



Lake Park Town Commission, Florida

Regular Commission Meeting Minutes

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

33403 Wednesday October 16, 2024 6:00 P.M.

Roger Michaud	___	Mayor
Kimberly Glas Castro	___	Vice Mayor
Michael Hensley	___	Commissioner
Mary Beth Taylor	___	Commissioner
Judith Thomas	___	Commissioner
Bambi McKibbon-Turner	___	Interim Town Manager
Thomas J. Baird	___	Town Attorney
Laura Weidgans	___	Deputy Town Clerk

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

CALL TO ORDER/ROLL CALL

6:08 P.M.

PRESENT:

Mayor Michaud

Vice-Mayor Glas-Castro

Commissioner Hensley

Commissioner Taylor

Commissioner Thomas arrived at 6:13 P.M.

PLEDGE OF ALLEGIANCE

The Pledge was led by Public Works Director Jaime Morales.

COMMISSION WILL RECESS THE REGULAR COMMISSION MEETING AND GO INTO A PRIVATE ATTORNEY-CLIENT SESSION.

The Town Commission for the Town of Lake Park will have a private Attorney-Client session as authorized by §286.011(8), in the Town Hall Mirror Ballroom. It is expected that the private Attorney-Client portion of the Commission meeting will be attended by: Mayor Roger Michaud, Vice-Mayor Kimberly Glas-Castro, Commissioners Michael Hensley, Mary Beth Taylor and Judith Thomas, as well as Town Attorneys, Thomas J. Baird and Brett T. Lashley and Interim Town Manager Bambi McKibbon-Turner. The purpose of the private Attorney-Client session is to discuss the pending litigation in the *Circuit Court Case No. 50-2024-CA-004362-XXXA-MB styled, Igor Jose Oliveira De Almeda and Natasha Aileen Quiza vs. Town of Lake Park*. The Attorney-Client Session is expected to begin at approximately 6:05 P.M. or as soon thereafter as possible and is anticipated to last one hour. Also, be advised that at the conclusion of this private Attorney-Client Session, the Commission will re-convene its commission meeting in the Town Hall Chambers and take up the remaining business on its agenda.

AFTER THE ATTORNEY-CLIENT SESSION THE COMMISSION WILL RECONVENE THE REGULAR COMMISSION MEETING.

The Commission recessed the Regular Commission meeting at 6:10 PM and went into a Private Attorney-Client Session.

The Commission reconvened the Regular Commission Meeting at 6:55 PM.

SPECIAL PRESENTATION/REPORT:

1. Proclamation Declaring October 20-26, 2024, National Friends of Libraries Week.
Vice-Mayor Glas-Castro presented the Proclamation to members of the National Friends of Libraries.
2. Proclamation Declaring October 19, 2024, Freedom to Read Community Day of Action.
Mayor Michaud presented the Proclamation to Library Director Judith Cooper.

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.

-James Sullivan spoke about the traffic light on Park Avenue and 10th Street.

-Rafael Moscoso requested meetings with staff to discuss issues with code enforcement.

-Mary Jane Zapp with the Artists of Palm Beach County passed out photos to the Commission and spoke about the storage unit not being budgeted for this year and would like opportunity to talk about it.

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 to approve the consent agenda excluding item # 8 made by Vice-Mayor Glas-Castro, Seconded by Commissioner Taylor.

Voting Yea: Mayor Michaud, Vice-Mayor Glas-Castro, Commissioner Taylor, Commissioner Thomas, Commissioner Hensley.

Item number 8 was pulled from consent by Vice-Mayor Glas-Castro.

3. September 18, 2024 Final Public Budget Hearing Minutes.
4. September 18, 2024 Regular Commission Meeting Minutes.
5. September 21, 2024 Special Call Commission Meeting Minutes.
6. Resolution 81-10-24 Canceling the January 1, 2025 Regular Commission Meeting.
7. Resolution 82-10-24 Authorizing and Directing the Mayor to Execute a Grant Agreement Amendment between the State of Florida, Department of State, Division of Historical Resources and the Town of Lake Park for a Performance Period Time Extension for the Town Hall Preservation Improvement Work Activities.
9. Resolution 85-10-24 Recognizing Florida City Government Week as October 21-27, 2024.
10. Resolution 86-10-24 Establishing a Municipal Election and Qualifying Period.

This item was pulled from consent by Vice-Mayor Glas-Castro.

8. Resolution 83-10-24 Naming Interim Town Manager Bambi McKibbon-Turner as the Representative of the Town of Lake Park on the Governing Board of the Seacoast Utility Authority.

Vice-Mayor Glas-Castro wanted to clarify that the appointment is temporary until a new Town Manager is named. Interim Town Manager/Assistant Town Manager/HR Director McKibbon-Turner stated that is correct.

Motion to approve Resolution 83-10-24 made by Vice-Mayor Glas-Castro, Seconded by Commissioner Taylor.

Voting Yea: Mayor Michaud, Vice-Mayor Glas-Castro, Commissioner Taylor, Commissioner Thomas, Commissioner Hensley.

PUBLIC HEARING(S) - ORDINANCE ON SECOND READING:

11. Ordinance 10-2024

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA; PROVIDING FOR THE TOWN'S CONSENT TO THE INCLUSION OF THE ENTIRE TERRITORY WITHIN THE TOWN OF LAKE PARK MUNICIPAL BOUNDARIES INTO PALM BEACH COUNTY'S FIRE/RESCUE MUNICIPAL SERVICE TAXING UNIT FOR FIRE-RESCUE, FIRE PROTECTION, ADVANCED LIFE SUPPORT (OR SIMILAR EMERGENCY SERVICES), FIRE CODE ENFORCEMENT AND OTHER NECESSARY AND INCIDENTAL SERVICES; PROVIDING FOR INTENT, PURPOSE AND CONSENT; PROVIDING FOR EFFECTIVENESS AND DURATION OF CONSENT; PROVIDING FOR EFFECTIVENESS OF REPEAL; ACKNOWLEDGING AD VALOREM MILLAGE RATE LIMITATION; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CAPTIONS; AND PROVIDING FOR EFFECTIVE DATE.

Interim Town Manager/Assistant Town Manager/HR Director McKibbon-Turner explained the item and advised that there were no changes from first reading.

Motion to adopt Ordinance 10-2024 on second reading made by Vice-Mayor Glas-Castro, Seconded by Commissioner Taylor.

Voting Yea: Mayor Michaud, Vice-Mayor Glas-Castro, Commissioner Taylor, Commissioner Thomas, Commissioner Hensley.

Town Attorney Baird read the Ordinance by title only.

OLD BUSINESS:

12. Resolution 87-10-24 Approving The Plat Of 717 Bayberry.

Town Planner Anders Viane provided a summary of the item (Exhibit A).

Jonathan Sobelman, co-owner of Florida Oasis, stated he is grateful for the support of the Town of Lake Park and provided a background for the business occupying the premises. Vice-Mayor Glas-Castro asked about maximum persons in home and what the typical length of stay is. Mr. Sobelman stated it is 30-45 days.

Commissioner Taylor asked if the patients will have vehicles, creating a possible parking issue. Mr. Sobelman stated that the patients would not typically have vehicles.

Attorney Baird stated the Commission is only determining the Plat at this time, not a use. Commissioner Thomas asked about maximum residents being 14, how many staff stay would stay on property. Mr. Sobelman stated that it varies, but there would be more than one therapist at any given time. He stated that currently the units are separate but not connecting and one of their future projects would be to connect all of the units with a hallway. Commissioner Thomas had a concern with possible parking issues with staff vehicles.

Commissioner Hensley had the same concerns about parking and also for setting a precedent for re-platting properties.

Commissioner Thomas asked what the use will be and how would the Town know when the use no longer exists and would it remain as a residential home. Town Planner Viane stated that it would remain as a residential home and someone could occupy if they wanted or rent out the units.

Motion to Adopt Resolution 87-10-24 made by Vice-Mayor Glas-Castro, Seconded by Commissioner Taylor.

Voting Yea: Mayor Michaud, Vice-Mayor Glas-Castro, Commissioner Taylor, Commissioner Thomas. Voting Nay: Commissioner Hensley.

NEW BUSINESS:

13. 2024 Vets Day Car Show Requests.

Special Events Director Riunite Franks provided a summary of the item (Exhibit B).

Motion to approve the request made by Vice-Mayor Glas-Castro, Seconded by Commissioner Taylor.

Voting Yea: Mayor Michaud, Vice-Mayor Glas-Castro, Commissioner Taylor, Commissioner Thomas, Commissioner Hensley.

14. Coastal Middle and High School Waiver Requests.

Special Events Director Franks explained the item (Exhibit C).

Motion to approve the request made by Commissioner Taylor, Seconded by Vice-Mayor Glas-Castro.

Voting Yea: Mayor Michaud, Vice-Mayor Glas-Castro, Commissioner Taylor, Commissioner Thomas, Commissioner Hensley.

15. The Commission will discuss and select the new Town Manager.

Town Attorney Baird directed the Commission to select a new Town Manager using the provided ballot cards and recommends using a three person majority.

Vice-Mayor Glas-Castro explained that Town Managers change often and it is rare to find candidates with no animosity from previous employer. She has heard good and bad things about both candidates so she will make a determination based on the interviews and her own judgement of who will be the best fit for the Town.

Commissioner Thomas stated that she spoke with both candidates after the interviews. She stated for the record "I did have an opportunity to speak with them further and answer any questions they had." She agreed with what the Vice-Mayor stated. Mayor Michaud thanked Mercer Group Representative Dona Higginbotham and the Town Attorney or their guidance through the process. He also spoke about his expectations of the new Town Manager. Vice-Mayor Glas-Castro asked Town Attorney Baird about the draft contract and how the discussions went with the candidates. Town Attorney Baird stated that the candidates were generally accepting of the draft contract. He stated that there may be some changes that would need to be made in regards to benefits, vacations,

and pension since the contract language may be outdated. Town Attorney Baird stated that the salary currently indicated in the contract is \$163,000 and if the Commission is not accepting of that amount, they will need to let him know. The Commission completed their ballots and turned them in to Ms. Higginbotham (Exhibit D) who read the results of three (3) votes for Richard Reade and two (2) votes for Caryn Gardner-Young.

Motion to hire Richard Reade as the Town Manager made by Commissioner Taylor,
Seconded by Vice-Mayor Glas-Castro.

Vice-Mayor Glas-Castro stated that she has worked with Mr. Reade previously and spoke about the great job he did in the Village of Palm Springs.

Voting Yea: Mayor Michaud, Vice-Mayor Glas-Castro, Commissioner Taylor,
Commissioner Thomas, Commissioner Hensley.

Vice-Mayor Glas-Castro felt that the proposed salary of \$163,000 was fair and the Commission agreed.

16. Resolution 84-10-24 Authorizing the Mayor to Execute an Agreement with the State of Florida Emergency Management For Statewide Mutual Aid.

Public Works Director Jaime Morales explained the item.

Motion to approve Resolution 84-10-24 made by Vice-Mayor Glas-Castro, Seconded
by Commissioner Taylor.

Voting Yea: Mayor Michaud, Vice-Mayor Glas-Castro, Commissioner Taylor,
Commissioner Thomas, Commissioner Hensley.

17. Bert Bostrom Excess Fill.

Public Works Director Morales stated they were seeking direction for the excess fill from Bert Bostrom Park and provided options (Exhibit E).

Commissioner Taylor asked if the field could be kept green and use it as a soccer field. Public Works Director Morales stated that the field would be sodded but it would not be compacted and would not be safe for an established sports field. He recommended keeping the excess fill for potential future use on the Community Center which would save on costs. The Commission had questions about where they could store the soil. The

consensus was to keep the soil and the Commission would like to be presented with a few options for storage locations and to convert the baseball field into a multi-purpose area.

18. The purpose is to obtain Commission approval to update the FY 2025 Pay Plan for general employees to increase the ranges by three (3) percent.

Interim Town Manager/Assistant Town Manager/HR Director McKibbon-Turner explained the item. Mayor Michaud clarified that the 3% only applies to the salary ranges. Interim Town Manager/Assistant Town Manager/HR Director McKibbon-Turner confirmed this was correct. Vice-Mayor Glas-Castro asked when the Collective Bargaining Agreement would be coming forward and had concerns about approving this item without the Collective Bargaining Agreement in place.

The Commission agreed to move this item to be heard at the same time as the Collective Bargaining Agreement item.

Public Comment -John Linden stated his comments were no longer necessary since the item was not being decided today.

19. Request from the Lake Park Society for the Advancement of Civic Engagement (SACE) met with us on Monday evening of this week to advise us of its mission to work with the Town of Lake Park to help some of the residents in Port St. Lucie who recently suffered under Hurricane Milton.

Society Representative Mr. Michael Steinhauer provided a summary of the item (Exhibit F). The Society is requesting assistance for the residents of Port St Lucie who have been affected by Hurricane Milton. Town Attorney Baird stated he doesn't understand what the Town's function would be within this as Towns are not setup to function this way and it would create liability for the Town. Mr. John Linden stated that donations could be picked up from the Town daily or more and they are not looking for the Town to be the bank for the donations. He stated that they are willing to work within whatever parameters the Town set. Discussion ensued. Vice-Mayor Glas-Castro stated that there is no need to go outside our own County to provide assistance. She also stated that the Town should not get involved with financial contributions and that there is an established

process for seeking assistance between municipalities and other government entities, but not directly through a non-profit organization.

Consensus was reached not to move forward with participation.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird spoke about the Workshop on Saturday and getting the materials finalized. Interim Town Manager/Assistant Town Manager/HR Director McKibbon-Turner provided comments via Exhibit G. New Operations Manager Yasser Heyaime introduced himself to the Commission. Consensus was reached for Community Development to provide a response to Mr. Katz regarding Lake Shore Drive roadway access. Consensus was reached to affirm the name of “Lake Park Waterfront District” for monument signs at the Nautilus 220 project site. Consensus was reached to place a Proclamation on a future agenda in honor of Gold Star Mother’s and Family’s Day. Consensus was reached to place a Proclamation on a future agenda in honor of the 175th anniversary of our VFW post 9610. Consensus was reached to schedule another Executive Session for November 6, 2024. Consensus was reached to change the date of the Resiliency Workshop from November 2, 2024 to January 25, 2025. The Commission selected Mayor Michaud as the Palm Beach County Intergovernmental Coordination Program Representative and selected Commissioner Hensley as the Alternate. Consensus was reached to allocate \$650.00 from the Commission’s travel funds to donate to Operation Hope.

Commissioner Hensley thanked staff for their efforts with hurricane Milton cleanup.

Commissioner Thomas said the diseased tree at Blakely Park is gone and also that Park Avenue is looking decent. She stated that Earl Stewart has a drainage issue.

Commissioner Taylor had no comments.

Vice-Mayor Glas-Castro asked about the status of the golf cart ordinance and was advised it would be on the next meeting agenda. She thanked staff for the Community Forum last night. She provided notes on hurricane preparedness (Exhibit H). She also spoke about the storm messaging that went out through Constant Contact and that it was excellent.

Mayor Michaud spoke about the Community Forum and wished there were more residents in attendance.

Commissioner Thomas spoke about the Code Red information system and how the messages were not clear. Chief Public Information Officer/Grant Writer Merrell Angstreich stated she would reach out to Code Red to address this concern.

REQUEST FOR FUTURE AGENDA ITEMS:

Mayor Michaud requested having Mr. Arram come before the Commission at the next meeting to explain what is going to be happening with 754 Park Avenue.

ADJOURNMENT:


Motion made by Commissioner Taylor, Seconded by Commissioner Thomas. Voting Yea: Mayor Michaud, Vice-Mayor Glas-Castro, Commissioner Taylor, Commissioner Thomas, Commissioner Hensley.

Meeting adjourned 9:27 pm.

FUTURE MEETING DATE: Next Scheduled Regular Commission Meeting will be held on November 6, 2024.



Mayor Roger D. Michaud



Town Clerk, Vivian Mendez, MMC



Deputy Town Clerk, Laura Weidgans



Approved on this 6 of November, 2024



Town of Lake Park Town Commission

Exhibit A

Agenda Request Form

Meeting Date: October 9, 2024

Agenda Item No. _____

Agenda Title

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA APPROVING THE PLAT OF 717 BAYBERRY; AND PROVIDING FOR AN EFFECTIVE DATE.

- [] SPECIAL PRESENTATION/REPORTS [] CONSENT AGENDA
[] BOARD APPOINTMENT [X] OLD BUSINESS
[] PUBLIC HEARING
[] NEW BUSINESS
[] OTHER: _____

Approved by Town Manager Bambi McKibbon-Turner Digitally signed by Bambi McKibbon-Turner
Name/Title Anders Viane, Planner Turner Name/Title

Table with 3 columns: Originating Department (Community Development), Costs (Attorney Review, Project Escrow 03-00058-00), Attachments (Plat Resolution, Existing Conditions Survey, etc.), Advertised status, and notification details.

Summary of Request:

This is a procedural formality item. Armeria Investment Corp. ("Property Owner") is requesting plat approval from the Town of Lake Park. This request will allow for the consolidation of three lots into one.

This plat reverses the subdivision previously approved under Resolution 700923 just over a year ago; please refer to the survey depicted on the Bayberry Townhouse Plat document for the proposed new configuration.

UPDATES:

In follow-up to the Town Commission meeting on 09/18/2024 and pursuant to the Commission's discussion at this meeting, Staff has included the zoning certificate application and Health Care Licensing Application for the intended end-user of the property, Florida Oasis Bayberry LLC, as backup in the packet. It turns out Town Planner, Karen Golonka, was in receipt of an application prior to the September 18 meeting and verification of the intended use was performed through the Town's zoning division. The use is a permitted use, not requiring special exception approval, and would not be within 1,200 of another similar use.

Florida Oasis Bayberry LLC specializes in individualized residential treatment for individuals facing mental health challenges. Their comprehensive services include highly structured and supervised living accommodations, providing clients with the opportunity to apply the skills they learn in treatment, fostering confidence and independence.

Their proposed use of Community Residential Home is a permitted use in the R-2 District and was conditionally approved by Town Planner Karen Golonka on September 12, pending the final approval of the plat with the following conditions: *Business Tax Receipt is contingent upon plat recordation; buildings shall be unified as one facility by address and function; use shall meet separation requirement from other like uses per code (1,200 feet); maximum capacity is 14 persons; ACHA approval is required.*

Recommended Motion:

Finding all engineering, legal, and statutory conditions satisfied, staff recommends **APPROVAL** of the Plat Application.



Town of Lake Park Town Commission

Exhibit B

Agenda Request Form

Meeting Date: October 16, 2024
Originating Department: Special Events
Agenda Title: 2024 Vets Day Car Show Requests

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$930.00 **Funding Source:** Special Event Dept Budget
Account Number: 600-57235 **Finance Signature:** _____

Advertised:
Date: _____ **Newspaper:** _____

Attachments: 2024 Vets Day Car Show Facility Rental Application
2024 Vets Day Car Show Special Event Permit Application

Please initial one:
 X Yes I have notified everyone
_____ Not applicable in this case

Summary Explanation/Background:

A special event permit application was submitted by Stefanie Scott as the organizer of the Vets Day Car Show. The permit application is proposing the annual event to be held in Kelsey Park on Sunday, November 10, 2024 from 9:00 am – 3:00 pm. Stefanie Scott is the wife of the original Vets Day Car Show organizer, Mike Scott who passed away in 2022. Stefanie is now working with the Town’s Special Events Department and is requesting that this event be co-sponsored by the Town of Lake Park. The Town has co-sponsored this event on an annual basis for several years. The event is an asset to the Town and the organizer is committed to continuing this partnership on an annual basis. Co-sponsoring would provide the organizer some relief on our Town application, facility rental and deposit and personnel fees. At this time, the organizer requests the following:

REQUESTED CATEGORY	VALUE (monetary or other)	TOTAL
<p align="center">Marketing Assistance</p> <ul style="list-style-type: none"> • Event flyer and information posted on the Town of Lake Park website (Special Events Department page and Town calendar) • Event flyer and information posted on the Town of Lake Park social media accounts 	No monetary value	N/A
<p align="center">Certificate of Insurance</p> <p>The organizers would like the Town to waive the requested Certificate of Insurance requirement for special event permits. This waiver would require the Town of Lake Park to take on the liability for the event.</p>	No monetary value unless a claim is received	No monetary value unless a claim is received
<p align="center">Security Deposit</p> <p>The organizer would like to have the Kelsey Park Refundable Security Deposit Fee waived.</p>	\$1,500.00	\$1,500.00 (Indirect Cost)
<p align="center">Rental Fee</p> <p>The organizer would like to have the Kelsey Park Rental Fee waived.</p>	\$600.00 flat rate rental fee \$42.00 tax	\$642.00 (Indirect Cost)
<p align="center">Application Fee</p> <p>The organizer would like to have the Special Event Permit Application Fee waived.</p>	\$50.00	\$50.00 (Indirect Cost)
<p align="center">Staff Fee</p> <p>The organizer would like to have the Staff Fee waived.</p>	\$30.00 per hour	\$300.00 (Direct Cost)
<p align="center">Public Works Department</p> <p>The organizer would like to have the Sanitation Service Fee from the Public Works Department waived. Sanitation Service – Delivery of (6) 95 gallon cans, with after-event emptying and disposal. (3) hours at \$35.00 per hour.</p>	\$35.00 per hour	\$105.00 (Direct Cost)
<p align="center">Public Works Department</p> <p>The organizer would like to have the Special Event Parking Set Up Fee from the Public Works Department waived.</p>	\$525.00 flat rate special event parking set up fee	\$525.00 (Direct Cost)
<p align="center"><u>TOTAL WAIVERS REQUESTED</u></p> <p align="center">Direct Costs - \$930.00 Indirect Costs - \$2,192.00</p>		

Recommended Motion: I move to accept the requests made by the organizer of the 2024 Vets Day Car Show.



Town of Lake Park Town Commission

Agenda Request Form

Exhibit C

Meeting Date: October 16, 2024

Originating Department: Special Events

Agenda Title: Coastal Middle and High School Waiver Requests

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$150.00 **Funding Source:** Special Events Department Budget

Account Number: 600-14000 **Finance Signature:** _____

Advertised:

Date: _____ **Newspaper:** _____

Attachments: Coastal Middle & High School Facility Rental Application

Coastal Middle & High School Facility Rental Invoice

Please initial one:

 X Yes I have notified everyone

_____ Not applicable in this case

Summary Explanation/Background:

On September 4, 2024 the Special Events Department received a Facility Rental Application from Coastal Middle and High School to rent the Mirror Ballroom for their prom on Thursday, April 18, 2025 from 7:00 PM – 11:00 PM. The owner of the school, Lisa Collum, has requested that the Town Commission waive the refundable security deposit and the staff fee.

<u>REQUESTED CATEGORY</u>	<u>VALUE</u> <u>(monetary or other)</u>	<u>TOTAL</u>
Facility Rental Refundable Security Deposit	\$500.00	\$500.00 (Indirect Cost)
Staff Fee	\$30.00 per hour	\$150.00 (Direct Cost)

Recommended Motion: I move to approve the requests made by Coastal Middle & High School for their prom on Thursday, April 18, 2025.

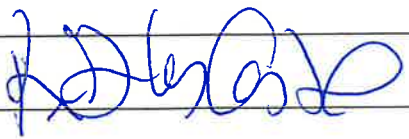


Exhibit D

Please place X next to your selection for Lake Park Town Manager.

	CANDIDATE	SELECT
	Gardner-Young, Caryn	
	Reade, Richard	X

Please place X next to your name and sign as verification of your selection.

	Elected Official	Signature
	Mayor Michaud	
X	Vice-Mayor Glas-Castro	
	Commissioner Hensley	
	Commissioner Taylor	
	Commissioner Thomas	

Date: 10-16-24



Please place X next to your selection for Lake Park Town Manager.

	CANDIDATE	SELECT
	Gardner-Young, Caryn	
	Reade, Richard	<input checked="" type="checkbox"/>

Please place X next to your name and sign as verification of your selection.

	Elected Official	Signature
	Mayor Michaud	
	Vice-Mayor Glas-Castro	
	Commissioner Hensley	
	Commissioner Taylor	
	Commissioner Thomas	

Date: 10/16/24



Please place X next to your selection for Lake Park Town Manager.

	CANDIDATE	SELECT
	Gardner-Young, Caryn	
	Reade, Richard	X

Please place X next to your name and sign as verification of your selection.

	Elected Official	Signature
	Mayor Michaud	
	Vice-Mayor Glas-Castro	
	Commissioner Hensley	
	Commissioner Taylor	<i>Mary Beth Taylor</i>
	Commissioner Thomas	

Date: _____



Please place X next to your selection for Lake Park Town Manager.

CANDIDATE		SELECT
	Gardner-Young, Caryn	X
	Reade, Richard	

Please place X next to your name and sign as verification of your selection.

	Elected Official	Signature
	Mayor Michaud	
	Vice-Mayor Glas-Castro	
	Commissioner Hensley	
	Commissioner Taylor	
	Commissioner Thomas	


Date: 10/16/2024



Please place X next to your selection for Lake Park Town Manager.

	CANDIDATE	SELECT
	Gardner-Young, Caryn	<input checked="" type="checkbox"/>
	Reade, Richard	<input type="checkbox"/>

Please place X next to your name and sign as verification of your selection.

	Elected Official	Signature
	Mayor Michaud	
	Vice-Mayor Glas-Castro	
	Commissioner Hensley	
	Commissioner Taylor	
	Commissioner Thomas	

Date: 10/16/24



Exhibit E

Department of Public Works

Decision on Retaining Excess Sand Fill from Bostrom Park Stormwater Project

Excess Fill Material from Bert Bostrom





Expected Fill Quantity

1. The Town of Lake Park expects approximately 9,000 to 10,000 yards of excess fill from the Bert Bostrom Park stormwater project.
2. The current agreement calls for 5,000 cy of fill to be delivered to the town's 12 Street maintenance yard for undetermined future use.
3. The decision is to RETAIN or DISPOSE the remaining project fill material and retain it *for possible use at the proposed Community Center.*



Proposed Future Community Center

OPTION #1: Use Excess Fill for Community Center Building Pad:

1. Place 5,000 cy of fill at the 12th Street maintenance yard.
2. Use the remaining fill to start a building pad for the proposed community center project.
 - This remaining excess fill would be spread over the proposed community center project area.
 - Sod & irrigated filled area to provide for a useable park area until further project development.
3. The Town will lose the use of the baseball field area (the ballfield outfield fence will be removed)
4. Retaining the additional 5,000 cy would save the Town approximately \$75,000.00



No Current Plans for a Community Center, but Convert Baseball to a Sports Field

OPTION #2: Have the Contractor dispose of excess fill off-site:

1. Place 5,000 cy of fill at the 12th Street maintenance yard
2. Have the contractor remove the remaining fill material off-site
3. **Remove baseball field and outfield fence; grade and sod as additional sports field area**
4. This will cost the Town \$0.00.

Note: This scope of work is part of the current contract agreement.



No Community Center, Retain Baseball

Area

OPTION #3: Have the Contractor dispose of excess fill off-site:

1. Place 5,000 cy of fill at the 12th Street maintenance yard
2. Have the contractor remove the remaining fill material off-site.
- 3. Retain the existing baseball field area with new grass and clay infield.**
4. This will cost the Town \$0.00.



Exhibit F

LAKE PARK SOCIETY

for the

ADVANCEMENT OF CIVIC ENGAGEMENT

October 14, 2024

Ms. Bambi McKibbon-Turner
Interim Town Manager/Human Resources Director
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

Dear Bambi:

Thank you so much for meeting with us earlier today to discuss the role and contribution of the Town of Lake Park in a joint effort between us, to raise awareness for donations and assist with the financing and logistics of helping some of the residents in Port St. Lucie, who recently suffered under Hurricane Milton. You have asked us to quantify and explain our mission to propose we work together to help our neighbors to the North.

The Lake Park Society for the Advancement of Civic Engagement (Lake Park SACE) is a private nonprofit organized under the 501 c (3) federal tax status. We hold all the necessary credentials from Palm Beach County, the Town of Lake Park, the State Department of Agriculture (for fundraising purposes), and maintain a business bank account here in Lake Park. As a quick background about Lake Park SACE:

Civic engagement may be strategized into three categories: civic, electoral and political voices. The values of the Society shall include but not limited to the essential elements of representative democracy. In specific terms this will include non-denominational and nonpartisan participation, respect for human rights and fundamental freedoms; holding free and fair elections; a pluralistic system of political parties and organizations; separation of powers; independence of the branches of government, and transparency and accountability at all levels of town business affairs.

Today's Request: Lake Park SACE would like to propose a mission-driven partnership around helping the residents of Port St. Lucie after Hurricane Milton. We wish you to immediately

consider a first level leadership role and contribution in this effort, so we can help you realize our mutual objectives.

First, as early as this Town Commission meeting of October 16, 2024, we hope you will create an agenda item tonight to discuss the first of two phases in actualizing sending donations.

Phase 1: a) effective immediately we seek to have you create a public awareness campaign via all your social and hard media outlets. You would inform our residents and friends that the Town of Lake Park wishes to provide some relief to the stricken residents of Port St. Lucie. Your effort will immediately raise the consciousness of Lake Park residents and friends to consider donations. We will immediately identify the specifics of donations needed. We know today the needs are for:

- | | |
|----------------------------|--|
| Non-perishable products | Feminine products |
| Canned goods | First aid supplies (pain pills, band aids, etc.) |
| Baby formula/diapers/wipes | Sunscreen |
| Dog and Cat Food | Kitty Litter |
| Water or sports drinks | Non-expired products |

b) Then, we hope you will make space available on Town property for donations to be dropped off and safely stored. PBSO may play a part in this aspect. Finally tonight, c) we hope you will consider having the Town accept financial contributions for people to mail in or drop off. Checks would be made payable to Lake Park SACE, and housed by you for our periodic deposits. We are aware that the Town is not able to participate in that function.

Our Next Town Commission Meeting Request: November 6, 2024

Momentum will build for the next few weeks for a call for donations, led by you and supported by Lake Park SACE. Area businesses may want to help the Town's efforts. **Phase 2:** a) We ask the Town Commissioners put this relief effort on the next agenda of the Town Commission Meeting of November 6th. We ask that the Commissions consider the source and amount of financial funding the Town is willing to approve. At a minimum, maybe you would consider matching the donations we receive as Lake Park SACE, up to say \$5000 or so in real money. At that meeting, all financial contributions by the Town through its discretionary or grant sources could be identified and a motion entered to supplement your public awareness efforts with some financial support.

In our vision, this being a Town of Lake Park lead function, the relationships you enjoy with entities like the Treasure Coast League of Cities, or Palm Beach County League may be helpful, inviting other municipalities to join us.

Lake Park SACE would assist in a) public awareness, b) securing appropriate transportation to Port St. Lucie and its designated drop off point, c) provide a driver there as necessary, d) collect,

deposit, and be held accountable for all financial transactions related to financial donations for this effort, and e) issue an After-Action Report on the success and challenges of our mutual mission.

We are available at any time to discuss this initiative further, always driven by the time-sensitive nature of the suffering of our neighbors. We do much appreciate your considering the best of civic engagement, when both residents and their elected representatives can get together to do the right thing.

Sincerely,

Rafael Moscoso, President

John Linden, Vice President

Michael Steinhauer, Secretary/Treasurer

Marie Lourdes-Rosemberg, Director



**TOWN MANAGER COMMENTS
REGULAR TOWN COMMISSION MEETING
Wednesday, October 16, 2024**

Exhibit G

COMMUNICATIONS AND GRANTS

Last evening, the Town held its Community Forum on Communications. In spite of significant outreach efforts across multiple channels, the workshop was sparsely attended, however, those in attendance asked questions provided input and ideas for improvement that staff will be looking into.

HUMAN RESOURCES

New Employees:

We are pleased to announce that the following new employees have joined our staff:

- Yasser Heyaime, our new Operations Manager in our Public Works Department; and
- Charles Vail, our Dock Attendant at our Lake Park Harbor Marina

Mr. Heyaime is here this evening, but Mr. Vail is unable to be here but will be at the next meeting.

LIBRARY

The Read for the Record Festival is this Saturday, October 19th at Kelsey Park. This is the kickoff for this year's Read for the Record, and will have storytimes, possibly a bounce house, crafts, a drum circle, games, snow cones, goodie bags and so much more. The book this year is "Piper Chen Sings" by Phillipa Soo and the librarians, volunteers, can community leaders will be reading the book at various preschools, schools, the library, and other gathering places to see how many children of all ages, from 0 to 100+ years-old, we can read to and how many readers we can get to read. This all ends on October 25th at the Sunset Celebration. To find out more, contact the Lake Park Public Library at 561-881-3330, email us at askhere@lakeparkflorida.gov, or stop by the library at 529 Park Avenue.

PUBLIC WORKS

Evergreen Agreement Execution - The Agreement for the Evergreen House Preservation project has been issued. However, execution can only proceed once the Town Hall Preservation project is closed. One outstanding item (improvements to the truss support system) must be completed at Town Hall before we can move forward with the project closure. As the Grantor, the Division of Historic Preservation has issued an Amendment to the Agreement, extending the completion deadline for the Town Hall project to December 31, 2024. This Amendment is scheduled for consideration and execution on the October 9 Commission agenda.

Please note that signing the Town Hall Agreement Extension will delay executing the Evergreen Grant Agreement until January 2025. Nevertheless, John Wille has confirmed with the Division that postponing the signing of the Evergreen Agreement until 2025 will not impact the grant or its terms.

Debris Pickup - We are experiencing delays in vegetation debris pickup due to the increased debris volume and a personnel shortage. Inasmuch as we realize that this is a priority, we are currently exploring adjustments to our schedule to improve efficiency with our resources.

We will present a proposed schedule for your review and direction at the next Commission meeting. Your understanding and patience are greatly appreciated as we work to address the challenges.

SPECIAL EVENTS

Sunset Celebration Fall Festival - The Sunset Celebration Fall Festival will be held on Friday, October 25 from 6:00 p.m. – 9:00 p.m. in Kelsey Park. This month's event will feature live entertainment from Wonderama Band! For more information, contact the Special Events Department at 561-840-0160.

Tennis Court Closure - The Town of Lake Park tennis courts will be closed on Saturday, October 26 for a private event to be held in Kelsey Park. For more information, contact the Special Events Department at 561-840-0160.

TOWN COMMISSION CONSENSUS

- I have been asked to seek for consensus by the Commission to have Community Development do a review of Lake Shore Drive and how the road was re-aligned and what the requirements are for vacating the roadway. With regard to the September 26, 2024 letter that was sent to Frank Katz about not closing off Lake Shore Drive, can Community Development provide a response to Mr. Katz as to what access to the roadway looks like – for example, these are the requirements in order to close this parcel, etc., and have Community Development prepare a letter on how to address the Lake shore Drive situation.
- As part of the signage for the Nautilus 220 project site, Forest Development will be including Lake Park Marina Waterfront District or Lake Park Waterfront District monument signs on two corners of the property - the northwest corner of Cypress/US1 and the SW corner of Bayberry/US1. They have asked that I obtain reaffirmation of the name Lake Park Marina Waterfront District or affirmation of the name Lake Park Waterfront District. Please provide me with consensus as to which name you prefer.
- Earlier this month I was asked to obtain consensus from the Commission for placing a Proclamation on the agenda in honor of Gold Star Mother's and Family's Day. Lake Park was one of the first to have a memorial dedicated to Gold Star Families and President Joe Biden proclaimed Sunday, September 29, 2024 as Gold Star Mother's and Family's Day. Do I have such consensus?

- Earlier this month I was also asked to obtain consensus from the Commission for placing a Proclamation on the agenda in honor of the 175th anniversary of our VFW Post 9610 which is the Donald A. Ross Post. Do I have such consensus?

Consensus for Executive Session - As the Commission is aware, the Collective Bargaining Agreement was pulled from the agenda for the 9/17/2024 Commission meeting based upon the outcome of the 9/17/2024 negotiation session. Staff is seeking consensus to schedule another Executive Session November 6, 2024 with the Commission for the purpose of discussing the Collective Bargaining Agreement

Resiliency Workshop currently scheduled for Saturday, November 2, 2024 - Given the volume of items the Community Development Department is working on and since the prior Resiliency/Seawall Ordinance was an initiative initiated by the Town's Administration, Staff is interested in pushing this workshop to a Saturday session in January or February. This would also allow the permanent Town Manager to weigh in on the matter and provide feedback prior to the scheduled workshop, in conjunction with our consultants. Notices have not yet been mailed as they were scheduled to be mailed October 22. If the Town Commission is in agreement, some possible workshop dates include: Saturday, January 25, or Tuesday, February 22. Is there consensus on this request and the workshop date?

Palm Beach County Intergovernmental Coordination Program - We have received notification from the Palm Beach County Intergovernmental Coordination Program that they would like to set up their next IPARC meeting the afternoon of October 31 or November 1, 2024. They want to establish quarterly dates for next year as they will need to meet more frequently to help develop a countywide transportation plan. IPARC 2.0 will be a combination of planning staff and others who work with transportation. Back in 2023 Commissioner Linden was the Town of Lake Park Issues Forum Representative and the Alternate Representative was Mayor Michaud. We believe the Mayor has been participating but a second representative has not been appointed. Please provide me with consensus as to who the primary and secondary representatives will be for the I-PARC Issues Forum.

Operation Hope Request - On Saturday December 7, 2024, Operation Hope will be holding its annual banquet at the U.B. Kinsey Educational and Community Center at 720 8th Street in West Palm Beach. Operation Hope is a 501(c)(3) organization which provides assistance to homeless and disadvantaged individuals and families. They are asking that the Town sponsor a table at the banquet for a donation of \$650.00 and as a table sponsor the Town will receive ten tickets and recognition at the banquet. In previous fiscal years, a donation to Operation Hope has been in the Commission's budget as a Promotional Expense and as a Travel and Training Expense. While it has not been specifically budgeted for this fiscal year, there is the amount of \$5,935 in unallocated Travel in the Commission's budget. I am seeking consensus for using \$650.00 of the Commission's travel funds this fiscal year for such donation. If any of you are interested in attending the December 7, 2024 budget, please contact Janet Perry to let her know.

Florida League of Cities Legislative Conference – Registration is now open for the 2024 FLC Legislative Conference to be held December 4-6, 2024 in Orlando, FL. More information can be found at www.flcities.com/education-and-events/legislative-conference. Please advise who from the Town Commission will be attending this event. Janet Perry will register on your behalf.

TOWN CLERK

Municipal Election 2025 - There will be four (4) Town Commission seats up for election this coming March 2025. The qualifying period for this election will begin on Tuesday November 5, 2024 at noon and ends Tuesday November 19, 2024 at noon. Anyone interested may contact the Clerk's office for further information at 561-881-3311 or email townclerk@lakeparkflorida.gov. Qualifying information will also be available on the Town's website.

SUNSET CELEBRATION FALL FESTIVAL



**FRIDAY, OCTOBER 25, 2024
6:00 PM - 9:00 PM
KELSEY PARK
601 US HIGHWAY 1
LAKE PARK, FL 33403**

**JOIN US FOR A FAMILY-FRIENDLY EVENT WITH
LIVE ENTERTAINMENT, FOOD VENDORS, ART &
CRAFT VENDORS AND TRICK OR TREATING.
ADMISSION AND PARKING ARE FREE.
FOR MORE INFORMATION CONTACT THE
SPECIAL EVENTS DEPARTMENT AT 561-840-0160**



TENNIS COURT CLOSURES

**The Town of Lake Park
tennis courts will be
closed on Saturday,
October 26, 2024 for
a private event held
in Kelsey Park.**

**For more information
please call 561-881-3338.**





A promotional poster for 'Pink FesT'. The background is a vibrant pink with a white floral pattern. Three individuals are featured: a man on the left in a pink suit and sunglasses, a woman in the center in a pink high-collared top, and another woman on the right in a pink top. Two champagne bottles with popping corks are positioned behind the central text. A large diamond ring is visible in the bottom left corner. The text 'Pink FesT' is written in a large, white, cursive font with a pink shadow, set against a pink rectangular background.

Pink FesT

A Pink Picnic Palooza

SATURDAY OCTOBER 26TH FROM 3PM-9PM

ATTIRE: ALL SHADES OF PINK
GENERAL ADMISSION \$40 VIP \$80

TICKETS ON SELL SOON!!!!

@KELSEY PARK

What Went Well (WWW)

- Thursday at 7:51am, storm updates began being sent to the Town Commission as a whole – periodic updates were provided through Monday at 9:18am. Situation Reports from Public Works Director were thorough.
- Tuesday 10/8 Public Works staff went door-to-door to inform 80-90 residents to bring their recycling carts in from the street.

Opportunities for Improvement (OFI)

Background: State legislation grants Emergency Management authority to the counties. The County sent out Flash Report #2 on Sunday 10/6 at 5:30pm announcing that a Flood Watch advisory had been issued for PBCounty.

Monday 10/7 8:00am I was informed that the Town had declared a Local State of Emergency.

Monday 10/7 10:00am Countywide Municipal Emergency Management Call: County announced that they were declaring a State of Emergency, and would determine tomorrow (Tuesday) if any closures were warranted.

Monday 10/7 1:19pm County send out Flash Report #2 – storm upgraded, but no new advisories for Palm Beach County

Monday 10/7 3:00pm Town posts announcement to public that Town has declared a State of Emergency and all Town facilities would close at Noon on Tuesday 10/8.

Monday 10/7 4:00pm A Tropical Storm Watch advisory was issued for PBCounty

Tuesday 10:00am Countywide Municipal Emergency Management Call: County announced that they would be holding a press conference, and a Tropical Storm Warning advisory had been issued for PBCounty.

Tuesday 12:45pm PBCounty holds a press conference announcing County offices and facilities would close at Noon on Wednesday 10/9 in preparation for storm arriving Wednesday evening.

- Town did not wait for County, who has emergency management authority, to provide direction on need for Declaration of Emergency and/or Closures.

- Town Commission, except for Mayor, found out about Town Closures after social media posts.
- Town staff needing to prepare for a storm could have staggered hours so that Town services could continue to be provided to the residents.
- Town messages need to be better coordinated with Town operations – announcement stated that all garbage collection was suspended on Monday, yet there was uncollected vegetation that didn't get picked up. Residents were confused and upset.
- Little information was provided to the public on Wednesday – other cities were pushing out public announcements pre-storm, during storm, and post-storm.
- Code Red was sent out on Wednesday the 9th at 9:35 am that was very confusing to some residents because of the way the phone number appeared on resident's caller id, the first two numbers were "86" then followed by a space, which is an international country code.
- Did a resident have a way to contact the Town if there was an issue/emergency?
- The Town needs an Emergency Communication Plan that covers various scenarios and outlines continuous communications to the residents/businesses before, during and after a storm or other emergency situation.
- Could we have gone live on social media or channel 18 (for those that have comcast) to keep the residents updated?



Town of Lake Park
PUBLIC COMMENT CARD

CIVILITY AND DECORUM

The Town of Lake Park is committed to civility and decorum to be applied and observed by its elected officials, advisory board members, employees and members of the public who attend Town meetings. The following rules are hereby established to govern the decorum to be observed by all persons attending public meetings of the Commission and its advisory boards:

- Those persons addressing the Commission or its advisory boards who wish to speak shall first be recognized by the presiding officer. No person shall interrupt a speaker once the speaker has been recognized by the presiding officer. Those persons addressing the Commission or its advisory boards shall be respectful and shall obey all directions from the presiding officer.
- Public comment shall be addressed to the Commission or its advisory board and not to the audience or to any individual member on the dais.
- Displays of disorderly conduct or personal derogatory or slanderous attacks of anyone in the assembly is discouraged. Any individual who does so may be removed from the meeting.
- Unauthorized remarks from the audience, stomping of feet, clapping, whistles, yells or any other type of demonstrations are discouraged.
- A member of the public who engages in debate with an individual member of the Commission or an advisory board is discouraged. Those individuals who do so may be removed from the meeting.
- All cell phones and/or other electronic devices shall be turned off or silenced prior to the start of the public meeting. An individual who fails to do so may be removed from the meeting.

Meeting Date 10/16/2024 ✓

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

Name: JAMES SULLIVAN
Address: 348 Hendry Blvd

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

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

I would like to make comments on the following Non-Agenda Item(s):
MISUSE OF RIGHT TURN ON RED AT 10TH AND PARK AVE CREATING A DANGEROUS SITUATION.

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.

corner of 10th and Park Avenue.



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Meeting Date 16 Oct 24

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

Name: Rafael Moscoso ✓

Address: 429 GREENBRIAR

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

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

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

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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Meeting Date 10/16/2024 ✓

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

Name: Mary Jane Zapp
Address: West Palm Beach

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

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

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

Public Comment

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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Meeting Date 10/16/2024

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

Name: John Linden
Address: 568 N Redwood 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: FY 2025 PAY PLAN #18

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.