



# AGENDA

Lake Park Town Commission  
Town of Lake Park, Florida  
Regular Commission Meeting  
Wednesday, May 16, 2012, 7:00 p.m.,  
Lake Park Town Hall  
535 Park Avenue

<b>James DuBois</b>	—	<b>Mayor</b>
<b>Kendall Rumsey</b>	—	<b>Vice-Mayor</b>
<b>Steven Hockman</b>	—	<b>Commissioner</b>
<b>Jeanine Longtin</b>	—	<b>Commissioner</b>
<b>Tim Stevens</b>	—	<b>Commissioner</b>
.....		
<b>Jamie Titcomb</b>	—	<b>Interim Town Manager</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Town Attorney</b>
<b>Vivian Mendez Lemley, CMC</b>	—	<b>Town Clerk</b>

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

- A. **CALL TO ORDER**
- B. **INVOCATION**
- C. **PLEDGE OF ALLEGIANCE**
- D. **ROLL CALL**
- E. **ADDITIONS/DELETIONS - APPROVAL OF AGENDA**
- F. **PROCLAMATION:**
  - 1. 2012 National Public Works Week – May 20-26, 2012
- G. **PUBLIC and OTHER COMMENT:**

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

Tab 1

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.

**Recommended For Approval:**

- |  |       |
|--|-------|
| 2. Regular Commission Meeting Minutes of May 2, 2012   | Tab 2 |
| 3. Special Call Commission Meeting Minutes of May 9, 2012                                      | Tab 3 |
| <br>   |       |
| I. <b><u>BOARD MEMBERSHIP APPLICATIONS:</u></b>  |       |
| 4. Reappointments of Planning and Zoning Board Memberships                                     | Tab 4 |
| <br>   |       |
| J. <b><u>DISCUSSION AND POSSIBLE ACTION:</u></b>   |       |
| 5. Hedge Plant Selection for Downtown Town Alleyway 7 <sup>th</sup> to 8 <sup>th</sup> Street. | Tab 5 |
| <br>   |       |
| K. <b><u>COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:</u></b>                           |       |
| <br>   |       |
| L. <b><u>ADJOURNMENT:</u></b>  |       |

# Proclamations

# TAB 1



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 16, 2012

Agenda Item No. Tab 1

- PUBLIC HEARING
- ORDINANCE ON FIRST READING
- ORDINANCE ON SECOND READING
- PRESENTATION/PROCLAMATION
- Other:
- RESOLUTION
- DISCUSSION/POSSIBLE ACTION
- BID/RFP AWARD
- CONSENT AGENDA

**SUBJECT:** Proclamation Honoring Public Works Employees During National Public Works Week of May 20 – 26, 2012.

**RECOMMENDED MOTION/ACTION:** Approval

Approved by Town Manager *Jim Titus* Date: 5/10/12  
*Vin Lley* May 2, 2012  
 Name/Title Date of Actual Submittal

<b>Originating Department:</b>  Town Clerk	Costs: \$ 0  Funding Source: 0  Acct. # 0	<b>Attachments:</b> Lake Park Proclamation, Email from the American Public Works Association Florida Chapter, and a Sample Proclamation
<b>Department Review:</b> <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input checked="" type="checkbox"/> Town Clerk <u><i>VML</i></u> <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> 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 <u><i>VML</i></u> OR Not applicable in this case _____ <b>Please initial one.</b>

**Summary Explanation/Background:** Public Works Week is an annual event during which communities celebrate the hard work and dedication of all public works professionals. This year, National Public Works Week is being observed May 20-26, 2012 and this year's theme is "Public Works: Creating a Lasting Impression". The purpose of this item is to recognize National Public Works Week, and to commend the employees of the Town of Lake Park Public Works Department.

**PROCLAMATION  
RECOGNIZING NATIONAL  
PUBLIC WORKS WEEK**

*WHEREAS*, public works services provided in our community are an integral part of our citizens' everyday lives; and

*WHEREAS*, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, solid waste collection, parks and canal maintenance; and

*WHEREAS*, the health, safety, and comfort of this community greatly depends on these facilities and services; and

*WHEREAS*, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials; and

*WHEREAS*, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the community's attitude and understanding of the importance of the work they perform; and

*WHEREAS*, this year's theme "**Public Works: Creating a Lasting Impression**", speaks to the never-ending efforts of public works professionals to use sustainable solutions to bring their communities the highest possible quality of life within a framework of environmental, social, and economic responsibility.

*NOW, THEREFORE*, on behalf of the Commission of the Town of Lake Park, I, James DuBois, Mayor of the Town of Lake Park, Florida do hereby publicly recognize May 20 through May 26, 2012 as

**NATIONAL PUBLIC WORKS WEEK**

in the **Town of Lake Park**, and call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the employees of our Public Works Department and all other public works officials for the contributions which they make every day to our health, safety, comfort, and quality of life.

*IN WITNESS WHEREOF*, I have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this 16<sup>th</sup> day of May, 2012.

BY: \_\_\_\_\_  
          *Mayor James DuBois*

ATTEST:

\_\_\_\_\_  
*Vivian Mendez Lemley, Town Clerk*

Vivian Lemley

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**From:** Tracy Quintana [TQuintana@CI.PUNTA-GORDA.FL.US]  
**Sent:** Monday, March 12, 2012 3:09 PM  
**To:** 'junobeach@juno-beach.fl.us'; 'info@jupiter.fl.us'; 'jicolony@bellsouth.net'; 'GRauth@tji.martin.fl.us'; 'Lkclarke1@bellsouth.net'; Vivian Lemley; 'plopez@lakeworth.org'; 'mbornstein@lantana.org'; 'clerk@loxahatcheegroves.org'; 'townhall@manalapan.org'; 'info@townofmangoniapark.com'; 'npbclerk@village-npb.org'; 'townofoceanbreez@bellsouth.net'; 'info@oceanridgeflorida.com'; 'mattbrock42@hotmail.com'; 'townmanager@townofpalmbeach.com'; 'psnider@pbgfl.com'; 'townhall@pbstownhall.org'; 'levy@villageofpalmsprings.org'; 'wewilkin@rivierabch.com'; 'dfarber@royalpalmbeach.com'; 'clerk@sewallspoint.martin.fl.us'; 'walkerv@southbaycity.com'; 'Questions@southpalmbeach.com'; 'JTypner@ci.stuart.fl.us'; 'Imcwilliams@tequesta.org'; 'arodriguez@wellingtonfl.gov'; 'emitchell@wpb.org'; 'esoroka@cityofaventura.com'; 'clerk@balharbour.org'; 'townhall@bayharborislands.org'; 'villageclerk@biscayneparkfl.gov'; 'bprice@coconutcreek.net'; 'coopercityhall@coopercityfl.org'; 'coralgables@coralgables.com'; 'ccjcc@coralsprings.org'; 'info@cutlerbay-fl.gov'; 'lstilson@ci.dania-beach.fl.us'; 'russell\_muniz@davie-fl.gov'; 'web.clerk@deerfield-beach.com'; 'barbara.herrera@cityofdoral.com'; 'apatterson@villageofelportal.org'; 'flacityclerk@aol.com'; 'joseph@fortlauderdale.gov'; 'kgunn@fortlauderdale.gov'; 'esewell@goldenbeach.us'; 'City\_Manager\_Office@hallandalebeachfl.gov'; 'CityClerk@hialeahfl.gov'  
**Subject:** National Public Works Week - Show your support  
**Attachments:** Sample Proclamation 2012.DOC



March 7, 2012

### *2012 National Public Works Week Reminders*

This year's theme is entitled, "**Public Works: Creating a Lasting Impression**" and National Public Works Week will be celebrated May 20-26, 2012. During this week, you are encouraged to get involved with the many activities and events that will be implemented to help remind the public that our work improves the quality of life for everyone in the community. To learn more about the American Public Works Association and National Public Works Week, please visit our website at: [www.apwa.net](http://www.apwa.net) and click on "About Us" and headline item, National Public Works Week to receive additional information.

The Tampa Marriott Waterside Hotel & Marina is the host hotel, and is across the street

*Tracy Quintana, Executive Assistant*

City of Punta Gorda  
Public Works Department  
326 W. Marion Avenue  
Punta Gorda, FL 33950  
(941) 575-5050 phone  
(941) 575-5044 fax  
[tquintana@ci.punta-gorda.fl.us](mailto:tquintana@ci.punta-gorda.fl.us)

Please note: Florida has a very broad public records law. Most written communications to City officials regarding City business are public records and media upon request. Your e-mail communications may be subject to public disclosure.





# ***SAMPLE PROCLAMATION***

***City (County) of \_\_\_\_\_, Florida***

***WHEREAS***, public works services provided in our community are an integral part of our citizens' everyday lives; and

***WHEREAS***, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, solid waste collection, parks and canal maintenance; and

***WHEREAS***, the health, safety, and comfort of this community greatly depends on these facilities and services; and

***WHEREAS***, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works officials; and

***WHEREAS***, the efficiency of the qualified and dedicated personnel, who staff public works departments, is materially influenced by the people's attitude and understanding of the importance of the work they perform.

***WHEREAS***, this year's theme "**Public Works: Creating a Lasting Impression**" speaks to the never-ending effort of public works professionals to use sustainable solutions to bring their communities the highest possible quality of life within a framework of environmental, social, and economic responsibility.

***NOW, THEREFORE***, The **City Council of the City of Tallahassee**, Florida does hereby proclaim the week of May 20 through May 26, 2012 as

## ***NATIONAL PUBLIC WORKS WEEK***

in the **City of Tallahassee**, and calls upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works; and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

***PASSED AND DULY ADOPTED*** in regular session this \_\_\_\_\_.

***CITY OF TALLAHASSEE, FLORIDA***

\_\_\_\_\_  
Mayor

***ATTEST:***

\_\_\_\_\_

# **Consent Agenda**

# TAB 2



**Town of Lake Park Town Commission  
Agenda Request Form**

**Meeting Date:** May 16, 2012

**Agenda Item No.** *Tab 2*

- |  |   |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING              | <input type="checkbox"/> RESOLUTION                       |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input type="checkbox"/> DISCUSSION/POSSIBLE ACTION       |
| <input type="checkbox"/> ORDINANCE ON SECOND READING | <input type="checkbox"/> BID/RFP AWARD                    |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION   | <input checked="" type="checkbox"/> <b>CONSENT AGENDA</b> |
| <input type="checkbox"/> Other:                      |   |

**SUBJECT:** Regular Commission Meeting Minutes of May 2, 2012

**RECOMMENDED MOTION/ACTION:** To Approve the Regular Commission Meeting Minutes of May 2, 2012

**Approved by Town Manager** *[Signature]* **Date:** *5/10/12*

Shari Canada, CMC, Deputy Town Clerk  
Name/Title

May 09, 2012  
Date of Actual Submittal

<b>Originating Department</b>  Town Clerk	Costs: \$0  Funding Source: 0  Acct. # 0	<b>Attachments:</b> Agenda Meeting Minutes Exhibit "A" Exhibit "B"
<b>Department Review:</b> <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input checked="" type="checkbox"/> Town Clerk <i>[Signature]</i> <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> 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>[Signature]</i> <b>Please initial one.</b>

**Summary Explanation/Background:**



# AGENDA

Lake Park Town Commission  
Town of Lake Park, Florida  
Regular Commission Meeting  
Wednesday, May 2, 2012,  
Immediately Following the  
CRA Board Meeting,  
Lake Park Town Hall  
535 Park Avenue

<b>James DuBois</b>	—	<b>Mayor</b>
<b>Kendall Rumsey</b>	—	<b>Vice-Mayor</b>
<b>Steven Hockman</b>	—	<b>Commissioner</b>
<b>Jeanine Longtin</b>	—	<b>Commissioner</b>
<b>Tim Stevens</b>	—	<b>Commissioner</b>
.....		
<b>Jamie Titcomb</b>	—	<b>Interim Town Manager</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Town Attorney</b>
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A. **CALL TO ORDER**

B. **INVOCATION**

C. **PLEDGE OF ALLEGIANCE**

D. **ROLL CALL**

E. **ADDITIONS/DELETIONS - APPROVAL OF AGENDA**

F. **SHORT LIST OF TOWN MANAGERS:**

1. Selection of Final Candidates' for the Position of Town Manager
2. Discussion of Interview Questions and Schedule Interview Date

Tab 1  
Tab 2

G. **PUBLIC and OTHER COMMENT:**

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

- H. **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.

**Recommended For Approval:**

- |   |       |
|---|-------|
| 3. Regular Commission Meeting Minutes of April 4, 2012                      | Tab 3 |
| 4. Regular Commission Meeting Minutes of April 18, 2012                     | Tab 4 |
| 5. Proclamation Recognizing May 25, 2012 as National Missing Children's Day | Tab 5 |
| 6. Proclamation Recognizing May as Civility Month                           | Tab 6 |

I. **PUBLIC HEARING:**  
**ORDINANCE ON SECOND READING:**

\*\*\*\*\* OPEN PUBLIC HEARING\*\*\*\*\*

A. Staff Report

B. Public Comments

C. Commission Deliberation

7. ORDINANCE NO. 05 -2012 Town Manager and Town Attorney Authority Tab 7  
AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 2, ARTICLE III OF THE TOWN CODE, ENTITLED "OFFICERS AND EMPLOYEES"; PROVIDING FOR THE AMENDMENT OF SECTION 2-82 ENTITLED "TO POWERS AND DUTIES OF TOWN MANAGER"; PROVIDING FOR THE AMENDMENT OF SECTION 2-87 ENTITLED "POWERS AND DUTIES OF TOWN ATTORNEY"; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

8. ORDINANCE NO. 06-2012 Establishing in the Charter the Office of the Town Attorney Tab 8  
AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN CHARTER AT ARTICLE IX, ENTITLED "DUTIES OF CERTAIN TOWN OFFICERS" TO CREATE A NEW SECTION 7, TO BE ENTITLED "TOWN ATTORNEY"; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

9. ORDINANCE NO. 07-2012 Noise Amendment to Chapter 10 Tab 9  
AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 10, ARTICLE IV - (NOISE CONTROL) OF THE LAKE PARK CODE, PROVIDING REVISIONS TO

**SECTION 10-155, TABLE 1 NOISE LEVELS BY LAND USE; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION, AND PROVIDING FOR AN EFFECTIVE DATE.**

**\*\*\*\*\* CLOSE PUBLIC HEARING\*\*\*\*\***

**J. DISCUSSION AND POSSIBLE ACTION:**

**10. Florida Department of Law Enforcement Grant Amendment**

**Tab 10**

**11. Announcement of the Final Candidates of Town Manager Position**

**Tab 11**

**K. COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:**

**L. ADJOURNMENT:**



**Minutes**  
**Town of Lake Park, Florida**  
**Regular Commission Meeting**  
**Wednesday, May 2, 2012 8:10 p.m.**  
**Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, May 2, 2012 at 8:10 p.m. Present were Mayor James DuBois, Vice-Mayor Kendall Rumsey, Commissioners Steven Hockman, Jeanine Longtin and Tim Stevens, Interim Town Manager Jamie Titcomb, Town Attorney Thomas Baird, and Town Clerk Vivian Lemley.

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

**ADDITIONS/DELETIONS/APPROVAL OF AGENDA:**

Commissioner Stevens stated that he would like to add an item related to the Ordinance for the Town Attorney. He stated that the item would discuss a proposed Ordinance to require a majority of the full membership of the Commission to hire and fire both the Town Manager and Town Attorney.

**Motion: A motion was made by Vice-Mayor Rumsey to approve the Agenda as amended; Commissioner Hockman made the second.**

Vote on Motion:

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

Motion passed 5-0

**SHORT LIST OF TOWN MANAGERS:**

**1. Selection of Final Candidates' for the Position of Town Manager**



**Public Comment:**

*Michael O'Rourke, 501 Lake Shore Drive*, stated that he wants to make sure that the Commission does not limit the evaluation of candidates on simply the candidates experience and resume alone. He requested that the Commission also evaluate the managerial style of the candidates as a factor in the decision making process. He stated that he appreciates what Interim Town Manager Titcomb is doing for the Town and appreciates his open door policy.

**Public Comment closed.**

Human Resources Director Bambi Turner explained the process for selection of the finalist of the Town Manager. She read the names of the candidates into the record Stephen Cottrell, Kimberly K. Glas-Castro, Cheryl Harrison-Lee, Clarence L. Hulse, John J. Murphy, Charlotte Presensky, Brian J. Redshaw, Dale S. Sugerman, Paul D. White, John A. Granger and David A. Strohl. She stated that since the April 18, 2012 Commission Meeting that the list of semi-finalist has been reduced and explained that Charlotte Presensky and John A. Granger have both withdrawn from consideration. She stated that she will be calculating the ballots turned in by each member of the Commission and that she will announce the results later in the meeting.

**2. Discussion of Interview Questions and Schedule Interview Date**

Human Resources Director Turner stated that attached to the agenda item is Town Manager Profile Attributes form provided by Kurt Bressner, Ranger Riders, and based on the attributes approved by the Commission the actual interview questions can be developed. She stated that the proposed procedure is to have each Commissioner individually complete the forms and return the forms to the Human Resources Department and that she will provide a copy of the completed forms to Mr. Bressner. She stated that Mr. Bressner would then contact the individual Commission members to discuss the attributes and that once this is complete Mr. Bressner will prepare a summary report and draft interview questions. She stated that Mr. Bressner has requested that the Commission set a date for the Commission to return the Profile Attributes forms. She stated that according to existing Town policy, the Town may provide reimbursement for interview expenses not exceeding \$2,500.00 to applicants being considered for managerial exempt positions. She stated that given the Town's current budgetary constraints, staff is seeking guidance from the Commission as to how to precede with regard to the interview expenses for the current Town Manager candidates who are located outside of Florida or outside of commuting distance from Lake Park. She stated that also attached to the agenda item is the draft interview schedule for the Commission's consideration. She stated that Mr. Bressner has advised that he needs approximately two weeks from the date the Town Manager Profile Attribute forms and follow-up conversations with each Commissioner are done to complete the summary report and draft interview questions and that if the Commission wants written questions completed those questions need to be in the hands of the candidates at least 10 days before the interviews and must be returned by the date of the interviews. She stated that Mr. Bressner has advised that if the written questions are to be graded then the questions need to be returned by the candidates at least five days prior to the interview.

Vice-Mayor Rumsey stated that he thought the Commission decided there would not be written questions.

Mayor DuBois stated that the item can be eliminated. He asked if staff has a proposed date on when the forms should be returned by each Commissioner to the Human Resources Department and asked if the forms were needed by Monday.

Human Resources Director Turner stated that she would like to have them on Monday if possible.

Commissioner Longtin asked what the form was going to be used for.

Mayor DuBois stated that the forms will be used to develop the interview questions.

Commissioner Stevens asked if the deadline could be Tuesday or Wednesday.

Human Resources Director Turner stated that would be fine.

Commissioner Stevens stated that the forms would be due by Wednesday, May 9, 2012.

Commissioner Hockman asked if this was for the questions for the candidates.

Mayor DuBois stated that based on each Commissioner's answers to the questions on the form and the individual conversations with Mr. Bressner that Mr. Bressner will formulate questions for the interviews.

Commissioner Hockman asked if that means that each Commissioner would not be able to ask their own questions. He stated that he would rather just go in and talk to the people and ask the questions he wants to ask to get the feel on the person.

Human Resources Director Turner stated that Mr. Bressner is going to propose interview questions to help the Commission in the interview process.

Mayor DuBois stated that the proposed questions will provide the Commission with a framework, outline and context for the interviews. He stated that each Commissioner can have their own questions and use the proposed questions that Mr. Bressner develops. He stated that he appreciates having Mr. Bressner's input.

Human Resources Director Turner stated that the form is a guide for the one on one phone conversations that each Commissioner will have with Mr. Bressner.

Commissioner Hockman asked if this was going to the candidates because he does not want the candidate primed for the questions.

Human Resources Director Turner stated that the questions would not be provided to the candidates however this agenda item is a public record.

Commissioner Hockman stated that if the Commission is asking questions ahead of time anyone can go online ahead of time and download the agenda because the questions will be part of the agenda.

Human Resources Director Turner stated that once the forms are turned in by the Commissioners it will become public record however, the questions themselves are a different document altogether.

Interim Town Manager Titcomb stated that the intent is to make sure that an array of questions are asked that cover the scope of the attributes that each of the Commissioners express to Mr. Bressner.

Commissioner Longtin read from the agenda item "Given the Town's current budgetary constraints, Staff is seeking guidance from the Commission as to how to proceed with regard to the interview expenses for the current Town Manager candidates who are located outside of Florida or outside of commuting distance from Lake Park.". She stated that this is one of those issues that she is talking about that the Commission is being told that there are budgetary constraints and that some might say that it is being hinted at that the Commission choose the Town Manager that is not going to cost the Town so much money. She stated that the Commission does not know what the budgetary constraints are and does not think that should be in the agenda item. She stated that the best person could live anywhere and that the Commission just needs to do what it needs to do to get the best person in here but, here it is being told that there are budgetary constraints when the Commission does not really know what the budgetary constraints are.

Human Resources Director Turner stated that she would be willing to provide the information from the new Finance Director. She stated that she agreed with Commissioner Longtin that the choice of the Town Manager candidate should not be based on the cost of commuting, bring the candidates in for interview or moving expenses. She stated that the selection of a Town Manager should be based on qualifications.

Mayor DuBois stated that if the five finalist and two alternates utilize the travel reimbursement that would be a maximum \$15,000 expenditure. He stated that he doubted if all the candidates would utilize the maximum travel reimbursement.

Human Resources Director Turner stated that staff will proceed with making the necessary arrangements to bring the candidates in once the date has been finalized. She asked if the Commission was ready to establish an actual interview date at this time.

Vice-Mayor Rumsey stated that if he understands correctly that from the date that each Commissioner turns in the Town Manager Profile Attribute forms that it will take Mr. Bressner two weeks to develop the proposed questions.

Human Resources Director Turner stated "yes".

Vice-Mayor Rumsey stated that the first available date for the interviews would be June 2, 2012.

Human Resources Director Turner stated “yes”.

Commissioner Stevens stated that generally for airlines 30 days is usually the cut off for when it gets more expensive.

Vice-Mayor Rumsey stated that the problem is that several candidates have already dropped out because they have gotten a job.

Commissioner Stevens recommended June 9, 2012.

Interim Town Manager Titcomb stated that 21 days is the point when airfare becomes more expensive. He stated that June 2, 2012 is within that timeframe.

The Commission continued to discuss the date for the interviews for the Town Manager finalists.

Commissioner Hockman stated that he is unavailable on June 2, 2012.

Mayor DuBois stated that he is not available on June 9, 2012.

Commissioner Longtin recommended June 16, 2012.

Interim Town Manager Titcomb stated that June 16, 2012 is a month and a half away from now.

Commissioner Stevens suggested June 3 or June 10, 2012 or a Friday.

Commissioner Longtin stated that she is unavailable on Fridays.

Commissioner Stevens recommended a Sunday. Commissioners Hockman and Longtin stated that a Sunday is fine with them.

Mayor DuBois stated that Sunday is the one day he would not recommend doing it.

Commissioner Stevens stated that he does not want to do it on a Sunday either, but if everyone is available on a Sunday he is willing.

The Commission reached consensus to have the finalist candidate interviews on June 16, 2012 and to use the propose interview schedule (Exhibit “A”).

**PUBLIC AND OTHER COMMENTS:**

*Barbara Bursey, 209 Cypress Drive*, stated that the Kiwanis of Lake Park will be holding the 5<sup>th</sup> Grade Breakfast for Lake Park Elementary on June 1, 2012. She asked that the fee for the Mirror Ballroom be waived for the event and for two hours to decorate from 6:00 p.m. to 8:00 p.m. on May 31, 2012.

The Commission reached consensus to waive the fee for the Mirror Ballroom for this event.

*Genanne Doughty, 1008 Seventh Street*, stated that the National Day of Prayer is on Thursday, May 3, 2012 and that Lake Park First Baptist Church will be holding an event at 7:00 p.m. She invited everyone to attend.

*William Wood, 1432 Tenth Street*, stated that he owns the building located at 1432 and 1434 Tenth Street. He stated that he opened a retail tennis store and that they are having a severe problem with parking. He stated that part of the problem is the curbing. He explained that he spoke with Mr. Hunt and Mr. Titcomb regarding the issue. He explained that he would like to have 35 feet of curbing removed and that if needed he is willing to participate in the cost of removing the curbing.

Mayor DuBois requested that a solution be found through the Community Development Department, Public Works and Town Manager. He stated that a solution needs to be found for the entire block not just one store front.

Mr. Wood stated that staff suggested that he come to the meeting to address the Commission.

Interim Town Manager Titcomb stated that he recommended to Mr. Wood to come before the Commission regarding his issue. He stated that staff has met with Mr. Wood to discuss solutions. He stated that he has thought about taking the issue onto the Monday, May 7, 2012 Planning and Zoning Board meeting to have the Board contemplate a global solution to that area.

Mayor DuBois stated that the item could be added to the Planning and Zoning Board agenda for discussion and possible action. He stated that his concern with taking out just one section of curbing to accommodate Mr. Wood would create a precedent and a scenario of solving the problem on a one by one basis.

The Commission reached consensus to direct staff to add the item to the May 7, 2012 Planning and Zoning Board agenda.

**CONSENT AGENDA ITEMS:**

- 3. Regular Commission Meeting Minutes of April 4, 2012**
- 4. Regular Commission Meeting Minutes of April 18, 2012**
- 5. Proclamation Recognizing May 25, 2012 as National Missing Children's Day**
- 6. Proclamation Recognizing May as Civility Month**

Commissioner Longtin requested that items 3 and 6 be pulled from the Consent agenda.

**Motion: A motion was made by Vice-Mayor Rumsey to approve Consent Agenda Items # 4 and 5; Commissioner Hockman made the second.**

Vote on Motion:

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

Motion passed 5-0

### 3. Regular Commission Meeting Minutes of April 4, 2012

Commissioner Longtin stated on page 16 first paragraph it reads “March May 19” and requested that the word May be removed.

**Motion: A motion was made by Commissioner Hockman to approve the April 14, 2012 Meeting Minutes as amended; Commissioner Stevens made the second.**

Vote on Motion:

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

Motion passed 4-1

### 6. Proclamation Recognizing May as Civility Month

Commissioner Longtin requested that the language “Whereas, the open exchange of public discourse is essential to the democratic system of government” be changed to “Whereas, the open exchange of public discourse is essential to the republic system of government” and “Whereas, as a cornerstone of democracy Americans have observed certain rules of behavior generally known as civility” be changed to “Whereas, as a cornerstone of a republic Americans have observed certain rules of behavior generally known as civility”. She stated that the United States is a Republic.

Mayor DuBois stated that the United States is actually a Democratic Republic.

Commissioner Longtin requested that the word “republic” be added after “democratic” and “democracy”.

**Motion: A motion was made by Commissioner Longtin to approve the Proclamation recognizing May as Civility Month as amended; Commissioner Hockman made the second.**

Vote on Motion:

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

Motion passed 5-0.

### **ORDINANCE ON SECOND READING**

Mayor DuBois opened the Public Hearing

#### **7. ORDINANCE NO. 05 -2012 Town Manager and Town Attorney Authority**

Attorney Baird stated that the changes recommended at first reading have been made.

#### **Public Comment:**

*Diane Bernhard, 301 Lake Shore Drive, suggested that the Commission be clear, concise and tight regarding the language in formal documents so as to leave nothing to the imagination or interpretation.*

#### **Public Comment Closed.**

Mayor DuBois read section 2 subsection (5) “Prepare and submit to the town commission at the end of each fiscal year a complete report on the preceding year's finances and administrative activities, which report may include an annual audit for the preceding fiscal year prepared by an independent auditor retained by the town commission.” and noted that the previous language was that the “report shall include an annual audit”. He stated that he thinks that an imperative for the report to include an annual audit and recommended that the word “shall” remain.

Commissioner Longtin stated that she agreed.

The Commission reached consensus that the word "shall" will remain.

Commissioner Longtin stated that section 3 reads "Direct and supervise the administration of all departments, offices and provide staffing for the appointed boards, committees, and agencies of the town". She stated that when the Marina Board met that the Board did its own minutes.

Mayor DuBois stated that typically the Town provides clerical staff to the Boards, but at some point that was stopped.

Commissioner Longtin stated that she thinks it is a good idea that staffing be provided for the appointed Boards. She stated that she would like the portion that was stricken out to remain. She read the portion stricken out into the record: "The town manager shall direct all department heads of recreation, marina, and finance to file monthly reports with the office of town manager. The town manager's office shall collect and forward these reports to the town commission without correction or modification. The town manager may issue comments regarding any of these reports." She stated that she likes the monthly reports and would like the reports to continue.

Commissioner Stevens suggested making it bi-monthly reports to make it less onerous.

Commissioner Longtin stated that she likes the monthly report.

Attorney Baird suggested leaving the Code as is.

Commissioner Longtin requested that "recreation, marina and finance" be deleted. She suggested that the language read "The town manager shall direct all department heads to file monthly reports with the office of town manager. The town manager's office shall collect and forward these reports to the town commission without correction or modification. The town manager may issue comments regarding any of these reports." She stated that she thought the Commission had discussed number five where it reads "The town manager shall actively seek out potential grant monies that may be available to support town projects." and that the Commission had consensus to change it to "The town manager may actively seek out potential grant monies that may be available to support town projects.". She stated that seeking grants is a full-time job and the language is directing the Town Manager to do it.

Commissioner Hockman asked if that does not read that the Town Manager can direct the Department Heads to seek out the grant money as well.

Commissioner Longtin suggested instead of "shall" to use "encouraged". She stated that the word "shall" is a directive and a must and stated that she would like to see the language changed to "The Town Manager is encouraged to seek out potential grant monies that may be available to support town projects." She stated that in section 2-87 of the Code the language reads "Town Attorney who shall be responsible for the town's legal affairs and act as legal counsel for the commission, its officers, employees and



appointed boards or committees in the performance of their official duties.” and asked if the words “appointed boards or committees” should be in there.

Attorney Baird stated advised yes.

**Motion: A motion was made by Commissioner Longtin to approve Ordinance No. 05 -2012 as amended; Commissioner Hockman made the second.**

Commissioner Stevens stated that he agrees with all the changes expect for section 5 and stated that he thinks the language should be “The town manager shall actively seek out potential grant monies that may be available to support town projects.” He stated that it is something a Town Manager should do and shall do. He stated that the Town needs to seek out whatever grant monies are available in light of the Town’s budget issues.

Commissioner Longtin stated that a Town Manager will do it and that “shall” is a requirement and that will take a big chunk of the Town Manager’s time. She stated that the Town Manager will direct the Department Heads to seek out grant opportunities.

Commissioner Stevens stated that the current language is vague enough to have it be interpreted.

Commissioner Longtin stated “no” and that “shall” cannot be interpreted.

Commissioner Stevens stated that “actively” is vague and interpretable.

Mayor DuBois asked Commissioner Longtin if she would care to modify her motion.

Commissioner Longtin advised no.

Vote on Motion:

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

Motion passed 3-2.

Attorney Baird read the Ordinance into the record by title only.

**8. ORDINANCE NO. 06-2012 Establishing in the Charter the Office of the Town Attorney**

**Public Comment:**

None

**Public Comment Closed.**

**Motion: A motion was made by Commissioner Stevens to approve Ordinance No. 06-2012; Commissioner Hockman made the second.**

Vote on Motion:

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

Motion passed 4-1.

Attorney Baird read the Ordinance into the record by title only.

**9. ORDINANCE NO. 07-2012 Noise Amendment to Chapter 10**

**Public Comment:**

None

**Public Comment closed.**

**Motion: A motion was made by Commissioner Hockman to approve Ordinance No. 07-2012; Commissioner Stevens made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin		X	
Commissioner			

Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 4-1.

Attorney Baird read the Ordinance into the record by title only.

Mayor DuBois closed the Public Hearing.

**DISCUSSION AND POSSIBLE ACTION:**

**10. Florida Department of Law Enforcement Grant Amendment**

CRA Project Manager Richard Pittman stated that in November 2011 the Commission was requested to approve the submittal of a grant for Florida Department of Law Enforcement (FDLE) for relocating the “Eyes on Park” camera receiving equipment from the 800 Park Avenue Building. He stated that the wording in the grant application stated that the equipment would be relocated to the Public Works Department. He explained that a few weeks ago he learned that the Fire Department had abandoned their antenna on the cell phone tower just west of Town Hall and that cell phone tower is adjacent to the Sheriff’s Office building and that is a much better location for the receiving antenna and recording equipment. He stated that by locating the equipment at the Sheriff’s Office building the Sheriff’s Office staff would have 24 hour access to it. He stated that staff is seeking the Commission’s approval to submit a request to FDLE amending the grant agreement scope of work from the Public Works Department to the cell tower and Sheriff’s Department building and to request a time extension.

Mayor DuBois asked if it is the consensus of the Commission to make the changes requested.

Vice-Mayor Rumsey agreed that the solution being presented is a great solution.

Commissioner Hockman asked if the Request for Qualification (RFQ) had a requirement for the tenant to provide power to the equipment and asked if the RFQ had been modified.

Mayor DuBois stated that all necessary changes need to be made that this item affects.

CRA Project Manager Pittman stated that during negotiations with the tenant the requirement to provide power to this equipment can be removed from the tenant’s responsibilities.

Interim Town Manager Titcomb stated that the RFQ is already out and that the requirement can be removed during the development of the lease agreement.

Commissioner Hockman asked if this change would cost additional money to change the location of the equipment.

CRA Project Manager Pittman stated that it is his understanding that when the Commission approved the item in November 2011 that Finance set aside \$1,493.75 for the Town's portion of the grant and the Town's portion was included in the agenda item.

Commissioner Hockman asked "if all this was, was taking a piece of pipe above the building and moving it with cable and equipment".

CRA Project Manager Pittman stated that it may take a different antenna but, essentially yes the equipment is to be relocated.

**Motion: A motion was made by Vice-Mayor Rumsey to approve; Commissioner Stevens made the second.**

Vote on Motion:

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

Motion passed 4-1.

### **11. Announcement of the Final Candidates of Town Manager Position**

Human Resources Director Turner read the candidates and number of votes received into the record:

Steven Cottrell – 5  
Kimberly K. Glas-Castro – 4  
Cheryl Harrison Lee – 2  
Clarence L. Hulse – 3  
John J. Murphy – 1  
Brian J. Redshaw – 3  
Dale S. Sugerman – 4  
David A. Strohl – 2  
Paul D. White 1

The ballots completed by each Commissioner are attached as Exhibit "B".

Human Resources Director Turner stated that she ranked the finalist in order of votes received:

**Finalists**

Steven Cottrell

Dale S. Sugerman

Kimberly K. Glas-Castro

Brian J. Redshaw

Clarence L. Hulse

**Alternates**

Cheryl Harrison Lee

David A. Strohl

Mayor DuBois congratulated the finalist and alternates and stated that the interview date has been set for Saturday, June 16, 2012.

**12. Discussion of Possible Ordinance regarding the Number of Votes Required by the Commission to Hire and Fire the Town Manager and Town Attorney**

Commissioner Stevens stated that most municipalities require only a majority vote of the full membership of the Commission to hire and fire the Town Manager and Town Attorney. He stated that the Commission adopted Ordinance 05-2012 allowing the hiring and firing of the Town Attorney by majority vote of the full membership however, the current Code still requires a 4 to 1 vote to hire and fire the Town Manager. He stated that he is recommending that the Commission direct Town Attorney Baird to draft an Ordinance to true up the disparity and bring the Town into line with most municipalities and allow a majority of full membership to hire and fire the Town Manager.

Mayor DuBois stated that the recommendation is to bring back an Ordinance that would make the vote requirement for the Town Manager consistent with the Town Attorney.

Commissioner Longtin stated that the research that she has done has a super majority vote for the Town Manager and simple majority for the Town Attorney.

Attorney Baird stated in the municipalities he has worked for it is a majority of the full Commission to hire and fire the Town Manager.

Commissioner Longtin stated that a simple majority could hire and fire the Town Manager.

Attorney Baird stated "no" that it is a majority of the full Commission which would be three out of five votes whereas; a simple majority could be two out of three votes.

Commissioner Longtin asked if it could wait until after the Town Manager is hired.

Commissioner Stevens stated that the reason he brought it up today is because the Commission adopted Ordinance 05-2012 at this meeting to hire and fire the Town

Attorney by a majority and he came to an epiphany to make it the same for the Town Manager.

The Commission reached consensus to direct the Town Attorney to draft an Ordinance changing the requirement of a 4 to 1 vote to hire and fire the Town Manager to an majority of the full Commission.

### **COMMENTS BY COMMISSION, TOWN MANAGER, TOWN ATTORNEY**

**Commissioner Hockman** welcomed the new Recreation and Finance Directors.

**Commissioner Stevens** stated that the Town has new Finance and Recreation Directors and one step closer to a new Town Manager. He stated that Interim Town Manager Titcomb has been doing a wonderful job.

**Commissioner Longtin** thanked Mr. O'Rourke for his comments and stated that she agrees. She stated that she agrees with the comments of Ms. Bernhard. She stated that she needed to correct her statements on the tax rates and that the Town is actually fourth in millage rate but if debt service is added it makes the Town number one for the highest tax rate. She stated that these numbers are fluid and at one point the Town was number two. She welcomed the new Finance and Recreation Directors and stated that there is a lot of work ahead for them. She stated that come budget time that equipment for the Recreation Department needs to be considered. She stated that she has not had an opportunity to review the information regarding the Silver Beach Road extension and she thinks that the Commission can request from the County Commission more time to review the documentation.

Mayor DuBois stated that he has a number of comments regarding Silver Beach Road and that it is not an extension it is an improvement and that he has sent his comments to Town staff. He suggested that Commissioner Longtin review the documents and provide her comments to staff.

Commissioner Longtin stated that the Army Reserve Center groundbreaking will be on May 19, 2012 from 10:00 a.m. to 11:00 a.m. She stated that May 3 is National Day of Prayer and there will be an event at the Lake Park First Baptist Church at 7:00 p.m. She stated that Mother's Day is on May 13 and encouraged people to take their Mothers out. She thanked everyone who participated in the Town Manager Selection Roundtable. She stated that on Sunday, May 6 at the Busch Wildlife Sanctuary at 2:00 p.m. will be a Day of Remembrance for Will Henderson.

Commissioner Stevens stated that on the millage that as far as the totals he thinks that the Town is the sixth highest millage rate largely due to the 1.82 mills of debt and once that is removed and it is paid off the Town would be the 11<sup>th</sup> highest. He stated that in fairness to Lake Park that it is easier for larger municipalities due to the economy of scale and higher property values to function at lower millage rates. He stated that additionally some of them charge additional fees.

Commissioner Longtin stated that she is looking at municipal taxes only. She stated that the numbers can be sliced any number of ways.

**Vice-Mayor Rumsey** stated that Mayor DuBois has been in his thoughts. He welcomed the new staff members and stated that he looks forward to working with them. He thanked the staff for hanging in through all the changes.

**Mayor DuBois** stated that he has tried to make it business as usual and not get bogged down. He stated that the League of Cities meeting in Atlantis was great. He stated that the Arbor Day event was fantastic and thanked everyone who attended. He stated that the Relay for Life events was successful. He thanked everyone for the continued support and condolences.

**Attorney Baird** requested that the Commission schedule a private Attorney/Client session under Chapter 286 Florida Statutes to discuss litigation specifically the Town of Lake Park versus ATM, Murphy Construction and etcetera. He stated that the purpose of that session is to discuss the mediation and settlement with the intention of the Commission providing direction on how to respond. He recommended that the meeting be on Wednesday May, 9, 2012.

Vice-Mayor Rumsey asked if the meeting could be held without the Town's Special Counsel present.

Attorney Baird stated "yes" that there is no requirement for them to be there.

Mayor DuBois stated that he does not think that there would be information that the Special Counsel could add to the meeting.

Commissioner Stevens stated that if there is a question that Attorney Baird could not answer the Special Counsel could be contacted.

Attorney Baird stated that based on his level of participation in the mediation that he does not anticipate there being any questions that he cannot answer.

Vice-Mayor Rumsey asked what time Attorney Baird was recommending.

Attorney Baird stated that it was the Commission's choice between 6:00 p.m., 6:30 p.m. or 7:00 p.m.

The Commission reached consensus to have the Attorney/Client session on Wednesday, May 9, 2012 at 6:30 p.m.

**Interim Town Manager Titcomb** thanked the Human Resources Department for all their work regarding the Town Manager search and all the other positions that have been open at the Town. He welcomed Finance Director Blake Rane and Recreation Director Kathleen Carroll. He stated that he has extended an offer for a new Marina Director and it is pending Human Resources final due diligence as well as receiving acceptance from the candidate. He stated that he received an e-mail on May 2, 2012 from Mr. Welsh

basically giving the Town a two week notice that he is pulling out the Market activities. He stated that it is not finalized at this time but wanted to inform the Commission. He stated that he attended the City Manager's Association Luncheon on Friday, April 27, 2012 and that there was a presentation from the Property Appraiser's Office. He stated that the Property Appraiser's Office advised that the ad valorem valuation for the Town for the upcoming fiscal year is projected at only a -.47 over current values but, that the Property Appraiser's Office is optimistic that if their projections and trends go forward that there might be a point and a half bump up in property values County-wide. He stated that if that comes to pass then that Town might see a 1% increase in property valuation going into the next fiscal year. He stated that is good news because that trend is being seen across the County which means that it has not only bottomed out but there is a positive trend. He thanked everyone for their kind comments about him.

Commissioner Stevens stated that the news from the Property Appraiser's Office is good news given the decreases over the last several years.



**ADJOURNMENT**

There being no further business to come before the Commission and after a motion to adjourn by Vice-Mayor Rumsey, and by unanimous vote, the meeting adjourned at 10:20 p.m.

\_\_\_\_\_  
Mayor James DuBois

\_\_\_\_\_  
Deputy Town Clerk, Shari Canada, CMC

\_\_\_\_\_  
Town Clerk, Vivian Lemley, CMC

Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2012

## TOWN OF LAKE PARK TOWN MANAGER INTERVIEW SCHEDULE FOR A POSSIBLE SATURDAY

Individual Interviews Commencing at 8:00 a.m. at Lake Park Town Hall (to occur at 30 minute intervals with 5 minute breaks in between). Candidates will assemble in the Conference Room upon arrival to meet the Town volunteer who will escort each of them to their respective individual interviews. The following schedule is based upon five candidates and can be extended to accommodate a greater number of candidates to be interviewed.

Time	Mayor DuBois Room A	Vice Mayor Rumsey Room B	Commissioner Hockman Room C	Commissioner Longtin Room D	Commissioner Stevens Room E
8:00 a.m. to 8:30 a.m.	Candidate A	Candidate B	Candidate C	Candidate D	Candidate E
Break	***	***	***	***	***
8:35 a.m. to 9:05 a.m.	Candidate B	Candidate C	Candidate D	Candidate E	Candidate A
Break	***	***	***	***	***
9:10 a.m. to 9:40 a.m.	Candidate C	Candidate D	Candidate E	Candidate A	Candidate B
Break	***	***	***	***	***
9:45 a.m. to 10:15 a.m.	Candidate D	Candidate E	Candidate A	Candidate B	Candidate C
Break	***	***	***	***	***
10:20 a.m. to 10:50 a.m.	Candidate E	Candidate A	Candidate B	Candidate C	Candidate D

11:30 a.m. Lunch Break

3:00 p.m. Panel Interviews in Public Forum • Commission Chamber  
 Call to order and brief remarks regarding the interview procedures  
 3:15 p.m. Candidate A Interview  
 3:45 p.m. Candidate B Interview  
 4:15 p.m. Candidate C Interview  
 4:45 p.m. Candidate D Interview  
 5:15 p.m. Candidate E Interview

7:00 p.m. Short networking reception to be held in the same location in order to give the public an opportunity to interact with each candidate.

**BALLOT FOR SELECTION OF TOWN MANAGER CANDIDATES**  
**Please vote for five candidates** (Please return this completed ballot to the Town Clerk.)

Exhibit "B"

Stephen J. Cottrell  
Vote Here

Kimberly K. Glas-Castro  
Vote Here

Cheryl Harrison-Lee  
Vote Here

Clarence L. Hulse  
Vote Here

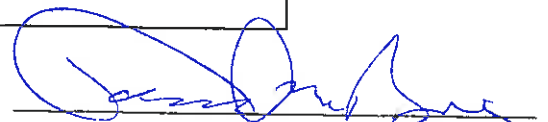
John J. Murphy  
Vote Here

Brian J. Redshaw  
Vote Here

Dale S. Sugerman  
Vote Here

David A. Strohl  
Vote Here

Paul D. White  
Vote Here

  
Signature

**BALLOT FOR SELECTION OF TOWN MANAGER CANDIDATES**

**Please vote for five candidates** (Please return this completed ballot to the Town Clerk.)

Stephen J. Cottrell  
Vote Here \_\_\_\_\_ ✓

Kimberly K. Glas-Castro  
Vote Here \_\_\_\_\_ ✓

Cheryl Harrison-Lee  
Vote Here \_\_\_\_\_ ✓

Clarence L. Hulse  
Vote Here \_\_\_\_\_

John J. Murphy  
Vote Here \_\_\_\_\_

Brian J. Redshaw  
Vote Here \_\_\_\_\_

Dale S. Sugerman  
Vote Here \_\_\_\_\_ ✓

David A. Strohl  
Vote Here \_\_\_\_\_

Paul D. White  
Vote Here \_\_\_\_\_ ✓

*K. Hulse*

Signature

**BALLOT FOR SELECTION OF TOWN MANAGER CANDIDATES**

**Please vote for five candidates** (Please return this completed ballot to the Town Clerk.)

Stephen J. Cottrell

Vote Here \_\_\_\_\_ ✓

Kimberly K. Glas-Castro

Vote Here \_\_\_\_\_ ✓

Cheryl Harrison-Lee

Vote Here \_\_\_\_\_

Clarence L. Hulse

Vote Here \_\_\_\_\_ ✓

John J. Murphy

Vote Here \_\_\_\_\_

Brian J. Redshaw

Vote Here \_\_\_\_\_ ✓

Dale S. Sugerman

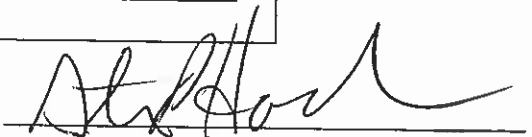
Vote Here \_\_\_\_\_

David A. Strohl

Vote Here \_\_\_\_\_ ✓

Paul D. White

Vote Here \_\_\_\_\_

  
Signature

**BALLOT FOR SELECTION OF TOWN MANAGER CANDIDATES**

**Please vote for five candidates** (Please return this completed ballot to the Town Clerk.)

Stephen J. Cottrell

Vote Here \_\_\_\_\_ ✓



Kimberly K. Glas-Castro

Vote Here \_\_\_\_\_

Cheryl Harrison-Lee

Vote Here \_\_\_\_\_

Clarence L. Hulse

Vote Here \_\_\_\_\_ ✓

John J. Murphy

Vote Here \_\_\_\_\_

Brian J. Redshaw

Vote Here \_\_\_\_\_ ✓

Dale S. Sugerman

Vote Here \_\_\_\_\_ ✓

David A. Strohl

Vote Here \_\_\_\_\_ ✓

Paul D. White

Vote Here \_\_\_\_\_

*Longtin*

Signature

**BALLOT FOR SELECTION OF TOWN MANAGER CANDIDATES**

**Please vote for five candidates** (Please return this completed ballot to the Town Clerk.)

Stephen J. Cottrell  
Vote Here \_\_\_\_\_ ✓

Kimberly K. Glas-Castro  
Vote Here \_\_\_\_\_ ✓

Cheryl Harrison-Lee  
Vote Here \_\_\_\_\_ ✓

Clarence L. Hulse  
Vote Here \_\_\_\_\_ ✓

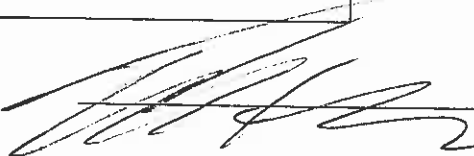
John J. Murphy  
Vote Here \_\_\_\_\_

Brian J. Redshaw  
Vote Here \_\_\_\_\_

Dale S. Sugerman  
Vote Here \_\_\_\_\_ ✓

David A. Strohl  
Vote Here \_\_\_\_\_

Paul D. White  
Vote Here \_\_\_\_\_

 Signature

# TAB 3





**Town of Lake Park Town Commission  
Agenda Request Form**

**Meeting Date:** May 16, 2012

**Agenda Item No.** *Tab 3*

- |  |   |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING              | <input type="checkbox"/> RESOLUTION                       |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input type="checkbox"/> DISCUSSION/POSSIBLE ACTION       |
| <input type="checkbox"/> ORDINANCE ON SECOND READING | <input type="checkbox"/> BID/RFP AWARD                    |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION   | <input checked="" type="checkbox"/> <b>CONSENT AGENDA</b> |
| <input type="checkbox"/> Other:                      |   |

**SUBJECT:** Special Call Commission Meeting Minutes of May 9, 2012

**RECOMMENDED MOTION/ACTION:** To Approve the Special Call Commission Meeting Minutes of May 9, 2012

**Approved by Town Manager** *[Signature]* **Date:** *5/11/12*

Shari Canada, CMC, Deputy Town Clerk  
Name/Title

May 11, 2012  
Date of Actual Submittal

<b>Originating Department</b>  Town Clerk	Costs: \$0  Funding Source: 0  Acct. # 0	<b>Attachments:</b> Agenda Meeting Minutes
<b>Department Review:</b> <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input checked="" type="checkbox"/> <b>Town Clerk</b> <i>[Signature]</i> <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> <b>Not Required</b>	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>[Signature]</i> <b>Please initial one.</b>

**Summary Explanation/Background:**



# AGENDA

Lake Park Town Commission  
Town of Lake Park, Florida  
Special Call Commission Meeting  
Wednesday, May 9, 2012, 6:30 p.m.  
Lake Park Town Hall  
535 Park Avenue

<b>James DuBois</b>	—	<b>Mayor</b>
<b>Kendall Rumsey</b>	—	<b>Vice-Mayor</b>
<b>Steven Hockman</b>	—	<b>Commissioner</b>
<b>Jeanine Longtin</b>	—	<b>Commissioner</b>
<b>Tim Stevens</b>	—	<b>Commissioner</b>
.....	.....	.....
<b>Jamie Titcomb</b>	—	<b>Interim Town Manager</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Town Attorney</b>
<b>Vivian Mendez Lemley, CMC</b>	—	<b>Town Clerk</b>

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

THE TOWN COMMISSION WILL CONVENE AN ATTORNEY - CLIENT SESSION TO DISCUSS PENDING MEDIATION IN THE CASE STYLED, TOWN OF LAKE PARK, ET. AL. VS. DEFENDANTS, APPLIED TECHNOLOGY MANAGEMENT, BRIDGE DESIGN ASSOCIATES, MURPHY CONSTRUCTION, THIRD PARTY DEFENDANTS CURRENT CONNECTIONS, DRAWDY CONSTRUCTION, FLORIDA FLOATS AND FOURTH PARTY DEFENDANT CARTER & SLOOPE.

AFTER THE ATTORNEY - CLIENT SESSION THE COMMISSION WILL RECONVENE THE SPECIAL CALL MEETING OF THE TOWN COMMISSION.

- D. RECONVENE THE SPECIAL CALL MEETING OF THE TOWN COMMISSION
- E. ORDINANCE ON FIRST READING:  
**Ordinance No. 08-2012 Amending Section 2-81 of the Code to Provide that the Town Manager is Hired and Fired by a Majority of the Membership of the Commission**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 2, ARTICLE II OF THE TOWN CODE, ENTITLED "TOWN COMMISSION"; PROVIDING FOR THE AMENDMENT OF SECTION 2-81(a) PERTAINING TO THE APPOINTMENT AND REMOVAL OF THE TOWN MANAGER; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

**F. ADJOURNMENT:**



**Minutes**  
**Town of Lake Park, Florida**  
**Special Call Commission Meeting**  
**Wednesday, May 9, 2012 6:30 p.m.**  
**Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Special Call Commission Meeting on Wednesday, May 9, 2012 at 6:33 p.m. Present were Mayor James DuBois, Vice-Mayor Kendall Rumsey, Commissioner Tim Stevens, Interim Town Manager Jamie Titcomb, Town Attorney Thomas Baird, and Town Clerk Vivian Lemley.

Commissioners Steven Hockman and Jeanine Longtin were absent.

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

**Please take notice that Mayor James DuBois Vice-Mayor Kendall Rumsey and Commissioner Tim Stevens will convene a Special Call Meeting of the Lake Park Town Commission At this meeting the Town Commission referenced hereinabove will announce its intention to meet in a private Attorney-Client Session in the Town Hall Conference Room with Town Attorney, Thomas Baird to discuss pending mediation in the case styled, Town of Lake Park, ET. AL. VS. Defendants Applied Technology Management, Bridge Design Associates, Murphy Construction, Third Party Defendants Current Connections, Drawdy Construction, Florida Floats and Fourth Party Defendants Carter & Sloope as soon thereafter as possible. The private Attorney-Client Session is anticipated to last at least one hour. Also, be advised that at the conclusion of the private Attorney-Client Session, the Town Commission will continue its Special Call Town Commission Meeting.** The meeting was convened at 6:36 p.m.

The Special Call meeting was reconvened at 7:13 p.m.

**ORDINANCE ON FIRST READING**

**Ordinance 08-2012 Amending Section 2-81 of the Code to Provide that the Town Manager is Hired and Fired by a Majority of the Membership of the Commission**

Attorney Baird stated that at the May 2, 2012 Commission meeting the Commission unanimously recommended amended Section 2-81 of the Code that currently provides that the Town Manager is hired and fired under a four to one vote and that the Commission's recommendation was that he prepare an Ordinance that amends the Code to that the Town Manager would be hired and fired by the majority of the full Commission.

**Motion: A motion was made by Vice-Mayor Rumsey to approve Ordinance 08-2012 on First Reading; Commissioner Stevens made the second.**

Mayor DuBois stated that this is the first reading of the Ordinance and that there will be an opportunity to discuss this Ordinance further at second reading if it passes.

Vote on Motion:

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

Motion passed 3-0.

Attorney Baird read the Ordinance into the record by title only.

**ADJOURNMENT**

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Stevens and seconded by Vice-Mayor Rumsey, and by unanimous vote, the meeting adjourned at 7:20 p.m.

\_\_\_\_\_  
Mayor James DuBois

\_\_\_\_\_  
Deputy Town Clerk, Shari Canada, CMC

\_\_\_\_\_  
Town Clerk, Vivian Lemley, CMC

Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2012

# **Board Membership**

# TAB 4





**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date:** May 16, 2012

**Agenda Item No.** *Tab 4*

- |   |   |
|---|---|
| <input type="checkbox"/> PUBLIC HEARING                             | <input type="checkbox"/> RESOLUTION                 |
| <input type="checkbox"/> ORDINANCE ON FIRST READING                 | <input type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> ORDINANCE ON SECOND READING                | <input type="checkbox"/> BID/RFP AWARD              |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION                  | <input type="checkbox"/> CONSENT AGENDA             |
| <input checked="" type="checkbox"/> Other: <b>BOARD MEMBERSHIPS</b> |   |

**SUBJECT:** Board Membership Reappointments for the Planning & Zoning Board

**RECOMMENDED MOTION/ACTION:** To Reappoint two (2) Regular Members to the Planning & Zoning Board.

Approved by Town Manager *James White* Date: *5/11/12*  
*Vin Lopez* *May 11, 2012*  
 Name/Title Date of Actual Submittal

<b>Originating Department:</b>  Town Clerk	Costs: \$ 0.00  Funding Source:  Acct. #	<b>Attachments:</b> <b>Ballot and Board Membership Applications</b>
<b>Department Review:</b> <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input checked="" type="checkbox"/> Town Clerk <u><i>VML</i></u> <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> 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 <u><i>V.M.P.</i></u>  OR Not applicable in this case _____  <b>Please initial one.</b>

**Summary Explanation/Background:** The Planning and Zoning Board has two regular memberships that expired on May 1, 2012. The Town Clerk's Office has received applications for the reappointment of both members to the Board which are attached for review. The ballot is attached as well.

# BALLOT

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## MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING & ZONING BOARD WITH TWO ALTERNATES. THE TOWN COMMISSION MAY CHOOSE THE FOLLOWING APPLICANTS FOR REAPPOINTMENT.

Applicants:

	Yes	No
Judith Thomas (Regular)	_____	_____
Robin Maibach (Regular)	_____	_____

- NO OTHER APPLICATIONS HAVE BEEN RECEIVED



# The Town of Lake Park

## Application to Serve on Town Boards and Committees

This application serves as an information file of the skills, talents and interests of citizens who are willing to serve on advisory boards and committees for the *Town of Lake Park*. When an opening occurs on one of the Boards on which you have indicated a desire to serve, your application will be submitted to the Town Commission. You will be notified by mail when appointment has been made.

Please print the following information:

Name: Thomas Judith E  
Last First Middle

Address: 204 E Jasmine Drive,

Birthday: Month: 09 Day: 30<sup>th</sup>

Telephone: home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

E-Mail Address Jthomas11@bellsouth.net

Are you a resident of Lake Park  Yes  No

Are you a non-resident business owner in Lake Park  Yes  No

Are you a registered voter (Response to this question is not mandatory)  Yes  No

Do you currently serve on a Town Board or Committee  Yes  No

If so, which one(s): Planning & Zoning & Historic Board

Have you been convicted of a crime  Yes  No

If so, when? \_\_\_\_\_ where? \_\_\_\_\_

Please indicate your preference by number "1" through "5" of no more than five boards on which you wish to serve, with #1 being the most desired and #5 being the least desired.

- |   |   |
|---|---|
| <input type="checkbox"/> _____ Code Compliance *                              | <input type="checkbox"/> <u>3</u> Tree Board                                      |
| <input type="checkbox"/> <u>2</u> CRA Board (Community Redevelopment Agency)  | <input type="checkbox"/> <u>1</u> Planning & Zoning/Historic Preservation Board * |
| <input type="checkbox"/> _____ Harbor Marina Advisory Board                   | <input type="checkbox"/> <u>5</u> Library Board                                   |
| <input type="checkbox"/> <u>4</u> Construction Board of Adjustments & Appeals |   |

Please note: Membership on these (\*) Boards require members to complete an annual financial disclosure form pursuant to F.S. 112.3145 (1)(a), (2)(b), (7)

Your Name: Judith Thomas

Please indicate the reason for your interest in your first and second choices:

I have experience as a planner and have worked in urban development & economic development for the past 20 yrs. My skills & experience can be better used on those boards.

Number of Meetings of the above boards you have attended in the past six months: 2

Your educational background: (High school, College, Graduate School or other training)

Graduated from high school; 2 Master Degrees (Urban Development & School Counseling)

What is/was your profession or occupation: Mediator - (Stay-At-Home)

How long: 7 years (mediator)

Please indicate employment experience that you feel relates to your desired service on an advisory board or committee:

Served as <sup>Planning</sup> Administrator for 9 years.

Please indicate other general experience or community involvement that you feel qualifies you to serve on the boards you have chosen:

I have served & currently serving as Chair of the Planning & Zoning Board for the Town of Lake Park. I also serve on Palm Beach County Advisory Board.

Feel free to attach additional sheets if required. Also, please attach your resume, if available.

Please return your completed form to the Office of the Town Clerk, 535 Park Avenue, Lake Park, Florida 33403

**I HEREBY CERTIFY THAT THE STATEMENT AND ANSWERS PROVIDED ARE TRUE AND ACCURATE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE CAUSE FOR REMOVAL FROM A BOARD OR COMMITTEE, IF APPOINTED:**

Signature: Judith Thomas Date: 5/8/2012



LAKE PARK TOWN HALL

NATIONAL HISTORIC SITE

*"Jewel of the Palm Beaches"*

# The Town of Lake Park

## Application to Serve on Town Boards and Committees

This application serves as an information file of the skills, talents and interests of citizens who are willing to serve on advisory boards and committees for the *Town of Lake Park*. When an opening occurs on one of the Boards on which you have indicated a desire to serve, your application will be submitted to the Town Commission. You will be notified by mail when appointment has been made.

Please print the following information:

Name: MAIBACH ROBIN LYNN  
Last First Middle

Address: 226 DATE PALM DR LAKE PARK FL 33403

Telephone: home <sup>561</sup>842-4890 work <sup>561</sup>655-8544 cell <sup>561</sup>762-9969

	Yes	No
Are you a resident of Lake Park	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you a non-resident business owner in Lake Park	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you a registered voter (Response to this question is not mandatory)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you currently serve on a Town Board or Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If so, which one(s): <u>Harbor Marina Advisory Board</u>		
Have you been convicted of a crime	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If so, when? _____ where? _____		

Please indicate your preference by number "1" through "5" of no more than five boards on which you wish to serve, with #1 being the most desired and #5 being the least desired.

<u>Choice #</u>	<u>Board</u>	<u>Choice #</u>	<u>Board</u>
<input type="checkbox"/>	Code Compliance *	<input type="checkbox"/>	Pension Trust Fund (Police)
<input type="checkbox"/>	CRA Board (Community Redevelopment Agency)	<input checked="" type="checkbox"/>	Planning & Zoning/Historic Preservation Board *
<input type="checkbox"/>	Harbor Marina Advisory Board	<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Library Board	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Merit Board		
<input type="checkbox"/>	Construction Board of Adjustments & Appeals		

Please note: Membership on these (\*) Boards require members to complete an annual financial disclosure form pursuant to F.S. 112.3145 (1)(a), (2)(b), (7)

Your Name: Robin S. Maibach

Please indicate the reason for your interest in your first and second choices:

I have lived in & purchased 4 historical homes. Historic preservation is a personal hobby.

Number of Meetings of the above boards you have attended in the past six months: 6

Your educational background: (High school, College, Graduate School or other training)

Bachelors Degree

What is/was your profession or occupation: Sales + marketing 25 years

How long: Social Services 10 years

Please indicate employment experience that you feel relates to your desired service on an advisory board or committee:

I have been involved in historical preservation neighborhood groups in Virginia Highland Atlanta GA, Midtown Atlanta, Atlanta GA, Buckhead Atlanta GA & Brookhaven Atlanta GA.

Please indicate other general experience or community involvement that you feel qualifies you to serve on the boards you have chosen:

I have worked in Social Services for 10 years & have a good understanding of marketing & sales techniques.

Feel free to attach additional sheets if required. Also, please attach your resume, if available.

Please return your completed form to the Office of the Town Clerk, 535 Park Avenue, Lake Park, Florida 33403

**I HEREBY CERTIFY THAT THE STATEMENT AND ANSWERS PROVIDED ARE TRUE AND ACCURATE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE CAUSE FOR REMOVAL FROM A BOARD OR COMMITTEE, IF APPOINTED:**

Signature: Robin S. Maibach

Date: 10-10-08

**Discussion  
And  
Possible  
Action**

# TAB 5





**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date: May 16, 2012**

**Agenda Item No. *Tab 5***

- |   |   |
|---|---|
| <input type="checkbox"/> PUBLIC HEARING                       | <input type="checkbox"/> RESOLUTION                 |
| <input type="checkbox"/> ORDINANCE ON FIRST READING           | <input type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> ORDINANCE ON SECOND READING          | <input type="checkbox"/> BID/RFP AWARD              |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION            | <input type="checkbox"/> CONSENT AGENDA             |
| <input checked="" type="checkbox"/> Other: <b>INFORMATION</b> |   |

**SUBJECT: Hedge Plant Selection for Downtown Town Alleyway 7<sup>th</sup> to 8<sup>th</sup> Street.**

**RECOMMENDED MOTION/ACTION: None Required**

Approved by Town Manager *James Pittman* Date: *5/10/12*  
 Richard Pittman, CRA Project Manager May 9, 2012  
 Name/Title Date of Actual Submittal

<b>Originating Department:</b> CRA	Costs: <b>Estimated \$300.00</b>  Funding Source: <b>CRA</b> Acct. #110-55-552-520-31000	<b>Attachments:</b> <b>Letter Submitted to Planning Board</b>
<b>Department Review:</b> <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> 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>BP</i></u> <b>Please initial one.</b>

**Summary Explanation/Background:** This item is being brought to the Town Commission for information purposes. No action is required.

The CRA Board Meeting of March 7, 2012 included discussion on the hedge material to be used in the alleyway south of Park Avenue between 7<sup>th</sup> and 8<sup>th</sup> Streets. The use of Ficus as a hedge is not recommended because of high maintenance due to Whitefly. The CRA Board suggested that the Planning and Zoning Board be involved in the selection of hedge material as hedge material might impact the Planning and Zoning Board's future decisions associated with landscaping of vacant parcels adjacent to the Town's alleyways.

The Planning and Zoning Board met on May 7, 2012. The agenda included an item on hedge material in the Downtown Alleyways. The Planning and Zoning Board did not select a top three choices of hedge material as requested. The Planning and Zoning Board did agree on the criteria for which the hedge material should be selected. The Board also discussed a few varieties of plant material that would meet most of the criteria. The criteria are as follows:

1. Able to meet height requirement of 6'.
2. Drought tolerant. Low water requirements when established.
3. Root system not damaging to adjacent asphalt.
4. Low maintenance while having good appearance.
5. Pest resistant.

The CRA project manager will be seeking professional assistance to formulate a short list of plants that meet this criterion. The hedge plant list would then be placed on the agenda for the next meeting of the Planning and Zoning Board.



Arts  
District



Commerce  
District



Hometown  
District

Planning Board, Town of Lake Park  
C/O Nadia DiTommaso, Director  
Department of Community Development

April 10, 2012

Subject: Hedge Plant for Downtown Alleyways

The Town of Lake Park has numerous landscaped alleyways in the CRA district. Included in the landscape pallet is Ficus which serves to screen the view between the commercial district and the adjacent residential properties. The Ficus were planted in the 2008/2009 time frame. The Ficus hedges in the alleyways have become high maintenance due to Whitefly.


On March 7, 2012 I presented to the CRA Board a request to select a hedge plant material to use in the alleyway south of Park Avenue between 7<sup>th</sup> and 8<sup>th</sup> Streets. This alleyway is being reconstructed and a hedge is proposed similar to the other Downtown alleys. Ficus is not recommended due to expensive and on-going treatment for Whitefly. The CRA Board requested that the item be brought to the Planning Board for a recommended hedge material.

Following the request of the CRA Board, I am requesting that the Planning Board select a 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice of hedge material to be used in the alleyway 7<sup>th</sup> to 8<sup>th</sup> Street and to be used to replace existing hedge material in the alleyways as they need to be replaced. Cocoplum and Schefflera Arboricola are top choices. Silver Buttonwood used as a hedge is a consideration as is Hibiscus or Seagrape. The Town preferred plant list is attached.

The Director of Community Development has indicated to me that this issue is not a function of the Planning Board. However, the CRA Board did not want to make any decisions associated with landscaping that might impact the Planning Boards review on landscaping requirements on development of vacant parcels adjacent to the Town's alleyways.

Information presented to the CRA Board is attached.

Sincerely,

  
Richard Pittman  
CRA Project Manager

Attachments: