'Rourke agreed that the process was moving faster and the Interim Town Manager was handling the position well and the Commission should move forward. He stated that it was his hope that the next Town Manager would stay longer with the Town and would fit the mold. He expressed concern with the hiring of several key positions and that the Interim Town Manager should not be hiring for those positions. Interim Town Manager Turner asked if he were referring to the Marina Director position. Commissioner O'Rourke stated "yes", and that he was also referring to the Planner position. Interim Town Manager Turner explained that the hiring of a Marina Director has been placed on hold until the new Town Manager were hired. She explained that the Planner position was a staff position that was under the jurisdiction of the Community Development Department. She stated that interviews had been conducted for the Planner position and an offer has been made to a candidate.

Motion: Commissioner O'Rourke moved to continue the process of selecting a Town Manager and leave in place Bambi Turner as the Interim Town Manager; Commissioner Rapoza seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

5. Resolution No. 04-02-15 Authorizing the Mayor and Town Clerk to Execute an Agreement between Palm Beach County and the Town of Lake Park for the use of \$403,591 in 2015/2017 CDBG funds for Lake Shore Park and Kelsey Park Improvements. Review Project layout and Provide Consensus Comments.

Public Works Director Dave Hunt explained the item (see attached Exhibit "D"). He explained that this item was being presented in two parts. The first part was the Community Development Block Grant (CDBG), which, if approved, would need to be submitted to Palm Beach County so the Town could receive the funds for the Lake Shore and Kelsey Park's bathrooms and the Tennis Court lighting. The second part was the review of the restroom layouts and Commission direction. He explained that once the Agreement receives Palm Beach County Board of County Commission approval there are very tight milestones that the Town must meet. He stated that staff has been working with Palm Beach County staff and felt that there would be no problems meeting the deadlines in the Agreement for the improvements. He explained that the first milestone was selecting an architectural design firm through a Request for Qualifications (RFQ) process for the design of these restrooms. He explained that the basic building footprint was included as part of the agenda item and staff was seeking Commission direction to assist in creating the specifications for the RFQ. He explained that the architect would assist the Town with elevations, harmonizing of the existing buildings with the new building and giving an overall site plan to be presented to Palm Beach County.

Vice-Mayor Glas-Castro stated that this was the first time that a new restroom building by the Tennis Courts were being presented as part of the project. She asked when had the Commission made that decision of converting the existing Tennis Office into a restroom and what would become of the existing Tennis Office. Public Works Director Hunt explained that the new restrooms were part of the original Agreement with Palm Beach County, which has been discussed for about 1 ½ years. He stated that the existing Tennis Office would become the Recreation Manager’s Office. He explained that different options were discussed and incorporating addition restrooms in a Tennis lounge was one option. He explained that this came about as part of the Palm Beach County’s Agreement, which includes the scope of work on page 12 of the Agreement.

The Commission discussed with staff what their previous understanding was of the project and what was being presented this evening. They discussed drainage, elevations, storage, and the new bathrooms both at Lake Shore and Kelsey Park’s.

Commissioner O’Rourke asked about the Tennis Court lighting system. Public Works Director Hunt stated that they are looking at different options to keep cost down.

Commissioner Flaherty asked to have the Lake Shore Park bathroom entrance moved to the north side of the building instead of where it was located for safety purposes. Public Works Director Hunt agreed.

Lieutenant Vassalotti expressed concern with the breezeway that was being proposed for safety reasons. He suggested installing gates on either side of the breezeway to keep the area safe at night.

Vice-Mayor Glas-Castro asked to see plans before funds were expended. Public Works Director Hunt explained that the RFQ would be presented to the Commission for approval before it was advertised.

Motion: Commissioner O’Rourke moved to approve Resolution 04-02-15; Commissioner Rapoza seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

6. Resolution No. 05-02-15 Ratification of the Collective Bargaining Agreement between the Town of Lake Park and the Federation of Public Employees for the Period of October 1, 2014 to September 30, 2015.

Interim Town Manager Turner explained the item (see attached Exhibit “E”).

Motion: Commissioner Flaherty moved to approve Resolution 05-02-15; Commissioner Rapoza seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

7. Quantifying the Temporary Increase for serving as Interim to the Interim Town Manager.

Interim Town Manager Turner explained the item (see attached Exhibit "F"). Mayor DuBois stated that in 2012 a salary model was created while the Public Works Director served as Acting Interim Town Manager. He asked what that salary model was at that time. Interim Town Manager Turner stated that the salary model was around \$100,000 with the Public Works Director earning approximately \$125 per workday, which increased the salary from \$69,992 to \$100,000. She stated that she was proposing that her salary be increased from \$31.07 per hour to \$48.08 per hour, which would annualize the salary to \$100,006.40 per year. Commissioner Flaherty asked what the percentage increase would be. Finance Director Blake Rane stated that it would be approximately a 50 percent increase in salary.

Motion: Commissioner Flaherty moved that a temporary increase to the Human Resources Director of \$100,006.40 per year while she serves at the Interim Town Manager; Commissioner Rapoza seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird provided the Commission a copy of the Quarterly Litigation Report.

Interim Town Manager Turner explained that currently there are two key positions open, the Interim Marina Director, and the Planner. She explained that a job offer has been extended for the position of Planner and once the candidate has completed the

remaining pre-employment requirement they are expecting that the position can be filled by February 11, 2015. She explained that she and Finance Director Blake Rane interviewed a candidate for the Interim Marina Director position. She stated that once the candidate has completed the pre-employment requirements then she hopes to introduce the new Interim Marina Director to the Commission at the next Commission meeting. She stated that the Sunset Celebration was a success; the next event would take place on Friday, February 27, 2015 at Lake Shore Park from 6:00 p.m. until 9:00 p.m. She explained that the Pirate's Fest event was a success with no reported complaints to date. She explained some of the upcoming events. On March 11, 2015 and March 12, 2015 Lake Park Elementary will have their field day in Kelsey Park. On April 4, 2015, the Town would host the Easter Egg Hunt in Kelsey Park. Tentatively scheduled for April 25, 2015 would be the Lake Park Spring Tennis Tournament at the Lake Shore Park Tennis Center. Summer Camp is scheduled to begin on June 10, 2015. She stated that the Lake Park Library has a list of events on their website. The AARP Tax Help program was scheduled to take place each Saturday beginning Saturday, February 21, 2015 from 10 a.m. until 2:00 p.m. and will end on April 11, 2015. She explained that on Saturday, February 21, 2015 Palm Beach County would be hosting its "Dark Sky Festival" at Okeehetee Nature Center at 7715 Forest Hill Blvd, West Palm Beach. This "Turn Down the Light" event is a free family event from 6:00 p.m. until 10:00 p.m., for additional information contact the Palm Beach County Parks and Recreation Department at 561-233-2461. She congratulated Mr. Roy A. Facci and Ms. Pamela O'Brian of 316 Australian Circle for being the recipients of the February "Property of the Month".

Commissioner Rapoza stated that the Sunset Celebration was a success as well as Pirate's Fest. She congratulated Vice-Mayor Glas-Castro for being awarded the Chili Cook-off plaque.

Commissioner Flaherty explained that several volunteers from the Seeds of Hope (including himself) bundled up 225 bundles of fresh vegetables and donated them to the Club 100 Charities' food bank. He stated that over the past three weeks they have donated almost 400 bundles of fresh vegetables to the Club 100 Charities' food bank. He thanked all those that donated and assisted Club 100 Charities.

Vice-Mayor Glas-Castro asked Interim Town Manager for a Town Manager salary survey.

Mayor DuBois stated that the Pirate's Fest event was successful. He thanked the Lake Park Library and Friends of the Library for the play they put on at Pirate's Fest. He thanked the members of the Kiwanis Club for raising funds at the event. He congratulated Janet Perry for another successful Sunset Celebration. He explained that he received a letter from a resident by the name of Jeff Blakely thanking the Town for improving the crosswalk lighting on Park Avenue and US Highway One. He thanked Community Development Director Nadia DiTommaso for coordinating those efforts. He explained that Palm Beach County hosted a boat ride, which took them out to view the improvements underway on the Lake Worth Lagoon. He reminded the Commissioners that there are openings on the CRA Board and Planning and Zoning Board and encouraged them to recruit members.

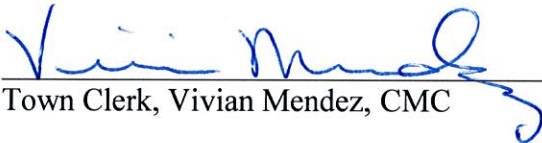
Commissioner O'Rourke explained that he participates in a "Writing Critic" group that meet on Saturday mornings at 10:00 a.m. at the Lake Park Library. He stated that there was also a "Writers Get-Together" event, which meet at the Brew House Gallery. He stated that there are many good things happening in our Town.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Rapoza and seconded by Commissioner Flaherty, and by unanimous vote, the meeting adjourned at 8:25 p.m.



Mayor James DuBois



Town Clerk, Vivian Mendez, CMC



Approved on this 18 of February, 2015



Town of Lake Park Town Commission

Agenda Request Form

Exhibit "A"

Meeting Date: February 4, 2015

Agenda Item No. |

Agenda Title: Update on the Town Manager Selection Process

- SPECIAL PRESENTATION/REPORTS** [] **CONSENT AGENDA**
- [] **BOARD APPOINTMENT** [] **OLD BUSINESS**
- [] **PUBLIC HEARING ORDINANCE ON ____ READING**
- [] **NEW BUSINESS**
- [] **OTHER: _____**

Approved by Town Manager *[Signature]* **Date:** 1/26/2015
Anti-Porter Town Manager

Name/Title

Originating Department: Human Resources	Costs: \$ -0- Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Copies of Town Manager Application Material
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case: BMT Please initial one.

Summary Explanation/Background:

At the January 21, 2015 Commission meeting, staff advised the Town Commission that redacted copies of the completed Town Employment Application Forms and other required documentation received by the January 23, 2015 deadline for the position of Town Manager would be provided to the Commission at this meeting. Copies of completed Employment Application Forms and other required documentation are attached as back-up to this agenda item.

Recommended Motion: No motion is necessary as the purpose of this agenda item is to provide to the Town Commission copies of the Town Manager application materials as submitted.

Exhibit "B"

Please read this at the February 4th. Commission Meeting

Diane Bernhard <dianebernhard@comcast.net>

Tue 2/3/2015 11:10 PM

To: Kim Glas-Castro <kglas-castro@lakeparkflorida.gov>;

Dear Commissioner Glas-Castro:

Thank you so much for being willing to read these comments at the meeting. I am very sorry that I cannot be there to speak them in person.

**Warm Regards,
Diane Bernhard**

Diane Bernhard
301 Lake Shore Drive
Lake Park, FL

February 4, 2015

Because I may not be able to attend the Commission meeting tonight, I have asked Commissioner Glas-Castro to please read the following comments.

THOUGHTS ABOUT DEALERSHIP EXPANSION

I learned many things from serving on the Lake Park Harbor Marina Task Force. One of the concepts that most stays in my mind is the understanding that the Commission of the Town of Lake Park might have been faced with making the decision to abandon Lake Shore Drive as it runs through the marina parking lot.

I found it very shocking that the Town of Lake Park could be in a position to have give up **all rights** to a thoroughfare in order to make a visitors' pedestrian promenade or in order to allow private development and profit.

The word abandonment in a legal context is defined as: *The surrender, relinquishment, disclaimer, or cession of property or of rights. Voluntary relinquishment of all right, title, claim, and possession, with the intention of not reclaiming it.*

Therefore, at the last Commission Meeting on January 21st, when I heard the developers for Earl Stewart Toyota speak about their plans for the used car lot, I was dismayed to hear the word **abandonment** used several times.

I would not like to see the Town lose such valuable property as East Jasmine Drive . Especially if we **just give it away. Forever...**

I wonder what the monetary value of that street is? Does staff know?

Thank you.



Town of Lake Park Town Commission

Agenda Request Form Exhibit "B"

Meeting Date: February 4, 2015

Agenda Item No. 4

Agenda Title: Selection of Interim Town Manager

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON ____ READING
- NEW BUSINESS**
- OTHER: _____

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager

[Handwritten Signature]
Interim Town Manager

Date: 1/26/2015

Name/Title

<p>Originating Department: Human Resources</p>	<p>Costs: To be Determined Funding Source: Acct. # <input type="checkbox"/> Finance _____</p>	<p>Attachments: None</p>
<p>Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone _____ OR Not applicable in this case: BMT Please initial one.</p>

Summary Explanation/Background:

At the January 21, 2015 Commission meeting, staff provided the Town Commission with a verbal updated report on the selection of an Interim Town Manager and on the outcome of the background investigations of the following applicants:

- Louie Chapman, Jr. of Delray Beach, Florida; and
- Hector A. Rivera, Sr., of Palm City, Florida

Discussion ensued, and the Commission inquired into other available options. Staff reiterated the suggestion from Florida City/County Management Association (FCCMA) Senior Advisor Kurt Bressner that contact be made with applicants for the Town Manager position to determine if any of them would be interested in serving as the Interim Town Manager on a trial basis. The date identified for the selection of an Interim Town Manager by the Commission is the February 4, 2015 Commission meeting.

Staff contacted Mr. Bressner to advise him of this decision, and he provided the following response:

- The date of February 4, 2015 for the Town Commission to consider finalists for the Interim Town Manager position is not feasible. He suggested a special call meeting the following Wednesday.
- Before contact is established with the Town Manager applicants to determine their interest in serving as Interim Town Manager, the following three questions need to be answered:
 - Is there a salary range established for the Interim Town Manager? (It is important to note that no salary range has been established for this position, and there is currently no salary range for the position of Town Manager.)
 - What would be the expected duration of such assignment?
 - Will the Town offer interim housing assistance, in the form of a housing stipend in addition to the pay for the interim position. (Mr. Bressner suggested that this may help induce an applicant to consider an interim position.)



Town of Lake Park Town Commission

Agenda Request Form Exhibit "D"

Meeting Date: February 4, 2015

Agenda Item No. 5

Agenda Title: Authorizing the Mayor and the Town Clerk to Execute an Agreement Between Palm Beach County and the Town of Lake Park for the use of \$403,591.00 in 2015-2017 CDBG funds for Lake Shore Park and Kelsey Park Improvements

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON _____ READING
- NEW BUSINESS**
- OTHER: _____

Approved by Town Manager *Richard Pittman* Date: 1/27/2015

Richard Pittman, Project Manager
Name/Title

Originating Department: <p style="text-align: center;">Town Manager</p>	Costs: \$ 0.00 Funding Source: Special Projects Fund (301-337.319) Acct. #301-63818 <input checked="" type="checkbox"/> Finance <i>BKR</i>	Attachments: Agreement between Palm Beach County and the Town of Lake Park for use of 2015-2017 CDBG Funds. Non-Discrimination Form. Project floor plans and building footprints.
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <i>RP</i> Please initial one.

Summary Explanation/Background:

Palm Beach County is making available to the Town of Lake Park \$403,591.00 in 2015-2017 Community Development Block Grant (CDBG) funds to make improvements to Lake Shore Park (building and lighting improvements) and Kelsey Park (building improvements).

Staff has prepared basic floor plans and building location "footprints" (see attached) to serve as the basis for the Request for Qualification (RFQ) from architectural design firms. Pursuant to the CDBG agreement, the RFQ package needs to be submitted to the County for review and approval by April

1, 2015. **It would be appropriate to discuss the issues that affect the proposed floor plans or building footprint at this February 4, 2015 Commission Meeting.** Plan modifications will be made that reflect the Commission's consensus and will be incorporated into the RFQ packet.

In order to receive the grant funds, both for design and construction, the Town must execute an agreement between the County and the Town. This resolution authorizes the Mayor and the Town Clerk to sign the agreement for grant funds as well as a new, non-discrimination form which the County has just implemented as part of the CDBG program. This signed agreement must go before the Board of County Commissioners for their approval before work may commence on this tightly scheduled program.

Recommended Motion: I move to authorize the Mayor and the Town Clerk to execute the agreement between Palm Beach County and the Town of Lake Park for the use of \$403,591.00 of CDBG funds to make the suggested improvements in Lake Shore Park and Kelsey Park.



Town of Lake Park Town Commission

Agenda Request Form Exhibit "E"

Meeting Date: February 4, 2015

Agenda Item No. 6

Agenda Title: Ratification of the Collective Bargaining Agreement between the Town of Lake Park and the Federation of Public Employees for the Period of October 1, 2014 to September 30, 2015

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON ____ READING
- NEW BUSINESS**
- OTHER: _____

Approved by Town Manager *Paul M. Walker* Date: *1/26/2015*
Interim Town Manager

Name/Title

<p>Originating Department:</p> <p>Human Resources</p>	<p>Costs: \$ -0-</p> <p>Funding Source:</p> <p>Acct. #</p> <p><input type="checkbox"/> Finance _____</p>	<p><u>Attachments:</u></p> <p>(1) Resolution;</p> <p>(2) Copy of the Collective Bargaining Agreement as tentatively agreed to between labor and management for the period of October 1, 2014 to September 30, 2015;</p> <p>(3) Copy of the Collective Bargaining Agreement in Final Format; and</p> <p>(4) Copy of the January 23, 2015 letter from the Federation of Public Employees</p>
<p>Advertised:</p> <p>Date: _____</p> <p>Paper: _____</p> <p><input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone <u>BMT</u></p> <p>or</p> <p>Not applicable in this case _____</p> <p>Please initial one.</p>

Summary Explanation/Background:

On July 29, 2014, Union representatives contacted the Town and initiated the negotiation of a new collective bargaining agreement (the "Agreement") between the Union and the Town, since the current Collective Bargaining Agreement between the Town of Lake Park and the Federation of Public Employees, a Division of the National Federation of Public and Private Employees (AFL-CIO) (the "Union") was due to expire on September 30, 2014.

Such Agreement was collectively bargained with the Union and a Tentative Agreement was reached between management and labor. On January 22, 2015 a majority of the bargaining unit members of the Union voted to ratify the proposed Agreement. A copy of the Tentative Agreement is attached in redline format for ease of reference. A copy of the new Agreement in final format is also attached, as well as a copy of the January 23, 2015 letter from the Union documenting such ratification.

The purpose of this agenda item is ratification of the Agreement by Resolution of the Town Commission.

Recommended Motion: Approval of Resolution 05-02-15 ratifying the Collective Bargaining Agreement between the Town of Lake Park and the Federation of Public Employees, a Division of the National Federation of Public and Private Employees (AFL-CIO) for the period of October 1, 2014 to September 30, 2015, and authorizing the Mayor to execute such Agreement.



Town of Lake Park Town Commission

Agenda Request Form

Exhibit "F"

Meeting Date: February 4, 2015

Agenda Item No. 7

Agenda Title: Quantifying the Temporary Increase in Compensation for Serving as the Interim/Interim Town Manager

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

Approved by Town Manager *Paula M. Gibson-Lucas* Date: *1/26/2015*
Interim/Interim Town Manager

Name/Title

Originating Department: Human Resources	Costs: To be Determined Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: None
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case: BMT Please initial one.

Summary Explanation/Background:

At the January 21, 2015 Commission meeting, the Town Commission approved the appointment of the Human Resources Director to serve as the Interim/Interim Town Manager until an outside Interim Town Manager is hired. While the Commission mentioned an increase for serving in this capacity, such temporary increase was not quantified.

The purpose of this agenda item is to quantify the temporary increase in compensation for serving as the Interim/Interim Town Manager. It is also being requested that the title for this temporary assignment be referred to as Acting Interim Town Manager for ease of reference.

Recommended Motion: I move that a temporary increase of _____ be approved for the Human Resources Director for serving as Interim/Interim Town Manager effective January 23, 2015 upon the Town's Manager's retirement, and that the title for such assignment be referred to as Acting Interim Town Manager.



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, February 4, 2015, 6:30 p.m.
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
Michael O'Rourke	—	Commissioner
Kathleen Rapoza	—	Commissioner
.....		
Bambi McKibbon-Turner	—	Interim Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian Mendez, 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/ROLL CALL**

B. **PLEDGE OF ALLEGIANCE**

C. **SPECIAL PRESENTATIONS/REPORTS**

1. Update on the Town Manager Selection Process

Tab 1

D. **PUBLIC COMMENT:**

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a **TOTAL** of three minutes.

- E. **CONSENT AGENDA:** All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the Agenda. Any person wishing to speak on an Agenda item is asked

to complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.

- 2. Regular Commission Meeting Minutes of January 21, 2015 Tab 2
- 3. Visioning Workshop Meeting Minutes of January 21, 2015 Tab 3

F. PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:
None

G. PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:
None

H. NEW BUSINESS:

- 4. Selection of an Interim Town Manager Tab 4

- 5. Resolution No. 04-02-15 Authorizing the Mayor and Town Clerk to Execute an Agreement between Palm Beach County and the Town of Lake Park for the use of \$403,591 in 2015/2017 CDBG funds for Lake Shore Park and Kelsey Park Improvements. Review Project lay-out and Provide Consensus Comments Tab 5

- 6. Resolution 05-02-15 Ratification of the Collective Bargaining Agreement between the Town of Lake Park and the Federation of Public Employees for the Period of October 1, 2014 to September 30, 2015 Tab 6

- 7. Quantifying the Temporary Increase for serving as Interim to the Interim Town Manager Tab 7

I. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

J. ADJOURNMENT

Next Scheduled Regular Commission Meeting will be held on Wednesday, February 18, 2015