



## Lake Park Town Commission, Florida

### Regular Commission Meeting Minutes

Wednesday, December 07, 2022 at 6:30 PM

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL

33403

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<b>Michael O'Rourke</b>	—	<b>Mayor</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Mayor</b>
<b>John Linden</b>	—	<b>Commissioner</b>
<b>Roger Michaud</b>	—	<b>Commissioner</b>
<b>Mary Beth Taylor</b>	—	<b>Commissioner</b>
<b>John O. D'Agostino</b>	—	<b>Town Manager</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Town Attorney</b>
<b>Vivian Mendez, MMC</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.*

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#### CALL TO ORDER/ROLL CALL

The Meeting was called to order at 6:38 P.M.

#### PRESENT

Mayor Michael O'Rourke

Vice-Mayor Kimberly Glas-Castro

Commissioner John Linden

Commissioner Roger Michaud

Commissioner Mary-Beth Taylor

#### PLEDGE OF ALLEGIANCE

Commissioner Linden led the Pledge of Allegiance.

## **SPECIAL PRESENTATION/REPORT:**

### **1. Presentation on the Public Works Two-way Radio System**

Public Works Director Travieso presented to the Commission (see Exhibit "A").

Commissioner Linden asked questions regarding the contract and service for the two-way radio service. Public Works Director Travieso explained the 5-year contract, the cost to the Town, and alternatives that would have a greater cost. Commissioner Michaud asked questions regarding what was included in the \$100,000 contract. Public Works Director Travieso explained what would be included was the warranty, parts and labor, repeater, antenna, the hand held units, and the base station. He explained that they have several spare units. The Commissioner thanked him for the presentation.

### **2. Little Free Library Presentation**

Library Director Judith Cooper presented to the Commission (see Exhibit "B"). Commissioner Taylor asked questions regarding the locations of the Little Free Library and books donations. Vice-Mayor Glas-Castro asked if they were planning to deter people from going to the Library. She asked if the structure was up to Code. She expressed concern regarding the material placed inside the structure. Community Development Director Nadia DiTommaso explained the structures were up to Code. Commissioner Linden asked questions regarding the permits and donation approval process. Library Director Cooper explained the proposed process. Commissioner Taylor suggested locations around Town and expressed concerns with the materials being placed inside the box. Commissioner Linden agreed with a trial process. Commissioner Michaud asked how do people know about these Little Free Library. Library Director Cooper responded that they use social media and the Little Free Library website to get the message out. Mayor O'Rourke thanked Ms. Cooper and the Library Staff for their work towards "Read for the Record" and winning a second year in a row.

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

- Judith Thomas commented about being a proud resident of Lake Park. She asked questions regarding the property that was sold by the Town. She expressed concerned about the property becoming a flipped property or Sober Home.

### **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.*

Motion made to approve the Consent Agenda by Commissioner Michaud, Seconded by Commissioner Linden. Voting Yea: Mayor O'Rourke, Vice-Mayor Glas-Castro, Commissioner Taylor.

3. October 8, 2022 Public Workshop on the Bert Bostrom Park Green Infrastructure (GI) Project
4. November 2, 2022 Regular Commission Meeting Minutes
5. November 16, 2022 Regular Commission Meeting Minutes
6. Annual Plan of Service for the Library
7. Resolution 84-12-22 of the Town Commission of the Town of Lake Park, Florida  
Authorizing and Directing the Mayor to Execute an Agreement with Advanced Plumbing Technologies, LLC, for Stormwater Pipe Rehabilitation and Other Related Services.
8. Resolution 85-12-22 Canceling the December 21, 2022 Regular Commission Meeting.
9. Resolution 87-12-22 Fiscal Year 2021/2022 Final Budget Adjustments

### **PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:**

10. **ORDINANCE 14-2022 Home-Based Businesses”.**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 78, ARTICLE V OF THE TOWN OF LAKE PARK'S CODE OF ORDINANCES BY REPEALING SECTION 78-151, ENTITLED "HOME OCCUPATIONS" AND REPLACING IT WITH A NEW SECTION 78-151 ENTITLED "HOME-BASED BUSINESSES"; PROVIDING FOR THE AMENDMENT OF TABLE 78-1 CONTAINED IN CHAPTER 78, ARTICLE III, SECTION 78-70 AND SECTION 78-78 OF THE TOWN OF LAKE PARK'S CODE OF ORDINANCES TO DELETE THE TERM HOME OCCUPATIONS AND REPLACING IT WITH THE TERM HOME-BASED BUSINESSES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

Town Manager D'Agostino explained the item. Town Planner Karen Golonka explained the item (see Exhibit "C"). Vice-Mayor Glas-Castro asked how would Code Compliance enforce this Code. She explained that the Village of Palm Springs uses 20% of the use of the property as a home based business. She suggested the language be reviewed before the Ordinance appears on second reading. Town Planner Golonka stated that the Town Code uses 30% and suggested that Town stay consistent and use 30%. Commissioner Linden asked if the parking situation could be addressed, since parking on private property was limited. He asked if signs on vehicles would be allowed to be parked at the home. Town Planner Golonka stated that the Town Code does allow for vehicles with business signs to be parked on private property.

Motion made to approve Ordinance 14-2022 and asked that staff review the language and further define how home-based businesses as secondary uses by Vice-Mayor Glas-Castro, Seconded by Commissioner Taylor.

Voting Yea: Mayor O'Rourke, Commissioner Linden, Commissioner Michaud.

Attorney Baird read the Ordinance by title only.

**PUBLIC HEARING(S) - ORDINANCE ON SECOND READING:**     None

## **NEW BUSINESS:**

11. Resolution 86-12-22 of the Town Commission of the Town of Lake Park , Florida, authorizing and directing the Town Manager to execute an agreement with DocuSign, Inc., for annual support and usage. DocuSign is used to eliminate paper based processes by utilizing electronic workflow and electronic forms.

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

Motion made to approve Resolution 86-12-22 by Commissioner Michaud, Seconded by Commissioner Linden. Voting Yea: Mayor O'Rourke, Vice-Mayor Glas-Castro, Commissioner Taylor.

12. Tennis and Pickleball Program Discussion.

Town Manager D'Agostino explained the item (see Exhibit "E"). Special Events Director Franks explained the proposed plan to move forward with the program. Vice-Mayor Glas-Castro asked how would the program be monitored by staff. Special Events Director Franks stated that with the limited staff we could not monitor who was giving lessons versus playing a tennis game. Vice-Mayor Glas-Castro asked questions regarding registration of reservations. Special Events Director Franks explained that signage at the courts would instruct players on how to register to play and how to use the registration portal. Commissioner Taylor asked questions regarding priority and duration of play. Special Events Director Franks explained that open-play slots would be available using the portal. Commissioner Taylor expressed her concerns, but in general approved of the program. Commissioner Linden preferred a one-hour window for people to use the courts. Special Events Director Franks and Public Works Director Travieso responded to questions regarding park implementation and registration. They explained that Tyler Technology application would be used for registration and implementation over the next year or so. The courts would remain open until a Request for Proposal process awards a company to run the tennis and Pickleball courts. Commissioner Linden expressed concern with mixing the two sports and other specifications. Commissioner Michaud made suggestions for ease of transition of people playing on the courts. Vice-Mayor Glas-Castro suggested immediate play of Tennis in Lake Shore Park and Pickleball in Kelsey Park. She stressed that people want to get the courts open.

**Public Comment:**

Christian Cassini, express concern with the program. He offered suggestions to have one contractor to run both programs.

Deb Field expressed concern with the tennis and Pickleball program. She stated that it was wonderful to see the children playing on the new playground equipment in Kelsey Park.

**PUBLIC COMMENT:**

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

None

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

Town Attorney Baird wished everyone Happy Holidays. He reflected on Mayor O'Rourke tenure with the Town as a leader and promoter. He stated that it has been an honor and privilege to serve him. He thanked Mayor O'Rourke for his humor and charm.

Town Manager D'Agostino asked for input regarding a proposed project in the Downtown area with a proposed train station and mixed use on 10<sup>th</sup> Street. He stated that Mayor O'Rourke was leaving the Town with a great legacy. He spoke of the projects that Mayor O'Rourke has worked to promote.

He explained that the Commission was in transition and the check signatures need to be updated. He asked for consensus from the Commission to allow Commissioner/Mayor-Elect Roger Michaud, Vice-Mayor Glas-Castro and Commission Linden to be the three signatures on the bank accounts. The Commission came to consensus. A Resolution would come before the Commission in the future to adopt this action. He provided his comments (see Exhibit "F"). He announced that Executive Assistant in the Assistant Town Manager/Human Resources Department Janet Miller would be leaving. He read the job description (see Exhibit "F"). He stated that Janet Miller was a staple staff member and would be sadly missed. She has performed many duties and does it with great humor.

Vice-Mayor Glas-Castro asked that the proposed project be placed on a future agenda. Town Manager D'Agostino agreed to place the item on a future agenda.

Mayor O'Rourke asked why Mayor-Elect Michaud has to wait to be sworn in when the position of Mayor would be vacant as of January 1, 2023. Town Clerk Mendez clarified the questions for the Commission. She explained that Commissioner Michaud's resignation letter specifically states March 13, 2023 as the final date of service. No elected official may hold dual positions, therefore, the swearing in must take place after the election.

Commissioner Taylor submitted her comments (see Exhibit "G"). She stated that the Holiday Tree Lighting was a wonderful event. Town Manager D'Agostino explained that the US1 crosswalk was controlled by the Florida Department of Transportation (FDOT). Commissioner Taylor asked if the Town could change the box on the corner of US1 and Park Avenue to allow additional time for pedestrians to cross the road. She asked how could the process be expedited with FDOT. Town Manager D'Agostino was not aware of how the Town could expedite a process that was not controlled by the Town. Commissioner Taylor expressed deep concern regarding the intersection and keeping children safe. Public Works Director Travieso explained that both jurisdictions would be working together and the Town would express concerns and make recommendations for safety. He stated that the FDOT was working on a significant project to improve safety throughout the corridor. He explained that there are many moving parts with different agencies to improve safety throughout US1.

Commissioner Linden recapped several events that took place over the past few weeks and several more that would be taking place in the coming days. He explained how he met Mayor O'Rourke and how he was introduced to local government. He thanked Mayor O'Rourke for all of his input in helping him with his career in local government.

Commissioner Michaud spoke of events they attended over the past few days. He was heartbroken for Executive Assistant Janet Perry and the loss of her father. He asked the Commission to consider requesting that the Boat Show begin in the Town of Lake Park instead of North Palm Beach. He announced that the Tree Lighting event was wonderful. He gave a brief history of how he met

Mayor O'Rourke and over a cup of coffee Mayor O'Rourke represented himself as a person who says what he means and means what he says.

Vice-Mayor Glas-Castro thanked everyone for attending the legislative session. The Town was well represented. She explained that she attended the ULI Density Conference in Miami with the Village of Palm Springs. She stated that the Town of Lake Park staff has been working on density and other expansion projects throughout the Town. She stated that the Commission should thank staff for moving the Town forward, keeping up with emerging topics and being on the leading edge. We spoke of how she met Mayor O'Rourke and when they began working together. She spoke of how great an ambassador he has been for this Town. She spoke of their trips to Tallahassee. She stated that he will be missed.

Commissioner Taylor stated that she will miss Mayor O'Rourke and was sad that he was leaving.

Town Manager D'Agostino recapped when he began working for the Town. He spoke of all the crime fighting measures taken since he began working for the Town. He stated that these measures were possible because of the Commissioners worked together with staff. He stated that the Mayor's legacy would be that he was the face of the Town and the progress during his tenure. He thanked the Mayor for what he had done, for the comradery he had built with staff and the residents. He stated that we all feel like we are working together with the Commission and residents to move the Town forward in a positive way.

Mayor O'Rourke stated that the Holiday Lighting event was great. He congratulated Mayor-Elect Michaud and wished Ms. Patricia Leduc a Happy Anniversary. He reminded everyone of the December 21, 2022 Ribbon-Cutting Ceremony at 4:00 P.M. in Lake Shore Park. He wished everyone a Happy Holiday and Merry Christmas. He thanked staff. He stated that he loved working for the Town. He stated that the best thing about not being Mayor was that he could see all the great things that the Town has coming. He was very happy of the direction of the Town. He thanked the residents for loving this Town. He thanked Palm Beach County Sheriff's Office Captain Gendreau for all the things he has done for the Town. He became emotional as he reflected on his individual experience with each staff member. He explained that during his entire tenure he had



not stricken the gavel once. He adjourned his final meeting by striking the gavel. Everyone rose with applause.

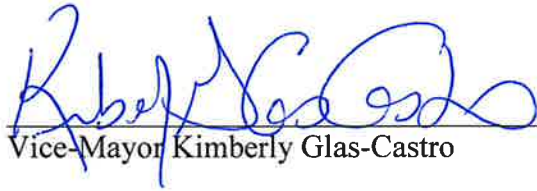
**REQUEST FOR FUTURE AGENDA ITEMS:**

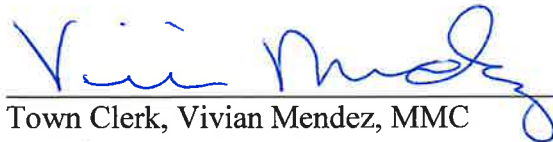
**ADJOURNMENT:** 10:02 P.M.

**FUTURE MEETING DATE:** Next Scheduled Regular Commission Meeting will be held on January 4, 2023.

## ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 10:02 P.M.

  
Vice-Mayor Kimberly Glas-Castro

  
Town Clerk, Vivian Mendez, MMC



Approved on this 4 of January, 2023



## Town of Lake Park Town Commission

### Agenda Request Form

**Meeting Date:** December 7, 2022

**Originating Department:** Public Works

**Agenda Title:** Presentation on the Public Works Two-way Radio System

**Approved by Town Manager:** Bambi McKibbin-Turner **Date:** 12-01-22

**Cost of Item:** N/A **Funding Source:** N/A

**Account Number:** N/A **Finance Signature:** \_\_\_\_\_

**Advertised:** N/A

**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** 1. Agenda Request Form (ARF)  
2. PowerPoint Presentation on the PW Two-Way Radio System  
3. Agreement between the Town and LodeStar Tower (Resolution 51-08-22)

**Please initial one:**

Yes, I have notified everyone

MA

Not applicable in this case

### Summary Explanation/Background:

The Town, through its Public Works Department (the "Department") provides public services and operates and maintains sanitation and stormwater utilities in addition to multiple publicly owned facilities, grounds and parks, supporting infrastructure and vehicle assets. In order to facilitate effective and efficient service delivery operations for residents and businesses, the Department requires and utilizes a Very-High Frequency-based (VHF) two-way radio system (the System).

The System facilitates real-time communication between the various Public Works work teams in the field, Division Foreman and Department Managers to ensure efficient workforce asset utilization, equipment and work assignments, and emergency management operations.

Furthermore, the Two-Way Radio System is the most widely-use system across both public and private organizations in the defense, emergency management, and public works sectors.

At the request of the Town Commission, the Department has prepared a brief presentation **(Attachment 2)** on the history, uses, and benefits of the Department of Public Works' Two-Way Radio System.

**Recommended Motion:**

**There is no motion associated with this Agenda Item. For information and discussion purposes only.**

# Presentation on the Two-Way Radio System in Use by the Department of Public Works

Roberto Travieso

Department of Public Works



# Background



- Two-way Radio technology has been in use with the Town's PD, FD, and PWD since at least 1982 (40+ years)
- System relies on a combination of a repeater and an VHF antenna mounted at the highest possible height in the area of service for maximum range (~40 miles radius)
- The Town transitioned from Motorola to Kenwood brand in 1992
- Around 2003, PD and FD had been privatized, making PW the sole user of the technology in the Town

# Background (Cont.)



- PWV inherited all associated hardware/equipment and soon after, surplused all extraneous equipment
- Current repeater was last replaced in 2014 and the antenna was repaired in 2018
- Public Works Dept (PVD) requires two-way radio communication to facilitate operations
- Current primary system user in the field is the PW Sanitation Division

# Background (Cont.)



- Town currently leases cell tower space on a communications tower, located at **630 Old Dixie Highway**
- Annual leasing cost for cell tower space is **\$12,413.00.**
- Current contract was renewed by the Town Commission on 8/24/2022 for a period of two (2) five-year terms (120 months)





# Current Inventory



- Handheld: **22 EA**
- Truck-Mounted: **35 EA**
- Base Stations: **1 EA**

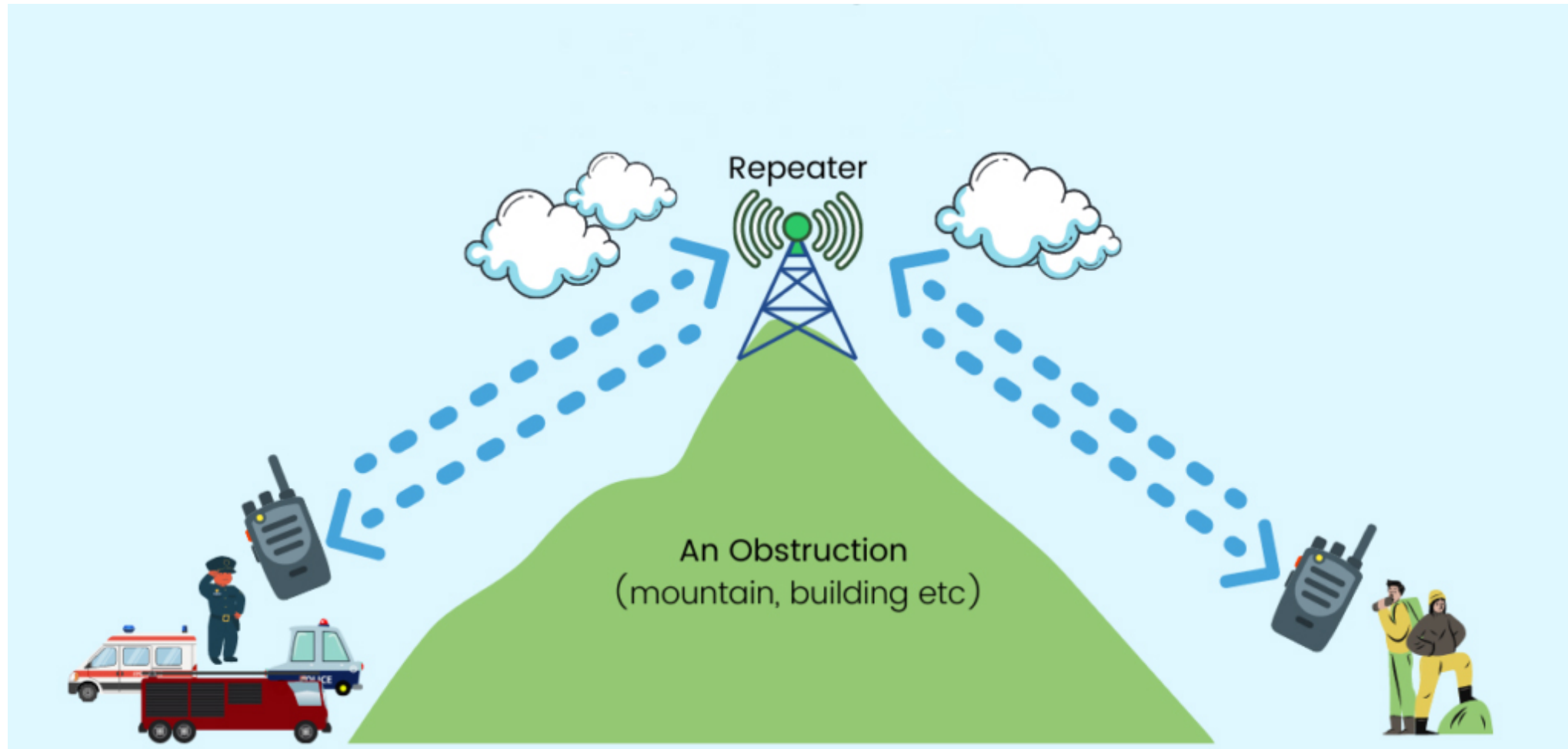


# Limitations



- Coverage area limited to ~40 miles:
  - To the North: Fort Pierce
  - To the South: City of Boynton Beach)
- Equipment is nearing End of Life for Technical Support and Parts Availability
- Most useful during emergency operations
- Availability of other technologies, I.e. Cellphone, digital radio (\$\$\$\$), etc.

# How a Repeater Works





## Discussion/Questions



## Town of Lake Park Town Commission

### Agenda Request Form

**Meeting Date:** December 7, 2022

**Originating Department:** Library

**Agenda Title:** Little Free Library Presentation

**Approved by Town Manager:** Bambi McKibon-Turner **Date:** 12-01-22

**Cost of Item:** \$0.00 **Funding Source:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Finance Signature:** \_\_\_\_\_

**Advertised:**

**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** Town of Lake Park Application, Little Free Libraries Commission draft.pptx, Procedures Regarding the Town of Lake Park, Sec 78-156, Stewards Guidelines and Responsibilities-LFL, Little Free Libraries Commission draft.pptx

**Please initial one:**

\_\_\_\_\_ Yes I have notified everyone

JKC Not applicable in this case

#### Summary Explanation/Background:

Presentation of the Lake Park Little Free Library Program, to show how that it might be structured and what would be needed to start the program.

#### Recommended Motion:

No motion needed. This is a presentation only.



**Little Free Library.**  
Take a Book. Share a Book.

Lake Park

# Little Free Libraries

# The Little Free Library

## WHAT IS A LITTLE FREE LIBRARY?

A Little Free Library is a free book exchange. It belongs to everyone, and everyone can use it!

## TAKE BOOKS

If you see something you would like to read, take it. When you're finished, share it with a friend, bring it back here, or leave it in another Little Free Library.

This is from the user's side, but what does it mean to have a Little Free Library on your property?



# How do Little Free Libraries work?

A Little Free Library is a structure placed in areas accessible to the public and containing reading material and occasionally also used for collections like seed libraries and food pantries.

Little Free Libraries that are registered to the Little Free Library organization can be located using a map on the organization's website or through the Little Free Library app.

The Little Free Library can be located on public or private property and requires a caretaker or Steward.



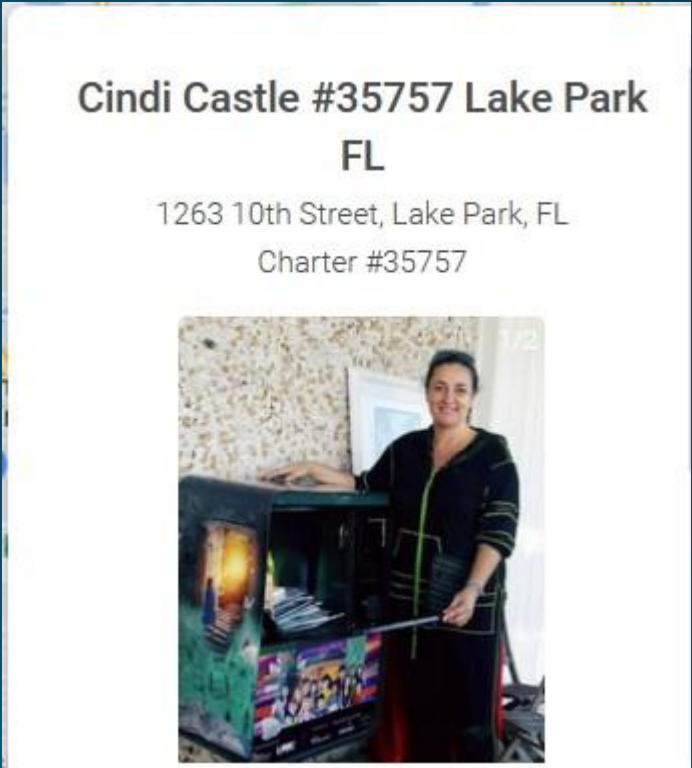
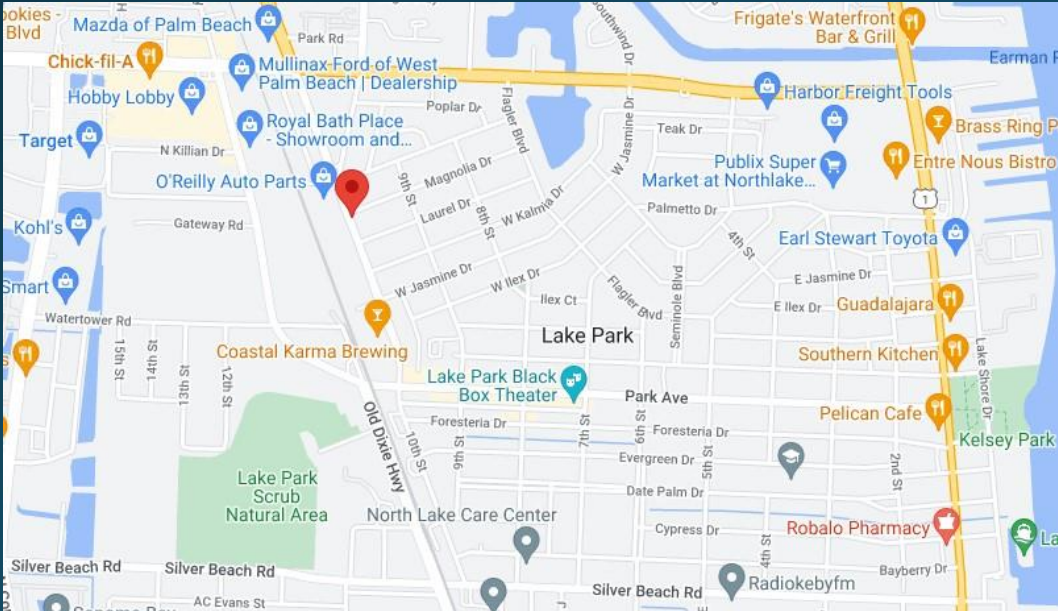


# What is a Steward?

Stewards are the individuals who have volunteered to take care of a Little Free Library. Many times the Stewards own the property on which the Little Free Library is located, but Stewards are also needed for Little Free Libraries located on public property. The Steward maintains the Little Free Library, ensuring that it is neat and in good condition as well as stocking and monitoring books placed in the Little Free Library. They remove inappropriate books and make sure there are enough, but not too many books, so that it is browseable.

# Why a Charter should be purchased for a Little Free Library.

The red balloon is the only Little Free Library with a current charter in our town.



Cindi Castle #35757 Lake Park FL

The Give Helping Children with Cancer Thrift Boutique has been a staple in the community for many years. Donatella Botolino helps those in need. With a strong Passion for Children and Literacy. My Little Library is located outside of her shop so families have access to FREE books. The Give donates books, monitors the books that are given to ensure that they are appropriate and in good condition. Ms. Dona is a excellent Steward and Community Leader! Thank YOU for your commitment to kids!

There are other Little Free Libraries in town without charters.  
These are the ones that we know of.



307 Fourth Street

A service project by a homeschooler, it was taken down before a hurricane and hasn't been reinstalled. This does have a charter, but for some reason isn't on the map.



214 Hawthorne Drive

This Little Free Library is a large mailbox. The current steward has been having problems with vandalism and mail being placed in the Little Free Library.



# What staff recommends



- The Town chooses a design of Little Free Libraries and provides interested parties with the Little Free Library and a Charter.
- The Little Free Libraries be purchased from Lake Worth Little Free Libraries. A new unfinished Little Free Library would cost \$200.
- The Town purchases the Charters from the Little Free Libraries organization in large batches for a discount. Batches of 20 signs will be \$739.09 and that includes the \$19.99 shipping charge.
- The Town will remain the owner of all Little Free Libraries in this program. The Public Works Department will install the Little Free Library in the designated location, and provide maintenance and repair.

- The interested parties will have to submit an application and permit. The application will include language holding the Town harmless of any legal liability and giving the Town access to the Little Free Library for maintenance and repair.

# • The Town Code will be amended to standardize the Town of Lake Park's Little Free Library

Item 2.

## ORDINANCE NO. \_\_\_\_-22

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 78, ARTICLE V OF THE LAKE PARK CODE OF ORDINANCES BY ADOPTING A NEW SECTION 78-156 ENTITLED "LITTLE FREE LIBRARIES" PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park, Florida ("Town") is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, Chapter 78, of the Town's Code of Ordinances (Code) regulates zoning generally, including the location of uses within the Town; and

WHEREAS, Article V, of the Town's Code of Ordinances sets forth certain supplementary regulations that are permitted in the zoning districts; and

WHEREAS, the Community Development Director has recommended that the Town Commission amended Chapter 78, Article V, to permit Little Free Libraries within the zoning district.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA:

**Section 1.** The whereas clauses are hereby incorporated as the legislative findings of the Town Commission.

**Section 2.** Chapter 78, Article V, Section 78-156 of the Code, entitled "Little Free Libraries" is hereby adopted and shall read as follows:

### **Sec. 78-156. - Little Free Libraries.**

- (a) Purpose and intent. This purpose of this section is to regulate where a Little Free Library book dispensaries located on private and public properties within the Town.
- (b) Definition: A Little Free Library shall mean a book dispensary that is designed, constructed and established in accordance with the Town Library's Little Free Library Program.

- (c) Lake Park Little Free Library Program Enrollment. All Lake Park Little Free Library participants shall operate and maintain their book dispensaries in accordance with this section and the terms and conditions of the Lake Park Little Free Library Program, as established by the Lake Park Library. Book dispensaries established prior to the adoption of this ordinance shall be eligible to participate in the program, subject to its requirements. All book dispensaries established subsequent to the adoption of this ordinance shall be permitted in accordance with this section.
- (d) Design. All Lake Park Little Free Libraries shall utilize one of the designs approved by the Lake Park Library. Little Free Libraries shall be considered "temporary structures" and shall be subject to removal by the Town during severe weather events or other Town-designated emergencies, as deemed necessary.
- (e) Permitting. All Lake Park Little Free Library participants shall be required to apply for and receive zoning review prior to placing their book dispensary. A zoning review fee shall not be charged for reviews of Little Free Library placements.
- (f) Location. Lake Park Little Free Libraries shall only be located on a single-family residential parcels or public properties. Little Free Libraries shall be placed no further than two feet away from a front or side yard public right of way line. Lake Park Little Free Libraries shall be unobstructed and freely accessible to the public.
- (g) Lake Park Little Free Libraries shall not be placed within visibility triangles as defined under Sec. 78-253 or in such a way as to obstruct the sightlines of motor vehicles.
- (h) Maintenance. Little Free Libraries shall be maintained in good condition; whenever a book dispensary becomes discolored, faded, or shows other visible signs of deterioration, it shall be replaced. Whenever a book dispensary must be replaced, a zoning review is required. A zoning review shall not be required to replace a Little Free Library dispensary in a previously-approved location that has been removed for emergency preparedness in accordance within subsection (c) herein.

**Section 4. Codification.** The provisions of this ordinance shall become and be made a part of the Code of Ordinances of the Town of Lake Park. The sections of the ordinance may be re-numbered or re-lettered to accomplish such.

**Section 5. Severability.** If any section, paragraph, sentence, clause, phrase or word of this ordinance is for any reason held by a court to be unconstitutional, inoperative or void, such holding shall not affect the remainder of this ordinance

**Section 6. Effective date.** This ordinance shall take effect immediately upon execution.

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- There will be an annual survey of all Little Free Libraries to ensure that they are being kept neat and stocked. Any abandoned or neglected Little Free Libraries will be removed from their location.

### **Procedures Regarding the Town of Lake Park's Little Free Library Program**

- I. **Placement Location and Inventory:**
  1. Locations will be established according to applications by interested parties.
  2. All requested locations must be pre-approved by the Town prior to installation.
  3. Books are purchased, donated, and hand selected from the School Board Book Warehouse for distribution.
  4. Books are cleaned, checked, and stamped prior to distribution to the Little Free Libraries.
  5. Unstamped books should be removed from the Little Free Library and checked.
  6. The Library will have bags of replacement books ready for Stewards or staff to stock Little Free Libraries as needed.
- II. **Library Stewards Responsibility:**
  1. Stewards must remove any political or inappropriate/prohibited literature/information.
  2. A variety of Town-approved stamped books, Town event, class, and program flyers must be kept current.
  3. The Little Free Library must be kept clean and free of trash.
  4. Stewards aid in gathering books for the Little Free Library and Town events.
- III. **Construction and installation:**
  1. Dimensions should be a minimum of 22" high, 21" wide, and 15" deep (or larger).
  2. Each Little Free Library should be weatherproof, have a roof, be watertight, and have a transparent panel of Plexiglas or other common transparent building material in the front door opening.
  3. A galvanized post of 30" deep concreted in, and at least 30" off the ground.
  4. A permit must be applied for the installation of the Little Free Library.
  5. Placement must not be in the Town's Right of Way.
  6. The Little Free Library must be located at a minimum of 2' from the sidewalk, on the side of the sidewalk closest to the residence.
  7. Must be a safe place for children to congregate – away from traffic hazards.
  8. The Little Free Library shall not obstruct vehicular, bicycle, or pedestrian traffic, either physically, or by a person utilizing the Little Free Library.
  9. The Little Free Library shall not obstruct access aisles or paths utilized by persons in wheelchairs or for ADA accessibility.
  10. Community Little Free Libraries may be on public land as approved by the Town of Lake Park.
  11. The Town will assist the Little Free Library Steward who is responsible for removal and storage of the Little Free Library, if under a Hurricane Warning/National Disaster (i.e. Hurricane Preparedness/projectile prevention).

#### **IV. Maintenance and Renovation:**

1. The Little Free Library must remain in good repair and working condition, well maintained and stocked with books.
2. Any vandalism and/or heavy maintenance shall be reported to the Public Works Department.
3. The Town will coordinate any major required repairs, whenever possible.
4. The Town shall review the Little Free Library installation every year.
5. If the Town finds the Little Free Library is in disrepair, not serviced or in any way not appropriate, the responsible party may be requested to correct the condition(s) and/or the Little Free Library may be removed.

- Books will be gathered through donations or purchased through a bulk discount vendor, and will be available for Stewards to pick up from the Lake Park Public Library. These books will be stamped to show that they are part of the Town of Lake Park's Little Free Library Program.



### Customizable Artisan Stamp

\$ 29.95





# Steward's Guidelines and Responsibilities

## Lake Park Little Free Library Program Steward Guidelines & Responsibilities

1. The Little Free Library you'll be caring for was fully stocked the day it was installed. Please take note of the selection and quantity of books. Check the unit daily, if possible and keep at least 1 quarter stocked with hard cover novels and other grown-up books, and the remainder with children's books. An empty Little Free Library invites mischief! Also, do not overstuff your Little Free Library. People need to browse through to see the titles and it is beneficial to have a little room for those kind souls who leave a book sometime. Little gift (no food/drink) will be allowed in the Little Free Library.
2. We are supported by the Lake Worth LFL and their agreement with Palm Beach County School District, which provides us with perpetual supply of books for children and tweens. For that reason, you are not expected to buy books to keep the Little Free Library stocked. We receive frequent donations of grown-up books from our friends and neighbors. All of these books are available for you as a Steward to replenish your Little Free Library inventory. Of course, we all hope that our Little Free Library's achieve self-sufficiency someday and that people "leave" as many books as other people "take."
3. If a Little Free Library is vandalized, please report it to the Public Works department. We will repair what is damaged as soon as possible. Please do not attempt to repair any part of the Little Free Library yourself.
4. As a Lake Park Little Free Library Steward, you may request to be added to the Lake Worth LFL Stewards Facebook Group. This is an important avenue for communication among us all. Please make this group a favorite and check it every day for important announcements, news and most of all to exchange ideas, concerns and solution with other Greenacres/Lake Park/Lake Worth LFL Stewards. Anyone in the group can post photos or messages. This is a steward's only private and closed group on Facebook.
5. Visit: <http://littlefreelibrary.org> website and look under the Stewards tab at the top. Just for Stewards will lead you to the link to join that group. You must have your charter number handy when you join. It's easy, fun and offers some really interesting perspectives from Stewards all over the world.

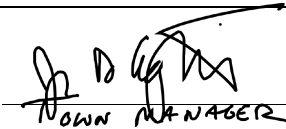
6. Thank you for helping us expand our Little Free Library System. Be as broad minded as you can in the selection of books you choose for your Little Free Library. We serve our entire community. The only "Rules" are:

- a. Absolutely NO political flyers or advertising; not national, not local, not ANY! Books on politics are fine, but choose carefully - we enjoy the great support of all our neighbors across the political spectrum and we would like to keep it that way.
- b. We always try to have bookmarks for our Stewards to include in the books they offer. Please place these IN the books if you have them and not in a stack on the shelf. They will all disappear at once.

Thank you for participating in this project dedicated to raising the level of literacy in all our neighborhoods and in building an even stronger community through the Little Free Library.

**Town of Lake Park Town Commission****Agenda Request Form****Meeting Date:** December 7, 2022**Originating Department:** Community Development**ORDINANCE** 14-2022

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 78, ARTICLE V OF THE TOWN OF LAKE PARK'S CODE OF ORDINANCES BY REPEALING SECTION 78-151, ENTITLED "HOME OCCUPATIONS" AND REPLACING IT WITH A NEW SECTION 78-151 ENTITLED "HOME-BASED BUSINESSES"; PROVIDING FOR THE AMENDMENT OF TABLE 78-1 CONTAINED IN CHAPTER 78, ARTICLE III, SECTION 78-70 AND SECTION 78-78 OF THE TOWN OF LAKE PARK'S CODE OF ORDINANCES TO DELETE THE TERM HOME OCCUPATIONS AND REPLACING IT WITH THE TERM HOME-BASED BUSINESSES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

**Agenda Title:** \_\_\_\_\_**Approved by Town Manager:** \_\_\_\_\_  
TOWN MANAGER**Date:** 11-18-2022**Cost of Item:** Legal ad  
\$862.60**Funding Source:** \_\_\_\_\_

Note additional item and cost:  
ordinance review by Town Attorney,  
Acct. # 001-52-524-500-34910 -

**Account Number:** 001-52-524-  
500-34910**Finance Signature:** \_\_\_\_\_**Jeffrey P. Duvall**

Digitally signed by Jeffrey P. Duvall  
DN: cn=Jeffrey P. Duvall, o, ou,  
email=jduvall@lakeparkflorida.gov, c=US  
Date: 2022.11.15 09:22:48 -05'00'

**Advertised:****Date:** 10-28-2022**Newspaper:** \_\_\_\_\_Palm Beach Post**Attachments:** Staff Report, Ordinance, Legal Ad**Please initial one:**Yes I have notified everyoneKJG Not applicable in this case

**Summary Explanation/Background:**

The Town Commission will consider on first reading an ordinance amending the Town's existing regulations for home occupations, to bring Town regulations into conformance with Florida statutes that were approved by the legislature in 2021. The proposed changes are detailed in the attached staff report.

The Planning and Zoning Board held a Public Hearing on November 7 and voted unanimously to recommend approval of the ordinance to the Town Commission.

**Recommended Motion:**

**I MOVE TO APPROVE THE ORDINANCE ON FIRST READING.**

**TOWN OF LAKE PARK  
TOWN COMMISSION  
Public Hearing  
Meeting Date: December 7, 2022**



# **STAFF REPORT**

## **Ordinance**

## **Background**

In 2021 the Florida Legislature adopted legislation affecting a local government's ability to regulate home occupations. This is codified as FS section "559.955 Home-based businesses; local government restrictions". (See **Attachment A** for statute)

In summary, State law now prohibits local governments from regulating or restricting home-based businesses any different from other businesses in the local government's jurisdiction, except as provided in the legislation. The legislation does include certain performance standards for neighborhood compatibility.

Review of new ordinances adopted to address the legislation indicates that many communities are basically replacing their current language with that from the state statute itself. This includes West Palm Beach and Palm Beach Gardens. North Palm Beach has not yet amended its code.

The Town's ordinance, as proposed, would also basically utilize the state language, with minor additions to reflect Town ordinances. The current code section (Attachment C) would be repealed and replaced with the new text shown in **Attachment B**.

The ordinance also contains amendments to two zoning districts to replace the term "home occupation" with "home-based business" for consistency with state statute.

## **Analysis**

### **Major Differences between current code and proposed language**

The major differences between the Town's existing regulations and those mandated by the state are listed below.

<b>Regulation Subject</b>	<b>Town's Current Code</b>	<b>Proposed Code (per State Statute)</b>
<b>Uses</b>	No retail sales, specific uses listed as prohibited	No prohibition on uses. However residential character must be maintained.
<b>Restriction on Employees</b>	Must reside in home	Resident + up to two non-residents
<b>Maximum area of residence to be used</b>	10 %	No set limitation. However must be secondary to the residential use

<b>Signage</b>	None, unless required by state licensing law and maximum of 24 square inches	Per local code - Therefore, Town current restriction will carry forward.
	<b>See attachment C for current Code</b>	<b>See attachment B for proposed code</b>

## **Protections for the Neighborhood**

While the State clearly opened the door to a number of new types of home businesses, the legislation did include some safeguards for residential neighborhoods. This statutory language is shown below in *blue italics*.

### **1. Residential Appearance**

The following section of the statute can be broadly construed to protect residential neighborhood appearance, by requiring the following:

*“As viewed from the street, the use of the residential property is consistent with the uses of the residential areas that surround the property. External modifications made to a residential dwelling to accommodate a home-based business must conform to the residential character and architectural aesthetics of the neighborhood.”*

*“The home-based business may not conduct retail transactions at a structure other than the residential dwelling”*

This statutory language, included in the Town’s proposed ordinance will serve as a major safeguard, insuring the continuing appearance of a residential neighborhood. In addition to retail transactions, the Town has added service transactions as well.

### **2. Parking**

The Town’s ability to control the type of uses that are allowed depends to a large degree on parking. The legislation states, “... *the need for parking generated by the business may not be greater in volume than would normally be expected at a similar residence where no business is conducted.*”

Existing Town ordinances relating to parking in driveways and requiring hard surfaces for parking will serve to prohibit customers from parking on the grass. However, unless prohibited by Town Code or quantified, on-street parking would be enforced by making a determination that the volume of vehicles was exceeding what “*would normally be expected at a similar residence where no business is conducted.*”

### 3. Trucks

The legislation states

*“Local governments may regulate the use of vehicles or trailers operated or parked at the business or on a street right-of-way, provided that such regulations are not more stringent than those for a residence where no business is conducted. ..... Local governments may regulate the parking or storage of heavy equipment at the business which is visible from the street or neighboring property. For purposes of this paragraph, the term heavy equipment means commercial, industrial, or agricultural vehicles, equipment, or machinery.”*

Therefore the Town will continue to enforce “Section 30-35 - Parking of commercial vehicles in residential districts” which dictates that:

*“Commercial vehicles in residential districts— Parking conditions. Commercial vehicles, with the exception of one taxicab, or high-capacity passenger van or work van, or standard vehicle with equipment or commercial signage as defined herein, shall not be parked, stored or left on any street, right-of-way, swale or alley or on any private property in any residential districts, except that commercial vehicles may be parked or stored in an enclosed garage on private property in a residence district when completely screened from public view.”*

### 4. Nuisances such as noise, odors etc.

The legislation allows the enforcement of local regulations in regards to noise, odors, etc. Sections 78-151 (C) 4. and 5. of the proposed code address this. (See attachment B.

### Overall Impact on Town Neighborhoods

The above four sections in the statute provide the main tools to limit or prohibit certain uses that are not compatible with a residential neighborhood, and these have been included in the Town’s proposed ordinance.

With the limitation on parking many of the uses that the Town currently prohibits would continue to be prohibited based on the parking volume they generate. Included for example would be uses such as restaurants and grocery stores, and high volume retail.

Certain uses that are currently prohibited such as hair salons and barber shops could occur, with limited customers or appointment only. Retail uses such as a bakery or pick up orders deli might also occur.

The requirement that business must be within the residence will eliminate uses that would negatively impact a neighborhood.

The legislation does not supersede any current condominium declaration or any future declaration of condominium adopted pursuant to chapter 718.



While it is not anticipated that there will be a large volume of requests for the new types of uses that will be allowable, the possibility that some businesses will not adhere to all the regulations exists and may require greater vigilance for code enforcement.

While an impingement on home rule, the Town has no option but to comply with the State Statute. The proposed ordinance will accomplish that.

The Town currently requires home businesses to have a business tax receipt from the Town, and this will continue.

#### Legal Notice

Legal Notice was provided via a display ad in the Palm Beach Post, which ran October 28, in accordance with state statute and the Town code for ordinances that change permitted uses in zoning districts.

#### Planning and Zoning Board Recommendation

The Planning and Zoning Board held a Public Hearing on November 7 and voted unanimously to recommend approval of the ordinance to the Town Commission.

### **RECOMMENDED MOTION:**

**I RECOMMEND APPROVAL OF THE ORDINANCE ON FIRST READING.**

#### Attachments:

- a. State Statute
- b. Proposed Amendments
- c.. Current Town Regulations



## Town of Lake Park Town Commission

### Agenda Request Form

**Meeting Date:** 12/07/22

**Originating Department:** I.T.

**Agenda Title:** Resolution authorizing and directing the Town Manager to execute the renewal agreement with DocuSign for electronic workflow and electronic forms.

**Approved by Town Manager:** Bambi McKibbon-Turner **Date:** 12-01-22

**Cost of Item:** \$13,691.33 **Funding Source:** \_\_\_\_\_

**Account Number:** 001-51-512-110-49303 **Finance Signature:** Jeffrey P. Duvall

Digitally signed by Jeffrey P. Duvall  
DN: cn=Jeffrey P. Duvall, o, ou,  
email=jduvall@lakeparkflorida.gov, c=US  
Date: 2022.12.01 17:01:22 -05'00'

**Advertised:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** Resolution 86-12-22

Renewal Agreement

**Please initial one:**

P.M. Yes I have notified everyone

Not applicable in this case

#### Summary Explanation/Background:

This item is seeking approval to renew the annual agreement with DocuSign. The Town Manager entered into an agreement with DocuSign in November 2021, to provide staff with the ability to sign forms electronically, using electronic workflow, in order to maximize efficiencies and productivity, and to eliminate paper forms. The amount of the initial agreement was \$26,620.00 and included implementation services and usage for the first year. This renewal covers usage of DocuSign for 12/1/2022 – 11/30/2023.

The Town Manager takes full responsibility for not seeking authorization to sign the agreement through

resolution. Funding for DocuSign was appropriated, but approval to sign was not initiated as required. The agenda request form serves to correct this oversight.

**Recommended Motion:**

I move to adopt Resolution 86-12-22

**RESOLUTION 86-12-22**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING AND DIRECTING THE TOWN MANAGER TO EXECUTE THE RENEWAL AGREEMENT WITH DOCUSIGN; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Lake Park, Florida ("Town") is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes and

**WHEREAS**, the Town is empowered to enter into contractual arrangements with public agencies, private corporations or other persons; and

**WHEREAS**, the Town Manager has presented to the Town Commission the renewal Agreement ("Agreement") between DocuSign and the Town of Lake Park, a copy of which is attached hereto and incorporated herein as Exhibit A; and

**WHEREAS**, the Town Commission has reviewed the provisions of the renewal Agreement and has determined that it is in the best interest of the Town to approve the renewal Agreement; and

**WHEREAS**, Town Manager is recommending such approval.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AS FOLLOWS**

**Section 1.** The whereas clauses are hereby incorporated herein.

**Section 2.** The Town Commission hereby approves the renewal Agreement between DocuSign and the Town of Lake Park as set forth in Exhibit A and authorizes and directs the Town Manager to execute such Agreement.

**Section 3.** This Resolution shall take effect immediately upon its adoption.



DocuSign, Inc.  
221 Main Street, Suite 1000  
San Francisco, CA 94105

**Offer Valid Through:** Dec 1,  
2022

**Prepared By:** Whitney Miller  
**Quote Number:** Q-00937164

Item 11.

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## ORDER FORM

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### Address Information

**Bill To:**

Town of Lake Park  
535 Park Ave,  
West Palm Beach, FL, 33403  
United States

**Ship To:**

Town of Lake Park  
535 Park Ave,  
West Palm Beach, FL, 33403  
United States

**Billing Contact Name:**

Paul McGuinness

**Billing Email Address:**

pmcguinness@lakeparkflorida.gov

**Billing Phone:**

+1.561.881.3303

**Shipping Contact Name:**

Paul McGuinness

**Shipping Email Address:**

pmcguinness@lakeparkflorida.gov

**Shipping Phone:**

+1.561.881.3303

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### Order Details

**Order Start Date:** Dec 1, 2022

**Order End Date:** Nov 30, 2023

**Billing Frequency:** Annual

**Payment Method:** Check

**Payment Terms:** Net 30

**Currency:** USD

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### Products

Product Name	Start Date	End Date	Quantity	Net Price
eSignature Enterprise Pro for Gov - Envelope	Dec 1, 2022	Nov 30, 2023	2,000	\$11,222.40
Enterprise Premier Support	Dec 1, 2022	Nov 30, 2023	1	\$2,468.93

**Grand Total: \$13,691.33**

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### Product Details

eSignature Envelope Allowance: 2,000

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### Overage/Usage Fees

eSignature Enterprise Pro for Gov - Env (Per Transaction): \$9.40

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## Order Special Terms

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## Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: <https://www.docusign.com/company/terms-and-conditions/msa> and the applicable Service Schedule(s) and Attachments for the DocuSign Services described herein available online at <https://www.docusign.com/company/terms-and-conditions/msa-service-schedules>.

---

## Billing Information

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.

Is the contracting entity exempt from sales tax?

**Please select Yes or No:** ☒ Yes

If yes, please send the required tax exemption documents immediately to [taxexempt@docusign.com](mailto:taxexempt@docusign.com).

Invoices for this order will be emailed automatically from [invoicing@docusign.com](mailto:invoicing@docusign.com). Please make sure this email is on an approved setting or safe senders list so notifications do not go to a junk folder or caught in a spam filter.

---

## Purchase Order Information

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?

Please select Yes or No: ☐ No

If yes, please complete the following:

PO Number:

PO Amount: \$

---


**By signing this Agreement, I certify that I am authorized to sign on behalf of the Customer and agree to the Terms and Conditions of this Order Form and any documents incorporated herein.**

**Customer**

Signature:  DocuSigned by:  
D5554F0ED2394BA...

Name: John D'Agostino  
Job Title: Town Manager  
Date: November 23, 2022

**DocuSign,  
Inc.**

Signature:  DocuSigned by:  
124D3BDF35C84CC...

Name: Claire Geisse  
Job Title: Revenue Operations Sr Manager  
Date: November 23, 2022

DS  






## Town of Lake Park Town Commission

### Agenda Request Form

Meeting Date: October 5, 2022

Agenda Item No.

### Agenda Title: Next Steps for Tennis and Pickleball Programs

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

Approved by Town Manager Bambi McKibbon-Turner Date: 12-01-22

Name/Title

<b>Originating Department:</b>  <b>Special Events</b>	Costs: <b>\$ 0.00</b> Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b>  • 2020 RFP for Tennis Center Management and Maintenance Service
<b>Advertised:</b> Date: _____ Paper: _____ <input 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>RCF</u> <b>Please initial one.</b>

### Summary Explanation/Background:

At the September 21, 2022 Commission Meeting, the Town Commission voted to terminate the Agreement for Tennis Center Management and Maintenance Service with Elite Sports and Recreation Management and move forward with a new Request for Proposal (RFP).

The previous RFP in 2020 (see attachment) was for a tennis program only. However, the bidders were also given the option to provide an alternate proposal identifying a secondary proposed sport as well as the number of courts that will be used. The secondary proposed sport requirements included the use of at least one tennis court and had to be played using a racquet and/or paddle, including, but not limited to: Badminton, Pickleball and Soft

Tennis. As a requirement of the previous agreement with Elite Sports and Recreation Management, the Town resurfaced and restriped the courts located in Kelsey and Lake Shore Park. Currently we have two (2) tennis courts located in Kelsey Park (for the general public) as well as two (2) tennis courts and eight (8) pickleball courts located in Lake Shore Park.

At this time, staff would like direction from the Town Commission on the structure of the new RFP. All courts can be restriped to either tennis and/or pickleball courts for a nominal fee.

**RFP Options:**

1. Leave the tennis and pickleball courts in their current condition and find a provider that can offer both a tennis and pickleball program. This would leave us with two (2) tennis courts in Kelsey Park (for the general public) as well as two (2) tennis courts and eight (8) pickleball courts in Lake Shore Park.
2. Restripe one (1) of the pickleball courts in Lake Shore Park, revert it to a tennis court and find a provider that can offer both a tennis and pickleball program. This would leave us with two (2) tennis courts in Kelsey Park (for the general public) as well as three (3) tennis courts and four (4) pickleball courts in Lake Shore Park.
3. Restripe all of the pickleball courts in Lake Shore Park and revert them to tennis courts and find a provider that can offer a tennis program only. This would leave us with two (2) tennis courts in Kelsey Park (for the general public) as well as four (4) tennis courts in Lake Shore Park. No pickleball courts will remain with this option.

**Recommended Motion:** At the Town Commissions discretion based on the information provided.



## **NEXT STEPS: TENNIS AND PICKLEBALL PROGRAM**

- 1. Restripe the 2 tennis courts located in Kelsey Park and turn them into 8 pickleball courts.**
  - All pickleball courts will be located in Kelsey Park.
  - This will assist with the noise complaints from the 801 building and limit play to daylight hours.
- 2. Restripe the 8 pickleball courts located in Lake Shore Park and turn them into tennis courts.**
  - This will give us a total of 4 tennis courts. All of which, will be located in Lake Shore Park.
  - We will not have enough tennis courts for tournament play. However, staff has discussed the possibility of partnering with the County and City of Palm Beach Gardens to host tennis and pickleball tournaments at the Tennis and Pickleball Center located at The Gardens North District Park.
- 3. The Town will publish a Request for Qualifications (RFQ) for qualified tennis and pickleball instructors to provide individual and group lessons.**
  - The Town will choose which instructors will be allowed to provide lessons on the courts.
  - Each instructor will have to pay a fee to the Town to use the courts. We will have to determine if this will be a monthly fee or an hourly rate based on their usage.
  - Only those instructors that have been pre-qualified by the Town, will have the ability to teach tennis and pickleball lessons.
  - The contact information for each instructor will be provided on the Town's website and posted at the tennis and pickleball courts along with instructions.
  - A customer satisfaction survey will be created by staff and provided to participants after each session. Town staff will use the survey to determine whether or not the instructors are providing adequate instruction.
- 4. We will not lock the gates to any Tennis or Pickleball Facility.**
  - PBSO and staff will help patrol the area to make sure no damage occurs to the courts.
  - Staff has obtained a proposal to add additional surveillance cameras to all courts. The proposal includes the electrical work to power the cameras.
  - The Town will need to eventually hire a Parks Ranger to monitor both parks during normal operating hours.
- 5. The operating hours for the tennis courts will be from 6:30 am – 10:00 pm and the pickleball courts will be open from 6:30 am – 8:00 pm.**
- 6. The operating hours for Kelsey Park and Lake Shore Park will remain open from 6:30 am – 10:00 pm.**
- 7. We will set up an online system for players to reserve 50% of the available tennis courts (2 of 4) and 50% of the available pickleball courts (4 of 8) during specific dates/time periods.**
  - We will send out a survey to all residents to determine what hours will be reserved for open play.
  - This is to be self-managed by the players with minimal intervention from Town Staff.
  - When a court is not reserved, the court remains available for open play until the date/time of the next reservation.
  - We should be able to do this with the recreation function of the software from Tyler Technologies. However, we may have to find a temporary solution first.
  - Reservations will be required two hours in advance.
  - PBSO will need access to account to verify the reservations.

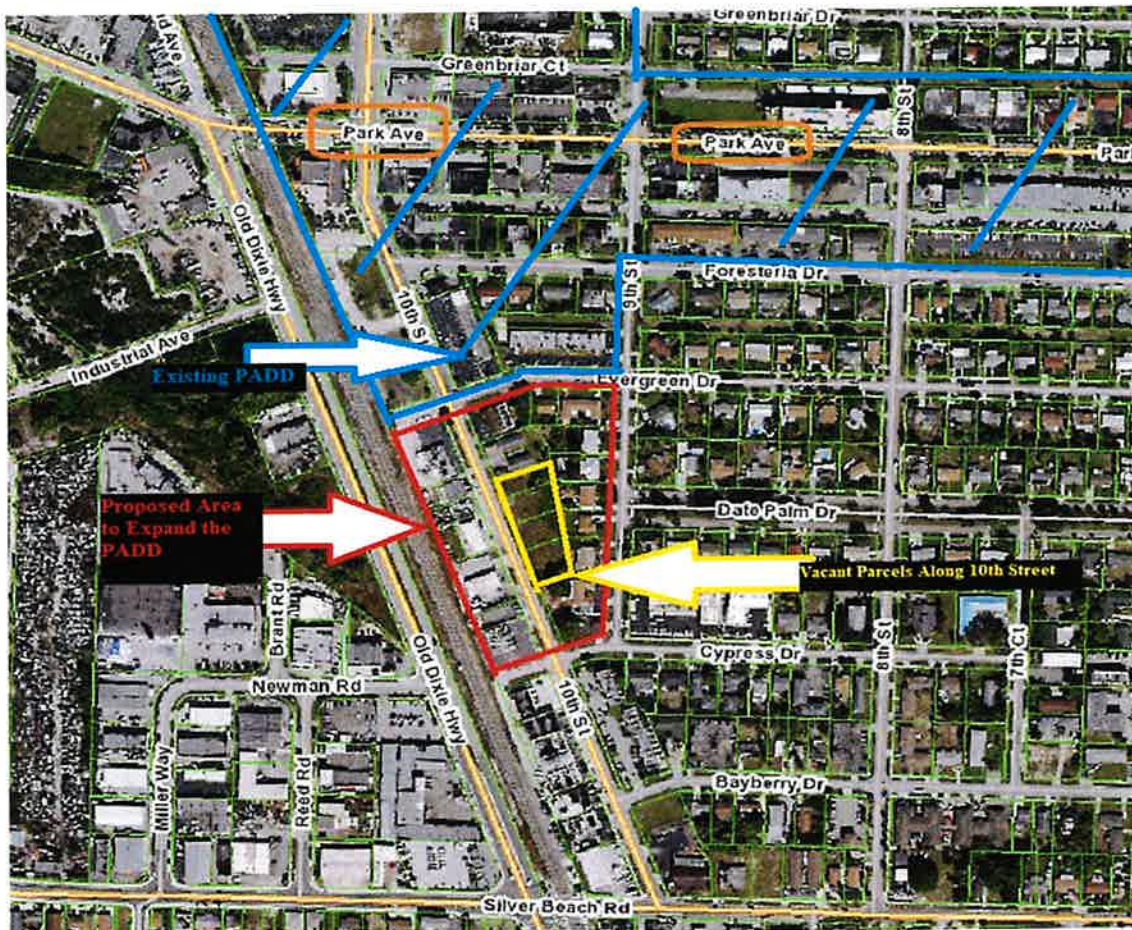


## TOWN MANAGER COMMENTS

### TOWN COMMISSION MEETING Wednesday, December 7, 2022

#### COMMUNITY DEVELOPMENT

Recently, the Town Commission approved new land development regulations for the Park Avenue Downtown District (the PADD) that divide the PADD into two sub-districts. One less intense district adjacent to residential and another more intense district closer to 10<sup>th</sup> Street. Staff has been approached with an interest in redeveloping the vacant parcels along 10<sup>th</sup> Street into mixed-use (conceptual plan is not yet available). They are located south of Park Avenue between Evergreen Drive and Date Palm Drive as illustrated here. These parcels are across the street from the PADD southern boundary and are located approximately 300 feet from our future potential train station property. While it had been discussed to possibly expand the PADD even further in the future pursuant to the future development patterns, Staff is comfortable looking into the rezoning of this additional area into the PADD if the Town Commission supports this initiative. The process would be subject to future public hearings and would involve a land use change and a rezoning. **Prior to commencing the process, Staff is seeking support from the Town Commission.**





## **FINANCE**

- The bank signature cards and signature plate for the checks needs to be updated. Town ordinances requires three signatures for issuing checks and access to the operating bank accounts. The required signatures are those of the Mayor, Vice-Mayor, and the Finance Director. The ordinance also suggests a third commissioner be included on the bank signature file in case of the unavailability or incapacity of the Mayor and/or Vice-Mayor. Staff is suggesting that the signatures on-file with the bank be updated to include Commissioners Michaud, Glas-Castro, and Linden along with Finance Director Duvall but staff is looking for input from the Commission before a resolution is presented next month.
- On November 16<sup>th</sup>, the Town received its Truth in Millage (TRIM) Certification from the Florida Department of Revenue. The Town had no violations and the State accepted the certification as meeting all requirements.

## **HUMAN RESOURCES**

### **Town Job Openings**

**Dock Attendant** - The Lake Park Harbor Marina is seeking a qualified individual to fill the position of Dock Attendant. High school diploma or equivalent plus a minimum of one year of experience are required. Must have knowledge of working with Dockmaster software, P.O.S software, Payware (Passport Parking App) software, Worldpay and Microsoft Outlook software emails and Pneumcator TMS 3000 fuel reading. Must also be able to swim and must have a valid Florida driver's license. The deadline by which to apply is **5:00 p.m. on December 9, 2022.**

**Stormwater Technician II** - The Public Works Department is also seeking a qualified individual to fill the position of Stormwater Technician II to perform among other tasks skilled work in the installation, operation, and maintenance of the Town's Stormwater systems. Incumbents in this classification may be trained and assigned to operate various Town vehicles/equipment on an intermittent basis. Repairs and maintains the Town's stormwater conveyance system, including catch basins, swales, structures, and other related components. High school diploma or equivalent required supplemented by a minimum of three (3) years of related experience, including a minimum of two (2) years verifiable heavy equipment or vacuum truck operating experience. A valid Florida Class B Commercial Driver's License is also required. Florida Water and Pollution Control Operators Association (FW&PCOA) or Florida Stormwater Association (FSA) Stormwater Technician Certification, or equivalent, is preferred. The deadline for submitting applications for this position is **5:00 p.m. on December 16, 2022.**

**Maintenance Worker** - The Public Works Department is also seeking a qualified individual to fill the position of Maintenance Worker. High school diploma or equivalent required plus a minimum of three (3) years of related experience. Knowledge of computer applications such as Microsoft Office suite, PDF applications, email, and phone; knowledge of various

trade disciplines to produce or perform quality service, repair, and maintenance; and, knowledge of occupational safety policies and procedures are required. Technical degree in specialized skill is preferred. Must have the ability to obtain a valid Florida Class B Commercial Driver's License within six (6) months from date of employment and have not lost any driving privileges by reason of revocation, suspension or denial of license, or have been convicted and/or had an adjudication withheld of three or more moving violations in the previous 36-month period. The deadline by which to apply is **5:00 p.m. on December 19, 2022.**

**Executive Assistant** - The Human Resources Department is seeking a qualified individual to fill the position of Executive Assistant to the Assistant Town Manager/Human Resources Director. High school diploma or equivalent plus Associates Degree from an accredited college or university and a minimum of two (2) years of related administrative experience are required. A combination of relevant training and experience can be substituted for the degree. Must have knowledge of composition and grammar, business English, mathematics and modern office practices and procedures including skill in word processing and computer functions. Must be able to maintain confidentiality and handle sensitive issues with discretion and sound judgment. Bilingual Spanish and Haitian Creole preferred but not required. The deadline by which to apply is **5:00 p.m. on December 15, 2022.**

Those interested in applying for any of the above positions may contact the Town's Human Resources Department at 561-881-3300 Option 8, or may visit the Town's official website at [www.lakeparkflorida.gov](http://www.lakeparkflorida.gov) for additional information and to download an employment application.

## **PUBLIC WORKS**

**Web-based Service Request System** - The Public Works Department is pleased to offer a new and more efficient method for requesting service. The department has implemented a web-based system that enables you to submit requests for all Public Works services or report issues simply by completing a short form. We ask that you provide your contact information (including email address) to enable automatic notifications regarding the status of your request or to allow us to reach you should we have any questions. The system may be accessed by visiting the Town's website at [www.lakeparkflorida.gov](http://www.lakeparkflorida.gov) and selecting "Request Service" under the I Want To menu (top right corner). Alternatively, you may also click on Government>Departments>Public Works>Request Service. Please contact the Public Works Department with any questions about the new system by calling 561-881-3345 or emailing [publicworks@lakeparkflorida.gov](mailto:publicworks@lakeparkflorida.gov).

**Lake Shore Park Playground Expansion Project** - The Department of Public Works is excited to announce that the Lake Shore Park Playground Expansion Project has reached substantial completion. The public is invited to join us at Lake Shore Park on **Wednesday, December 21, 2022, 4:00 PM**, for a Ribbon Cutting ceremony to commemorate completion

of this much anticipated community improvement project. Light refreshments will be served. Please contact the Public Works Department with any questions regarding this event by calling 561-881-3345 or emailing [publicworks@lakeparkflorida.gov](mailto:publicworks@lakeparkflorida.gov).

## **SPECIAL EVENTS**

### **Santa's Holiday Mailbox**

Santa's Holiday Mailbox is officially open in the Lake Park Public Library this holiday season! Drop off your letter to Santa and place it in the mailbox from **November 28 – December 19**. Don't forget to include your name and mailing address. Santa will send a personalized reply back!

### **Santa's Magical Sleigh Ride**

On **Saturday, December 10** Santa will travel through the Town of Lake Park on a holiday themed fire truck complete with LED lights! Residents and businesses are urged to be on the lookout for Santa from 6:00 PM – 8:00 PM.

### **Holiday Decorating Contest**

The Town's Holiday Decorating Contest is back! Registration is open now through December 9. Winners will be announced on **Wednesday, December 21**.

## **HOLIDAY CLOSURE AND SANITATION SCHEDULE**

### **Town Office Closures:**

- Town offices will be closing at 2 p.m. **Friday, December 16** for early dismissal.
- All offices will be closed **Thursday, December 22, through Monday, December 26**, reopening on Tuesday, December 27. The Lake Park Public Library will be closed on **Saturday, December 31**.
- All offices will be closed on Monday, January 2, 2023 in observance of New Years.

### **Holiday Sanitation Schedules:**

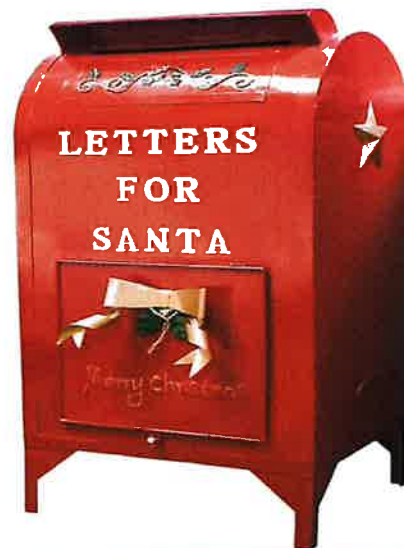
- Residential and commercial sanitation will remain unchanged through the month of December.
- There will be no residential sanitation service on **Monday, January 2**.
- Residential garbage cart and vegetation collection will resume on **Tuesday, January 3**, and the rest of the week will follow the regular schedule.
- Commercial sanitation will remain unchanged.

Remember, the weekly sanitation schedule is always posted on the Town's website, as well as Facebook and Nextdoor, for easy reference.





# SANTA'S HOLIDAY MAILBOX



Hey kids! Write a letter to Santa Claus and drop it in the Holiday Mailbox located in the Lake Park Public Library (529 Park Avenue, Lake Park, FL 33403) and we will deliver it to the North Pole! Please make sure to include your RETURN ADDRESS so Santa can send you a personalized reply. Santa's Holiday Mailbox will be available from November 28 through December 19.



# SANTA'S MAGICAL SLEIGH RIDE



Please join Santa as he travels through the Town of Lake Park on his magical sleigh this holiday season! Be on the lookout from 6:00 PM to 8:00 PM to see if Santa is on your street. Santa's magical sleigh will not stop but will travel continuously throughout the town.



Town of Lake Park

# HOLIDAY DECORATING CONTEST

The Town of Lake Park invites you to show your holiday spirit by joining our annual Holiday Decorating Contest.

Registration begins on November 14  
and is open through December 9.

All registered participants are asked to have  
their decorations up and lights on from 6:00 PM  
to 9:00 PM December 14 through December 18.

To register please contact the Special Events Department  
at 561-840-0160 or [special\\_events@lakeparkflorida.gov](mailto:special_events@lakeparkflorida.gov).

Winners will be announced on Wednesday, December 21.



## CATEGORIES

Best Lights

Best Animation

Best Lawn Display

Best Balcony Display

Best Theme

Best Overall



# Exhibit "G"

COMMISSION NOTES December 7, 2022

COMMISSIONER MARY BETH TAYLOR

As an elected official, mother, grandmother, teacher, and voice of numerous residents, I would like to take the opportunity to address the Email from the town manager that the commission received on November 20, 2022 regarding the Ribbon Cutting Ceremony for Lake Shore Park Playground. The Email read "We will not invite the children from the elementary school to the event because we have no way of getting them safely across US I. Two issues grabbed my attention. First and most serious was the fact that the manager realizes how very dangerous the cross walk at US I and Park Ave is, and has been forever. In the year 2000 I was almost to the center of US I when a truck turned north onto US I and bumped me before he stopped. It is much worse NOW. Even when the WALK SIGN is on, drivers won't yield, not the first vehicle, second one or the third one. I brought the dangerous crossing up for discussion last spring and I recall Mayor O'Rourke agreed with me. This is a REAL problem, involving REAL people, on an ongoing basis. What has been, or is being done to address this dangerous US I and Park Ave. crossing....and....What can the commission and town administration do to expedite a solution. A change to the timing of the stop lights to hold the turning vehicles until the pedestrians are safely across US1 and also, increasing the walk signal time to 30 instead of 18 could save lives. I know the town cannot make these changes, but changes will not be made unless the town advocates and or if necessary demands them. It is the obligation of all levels of government to promote the health and safety of their communities. Lake Park town administrators, commissioners, and residents are spending town resources and time on developing mobility plans to hopefully accommodate our looming population explosion. We need to begin NOW, to make necessary changes in order to assure that our residents, young and old, that are here NOW are protected and have easy safe pedestrian access to their treasured Kelsey Park.....*The second issue is that I believe as elected officials we have the obligation to educate and engage our young residents when civic opportunities arise because in the future they will be voting and making decisions perhaps here in Lake Park. I never suggested that all LPES students attend the ribbon cutting, I just suggested a time when **children, could attend**, but it would be a teachable moment if the fifth graders attended ribbon cuttings and suitable town ceremonies to instill pride and the confidence to go off to middle school as ambassadors for their home town.*





TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 12/7/22

**Cards must be submitted before the item is discussed!!**

**\*\*\*Three (3) minute limitation on all comments**

Name: Judith Thomas

Address: Jasmine Drive

If you are interested in receiving Town information through Email, please  
provide your E-mail address: judith.e.thomas@gmail.com

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

N/A

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

Twin City Development Plan

**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.

①



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 12/7/2022

**Cards must be submitted before the item is discussed!!**

**\*\*\*Three (3) minute limitation on all comments**

Name: CHRISTIAN CASSINI

Address: 305 CYPRESS DR

**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:

TENNIS CENTER

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

**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.

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TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 12/7/22

**Cards must be submitted before the item is discussed!!**

**\*\*\*Three (3) minute limitation on all comments**

Name: DEE FIELD

Address: 501 LAKE SHORE DR S, LAKE PARK, FL

**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:**

TENNIS/PICKLEBALL

I would like to make comments on the following **Non-Agenda Item(s):**

**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.

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