



**Minutes
Town of Lake Park, Florida
Regular Commission Meeting Minutes
Wednesday, November 18, 2020 6:30 PM
Town Hall Commission Chamber,
535 Park Avenue Lake Park, Florida 33403**

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, November 18, 2020 at 6:30 p.m. Present were Mayor Michael O'Rourke, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, John Linden, Roger Michaud, Town Manager John D'Agostino, Assistant Town Attorney Jamie Gavigan, and Town Clerk Vivian Mendez.

Town Clerk Mendez performed the roll call and Mayor O'Rourke led the pledge of allegiance.

SPECIAL PRESENTATION/REPORT:

1. Presentation of International Institute of Municipal Clerk's (IIMC) Master Municipal Clerk (MMC) Designation to Deputy Town Clerk Shaquita Edwards by Florida Association City Clerk (FACC) Southeast District Director Lanelda Gaskins.

FACC Southeast District Director Lanelda Gaskins, Town Clerk of the Town of Highland Beach presented Deputy Town Clerk Shaquita Edwards with the IIMC Master Municipal Clerk Designation. Deputy Town Clerk Edwards thanked the Town of Lake Park for the recognition of her accomplishment.

PUBLIC COMMENT:

Dr. Amy Kappes, Medical Director and Primary Care Doctor at Dedicated Senior Medical Center located in Riviera Beach, FL. She explained the services provided at Dedicated Senior Medical Center for Medicare Advantage Patients, low to moderate income seniors. Commissioner Linden thanked Ms. Kappes for her presentation and her community outreach efforts at the Lake Park Public Library in October 2020.

CONSENT AGENDA:

- 2. October 21, 2020 Regular Commission Meeting Minutes.**
- 3. November 4, 2020 Regular Commission Meeting Minutes**

Motion: Commissioner Flaherty moved to approve the consent agenda; Commissioner Linden seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner Linden	X		
Commissioner Michaud	X		
Vice-Mayor Glas-Castro	X		

Mayor O'Rourke	X		
----------------	---	--	--

Motion passed 5-0.

BOARD MEMBERSHIP APPLICATION:

4. Nomination for Board Membership on the Town Tree Board

Commissioner Linden provided a brief summary explanation of the agenda item.

Motion: Commissioner Linden moved to approve the appointment of Brady Drew to the Tree Board; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

Mr. Drew introduced himself and thanked the Town Commission for the approval of his application.

PUBLIC HEARING – ORDINANCE ON FIRST READING:

None

PUBLIC HEARING – ORDINANCE ON SECOND READING:

None

NEW BUSINESS:

5. Resolution 77-11-20 Award of the Contract for Marketing Services for the Town of Lake Park between the Town of Lake Park, Florida and Strategic Marketing, LLC Request for Proposal 109-2020.

Town Manager D'Agostino provided a brief summary explanation of the solicitation process of RFP No. 109-2020. Discussion ensued regarding social media platforms and methods to distribute information.

Motion: Commissioner Michaud moved to approve Resolution 77-11-20; Commissioner Linden seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

6. Resolution 78-11-20 Fiscal Year End 2019/2020 Budget Adjustment

Town Manager D’Agostino explained the agenda item. He referenced the effects of the Covid-19 Pandemic and explained the available indoor ionization technology. Finance Director Lourdes Cariseo addressed the Commission to clarify the indirect cost allocation. She explained that in the previous Comprehensive Annual Financial Report (CAFR) the auditors disliked the reclassified wages and administrative charges. She explained the indirect allocation method was applied for the current Budget Adjustment.

Motion: Vice-Mayor Glas-Castro moved to approve Resolution 78-11-20; Commissioner Flaherty seconded the motion

Vote on Motion:

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

Motion passed 5-0.

7. Resolution 80-11-20 Authorizing and Directing the Mayor to Sign an Inter-local Agreement with Seacoast Utility Authority for Joint Participation and Project Funding for the Lake Shore Drive Drainage Improvements Project Bid Number 106-2020

Town Manager D’Agostino explained the item would be postponed to a future Regular Commission Meeting.

8. Discussion: Special Events COVID-19 Checklist

Town Manager D’Agostino explained the agenda item. Discussion ensued regarding the checklist as it would be included as part of the Special Events Application. Special Events Director Riunite Franks provided additional clarification regarding the COVID-19 Checklist. She explained the checklist was created to encourage safe practices and assist event organizers. Discussion ensued regarding individuals who may refuse to adhere to procedures (e.g. Face Masks), and Town of Lake Park Code Enforcement Officers. Special Events Director Franks reiterated that the Special Events COVID-19 checklist was created to assist event organizers with safety protocols.

Motion: Vice-Mayor Glas-Castro moved to approve staff recommended protocols; Commissioner Flaherty seconded the motion

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		

Commissioner Linden	X		
Commissioner Michaud	X		
Vice-Mayor Glas-Castro	X		
Mayor O'Rourke	X		

Motion passed 5-0.

PUBLIC COMMENT:

None

FUTURE AGENDA SUGGESTIONS:

None

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Assistant Town Attorney Gavigan had no comments.

Town Manager D'Agostino announced the following comments within Exhibit "A".

Commissioner Linden announced that he reviewed the new Town of Lake Park Website and provided a few suggestions. He announced that he recently attended a Gold Star Memorial Celebration in Riviera Beach, FL. He announced the Parent-to-Parent Group Turkey Giveaway on Saturday, November 21, 2020 at the Brewhouse Gallery. He announced the Operation Hope Turkey Giveaway on Monday, November 23, 2020 at 3:00 P.M., 1234 10th Street, Lake Park, FL. He announced the Lake Park Diversity Council Meeting on Thursday, November 19, 2020 at 10:00 a.m.

Commissioner Michaud questioned if Town Manager D'Agostino received feedback regarding the new Town of Lake Park Website. He explained that he had trouble finding the Commission Meeting Agenda Packet. He suggested reversing the chronological order to have the most current agenda packet appear at the top of the page or include a quick link. He announced that on Friday, November 20, 2020 he would attend Leadership Academy Two via Zoom.

Commissioner Flaherty questioned if a payment portal was included in the updated Website. Finance Director Cariseo explained that the current accounting software was compatible with one company. She explained the company would charge a surcharge to the Town, and that those fees would be passed on to the customers. She explained that the module would cost approximately \$5,000.00, and \$700.00 annual service fee. Lastly, she announced that an agenda item would be presented at a future Regular Commission Meeting.

Vice-Mayor Glas-Castro announced the need to meet with the local representatives discuss the Town of Lake Park Legislative Priorities. Town Clerk Mendez announced the item was part of the December 16, 2020 Regular Commission Meeting. She wished everyone a Happy Thanksgiving.

Mayor O'Rourke announced that he attended the Legislative Session for the Florida League of Cities. He expressed gratitude and acknowledgement to Vice-Mayor Glas-

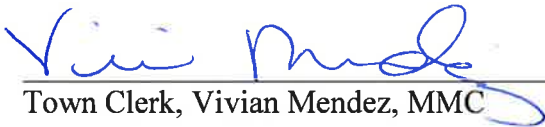
Castro for her efforts with the Florida League of Cities. He referred to the earlier comments of Town Manager D'Agostino regarding ionization technology; he explained that costs were approximately \$1,000 per unit.

ADJOURNMENT

There being no further business to come before the Commission and by unanimous vote, the meeting adjourned at 8:37 p.m.



Mayor Michael O'Rourke



Town Clerk, Vivian Mendez, MMC



Deputy Town Clerk, Shaquita Edwards, MPA, MMC



Approved on this 2 of December, 2020

**TOWN COMMISSION MEETING
NOVEMBER 18, 2020**

TOWN MANAGER COMMENTS

COVID-19 UPDATE

According to the Florida Department of Health website, there are 196 cases for the Town of Lake Park according to data through 11/7/2020 and as verified today at 12:35 p.m.

LAKESHORE DRIVE PROJECT

Tonight the Town Manager will request the Commission pull item I 7 from the Agenda. According to the Town Attorney, the Interlocal Agreement between the Town and Seacoast Utility requires a contract between the Town and Foster Marine that includes the Seacoast Utility work since the Interlocal agreement is a reimbursement contract. The Foster Marine Contract is not finalized and requires the item to be pulled until a Foster Marine Contract can be executed incorporating the work by Foster Marine for Seacoast Utility.

JOINT MEETING LAKE PARK TOWN COMMISSION AND RIVIERA BEACH CITY COUNCIL

Town of Lake Park Town Commission and Riviera Beach City Council will have a joint meeting regarding the development along the US Federal Highway Corridor on Wednesday, December 9, 2020, at 6:00 pm at the Riviera Beach Marina Event Center. The Event Center is located at 190 E. 13th Street, Riviera Beach, FL 33404. Staff will be prepared to make a presentation on the Land Development Regulations implemented that led to the Nautilus 220 project development.

C-3 AREA UPDATE

Throughout the summer months, the Managers, Staff and Attorneys in Lake Park and North Palm Beach have discussed the C-3 area on the southeast corner of Northlake and US-1. As the Town Commission may recall, we hired Dover Kohl to carry us through this process. This process was stalled at around the 60% mark since it was determined that while the regulations developed for North Palm and Lake Park were quite similar, that the Town had its own preferences for the C-3 area, mainly since we have recently developed a mixed-use area along US-1 that has worked well so far thereby presenting an ability to incorporate similar provisions to the C-3 area. The Town Commission also enacted zoning in progress in April 2020 to provide the time needed to work through the regulations. These discussions led to the Managers of both municipalities agreeing that before anything additional is worked on, that a market study is performed in partnership with the Treasure Coast Regional Planning Council and their consultant, WT-L, so as to identify emerging uses and other development variables that the market will bear in the C-

3 area, in an attempt to put a regulatory plan in place that facilitates investment. Also, the market study would look at the parking structure concept to determine adequate revenue sharing between the municipalities and market-based uses for development that would support it. The Managers agreed to share the cost of this study, contingent on elected body approvals. A proposal was presented to the Town however, the Manager in North Palm communicated to the Town that he would be working on an Interlocal Agreement with the Treasure Coast Regional Planning Council that would facilitate the market study process, which will take approximately six months to complete after approved. This is still in progress and a call was held between the parties a couple of weeks ago. The Town is waiting on the revised market study agreement from Treasure Coast Regional Planning Council and the Interlocal agreement for staff review and Commission approval at an upcoming Commission meeting. Staff anticipates that the Comp Plan and LDRs will then take an additional six months to complete after the market study is completed therefore, it is estimated that the entire process will likely be concluded around December 2021.

INDUSTRIAL PARCEL DEVELOPMENT

The newly owned 24-acre parcel on the north side of Silver Beach Road east of the Army Reserve Center was submitted for site plan review. The parcel recently sold for \$17.5 million. The site plan proposes four buildings totaling 94,874 SF per building totaling 379,500 SF of office-warehouse use. We expect to present the application to the Commission either in January or February of 2021. This timeline assumes all submittals are complete and all comments addressed.



TOWN OF LAKE PARK
PUBLIC COMMENT CARD

MEETING DATE: 11/17/20

Cards must be submitted before the item is discussed!!
***Three (3) minute limitation on all comments

Name: Amy Kappes
Address: 3002 Brookway Ave Riviera Beach

If you are interested in receiving Town information through Email, please provide your E-mail address: _____

I would like to make comments on the following Agenda Item:

I would like to make comments on the following Non-Agenda Item(s):
Dedicated Senior Medical Center

Instructions: Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.