



**Minutes  
Town of Lake Park, Florida  
Regular Commission Meeting Minutes  
Wednesday, February 3, 2021 8:07 P.M.  
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, February 3, 2021 at 8:07 p.m. Present were Mayor Michael O’Rourke, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, John Linden, and Roger Michaud, Town Manager John D’Agostino, Attorney Thomas Baird, 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. Proclamation in Honor of Palm Beach County Fire Rescue District Chief Mike Wells.**

Mayor O’Rourke presented the proclamation to Chief Mike Wells. Chief Wells thanked the Commission and spoke of his history with the Town. He thanked his wife for her understanding each time he had to run out over the past 42-years.

**PUBLIC COMMENT:**

Matthew Zitani, 840 Seminole Blvd., stated that during the January 20, 2021 Regular Commission Meeting there was a presentation regarding Digital Inclusion. He stated that by morning signs started popping up indicating that poles were being installed. He expressed his concerns regarding the program that was proposed, and the poles being installed throughout the Town.

**CONSENT AGENDA:**

**2. January 20, 2021 Regular Commission Meeting Minutes.**

**Motion: Commissioner Michaud moved to approve the consent agenda; Commissioner Michaud 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 HEARING – ORDINANCE ON FIRST READING:**

None

**PUBLIC HEARING – ORDINANCE ON SECOND READING:**

**3. Ordinance 01-2021 Establishing a Comprehensive Civil Rights Policy**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ESTABLISHING A COMPREHENSIVE CIVIL RIGHTS POLICY; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Motion: Commissioner Flaherty moved to approve Ordinance 01-2021 on Second Reading; Commissioner Michaud seconded the motion.**

Commissioner Linden wanted to go on the record that supporting gender identification could be an issue for the Town.

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 4-1.

Attorney Baird read the Ordinance by title only.

**NEW BUSINESS:**

**4. Town Manager Contract Renewal Discussion.**

Mayor O'Rourke explained the reason this item was on the agenda. He stated that the Town Manager's contract expires on June 1, 2021 and there was a clause in the contract which indicates that if the Commission wanted to terminate the contract it would do so with 120-days' notice. He hoped that the Commission was not in favor of terminating the contract. He stated that the Town Manager has been working for the Town for six-years with no changes to the contract. He explained that the salary has not increased much and that the way the senior staff salaries was structured, they would earn more than the Town Manager. He would be asking the Commission to consider increasing his salary. He stated that no one was perfect; however, in his opinion the Town Manager was doing a good job for the Town.

Commissioner Michaud stated that the Town Manager was good, diligent, and understands the vision of the Commission for the Town. He stated that there are times where the Town Manager has his moments, but he appreciates him for who he is, what he brings to the Town and the future of the Town. He felt that there were good, bad and ugly times in the past, but the Town Manager has moved the Town forward through all that. He looked forward to continuing to work with the Town Manager.

Commissioner Flaherty stated that he would be honored if the Town Manager would consider being with them another five-year. The Town was lucky to have him in this community. He would support an increase to his salary.

Commissioner Linden stated that it was no secret that they have had difficulties. He stated that over the past few months things have come together because of communication. He explained that communication was still an issue for him and he read one of the Town Manager contract clauses. The clause stated that the Town Manager was under the Commissioners general supervision. He felt that the clause did not reflect what actually happens, in that the Town Manager tells the Commission what was happening and had to persuade the Commission of the item. He felt the Town Manager did a good job, but he had personal differences with him. He felt that the Commission and the Town Manager should set goals and objectives yearly. He was opposed to a five-year contract. He would entertain a one or two year contract with a one or two year automatic renewal with a similar 120-days termination of contract clause. He did not approve of his managerial style, which appeared to limit the departments. He would like the contract changed so that the Commission could communicate directly with Department Heads, however, he agrees that staff should take direction only from the Town Manager. He does not want to terminate the Town Managers contract. He wanted to be notified before the Town Manager makes a decision that would affect the Town. He stated that as elected officials they receive the calls from residents and would like to know what decisions were made prior to implantation so when residents call they have answers. He felt that there was no way to communicate with residents. The Public Information Officer does a great job of posting to the three social media platforms, but more was needed to communicate.

Vice-Mayor Glas-Castor was glad this item was on the agenda, but not the manner in which it made it onto the agenda. She has spoken with four other city managers and was told that it was the managers responsibility to place their contracts on the agenda for discussion, in advance of the contract expiring. She expressed her displeasure with the timing of the item and explained how the manager's contract and evaluation should come to the Commission together. This would allow the Commission the ability to evaluate the Town Manager and then discuss a possible contract extension. She expressed concern with the Town Managers lack of professionalism, which has been embarrassing to the Town at times including his tone in some emails. She stated that during her evaluation of the Town Manager she would have strong language about behavior, tone, communication, and lack of professionalism. She stated that the shift began during the pandemic, which might all be due to stress, but it was unacceptable and cannot continue. She was not saying that the Commission should go down the path of hiring another manager. She felt that a different evaluation process of the Town Managers would be appropriate as other municipalities follow. She explained that individual meetings would be setup with the Town Attorney present to discuss the evaluations of each Commissioner and then a public meeting would be held to discuss the evaluations and possible salary increase. She stated that John has been good for the Town, promoting the Town, leading the Town in the right direction for redevelopment and gaining the interest of investors. She does not want to see him terminated, but expressed concern with extending the contract for five-years with the way the conduct has been over the past year. She agreed that a salary increase was in order, but not what other municipalities were paying their managers. She would agree with setting goals and objectives.

Mayor O'Rourke suggested that the evaluation system be implemented, including one-on-one meetings with the Town Manager to evaluate the performance. He stated that John had qualities that have really benefitted the Town; however, communication has been an issue. He recapped that he has heard consensus for the contract to renew, but how many years would need to be negotiated. He felt that five-years would bring the Town Manager to retirement and did not believe the contract should be for less than five-years. He would support a five-year contract with increases in increments each year. The Town Manager salary began at \$117,000 and six-years later its \$126,000.

Town Manager D'Agostino pointed out that the Commission would pay someone new a higher salary and would lose the historical prescriptive that has been gained over the past six-years. He explained that a fair and equitable way of looking at performance was over the past six-years, and not just the past year. He stated that people, at one point or another, have conducted themselves in a less than favorable way. He stated that the past year has been a challenge for everyone. He recapped some of the accomplishments over the past six-years with street lighting, diversifying the tax base, building relationships with businesses as well as lending institutions. He encouraged the Commission to view a video made by staff for him for his birthday. It was not something he expected, nor asked for. Staff put together a video of unsolicited comments of the type of manager he has been to them as well as for the Town. He explained the very high level of advocacy he does for the Town. He stated that the Town was headed in the right direction.

Mayor O'Rourke suggested taking Vice-Mayor Glas-Castro evaluation approach and improving communication with all Commissioners.

Town Attorney Baird explained that the issue was that the contract would have renewed with the same terms on February 1, 2021, however, after the Vice-Mayor raised concerns John graciously said he would not hold the Commission to that date and place the item on the agenda for discussion tonight. He stated that if the Commission agrees they could continue to hold off on the renewal of the contract until they could put in place an amendment that the parties agree are appropriate including salary, term, and performance evaluation and take action on the amended contract at a future Commission meeting. He suggested constructing a contract to address the three issues raised tonight. One - performance evaluation, two - the term of the contract, and three - was compensation. He pointed out that the contract refers to it as a five-year term, but it was really one-five year term. He explained that any time within the five-year term the Commission could notice the Town Manager that they would not renew the contract. He explained that legally a five-year contract does not exist because of the 120-day clause. Vice-Mayor Glas-Castro stated that the evaluation period would need to be before the notice period so everything would fall into place. The Commission could change the term to a one-year, two-year or three-year term. The original contract was annually and it was modified to five-years. He suggested allowing him to negotiate the contract and bringing it back before the Commission for consideration. He would also bring back an evaluation model for the Commission to consider. He stated that during his tenure as Attorney for the Town the current relationship between the Commission and manager has been the best. He stated that he appreciates John very much.

**5. Resolution 06-02-21 Fiscal Year 2020/2021 Budget Adjustments.**

**Motion: Vice-Chair Glas-Castro moved to approve the Resolution 06-02-21; Commissioner Michaud 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 07-02-21 Authorizing and Directing the Mayor to Sign the Library Services and Technology Act Agreement.**

**Motion: Commissioner Michaud moved to approve Resolution 07-02-21; Commissioner Flaherty seconded the motion**

Commissioner Linden asked for clarification what was covered by the contracts. Town Manger D'Agostino explained (see Exhibit "A"). Acting Library Director Cooper explained what would be covered by the contract. The Commission discussed the contract, what was included and what was covered during the service agreement.

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 08-02-21 Authorizing and Directing the Town Manager to Execute a Purchase Order with Java Connections to Purchase LAPTOPSANYTIME Kiosks to be used by Lake Park Public Library Patrons, to be Funded by the Fiscal Year 2020-2021 Library Services and Technology Act Grant.**

**Motion: Commissioner Michaud moved to approve Resolution 08-02-21; 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		
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Motion passed 5-0.

**8. Resolution 09-02-21 Authorizing the Town Manager to Execute the Purchase Order to Obtain 18 Laptop Computers from Dell Inc.**

**Motion: Commissioner Flaherty moved to approve Resolution 09-02-21; Commissioner Michaud 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.

**9. C-3/Northlake Promenade Update.**

Town Manager D'Agostino explained the item (see Exhibit "B"). The Commission discussed options for moving forward with the project as the Village of North Palm Beach conducts a market analysis to justify supporting a vision that may not affect the Town. Town Attorney Baird explained that if the contract between the two municipalities were terminated there were legal remedies that the Town could peruse. Vice-Mayor Glas-Castro suggested that the Town move forward and invite the Village of North Palm Beach to join Town meetings.

**Motion: Commissioner Michaud moved to notify the Village of North Palm Beach with the Town of Lake Park's desire to move forward with the C-3 project and ask that the Village of North Palm Beach work with the Town of Lake Park schedule regarding the Town of Lake Park parcels; 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:**

**Town Attorney Baird** had no comments.

**Town Manager D'Agostino** see Exhibit "C".

**Mayor O'Rourke** explained the process for registering for the COVID-19 vaccine. He explained that Palm Beach County was in the process of opening a vaccine center in the City of Riviera Beach. He asked if staff could assist residents with the registration process. Town Manager D'Agostino explained that the State of Florida were in charge of the distribution centers not Palm Beach County. The Commission suggested speaking with the Town's Lobbyist and State Senator for assistance with the process for the minority communities. Palm Beach County has opted out of being part of the registration process. The Commission discussed the difficulties residents are facing with the registration process.

**Public Comment:**

Dr. Henry Stark explained that the Governor has designated certain personnel only to administer the vaccine.

**Commissioner Michaud** asked if there was a good turnout for the Town's Grant Making Program pre-application meeting. Town Clerk Mendez stated that only one group attended the meeting.

**Commissioner Linden** announced that Voice Chocolate has opened. He announced that Business Before Breakfast would have a presentation by Nautilus 220. He asked who owns and maintains the hand sanitizing stations that are at events. Town Manager D'Agostino explained that the stations were provided by Palm Beach County; the Town owns and maintains them. He requested support with sending a notice that the Town would stop the installation of poles for internet connectivity. Town Manager D'Agostino explained that the Town was not informed that the poles would be installed. He spoke with Mr. Butler regarding the signs and poles that have been installed and was told that the poles were temporary. He explained that the Town would not be choosing the locations. The locations would be driven by the need to provide internet access. If the Commission desire was to decline access, the Town could jeopardize internet access to those that need it within the Town. He stated that the Town could have a meeting with the public, but the Town was limited in telling Palm Beach County what to do. He stated that alternate locations would be needed if a pole location were denied. Commissioner Linden expressed the frustration of the residents. Town Manager D'Agostino explained that information provided by Palm Beach County has been uploaded to the Town's website.

Commissioner Michaud explained that he has tried to direct communication to the Town's website regarding this initiative by Palm Beach County. Town Manager D'Agostino asked that the Commission direct residents to the Town's website. Commissioner Linden asked if the Town could request that Palm Beach County stop installation until a public meeting was held to notify residents. Vice-Mayor Glas-Castro agreed with Town Manager D'Agostino to direct residents to the Town's website for

information. Mayor O'Rourke disagreed with stopping Palm Beach County from installing the poles. He was concerned that students in Town would not get the internet connection they needed to attend school. Town Manager D'Agostino requested a list of locations where the poles would be installed so that staff could assist in identifying final locations. The County would require Right-of-Way permits to install poles throughout the Town.

The Commission discussed concerns regarding social media and Commissioners participating in social media platforms.

**Commissioner Flaherty** had no comments.

**Vice-Mayor Glas-Castro** announced that the Town's bicycle ride and tour was scheduled for Saturday, March 27, 2021. Staff would provide details as the date got closer. She announced that March was Florida Bicycle Month and asked Commission consensus to have a proclamation on the March agenda. The Commission came to consensus to have the Florida Bicycle Month proclamation on an agenda.

Commissioner Linden publically apologized to Riunite Franks for not reading properly an email she sent announcing the Town's bicycle tour event.

**Mayor O'Rourke** was glad to see all the construction projects in Town moving forward. He asked for an update regarding Dedicated IT. Town Manager D'Agostino stated that Dedicated IT was expected to mobilize soon. Mayor O'Rourke expressed frustration with the development of that project.

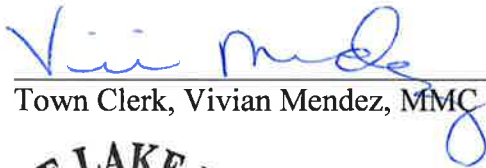


**ADJOURNMENT**

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Linden and seconded by Vice-Mayor Glas-Castro, and by unanimous vote, the meeting adjourned at 10:45 p.m.



\_\_\_\_\_  
Mayor Michael O'Rourke



\_\_\_\_\_  
Town Clerk, Vivian Mendez, MMC



Approved on this 17 of February, 2021



Exhibit "A"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: February 3, 2021

Agenda Item No.

Agenda Title: Resolution of The Commission of the Town of Lake Park, Florida Authorizing and Directing the Mayor to Sign the Library Services and Technology Act Grant Agreement

- Checkboxes for SPECIAL PRESENTATION/REPORTS, BOARD APPOINTMENT, PUBLIC HEARING ORDINANCE ON READING, NEW BUSINESS, OTHER, and CONSENT AGENDA OLD BUSINESS.

Approved by Town Manager [Signature] Date: 1-27-2021

Judith Cooper, Acting Library Director

Table with 3 columns: Department (Lake Park Public Library), Costs (\$0), Attachments (Resolution No. 07-02-21, Exhibit A, B, C), Advertised (Not Required), and notification details.

Summary Explanation/Background: The Lake Park Public Library has been awarded the Fiscal Year 2020-2021 Library Services and Technology Act Grant in the amount of \$68,485 for the purchase of automated laptop kiosks.

the Institute of Museum and Library Services for the items (kiosks and laptops) costing more than \$5,000,. This agenda item is requesting the Commission to authorize the Mayor to sign the Library Services and Technology Act Grant Agreement.

**Recommended Motion:** Staff recommends approval of Resolution No. 07-02-21 ..



**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date: February 3, 2021**

**Agenda Item No. \_\_\_**

**Agenda Title: A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE TOWN MANAGER TO EXECUTE PURCHASE ORDER WITH JAVA CONNECTIONS TO PURCHASE LAPTOPSANYTIME KIOSKS TO BE USED BY LAKE PARK PUBLIC LIBRARY PATRONS, TO BE FUNDED BY THE FISCAL YEAR 2020-2021 LIBRARY SERVICES AND TECHNOLOGY ACT GRANT; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

Approved by Town Manager *[Signature]* Date: 1-27-2021  
*Judith Cooper, Acting Library Director*

Name/Title		
<b>Originating Department:</b>  <b>Lake Park Public Library</b>	Costs: \$47,642.50  Funding Source: Library Services and Technology Act Grant for \$68,485  Acct. # 001-700-64100  <input type="checkbox"/> Finance <i>[Signature]</i>	<b>Attachments:</b> <ul style="list-style-type: none"> <li>•Resolution No. <u>JK-02-21</u></li> <li>•Exhibit "A": Java Connections Quote</li> <li>•Exhibit "B": City of Boynton Beach, Florida Resolution No. R0-022</li> <li>•Exhibit "C": City of Boynton Beach, Florida Request for Information</li> </ul>
<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>JKC</u> <b>Please initial one.</b>

**Summary Explanation/Background:**

The Lake Park Public Library has been awarded the Fiscal Year 2020-2021 Library Services and Technology Act Grant in the amount of \$68,485 for the purchase of LaptopsAnytime kiosks at a cost of \$47,642.50 that will hold 18 laptops to be purchased pursuant to a separate agenda item at a cost of \$15,455.16. The City of Boynton Beach followed a competitive solicitation process and their solicitation contained a cooperative purchasing provision. Java Connections has confirmed that the Town of Lake Park will be receiving the same price and terms of contract as the City of Boynton Beach. Included in the services is fitting the laptops to be

purchased from DELL, with rails for insertion in the kiosk, security/circulation RFID tags to ensure the laptops stay in the library, and selected software which will ensure patron information removal from the laptop for the library. The laptop kiosks will be integrated into our current integrated library system, allowing Lake Park Public Library patrons to check out a laptop for use within the library building. Laptops will be equipped with Wi-Fi, Microsoft Office, library electronic databases, security/circulation RFID tags, and wireless printing for patron use. The Lake Park Public Library has obtained written approval from the Institute of Museum and Library Services for the items (kiosks and laptops) costing more than \$5,000. This agenda item is requesting the Commission to authorize the Town Manager to execute a purchase order to obtain LaptopsAnytime kiosks from Java Connections.

**Recommended Motion:**

Staff recommends approval of Resolution No. 08-02-R1



**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date: February 3, 2021**

**Agenda Item No. \_\_\_**

**Agenda Title: A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING THE TOWN MANAGER TO EXECUTE THE PURCHASE ORDER TO OBTAIN OF 18 LAPTOPS FROM DELL INC.; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

Approved by Town Manager *J. Cooper* Date: 1-27-2021  
*Judith Cooper, Acting Library Director*

Name/Title

<b>Originating Department:</b>  <b>Lake Park Public Library</b>	Costs: <del>\$20,842.00</del> Funding Source: Library Services and Technology Act Grant for \$68,485  Acct. # 001-700-52000 <input type="checkbox"/> Finance <u><i>L. Causeo</i></u>	<b>Attachments:</b> •Resolution No. <u>09-02-21</u> •Exhibit "A": Dell Quote •Exhibit "B": Authorized Federal Supply Schedule Pricelist
<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>JKC</u> <b>Please initial one.</b>

**Summary Explanation/Background:**

The Lake Park Public Library has been awarded the Fiscal Year 2020-2021 Library Services and Technology Act Grant in the amount of \$68,485 for the purchase of 18 laptops from DELL, Inc. at a cost of \$15,455.16 for use with LaptopsAnytime kiosks to be purchased pursuant to a separate agenda item at a cost of \$47,642.50. The laptop kiosks will be integrated into our current integrated library system, allowing Lake Park Public Library patrons to check out a laptop for use within the library building. Laptops will be equipped with Wi-Fi, Microsoft Office, library electronic databases, security/circulation RFID tags, and wireless printing for patron use. The Lake Park Public Library has obtained written approval from the Institute of Museum and Library Services for the items (kiosks and laptops) costing more than \$5,000,. This agenda item is requesting the Commission to authorize the Town Manager to execute a purchase order to obtain 18 laptops with Dell,

Inc.

**Recommended Motion:**

Staff recommends approval of Resolution No. 04-02-21

Exhibit "B"



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: February 3, 2021

Agenda Item No.

Agenda Title: C-3/Northlake Promenade Update.

- Special Presentation/Reports, Board Appointment, Ordinance, New Business (checked), Other, Consent Agenda, Old Business.

Approved by Town Manager [Signature] Date: 1-28-2021
Nadia Di Tommaso / Community Development Director

Table with 3 columns: Originating Department (Town Manager/Community Development), Costs (N/A), Attachments (None), Advertised (Not Required), and notification details.

Summary Explanation/Background:

In November and December 2020, the Town Commission held general discussions on the status of the C-3/Northlake Promenade progress...

Throughout the summer months, the Managers, Staff and Attorneys in Lake Park and North Palm Beach have been discussing the C-3 area on the southeast corner of Northlake and US-1.



*regulations. These discussions led to the Managers of both municipalities agreeing that before anything additional is worked on, that a market analysis 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. In addition, the market analysis would look at the parking structure concept in an effort 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 process for the market analysis, which will take approximately 4-6 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 analysis agreement and Interlocal document for internal review and approval, before it is brought forward to the Commission. It is anticipated that the Comp Plan and LDRs will then take another 4-6 months to complete after the market analysis is completed therefore, it is estimated that the entire process will likely be concluded around December 2021.*

In late December 2020/early January 2021, a revised Market Analysis proposal was received by the Treasure Coast Regional Planning Council and it is currently in final review. The Town Commission decided in December 2020 that the Town should move this process forward and requested that the Town Manager work with Staff to make this a reality. Consequently, Staff revisited the draft LDRs that had been drafted in 2020 and scheduled a workshop with the Town Commission on February 10, 2021 to review these LDRs. These were also shared with the Village of North Palm Beach (NPB) for commenting since the Interlocal Agreement that governs the C-3 area requires that the municipal Codes are consistent so as to provide for cohesive development across jurisdictional boundaries. This led to a discussion with the Staff in NPB on January 26, 2021. NPB agreed they want and need to be part of our LDR/Comprehensive Plan (Comp Plan) process and while they have not revisited the initiative in quite some time on their end, they understand Lake Park wants to move it forward expeditiously. In light of this, the Managers decided that Staff will be scheduling weekly meetings in February and in March to review, comment and develop the general framework of the LDRs that can then be presented at a joint workshop of both the Lake Park Commission and North Palm Council sometime in April 2021 (consequently, the February 10, 2021 workshop is being cancelled). There is also a desire to move forward with a market analysis for the C-3 area and both the Village and the Town will bring this forward to the NPB Council and Lake Park Commission, respectively and individually, for review and approval. The market analysis will take approximately 4-6 months to complete and so, the timeline for this initiative has been set as follows:

NPB and Lake Park Weekly Meetings between Staff Members on LDRs and Comp Plan:

➔ February and March 2021

Market Analysis proposal presented to the Town Commission for review and approval:

➔ February 17, 2021 (NPB presenting it to their Council on Feb. 10)

Market Analysis Completion:

→ End of February through end of June 2021 (*using the more aggressive 4 month timeline*)

Joint Workshop of the Lake Park Commission and North Palm Beach Council to review/discuss LDRs and Comp Plan:

→ Mid to late April 2021

Review and incorporation of comments and market analysis findings into proposed LDRs/Comp Plan:

→ May 2021 through July 2021

Joint Local Planning Agency/Planning Board Meeting (NPB and LP) on LDRs and Comp Plan:

→ August 2021

Transmittal Hearing and NPB Council/Town Commission Meetings on LDRs and Comp Plan:

→ September 2021

*\*transmittal to the State (can take 30-45 days for review and response)*

Final Adoption Hearings of LDRs and Comp Plan

→ November 2021

**Recommended Motion: No action required.**

Exhibit "C"

**TOWN COMMISSION MEETING  
WEDNESDAY, FEBRUARY 3, 2021**

**TOWN MANAGER COMMENTS**

**LAKE PARK HARBOR MARINA DIRECTOR**

We wish to welcome Stephen Bogner who has joined our staff as Marina Director at our Lake Park Harbor Marina as of January 19, 2021.

**COVID-19 UPDATE**

According to the Florida Department of Health website, there were 294 cases for the Town of Lake Park according to data through 2/1/2021 at 9:25 a.m. as verified on 2/2/2021 at 9:25 a.m.

**TOWN COMMISSION APPROVAL – PROCLAMATION REQUESTS**

Seeking Town Commission approval to place the following Proclamations on future Town Commission meeting Agendas under Special Presentations and Reports:

Proclamation for **Eating Disorders Awareness Week** for Town Commission meeting of **February 17, 2021**

The Alliance for Eating Disorders Awareness (The Alliance) is a national non-profit organization dedicated to outreach, education, early intervention, support, and advocacy for all eating disorders. The Alliance offers comprehensive services, including: educational presentations and training days to schools, healthcare providers, hospitals, and community agencies; free, weekly, therapist-led support groups nationwide for those experiencing eating disorders and for their loved ones; support and referrals through both our free help-line and comprehensive referral website; low-cost, outpatient treatment for individuals who are uninsured or under insured in South Florida; and unique and empowering scale smashing events and SmashTALK panel discussions. Over the past 20 years, we have demonstrated our tireless commitment to making a positive impact on local communities, such as Lake Park, as well as, nationwide. Eating Disorders Awareness Week will be taking place both nationally and internationally from **February 21, 2021 to February 28, 2021**.

Proclamations for **Florida Water Conservation and Water Reuse Month** for Town Commission Meeting of **April 7, 2021**.

The State of Florida has designated April, typically a dry month when water demands are most acute, Florida's Water Conservation Month, to educate citizens about how they can help save Florida's precious water resources. Florida is calling upon each

citizen and business to help protect our precious resource by practicing water saving measures and becoming more aware of the need to save water.

WaterReuse Florida, the state section of the WaterReuse Association, has proclaimed the week of **May 16-22, 2021** as Florida Water Reuse Week. This Association and the South Florida Water Management District is encouraging and promoting water reuse and conservation and to implement a water reuse program to encourage efficient and effective use of reclaimed water.

### **TOWN 2020-21 GRANTMAKING PROGRAM**

The following processes have been established by the Commission of the Town of Lake Park to assist individuals and groups seeking financial support in the form of a grant from the Town of Lake Park (the Town). Grants are made available by the Town each fiscal year (commencing October 1 and ending September 30). Under the **Small Grant Program**, individuals who reside in the Town may request up to a total of \$500. The **Large Grant Program**, which is available to groups, corporate entities, etc., that are based in the Town, requires a 100% match by the applicant (applicants may request up to 50 percent of the total monetary cost of a proposed project, up to the maximum amount budgeted for this purpose, and must provide the other 50 percent via allowable matches). The maximum amount available shall be subject to the Commission's annual appropriation as part of its fiscal year budget. **No grant funding shall be recommended to the Commission for award either on a grant or reimbursement bases unless the Town's Finance Director has certified to the Commission that such funding has been budgeted for and appropriated during the regular fiscal year budget process.** The deadline for submittal of all applications is 5:00 PM Eastern Time on **February 12, 2021**. The Town Grantmaking Program Application can be found on the Town's website along with further information regarding the Program. <https://www.lakeparkflorida.gov/business>

### **REME HALO GRANT UPDATE**

Packets and a one page grant application were mailed this week to owners of restaurants, microbreweries and indoor entertainment venues. 50% of the cost, up to \$1,000 per unit, will be reimbursed on a first-come, first-serve basis until the funds are exhausted. The owners will be responsible for selecting their own HVAC/Mechanical contractor. A final inspection by the Town will be performed.

### **VALENTINE'S DAY RAFFLE**

The Town will host a Valentine's Day Raffle this year. From **January 25 - February 9** participants can register for free by contacting the Special Events Department. There will be a variety of prizes from businesses located in the Town of Lake Park. Winners will be announced on Thursday, February 11 just in time for Valentine's Day.

**OFFICES CLOSED**

**Monday, February 15, 2021** – In Observance of Presidents Day.

**SANITATION SCHEDULE WEEK OF FEBRUARY 15TH**

**Residential:**

- **Monday – No Residential Sanitation Service In Observance of Presidents Day**
- Tuesday - Garbage and Vegetation collection
- Wednesday - Recycling collection
- Thursday - Garbage and Bulk trash collection

**Commercial:** No Changes to Sanitation Service.



# TOWN OF LAKE PARK VALENTINE'S RAFFLE

WIN FREE VALENTINE'S DAY GIFTS  
FROM LAKE PARK BUSINESSES  
TO SHARE WITH YOUR VALENTINE

REGISTRATION IS FREE  
PLEASE CONTACT  
THE SPECIAL EVENTS DEPARTMENT  
561-840-0160  
[SPECIALEVENTS@LAKEPARKFLORIDA.GOV](mailto:SPECIALEVENTS@LAKEPARKFLORIDA.GOV)

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10 WINNERS WILL BE ANNOUNCED  
ON WEDNESDAY, FEBRUARY 10