



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

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

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

SPECIAL PRESENTATIONS/REPORTS

1. Proclamation In Honor of Commissioner Kathleen Rapoza

Mayor DuBois presented former Commissioner Kathleen Rapoza with the proclamation. Mrs. Rapoza accepted the proclamation from the Commission. She was and continues to be proud of being a part of the Town of Lake Park's progress, growth, and success. She stated that Lake Park was in fine hands with this Commission and it could only get better and better. She thanked the Commission and the residents for allowing her the honor of representing them for three-years.

Town Manager D'Agostino presented Mrs. Rapoza with her nameplate and Commissioner photo. She thanked everyone.

Motion: Commissioner O'Rourke moved to include former Commissioners to be included in the Chili Cook-Off competition; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

PUBLIC COMMENT:

Diane Bernhard asked for a status on the RG Towers application. She suspected that they have reapplied and wondered what was taking place with the application. She asked if the Town has received any other applications for an industrial structure at the Marina.

She suggested that an Ordinance be adopted prohibiting industrial type installations on the Marina property or the small piece of property at the Marina.

CONSENT AGENDA:

- 2. Town Commission and Planning & Zoning Board Mixed-Use Corridor Workshop Minutes of March 1, 2016**
- 3. Regular Commission Meeting Minutes of March 16, 2016**
- 4. Special Call Commission Meeting Minutes of March 21, 2016**
- 5. Amendment of the License Agreement between the Town of Lake Park and the Burt Reynolds Institute of Film and Theatre (BRIFT)**

Vice-Mayor Glas-Castro asked to pull item 4 and Commissioner O'Rourke asked to pull item 5 from the Consent Agenda.

Motion: Commissioner Flaherty moved to approve items 2 and 3 of the Consent Agenda; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

Vice-Mayor Glas-Castro explained that she contacted the Town Clerk with corrections to the minutes. She stated that the changes were made and the updated minutes were included in the agenda packet earlier this week.

Motion: Commissioner O'Rourke moved to approve items 4 as amended on the Consent Agenda; Commissioner Lynch seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

Commissioner O'Rourke expressed concern that the two Town facilities (Art on Park Gallery, and the Mirror Ballroom) were being used at virtually no cost. He understood that it brought a cultural aspect to the Town, but did not understand that the Commission was willing to allow BRIFT to use the Mirror Ballroom for \$1.00 a year, yet the Mirror Ballroom could not be rented due to lack of staff. He stated that it would bring revenue to

the Town. He suggested reordering the priorities for hiring staff. He did not object to approving the agreement.

Motion: Commissioner Flaherty moved to approve item 5 on the Consent Agenda; Commissioner Lynch seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

PUBLIC HEARING(S) – ORDINANCE ON FIRST READING:

None

PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:

None

NEW BUSINESS:

6. Resolution No. 15-04-16 Valic 401k- Retirement Savings Plan Revised Adoption Agreement.

Town Manager D'Agostino explained the item (see Exhibit "A"). Vice-Mayor Glas-Castro asked if the 2017 budget would include funding for salary adjustments, cost of living increases, and an overall increase to the employee benefit package. Town Manager D'Agostino explained that a two-percent increase would be included in the 2017 budget. He explained that part-time employees were not eligible for pension benefits.

Motion: Commissioner O'Rourke moved to approve Resolution No. 15-04-16; Commissioner Flaherty seconded the motion.

Commissioner O'Rourke asked about the Federal Act enhancing the pension plan. He stated that one of the enhancements was called "The Hero's Earnings Assistance and Relief Tax Act". He asked if that program focuses on hiring Veterans. Finance Director Blake Rane explained that the particular Act was specific to paying those individuals that are called into active duty and leave their full-time positions to do so. He explained that what Congress has done was to set up rules that protects those weekend warriors with restrictions in the way they are paid. He stated that several of the Acts ensure that when the individuals returns to work they receive their wages. He explained that the Town does have Veteran's Preference on the Town's employment applications.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner Lynch	X		

Commissioner O'Rourke	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0

7. ICMA-RC 401k- Retirement Savings Plan Revised Adoption Agreement

Town Manger D'Agostino explained the item (see Exhibit "B").

Motion: Commissioner O'Rourke moved to approve the ICMA-RC 401k Retirement Savings Plan Revised Adoption Agreement; Commissioner Flaherty seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

8. Resolution No. 16-04-16 Authorizing Execution of an Agreement between the Town of Lake Park and Craven Thompson & Associates for Engineering Services Related to the Replacement of the Town's Stormwater Outfall Structures Adjacent to 541 Northlake Boulevard.

Town Manager D'Agostino explained the item (see Exhibit "C"). Commissioner Flaherty asked if the Town was putting out money that the other communities and Firestone would not be reimbursing the Town. Town Manager D'Agostino explained that "yes" the Town would be seeking reimbursement.

Mayor DuBois asked if photos were taken of the high water on Teak Drive. Public Works Director Dave Hunt explained that no photos were taken of the high water event. He stated that photos were taken of the standing water in the structures as a regular occurrence that did not occur prior to Firestone doing the work onsite.

Motion: Commissioner Flaherty moved to approve Resolution No. 16-04-16 authorizing the Mayor to execute the Professional Services Contract with Craven Thompson & Associates for Phase 1 work in the amount not to exceed \$18,050.00; Commissioner O'Rourke seconded the motion.

Vote on Motion:

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

Mayor DuBois	X		
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Motion passed 5-0.

9. Resolution No. 17-04-16 Resolution Authorizing the Submittal of an Application to the Florida Inland Navigation District Waterways Assistance Program for Fiscal Year 2016 for the Installation of Boat Lifts at the Lake Park Harbor Marina.

Town Manager D’Agostino explained the item (see Exhibit “D”). Commissioner Lynch asked if it would cost \$845.00 per month. Town Manager D’Agostino stated “correct”.

Commissioner Flaherty asked who created the submittal packet. Town Manager D’Agostino stated staff and former Marina Director Jonathan Luscombe assisted in creating the submittal packet.

Commissioner O’Rourke stated FIND was a taxing organization that receives funds to do improvement projects along the waterway. He asked if the Town receives a grant for the project, would it have a negative impact on future grant requests for reducing the wave attenuation. Town Manager D’Agostino explained that if the Town would successfully receive this grant, then it would help with future grants. He explained that in future years the Town could apply for more funding from FIND to continue with projects at the Marina. Commissioner O’Rourke asked if the Town does apply for grants through Palm Beach County, would extra precautions be taken to ensure that the Town does not take on additional burdens. Town Manager D’Agostino stated, “I will”. He explained that he would communicate to the Commission and collectively a decision would be made regarding accepting or denying grants. Commissioner O’Rourke asked if the increase in revenue would be \$2,525 per months with the addition of the five (5) boatlifts. Town Manager D’Agostino stated “correct”.

Motion: Commissioner Flaherty moved to approve Resolution 17-04-16 grant application; Commissioner O’Rourke seconded the motion.

Vote on Motion:

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

Motion passed 5-0

10. Community Development Block Grant (CDBG) Grant Preparation

Town Manager D’Agostino explained the item (see Exhibit “E”). Commissioner O’Rourke asked if these funds had been rolled into the Kelsey and Lake Shore Park project by adding park benches and trash receptacles improvements. Town Manager D’Agostino explained that the grant was for Fiscal Year 2017, so these funds had not been rolled into another project. Commissioner O’Rourke asked if more park benches and trash receptacles were being added at the parks. Town Manager D’Agostino stated

that this would allow the Town to finish placing all of the park benches or trash receptacles at the parks. Commissioner O'Rourke asked if an estimated value was available for each of these projects. Town Manager D'Agostino stated that no estimated values were determined for the projects. He stated that values would be determined before the grant was submitted. Commissioner O'Rourke would like a soccer field, but did not know how much it would cost. Town Manager D'Agostino explained that the Town would not have sufficient funds to lay out a soccer field, but could pay for the design of a field. Commissioner O'Rourke pointed out that the Town was improving the parks and it turned into an expensive project. Town Manager D'Agostino stated that the grants funds would not allow any physical projects to be completed.

Mayor DuBois pointed out that there were two soft items, the soccer field design and layout and the second was the master site plan for a community center. He stated that other items on the list could be physically done and implemented.

Vice-Mayor Glas-Castro asked if the electronic message board fell under the criteria for this grant. Town Manager D'Agostino stated that the argument could be made that it serves low and moderate income families to provide messages, events, and free events that the community could attend as a method of outreach to low and moderate income families. Vice-Mayor Glas-Castro pointed out that a preliminary budget was required with the application that was due on Friday. Town Manager D'Agostino stated that a budget would be created by the deadline. Vice-Mayor Glas-Castro explained that \$33,000 was too much for park design. She asked if the neighborhood by Bert Bostrom Park wanted to eliminate the basketball courts and create a soccer field. Town Manager D'Agostino explained that the baseball fields would be eliminated, not the basketball courts. He stated that while speaking with Pastor Vilse of the Bethlehem Haitian Baptist Church, he indicated that soccer fields are what the community needs. He explained that the Town has struggled with programs and soccer and basketball would encourage community involvement.

Mayor DuBois asked what happened to the American Youth Soccer Organization (AYSO). Vice-Mayor Glas-Castro explained that lack of adult volunteers to help run the organization. Mayor DuBois expressed concern that the Town continues to run into these problems. He stated that full parent participation would be needed. He stated that he would be interested in fixing the irrigation at the Bert Bostrom Park, but then it would not be used. Town Manager D'Agostino explained that the community has many hard working families with more than one job, which does not allow them the time to volunteer. He asked the Commission to think of other re-use options for the Park that would benefit the community. He explained that the Town was discussing with the Police Athletic League (PAL) on a partnership to bring about grant funding for programs, services, and facilities for the Town. He explained that potential uses or re-uses options would be available once the Town become a PAL member and works together with Club 100 Charities towards additional grant opportunities for the community.

Mayor DuBois asked if some of the Park could be used for soccer and baseball. Town Manager D'Agostino explained that it could be done and would encourage the professionals tell staff what would work. Mayor DuBois asked what the cost of the irrigation at the Park cost. Public Works Director Hunt explained that it cost

approximately \$8,000 to \$10,000. He explained that a new pump was installed and enhancements to the controls were needed to make it more efficient and protect the equipment they have installed. He stated that there was a fully functioning irrigation system.

Commissioner O'Rourke asked if a different approach for acquiring larger grant funding would benefit the Town versus using CDBG funding for the Park. Town Manager D'Agostino agreed. He stated that there are other funding options for the Park. He stated that some discussions have taken place with creating a community center at the Church and partnership with other entities.

Vice-Mayor Glas-Castro agreed that the Town should invest in Bert Bostrom Park, but would prefer it be done as a comprehensive master plan, not in pieces. She preferred to have community input for what would benefit the community at the Park. Town Manager D'Agostino agreed and stated, "We could do that".

Mayor DuBois proposed that the electronic message board be installed that would complement Town Hall. He suggested then the park benches and trash receptacles could be done afterwards. He suggested that the irrigation control system be crossed off the list for now and if the Town acquired funds, then the Park could be revisited. He stated that the picnic pavilion would go with the improvements to the Park. He stated that it would leave the electronic message board, the playground equipment, and the continuation of the park benches and trash receptacles as physical items. Commissioner Flaherty agreed.

Mayor DuBois asked if a new building for the community center master plan was suggested in the list. Town Manager D'Agostino stated that it could be a new building, but land would be needed. He stated that it could also be redevelopment of an existing building, such as the building at the Church. Mayor DuBois suggested that the Town have serious discussions with the Church regarding the use of the side building, so that planning for next year could take place.

Commissioner O'Rourke referred to the irrigation control systems and some medians in the Town and would the Commission consider including medians to the list of projects that were needed. Mayor DuBois explained that the last median project along Flagler Blvd. He stated that the medians he was concerned about were the ones along Date Palm Drive. Public Works Director Hunt explained that the system in question had irrigation well water and the system was working fine. He stated that the system was refined when the Town acquired funding for trees for that area. He explained that they could re-sod if the Commission wanted better-looking turf for the area. Commissioner O'Rourke asked if there were any other medians that need attention. Public Works Director Hunt stated that the median on 6th Street on the east side of Bert Bostrom Park. Commissioner O'Rourke asked if the plantings and medians on Park Avenue qualify for CDBG. Public Works Director Hunt stated "yes". Commissioner O'Rourke asked that the areas discussed be included on a list.

Mayor DuBois asked for consensus on the projects.

Commissioner Flaherty suggested the electronic message board, and the park benches and trash receptacles.

Mayor DuBois agreed with the electronic message board as the first project. Commissioner Lynch agreed with the electronic message board.

Commissioner O'Rourke suggested the electronic message board, but was concerned that it would be outdated after a few years. He would prefer a high quality electronic message board. He stated that his second choice would be improvements to the Park Avenue medians.

Vice-Mayor Glas-Castro would go along with the electronic message board if it qualified as a project. She felt that this was not the right time for improvements to Bert Bostrom Park. She agreed with the improvements to the Park Avenue medians. Mayor DuBois asked if improvements to the planting materials on Park Avenue were planned. Public Works Director Hunt explained that the sidewalks and the paver bricks from 7th Street through 9th Street were planned. He stated that the new landscape contractor gave them a list of resets on Park Avenue and they were at approximately \$28,000 of material. He explained that they were trying to budget for fertilization to help the plants look better and felt they could budget between \$6,500 to \$7,000 worth of resets in this year's budget. He stated that they would start with the Palm Trees that were lost and ground covering. He stated that it could be viewed as maintenance items and not new projects, but they continue to address the landscaping back to where it was.

Mayor DuBois asked if there were Community Redevelopment Agency (CRA) funds to do that. Public Works Director Hunt explained that they were currently using CRA funding. Mayor DuBois stated that there was a possibility of improved property values in the CRA and Tax Increment Finance Funds (TIFF) that could offset the cost. He asked if the projects would be covered by CRA funding. Town Manager D'Agostino explained that the CRA has long-term debt that they were trying to retire. He stated that the CRA was actively trying to acquire a building that owned many liens, which would cost legal fee funds from the CRA budget. Mayor DuBois asked if \$28,000 were planned to be used for the Park Avenue landscaping improvements. Finance Director Blake Rane explained that \$6,000 were allocated for this year and would be discussed as part of the 2017 CRA Budget. He stated that they would not know until the end of June or early July how much money the CRA would receive.

Mayor DuBois recapped everyone's choices, with two Commissioners interested in putting funds towards improvements to Park Avenue and two Commissioners continuation of the park benches and trash receptacles program at Lake Shore or Kelsey Park. Town Manager D'Agostino explained that the insurance provider has placed the park benches on the list of improvements as items that must be repaired or replaced.

Commissioner O'Rourke agreed that the park benches need replacement. He stated that the repairs on Park Avenue are important, but could be funded through other means.

Motion: Commissioner O'Rourke moved to approve the electronic message board as the first CDBG item and continue of the park benches and trash receptacles program as the second CDBG item; Commissioner Lynch seconded the motion.

Vote on Motion:

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

Motion passed 5-0

Mayor DuBois asked if the Commission could review the electronic message boards before installation. Town Manager D'Agostino explained that once they submit the CDBG application the projects would be listed in the order provided by the Commission.

11. Selection of Nominees for the Northern Palm Beach County Chamber of Commerce 2016 Leadership Awards.

Town Manager D'Agostino explained that the nomination categories for the Northern Palm Beach County Chamber of Commerce 2016 are; Business of the Year; Community Leaders of the Year; Small Business of the Year; Non-Profit of the Year; and Young Professional of the Year.

Vice-Mayor Glas-Castro explained that last year two businesses were approved (ServPro and Earl Stewart Toyota), and Brew House Gallery were discussed and were not eligible. She stated that this year the Chamber has changed its criteria so Brew House Gallery was not eligible to qualify.

Town Manager D'Agostino suggested that Bridges of Lake Park would be a good organization to nominate for Non-Profit of the Year. Vice-Mayor Glas-Castro asked if they were a member of the Chamber. Town Manager D'Agostino verified that Bridges of Lake Park were not members of the Chamber.

The Commission made the following nominations:

Non-Profit of the Year – Club 100 Charities

Young Professional of the Year – A.J. Brockman

Community Leader of the Year – Roger Michaud

Business of the Year – CMI Air Conditioning

12. Distribution of the Annual Town Manager Performance Evaluation Form to the Town Commission.

Town Manager D'Agostino explained that the Performance Evaluation Forms deadline was May 1, 2016 to the Human Resources Director. Mayor DuBois asked if the forms would be email, or placed in their mailboxes. Human Resources Director Bambi Turner stated that hard copies would be distributed to the Commission and would require original documents returned for the agenda packet. Commissioner O'Rourke asked if he could print out the document included in the agenda packet. Human Resources Director Turner stated "yes".

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Assistant Gardner had no comments.

Town Manager D’Agostino requested approval for a proclamation for Ms. Staverline Julian, who was a resident of Lake Park and has been using the Library for many years. He explained that several other proclamations would be on future agendas including Water Reuse and Water Conservation Month; Arbor Day, and Recognizing Clerk’s Week. Vice-Mayor Glas-Castro asked what Ms. Julian was being recognized for. Town Manager D’Agostino stated that Ms. Julian was recognized for her use of the Library.

Motion: Commissioner Lynch moved to recognize Ms. Staverline Julian with a proclamation from the Commission; Commissioner O’Rourke seconded the motion.

Vote on Motion:

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

Motion passed 5-0

Vice-Mayor Glas-Castro announced that she attended the Metropolitan Planning Organization (MPO) Technical Advisory Committee meeting in which George Webb spoke about road impact fees. She stated that the good news was that Mr. Webb was open to talking with communities regarding alternatives to the program. She stated that an Ad-Hoc Committee had been set up. She announced that the Palm Beach County League of Cities meeting was scheduled for April 27, 2016 at the City of Riviera Beach Marina. She stated that they would have an Elected Officials Workshop afterwards. She announced that on May 18, 2016 the Annual Gala would be held at the Kravis Center. She has been nominated as a Board of Director for another year. She thanked staff, Friends of the Library, Kiwanis of Lake Park, Bridges at Lake Park, and Lake Park Baptist Church School for the Easter Egg Hunt. She congratulated Kelsey Theatre for their renovations. She announced that the Planning & Zoning Board was down to three (3) members and encouraged the Commission to seek volunteers. She asked if a Volunteer Appreciation Reception was being scheduled. Town Manager D’Agostino stated that it would be on the next agenda. Vice-Mayor Glas-Castro asked if the trailers at the Marina were paying for overnight storage. Town Manager D’Agostino stated that he would check into it and get back to the Vice-Mayor. She asked for a status on hiring a part-time employee at the Library. Town Manager D’Agostino explained that the vacant position at the Library was advertised. He explained that it has been difficult to hire a part-time employee for the Library due to the limited amount of hours (20-hours) assigned. He explained that the hours have been increased and they are looking for someone to be a good fit for the Library.

Commissioner O'Rourke suggested that the Commission consider an Ordinance regarding dogs in the parks and have an area dedicated to serve that purpose. He referred to a discussion the Commission had many years ago regarding a dog park and would like to pursue something like it. Mayor DuBois explained that a high-school student suggested a dog park west of the tennis courts, which could be fenced in. He suggested that Bert Bostrom Park improvements be a topic of discussion. He suggested that the signage Ordinance be reviewed because a business owner felt that they were being targeted because their sign was non-compliant. He felt that the signage Ordinance was too restrictive for the Town advertising events that would benefit the Town. He suggested that the Ordinance regarding unrelated persons living in a residence be reviewed. He suggested that the number of vehicles being parked at one residence be discussed. He stated that he appreciated being re-elected.

Commissioner Lynch agreed that the Ordinances regarding vehicles and unrelated people in one residence should be reviewed. She suggested that an Ordinance be created asking that sober homes, treatment facilities, and other establishment of that nature be required to report to the Town when a person has been discharged. She stated that the Library needs volunteers. She mentioned that a youth resident was killed several days ago. As a result, the Palm Beach County Sheriff's Office would be having a discussion on Thursday at 6:00 p.m. with some of the youngsters at the Library to offer support. She invited everyone to the Library to discuss and defuse the situation.

Commissioner Flaherty thanked everyone involved with the Easter Egg Hunt.

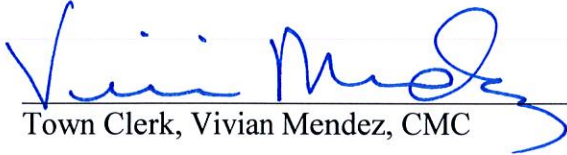
Mayor DuBois thanked everyone involved with the successful Easter Egg Hunt. He explained that the next Impact Fee Review Committee was April 13, 2016. He announced that Club 100 Charities would be hosting a Golf Fundraiser on April 22, 2016. He stated that those interested in participating or contributing to the fundraiser could go on the Club 100 Charities website.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Lynch and seconded by Commissioner Flaherty, and by unanimous vote, the meeting adjourned at 8:28 p.m.



Mayor James DuBois



Town Clerk, Vivian Mendez, CMC



Approved on this 20 of April, 2016



Exhibit "A"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 6, 2016 Agenda Item No. Tab 6

Agenda Title: VALIC 401K – RETIREMENT SAVINGS PLAN
REVISED ADOPTION AGREEMENT

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager [Signature] Date: 3-22-16

Blake K. Rane BKR Finance Director
Name/Title

Originating Department: <p style="text-align: center;">FINANCE</p>	Costs: \$ <u>75,420</u> per year Funding Source: To be budgeted beginning Oct-2016 Acct. # Various-22000 <input checked="" type="checkbox"/> Finance <u>BKR</u>	Attachments: Resolution <u>15-04-16</u> Attachment 1 – Adoption Agreement <u>#002</u>
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 <u>BKR</u> Please initial one.

Summary Explanation/Background:

As a result of several changes in Federal laws, IRS regulations require that the Town adopt a revision to the Town's VALIC 401 agreement. The changes in the law would not necessarily require a change in Town policy, but we are taking this opportunity to propose some enhancements to the plan.

This agreement applies to Town employees who pass the one-year mark in full time employment with the Town. The changes in Federal law require that the agreement contain references to the changed laws. The Federal laws that have been enacted that have resulted in these changes include the "Pension Protection Act", the "Heroes Earnings Assistance and Relief Tax Act", the "Workers, Retiree and Employer Recovery Act", and the "Small Business Jobs Act". There will be no additional costs to the Town for these elements of the agreement.

Additionally to the required changes, Town staff is proposing the following benefit changes:

1. Changing the vesting date from the first day of the fiscal year to each employees anniversary date (the date of full time employment),
2. Shorting the vesting schedule from six years to five years,
3. Increasing the Town's contribution from 5.0% to 7.5% for all eligible employees, and
4. Increasing the match to the employee's contribution to their 457 plan from a flat 50% of the first 5.0%, to a graduated plan of 50% for the first five years, 75% for the second five years of employment, and a 100% match after ten years of employment.

Items 1 and 2 will have little or no effect on the Town's cost of operating the pension plan, but make the plan easier to administrate and. Item 3 would have an estimated annual cost of \$36,130 for the General Fund and \$12,510 for all other funds. Item 4 would have an estimated cost if all employees maximized this benefit of \$20,089 for the General Fund and \$6,691 for all other funds, but only 65% of the eligible employees currently contribute to the VALIC 457 plan, therefore the total cost will be less-than these amounts based on future levels of participation.

Two of our three neighboring City's offer retirement packages with similar plans, Riviera Beach does not offer a retirement plan that is comparable to ours. The table below compares the proposed Lake Park plan with that of our two northern neighbors.

	100% Vesting at	Pension contribution	Matching of employees contributions toward retirement
Lake Park Proposal	After 5 years of employment	7.50%	Graduated from 50% to 100% of first 5% based on years of service
Palm Beach Gardens	After one year of employment	9.85%	None
North Palm Beach	After 5 years of employment	15.00%	50% up to \$60

Recommended Motion:

I move that we approve Resolution 15-04-16 and authorize the Mayor to sign the Adoption Agreement.



Exhibit "B"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 6, 2016

Agenda Item No. Tab 7

Agenda Title: ICMA-RC 401K – RETIREMENT SAVINGS PLAN
REVISED ADOPTION AGREEMENT

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

Approved by Town Manager [Signature] **Date:** 3-22-16

Blake K. Rane [Signature] **Finance Director**
Name/Title

Originating Department: FINANCE	Costs: \$ 11,700 per year Funding Source: Budgeted Acct. # 104-22000 <input checked="" type="checkbox"/> Finance <u>BKR</u>	Attachments: Attachment 1 – Adoption Agreement
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 <u>BKR</u> Please initial one.

Summary Explanation/Background:

As a result of several changes in Federal laws, IRS regulations require that the Town adopt a revision to the Town's ICMA-RC agreement. This agreement only applies to the Town Managers contractually required pension plan. The changes in Federal law do not affect the way we utilize the plan, but the plan document must include references to the changed laws, which include the "Pension Protection Act", the "Heroes Earnings Assistance and Relief Tax Act", the "Workers, Retiree and Employer Recovery Act", and the "Small Business Jobs Act". There is no additional cost to this agreement.

Recommended Motion:

I move that we authorize the Mayor to sign the Adoption Agreement.



Exhibit "C"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 6, 2016

Agenda Item No. Tab 8

Agenda Title: Resolution No. 16-04-2016 Authorizing Execution of an Agreement between the Town of Lake Park and Craven Thompson & Associates for Engineering Services Related to the Replacement of the Town's Stormwater Outfall Structures Adjacent to 541 Northlake Boulevard

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

Approved by Town Manager *[Signature]* Date: 3-24-16
[Signature]
 David Hunt / Public Works Director

Originating Department: Public Works	Costs: N.T.E. \$18,050.00 Funding Source: Stormwater Utility Fund Acct. # 402-3100 <input checked="" type="checkbox"/> Finance <u><i>BKR</i></u>	Attachments: - Resolution No. 16-04-16 - Craven Thompson & Assoc.'s Proposal
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 <u><i>[Signature]</i></u> Please initial one.

Summary Explanation/Background: At the January 6, 2016 Regular Commission Meeting, staff was authorized to commence negotiations with the 'Most Qualified' Civil Engineering firm for the replacement of the Town's stormwater outfall to the Earman River, adjacent to 541 Northlake Boulevard. Craven Thompson & Associates (CTA) submitted a proposal for the initial project services. Phase 1 – Gathering of Information leads off with a complete survey of the site conditions, surrounding structures, and drainage basin. A hydrographic cross-section survey of the bottom of

the Earman River is also included which will serve as an exhibit in grant applications and in discussions with other regulatory agencies.

Outfall remediation plans will have to take into consideration the sediment build-up that has occurred in the river since the outfall pipe was permitted in 1962. CTA will argue on behalf of the Town that in order to rebuild the pipe as originally approved, the responsible agencies will have to dredge the river bottom.

Final design of the project cannot begin until agreements are in place regarding the extent of dredging operations along with the accompanying funding commitments.

This "Phase 1 – Gathering of Information" work will further define the tasks required for the outfall pipe repairs. A separate scope of work and future proposal for "Phase 2" tasks will be prepared and include Outfall Design, Permitting, Plan Review, and Construction Phase Services. Staff and CTA believe that a more accurate proposal for Phases 2 services can be prepared after the surveys have been performed and discussions with the various parties have clarified everyone's financial responsibilities.

Staff is seeking Commission approval for Craven Thompson & Associates to perform the Phase 1 task of their contract in the amount not to exceed \$18,050.00

The proposal for Phase 2 services will be brought before the Commission once the scope of the project is better defined.

Recommended Motion: I move to approve Resolution No. 116-04 -2016, authorizing the Mayor to execute the Professional Services Contract with Craven Thompson & Associates for Phase 1 work in the amount not to exceed \$18,050.00.



Exhibit "D"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 6, 2016

Agenda Item No. Tab 9

Agenda Title: Resolution Authorizing the Submittal of an Application to the Florida Inland Navigation District Waterways Assistance Program for Fiscal Year 2016 for the Installation of Boat Lifts at the Lake Park Harbor Marina

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *[Signature]* Date: 3-30-16

Name/Title

<p>Originating Department:</p> <p>Town Manager</p>	<p>Costs: \$ 55,000.00</p> <p>Funding Source: 2017 Fiscal Budget</p> <p>Acct. # <u>800-64100</u></p> <p><input checked="" type="checkbox"/> Finance <u>BKR</u></p>	<p><u>Attachments:</u></p> <p>Resolution for Assistance 2016 Under the Florida Inland Navigation District (FIND) Waterways Assistance Program; and, Copy of FIND Application</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 _____</p> <p>or</p> <p>Not applicable in this case</p> <p><u>BMT</u></p> <p>Please initial one.</p>

Summary Explanation/Background:

At its March 16, 2016 meeting, the Town Commission approved by Resolution 12-03-16 the Lake Park Harbor Marina Market Study and Business Plan which contains several recommendations for making the Lake Park Harbor Marina a sustainable and profitable marine facility which will serve the boating public and provide the Town of Lake Park and its residents with a consistent financial contributions to the General Fund. Among such recommendations is the installation of five (5) boat lifts capable of lifting and storing 30 to 50 foot boats along the Marina's hard to fill fixed 30 foot boat slip area, south of the slip area, nearest the boat launch area of the Marina. The Florida Inland Navigation District (FIND) has indicated that such a project is eligible for 50 percent funding assistance under the FIND Waterways Assistance Program for Fiscal Year 2016. With this project, staff will seek a maintenance agreement for the ongoing maintenance of the boat lifts.

Among the FIND Waterways Assistance Program application requirements is the submittal by the Town of the Resolution for Assistance 2016 Under the Florida Inland Navigation District Waterways Assistance Program. The purpose of this agenda item is the adoption of such Resolution.

The Town match for this grant will be included in the Fiscal Year 2016/2017 Marina budget. The cost of the project is estimated to be \$110,000, if the grant is funded, the FIND contributing will be 50 percent. Staff is in the process of preparing a preliminary financial projection for the Marina Fund for Fiscal Year 2016/2017. Staff will bring forward other grant opportunities to supplement the Town's portion of the match when those grants become available.

A copy of the FIND Waterways Assistance Grant Application is attached as information. Staff will provide the completed application to the Commission prior to its submittal to FIND.

Staff recommends approval.

Recommended Motion: I move to adopt Resolution 17-04-16.



Exhibit "E"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 6, 2016

Agenda Item No. Tab 10

Agenda Title: CDBG Grant Preparation

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager

Date:

3-30-16

John O. D'Agostino, Town Manager

Name/Title

Originating Department: Town Manager	Costs: -0- Funding Source: General Fund Acct. # <input type="checkbox"/> Finance _____	Attachments: <ul style="list-style-type: none"> • CDBG Grant Application.
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 JOD Please initial one.

Summary Explanation/Background: The CDBG Grant Application from the Palm Beach County, Department of Economic Sustainability requires a decision from the Commission on the type of project the Commission would support for the funding period beginning October 1, 2016 through September 30, 2017. The total award amount is \$33,853. Obviously, this amount will limit the type of project funded.

Town staff met to discuss possible funding initiatives. Some of the initiatives below maybe in excess of the award limit. The projects are as follows: Family Picnic/Pavilion at Bert Bostrom Park. Electronic Message Board at Town Hall. The electronic message board will require the Commission to consider a change in our sign ordinance. Irrigation Control System at Bert Bostrom Park. Playground equipment at Bert Bostrom Park. Begin the development of Soccer Fields at Bert Bostrom Park, eliminate baseball and enhance the Basketball Court. The need to develop a Site Plan for a Community Center and or a Site Plan for the redevelopment of Bert Bostrom Park. We

can continue with the replacement of park benches and trash receptacles at Lake Shore Park and Kelsey Park.

The purpose of this agenda item is to solicit feedback from the Commission as to the type of project the Commission will support. The application deadline is April 8, 2016 at 4:00 pm. Your input and decision on what type of project the Commission would like to see funded is required.

Recommended Motion: Move to support CDBG Funding in the amount of \$33,853 to fund the following project:

- Family Picnic Pavilion
- Electronic Message Board
- Irrigation Control System
- Playground Equipment
- Continuation of the Park Bench and Trash Receptacle Program
- Soccer Field design and lay-out
- Master Site Plan for Community Center.

Or the Commission can provide an alternative not listed above.



Exhibit "F"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 6, 2016

Agenda Item No. *Tab 11*

Agenda Title: Selection of Nominees for the Northern Palm Beach County Chamber of Commerce 2016 Leadership Awards

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

Approved by Interim Town Manager *[Signature]* Date: *3-30-16*

Name/Title
Bambi McKibbin - Human Resources Director

Originating Department: Vice Mayor Kimberly Glas-Castro	Costs: \$ -0- Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Copies of the Northern Palm Beach County Chamber of Commerce Online Award Application Forms
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:

The Northern Palm Beach Chamber of Commerce is soliciting nominations for recipients of the 2016 Leadership Awards. Award recipients will be honored at the Northern Palm Beach County Chamber of Commerce Leadership Awards Dinner which will take place at the PGA National Resort and Spa on Thursday, June 2, 2016.

Nominations are being solicited for the following awards:

- 2016 Business of the Year
- 2016 Community Leader of the Year
- 2016 Small Business of the Year
- 2016 Nonprofit of the Year
- 2016 Young Professional of the Year

Attached are copies of the online application forms which list the criteria for each award.

The purpose of this agenda item is to identify nominees for the above awards.

The deadline for submittal of completed application forms to the Chamber is 4:00 p.m. on Friday, April 8, 2016.

Recommended Motion: I move to nominate the following for the 2016 Leadership Awards as specified below:

_____ for the 2016 Business of the Year Award

_____ for the 2016 Community Leader of the Year Award

_____ for the 2016 Small Business of the Year Award

_____ for the 2016 Nonprofit of the Year Award

_____ for the 2016 Young Professional of the Year Award



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, April 6, 2016, 6:30 p.m.
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kimberly Glas Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
Anne Lynch	—	Commissioner
Michael O'Rourke	—	Commissioner
<hr style="border-top: 1px dotted black;"/>		
John O. D'Agostino	—	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 PRESENTATION/REPORTS:

1. Proclamation In Honor of Commissioner Kathleen Rapoza

Tab 1

D. PUBLIC COMMENT:

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

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. Town Commission and Planning & Zoning Board Mixed-Use Corridor

- | | | |
|-----------|--|--------|
| | Workshop Minutes of March 1, 2016 | Tab 2 |
| 3. | Regular Commission Meeting Minutes of March 16, 2016 | Tab 3 |
| 4. | Special Call Commission Meeting Minutes of March 21, 2016 | Tab 4 |
| 5. | Amendment of the License Agreement between the Town of Lake Park and The Burt Reynolds Institute of Film and Theatre (BRIFT) | Tab 5 |
| F. | <u>PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:</u> | |
| | None | |
| G. | <u>PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:</u> | |
| | None | |
| H. | <u>NEW BUSINESS:</u> | |
| 6. | Resolution No. 15-04-16 Valic 401k- Retirement Savings Plan Revised Adoption Agreement | Tab 6 |
| 7. | ICMA-RC 401k- Retirement Savings Plan Revised Adoption Agreement | Tab 7 |
| 8. | Resolution No. 16-04-16 Authorizing Execution of an Agreement between the Town of Lake Park and Craven Thompson & Associates for Engineering Services Related to the Replacement of the Town’s Stormwater Outfall Structures Adjacent to 541 Northlake Boulevard | Tab 8 |
| 9. | Resolution No. 17-04-16 Resolution Authorizing the Submittal of an Application to the Florida Inland Navigation District Waterways Assistance Program for Fiscal Year 2016 for the Installation of Boat Lifts at the Lake Park Harbor Marina | Tab 9 |
| 10. | Community Development Block Grant (CDBG) Grant Preparation | Tab 10 |
| 11. | Selection of Nominees for the Northern Palm Beach County Chamber of Commerce 2016 Leadership Awards | Tab 11 |
| 12. | Distribution of the Annual Town Manager Performance Evaluation Form to the Town Commission | Tab 12 |
| I. | <u>TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:</u> | |
| J. | <u>ADJOURNMENT</u> | |

Next Scheduled Regular Commission Meeting will be held on Wednesday, April 20, 2016