



# Lake Park Town Commission, Florida

## Regular Commission Meeting Minutes

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403

Wednesday November 05, 2025

Immediately Following the Community Redevelopment Agency (CRA) Meeting

<b>Roger Michaud</b>	—	<b>Mayor</b>
<b>Michael Hensley</b>	—	<b>Vice Mayor</b>
<b>John Linden</b>	—	<b>Commissioner</b>
<b>Michael O'Rourke</b>	—	<b>Commissioner</b>
<b>Judith Thomas</b>	—	<b>Commissioner</b>
<b>Richard J. Reade</b>	—	<b>Town Manager</b>
<b>Thomas J. Baird</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 contract 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

6:47 P.M.

PRESENT

Mayor Roger Michaud

Vice Mayor Michael Hensley

Commissioner Judith Thomas

Commissioner Michael O'Rourke

ABSENT

Commissioner John Linden

### PLEDGE OF ALLEGIANCE

Conducted during CRA Meeting.

**APPROVAL OF AGENDA:**

The following items were pulled – item number 1 and number 6. Item number 11 was moved to consent; item number 10 was moved after consent.

Motion to pull items 1 and 6; move item number 11 to consent; move item 10 after consent made by Commissioner O'Rourke, Seconded by Vice Mayor Hensley.

Voting Yea: Mayor Michaud, Vice Mayor Hensley, Commissioner Thomas, Commissioner O'Rourke.

**SPECIAL PRESENTATION/REPORT:**

Item was pulled from the agenda.

1. Proclamation - Twiggs Academy

**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 accidents in other areas with electric bikes. He feels that an Ordinance in the Town is warranted. He also spoke about property values going up and quality of life in Town has gone down.

-Michael Steinhauer provided comments via Exhibit A.

**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.*

Item number 6 was pulled.

Item number 11 was added to the consent agenda.

Motion to approve the consent agenda made by Commissioner O'Rourke, Seconded by Vice Mayor Hensley.

Town Manager Reade explained item number 5. He stated that Walter Duke and Partners are very familiar with municipal marinas and they will determine the recommended numbers to submit to Forest Development as a part of the revision and that it will be about a three-month process. Town Manager Reade stated that he and Town Attorney Baird looked into the matter and were able to determine that there would be no conflicts moving forward with Walter Duke.

Motion to pull item number 3 from the consent agenda made by Commissioner O'Rourke, seconded by Commissioner Thomas. Voting Aye; Mayor Michaud, Vice Mayor Hensley, Commissioner Thomas, Commissioner O'Rourke.

Motion to approve amended consent agenda made by Vice Mayor Hensley, Seconded by Commissioner O'Rourke. Voting aye; Mayor Michaud, Vice Mayor Hensley, Commissioner Thomas, Commissioner O'Rourke.

2. Special Called Town Commission Meeting Minutes - October 22, 2025
4. Resolution 87-11-25 – Approval of Evaluation Committee Ranking and Authorization to Negotiate – RFQ #115-2025 – Professional Engineering & Design Services for the 10th Street Road and Green Infrastructure Improvements Project
5. Resolution 88-11-25 – Agreement - Real Estate Appraisal Services – Walter Duke + Partners - Marina P3 Project - \$17,000
7. Resolution 90-11-25 – Agreement (Piggyback) - Streetlight Maintenance Services – C.R. Dunn, Inc.
11. Resolution 91-11-25 - Agreement - Medium & Heavy Truck Washing Services – FW Fleet Clean, LLC – \$13,000

Item number 3 pulled from consent agenda

3. Resolution 86-11-25 Security Services (Harbor Marina)(Renewal) – United K9 Special Patrol - \$63,336

Commissioner Thomas requested clarification about the roles of the two security guards, one of which is paid directly by Forest Development and one that is paid by the Marina.

Marina Director Jason Tenney stated that the Forest Development guard patrols the facility, not just the barge. Commissioner Thomas stated that she wants to ensure that the Town is

not receiving a benefit from Forest Development without an agreement. Town Manager Reade stated that they would be sure to confirm that with the security company. Mayor Michaud asked them to also find out if their security is in relation to the Nautilus project, Winn Dixie or the Dunkin Donuts. Vice Mayor Hensley asked if the Town is charging Forest Development for the use of the golf carts for their advertising. Marina Director Tenney explained that while they are not charging for that, the Town is still collecting for the dockage where the barge used to be. Vice Mayor Hensley stated that there needs to be a conversation about them receiving free marketing and free storage. Town Manager Reade stated that they are currently addressing that with the boat clubs and they need to include Forest Development in that as well. Commissioner O'Rourke stated that the Town needs to back off on the war with the developer and that there needs to be a resolution with the agreement and the reverter approvals and he spoke about why the boat clubs have been issued slips. Town Manager Reade stated that the Town was notified a year and a half ago that we were in violation of the deed restrictions because there was no full public access to the Marina and the Town was in danger of losing the Marina. He stated that the boat clubs were asked to move because of this. He stated that because there were members of our community that were using the boat clubs, they granted fifteen slips to the boat clubs so that these community members would still have access to the Marina. Town Manager Reade provided a time-line for completion of the project and the steps involved. Commissioner O'Rourke asked that this topic be brought up at another time. Commissioner Thomas stated that she is not at war with anyone on the dais, that she was only looking for clarification on the agenda item.

Motion to approve item number 3 made by Vice Mayor Hensley, seconded by Commissioner Thomas. Voting Aye; Mayor Michaud, Vice Mayor Hensley, Commissioner Thomas, Commissioner O'Rourke.

Item number 6 was pulled from the agenda.

6. Resolution 89-11-25 – Agreement – Annual Pest Control Services - Town Facilities – Northwest Exterminating Co., LLC - \$14,508.00

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

8. Ordinance No. 05 -2025 – Amendment – Comprehensive Plan - Five-Year Capital Improvements Schedule Update (1st Reading).

Town Planner Karen Golonka explained the item (Exhibit C).

Town Manager Reade explained that this process will create more efficiency. Commissioner Thomas stated that she did not see Blakely Park improvement for storm water storage and other improvements. Public Works Director Jaime Morales explained that the Town is still in the design phase with the consultant and then it will be brought before the Commission and the public for input. Commissioner Thomas asked if there is a roadway improvement schedule or estimated cost for other roads that need improvement. Public Works Director Morales stated that yes, there is a cost estimate for a majority of the roadway network and this can be posted to the website, but the funds are not available to start work this year. They have identified areas to improve within the Community Redevelopment area. Commissioner Thomas asked about sidewalks and the Park Avenue road diet. Public Works Director Morales stated that the funds are not available to move forward with the road diet.

Motion to approve Ordinance 05-2025 made by Vice Mayor Hensley, Seconded by Commissioner Thomas.

Voting Yea: Mayor Michaud, Vice Mayor Hensley, Commissioner Thomas, Commissioner O'Rourke.

Town Attorney Lashley read the Ordinance by title only.

**PUBLIC HEARING(S) - ORDINANCE ON SECOND READING:**

9. Ordinance No. 04-2025 - Amendment - Comprehensive Plan - Future Land Use and Intergovernmental Coordination Elements (Remove Bioscience Overlay)(2nd and Final Reading)

Town Planner Golonka explained the item (Exhibit D).

Motion to approve Ordinance 04-2025 made by Commissioner O'Rourke, Seconded by Vice Mayor Hensley.

Voting Yea: Mayor Michaud, Vice Mayor Hensley, Commissioner Thomas, Commissioner O'Rourke.

Town Attorney Lashley read the Ordinance by title only.

**NEW BUSINESS:**

10. Town of Lake Park Fiscal Year 2024 Annual Financial Statements (Audit)

Mr. Brandon Lopez of CBIZ thanked Finance Director Barbara Gould and her staff for their assistance with this process. He explained the audit (Exhibit B).

Mr. Lopez went over the awards that were spent and received during the year and stated that no issues were identified. He stated that there was a compliance issue with the deadline for completion of the audit. Commissioner O'Rourke asked about proprietary funds and where marina deficit funds come from. Mr. Lopez explained that the marina is essentially breaking even when taking depreciation into account.

Motion to approve Town of Lake Park Fiscal Year 2024 Annual Financial Statements (Audit) made by Commissioner Thomas, seconded by Vice Mayor Hensley.

Voting Aye; Mayor Michaud, Vice Mayor Hensley, Commissioner Thomas, Commissioner O'Rourke.

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

-Town Attorney Lashley had no comments.

-Town Manager Reade stated that the PADD report is still in draft form and it will be shared with everyone as soon as it is received. He provided a time-line and process for potential final approval in March 2026. Town Manager Reade thanked all Veteran's for their service and all Town offices will be closed in honor of Veteran's Day. He announced the top-out event at the new Avalon property on Friday November 7<sup>th</sup> from 12-3pm. He announced the upcoming holiday celebration at the Town Green on Friday December 5<sup>th</sup> from 6-8pm. He announced the holiday decorating contest sign ups close on Tuesday, December 9<sup>th</sup> and there will be one winner per category. Town Manager Reade stated that the Florida League of Cities legislative conference in December will overlap with the next Commission meeting in December. Motion to cancel the December 3<sup>rd</sup> regular commission meeting and move the December 17<sup>th</sup> meeting to December 10<sup>th</sup> made by Commissioner O'Rourke, seconded by Vice Mayor Hensley. Voting Aye; All. Town Manager Reade mentioned some recent Human Resources initiatives in order to fill current vacancies.

-Commissioner O'Rourke spoke about his frustrations regarding plans that were made while he was Mayor not coming to fruition and the comment he made earlier about being at war was not directed to anyone personally but is borne out of his frustration with what is going on right now. He stated that he disagrees with the statement made that the boat clubs are servicing members of our community and he stressed the need for the Town and the developer to figure this out. He also spoke about a Veteran's car show happening this Sunday.

-Vice Mayor Hensley wished all Veteran's a happy Veteran's Day. He spoke about how great the Sunset Celebration and chili cook-off was.

-Mayor Michaud stated that he believes these issues will work themselves out. He spoke about the Seacoast presentation the previous evening and also the Nautilus lift station.

-Motion to amend previous motion to cancel the meeting on December 3<sup>rd</sup> and keep the meeting on the 17<sup>th</sup> made by Commissioner O'Rourke, seconded by Vice Mayor Hensley. Voting Aye; All.

-Commissioner Thomas expressed a desire for Park Avenue to look pristine for the upcoming holiday events. She spoke about a letter received from a resident and also spoke about the personal and official codes of conduct she is held to as a Commissioner. She addressed specific accusations that were stated in the letter and provided rebuttals that demonstrated no violation of the code of conduct on her part. She stated that she takes her job very seriously and takes this as a personal attack on her as a Commissioner. She stated that she conducts herself with integrity and treats other with the utmost respect. Mayor Michaud and Commissioner O'Rourke also clarified that the Commission always acts with integrity because they love their Town.

#### **REQUEST FOR FUTURE AGENDA ITEMS:**

Commissioner O'Rourke requested a future discussion on the current P3 situation.

Commissioner Thomas requested a future agenda item for the Town Manager's evaluation with the potential inclusion of Smart Goals.

#### **ADJOURNMENT:**


Motion to adjourn made by Commissioner O'Rourke, seconded by Commissioner Thomas.

Voting Aye; All.

Meeting Adjourned 8:35 P.M.

**FUTURE MEETING DATE:** Next Scheduled Regular Commission Meeting will be held on November 19, 2025.

  
\_\_\_\_\_  
Mayor Roger D. Michaud

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

  
\_\_\_\_\_  
Deputy Town Clerk, Laura Weidgans



Approved on this 19 of November, 2025



Written Testimony for the Lake Park, FL Commission

Regarding the PADD Project and Kimley-Horn Report Over-Due

FOR THE PUBLIC RECORD

November 5, 2025 Michael Steinhauer, 435 Greenbriar Dr., Lake Park.

Pipestone1992@gmail.com 608-332-5547

Good evening, Mayor and Commissioners.

I'm speaking on behalf of the nonprofit **Lake Park Society for the Advancement of Civic Engagement**.

At the June 2<sup>nd</sup> Commission meeting we were presented with a final draft of the consultant's report about the downtown district. The Mayor then asked for a simple addition of creating another scenario. At the October 8th meeting, the **Town Attorney stated clearly that the Kimley-Horn Park Avenue Downtown District report was complete and no further meetings were appropriate**. Yet, another month has gone by! To my knowledge, no one has seen anything final. What is this almost half a year's delay all about??

This report was paid for with **public funds** including **specified contractual timelines**. It directly addresses information about the future of our town — our downtown character, building heights, traffic, parking, code compliance and waivers, and the balance between growth and livability. It seems our contract monitoring and management oversight skills have been sidelined.

Residents participated in workshops, wrote letters, attended meetings, and were told their input mattered. Some are left with the impression that decisions may be made behind closed doors or that the findings are being altered before release.

So tonight, I respectfully ask the Commission to:

1. **Direct staff to immediately demand and release the final Kimley-Horn report** to the public.
2. **Clarify whether any changes have been made** since the June 2<sup>nd</sup> version was presented or from October 6th reassurances. And
3. **Reaffirm the Town's commitment to open, transparent communication** with the residents who care deeply about Lake Park's future.

Explain this situation to us following this testimony. Lake Park thrives when residents, businesses, and leaders share the same information and work together in the open. Restore the transparency this process deserves.

Thank you.

October 30, 2025

To the Honorable Mayor and Members of the Town Commission  
**Town of Lake Park, Florida**

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Lark Park, Florida (the “Town”) as of and for the fiscal year ended September 30, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, OMB Uniform Guidance and Chapter 10.550, Rules of the Auditor General of the State of Florida, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards, *Government Auditing Standards*, the Uniform Guidance and Chapter 10.550, Rules of the Auditor General of the State of Florida

As stated in our engagement letter dated March 25, 2024, our responsibility, as described by professional standards, was to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the Town’s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether the Town’s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with the Uniform Guidance, we examined, on a test basis, evidence about the Town’s compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs, for the purpose of expressing an opinion on the Town’s compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the Town’s compliance with those requirements.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to Management's Discussion and Analysis, the Budgetary Comparison Schedules, the applicable Pension Trust Fund Schedules, and the Schedule of Changes in the Town's Total OPEB Liability, which supplement the basic financial statements, was to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI is not audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we did not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Combining Fund Financial Statements and the Schedule of Expenditures of Federal Awards, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on introductory section and statistical section, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditors' report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information is not audited, and we do not express an opinion or provide any assurance on it.

#### Planned Scope, Timing of the Audit, Significant Risks and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involves judgment about the number of transactions to be examined and the areas to be tested.

Our audit included obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We also communicate any internal control related matters that are required to be communicated under professional standards.

We have identified management override of controls as a significant risk of material misstatement as part of our audit planning.

## Significant Audit Findings

### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during September 30, 2024, with the exception of the implementation of Governmental Accounting Standards Board (“GASB”) Statement No. 100, *Accounting Changes and Error Corrections*. We noted no transactions entered into by the Town during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Town’s financial statements were:

Management’s estimate of the net pension liability and related deferred outflows/inflows in accordance with GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27* (GASB 68) and the Total OPEB Liability and related deferred inflows/outflows in accordance with GASB Statement No. 75, *Accounting and Reporting for Postemployment Benefits other than Pensions* (GASB 75) are based on actuarial methods and assumptions used by the actuaries for the development of the funding valuations as well as the accounting valuations. The key factors impacting the assumptions, such as inflation, salary changes, market conditions, ad hoc postemployment benefit changes (including ad hoc cost-of-living adjustments [COLAs]), and inputs to the discount rate, as well as certain information about mortality assumptions and the dates of experience studies, are subject to change on an annual basis and therefore can have a significant impact on this estimate. We evaluated the key factors and assumptions used to develop these estimates described above, in determining that it is reasonable in relation to the financial statements as a whole.

Management’s estimate of the allowance for uncollectible receivables is based on aging of receivables, historic loss levels, and an analysis of the collectability of individual accounts. We evaluated the key factors and assumptions used to develop the allowance in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements were:

The disclosures related to the Town’s defined benefit pension plan in Note 11 to the Financial Statements.

The disclosures related to the Town’s OPEB plan in Note 12 to the Financial Statements.

The financial statement disclosures are neutral, consistent, and clear.

### *Difficulties Encountered in Performing the Audit*

Aside from delays in obtaining the Town's final reconciled trial balance, we did not encounter any significant difficulties in working with management during the performance and completion of our audit.

### *Independence*

For the fiscal year ended September 30, 2024, we were engaged to provide nonaudit/nonattest services mainly related to the assistance of preparation of financial statements and related notes, the Data Collection Form as required by the Federal Single Audit Clearinghouse, and assistance with the preparation of the GASB 68, 75 and 87 journal entries. We evaluated the nature and objective of the requested work, the role of the nonaudit/nonattest responsibilities and management's role and determined that our independence would not be impaired, in fact or appearance.

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated October 30, 2025.

### *Significant Unusual Transactions*

For purposes of this letter, professional standards define *significant unusual transactions* as transactions that are outside the normal course of business for the Town or that otherwise appear to be unusual due to their timing, size or nature. We did not identify any significant unusual transactions during our audit.

### *Related Party Relationships and Transactions*

As part of our audit, we evaluated the Town's identification of, accounting for, and disclosures of the Town's relationships and transactions with related parties as required by professional standards. We did not identify any related parties or related party relationships or transactions that were previously undisclosed to us; significant related party transactions that have not been approved in accordance with the Town's policies or procedures or for which exceptions to the Town's policies or procedures were granted; or significant related party transactions that appeared to lack a business purpose.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Town’s financial statements or a determination of the type of auditors’ opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

The schedule of findings and questioned costs (the “Schedule”) which includes our audit findings is included in the reporting section of the Town’s Financial Statements. The Schedule includes two (2) significant deficiencies along with management’s responses to correct/improve (corrective action plan) these reported matters.

Other Matters

We applied certain limited procedures to management’s discussion and analysis, the schedule of changes in the net pension liability and related ratios, the schedules of employer contributions, and the schedule of changes in total OPEB liability and related ratios, and the budgetary comparison schedules, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual fund financial statements and schedules, as listed in the table of contents, and the schedule of expenditures of federal awards, as required by the Uniform Guidance, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory and statistical sections, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it. We did read the other information and considered whether a material inconsistency exists between the other information and the financial statements. We did not note any material inconsistencies.

Town of Lake Park, Florida  
October 30, 2025  
Page 6

Restriction on Use

This information is intended solely for the information and use of the Honorable Mayor, Town Commission, Town Manager and management of the Town and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*CBIZ CPAs P.C.*

CBIZ CPAs P.C.  
West Palm Beach, FL



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 5, 2025
Originating Department: Community Development
Agenda Title: Ordinance No. 05 -2025 – Amendment – Comprehensive Plan - Five-Year Capital Improvements Schedule Update (1st Reading)
Agenda Category (i.e., Consent, New Business, etc.): Ordinance on 1st Reading
Approved by Town Manager: Date:

Cost of Item: To be billed Funding Source: General Fund - Legal
Account Number: 001-514-108-31100 Finance Signature: Barbara A. Gould

Advertised: Newspaper:

Attachments: Ordinance 05-2025

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

Summary Explanation/Background:

The Community Development Department is requesting the Town Commission to amending the Town’s Comprehensive Plan to update the Capital Improvement Schedule within the Capital Improvements Element in accordance with state law.

Note: State Statute 163.3177 (3) (a) (4) requires that municipalities annually update their Capital Improvements Element of their Comprehensive Plan to reflect their latest adopted Five Year Capital Improvements Schedule.

The Town’s Capital Improvement Plan (CIP) schedule was last adopted on Sept 18, 2025 as part of the FY 2026 Budget. Thus, the proposed amendment to the Town’s Comprehensive Plan, if approved, would meet the requirements outlined within state law.



Note: Unlike other amendments to the Comprehensive Plan, the update of the Five Year Capital Improvements Schedule is not required to be reviewed by the State's planning agency and will become effective upon 2<sup>nd</sup> and Final reading.

Additionally, as a budget-related ordinance, per statute, a business impact estimate statement is not required.

The proposed Ordinance is being presented for consideration by the Town Commission on 1st reading and is expected to be considered on 2<sup>nd</sup> and Final Reading during the November 19, 2025 Regular Town Commission Meeting.

The proposed Ordinance was prepared by the Community Development staff and reviewed by the Town Attorney.

**Recommended Motion:**

I move to approve Ordinance 05-2025 on 1<sup>st</sup> reading to amend the Town's Comprehensive Plan by updating the Town's Five Year Capital Improvements Schedule within the Capital Improvements Element.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 5, 2023

Originating Department: Community Development

Ordinance No. 04-2025 - Amendment - Comprehensive Plan - Future Land Use and Intergovernmental Coordination Elements (Remove Bioscience

Agenda Title: Overlay)(2nd and Final Reading)

Agenda Category: PUBLIC HEARING-ORDINANCE ON 2nd AND FINAL READING

Approved by Town Manager: Date:

Cost of Item: Funding Source:

Account Number: Finance Signature:

Advertised:

Newspaper:

Attachments: Background Summary, Ordinance #04-2025

Please initial one:

Yes I have notified everyone

x Not applicable in this case

Summary Explanation:

The Community Development Department is requesting that the Town Commission consider adopting Ordinance No. 04- 2025 amending the Comprehensive Plan of Lake Park by:

1) Repealing all objectives and policies related to the Bioscience Research Protection Overlay (BRPO) contained in the Future Land Use Element and the Intergovernmental Coordination Element; and

2) Removing the Bioscience Research Protection Overlay (BRPO) from the Future Land Use Map (FLUM)

The recommended amendments to the Comprehensive Plan are basically "housekeeping items" as the Bioscience Research Protection Overlay (BRPO), established by an Interlocal Agreement (IA) in 2008 between five (5) north county municipalities and the County, as part of the initiative to bring The Scripps Research Institute to a site in Jupiter/Palm Beach Gardens. However, this initiative is no longer is existence.

The purpose of the Town's original amendments was to encourage bioscience uses in the Town by adopting a Bioscience Research Protection Overlay for industrial land uses, discourage rezoning to districts that would not include bioscience uses, and to coordinate with north county jurisdictions.

Note: Removal of the Overlay does not constitute a more restrictive action as prohibited under SB 180, as removal of the Overlay does not change permitted uses and removal of objectives and policies will not prohibit or discourage bioscience uses in the industrial districts. Removal of the Overlay reduces a potential barrier that would have made it more difficult to change the land use designation.

The Planning and Zoning Board, sitting as the Local Planning Agency (LPA), held a Public Hearing on August 4, 2025 and voted unanimously to recommend removal of the Bioscience Overlay and approval of the proposed Ordinance to the Town Commission. No public input was received at the meeting.

Following approval on 1<sup>st</sup> reading (September 3, 2025 Town Commission Regular Meeting), the proposed amendments were transmitted to the state's Office of Economic Opportunity, which serves as the state planning agency, for review. The required thirty (30) day period for review has now expired and the Town received responses stating "no comments" or did not receive any response. Thus, the Town may proceed to adopt the amendments as submitted.

The proposed Ordinance was approved on 1st reading on September 3, 2025 by the Town Commission and is being presented for 2nd and final reading. If approved, the proposed Ordinance would be effective immediately.

The proposed Ordinance was prepared by the Community Development staff and reviewed by the Town Attorney.

**Recommended Motion:**

I move to approve Ordinance No. 04-2025 on 2<sup>nd</sup> and final reading to amend the Comprehensive Plan of the Town of Lake Park by repealing all objectives and policies related to the Bioscience Research Protection Overlay contained in the Future Land Use Element and the Intergovernmental Coordination Element and to remove the Bioscience Research Protection Overlay from the Future Land Use Map.



**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 11/10/2025

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

Name: James Sullivan  
Address: 548 Kessler 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):  
Impoverished

**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.



Town of Lake Park  
PUBLIC COMMENT CARD

Commission

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Meeting Date 11/05/2024

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

Name: James Sullivan  
Address: 1348 Filigree 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):

A MATTER LIFE & DEATH MATTER

**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.

Time needed to present



Town of Lake Park  
PUBLIC COMMENT CARD

Commission

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Meeting Date 11/5/25

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

Name: Michael Steinhauer  
Address: on file

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

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

TAD Consultants Report

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.

# Exhibit A

Written Testimony for the Lake Park, FL Commission

Regarding the PADD Project and Kimley-Horn Report Over-Due

FOR THE PUBLIC RECORD

November 5, 2025 Michael Steinhauer, 435 Greenbriar Dr., Lake Park.

Pipestone1992@gmail.com 608-332-5547

Good evening, Mayor and Commissioners.

I'm speaking on behalf of the nonprofit **Lake Park Society for the Advancement of Civic Engagement**.

At the June 2<sup>nd</sup> Commission meeting we were presented with a final draft of the consultant's report about the downtown district. The Mayor then asked for a simple addition of creating another scenario. At the October 8th meeting, the **Town Attorney stated clearly that the Kimley-Horn Park Avenue Downtown District report was complete and no further meetings were appropriate**. Yet, another month has gone by! To my knowledge, no one has seen anything final. What is this almost half a year's delay all about??

This report was paid for with **public funds** including **specified contractual timelines**. It directly addresses information about the future of our town — our downtown character, building heights, traffic, parking, code compliance and waivers, and the balance between growth and livability. It seems our contract monitoring and management oversight skills have been sidelined.

Residents participated in workshops, wrote letters, attended meetings, and were told their input mattered. Some are left with the impression that decisions may be made behind closed doors or that the findings are being altered before release.

So tonight, I respectfully ask the Commission to:

1. **Direct staff to immediately demand and release the final Kimley-Horn report** to the public.
2. **Clarify whether any changes have been made** since the June 2<sup>nd</sup> version was presented or from October 6th reassurances. And
3. **Reaffirm the Town's commitment to open, transparent communication** with the residents who care deeply about Lake Park's future.

Explain this situation to us following this testimony. Lake Park thrives when residents, businesses, and leaders share the same information and work together in the open. Restore the transparency this process deserves.

Thank you.