



Lake Park Town Commission, Florida Regular Commission Meeting Minutes

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

Wednesday November 19, 2025 6:30pm

Roger Michaud	—	Mayor
Michael Hensley	—	Vice Mayor
John Linden	—	Commissioner
Michael O'Rourke	—	Commissioner
Judith Thomas	—	Commissioner
Richard J. Reade	—	Town Manager
Thomas J. Baird	—	Town Attorney
Vivian Mendez, MMC	—	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

6:37 P.M.

PRESENT

Mayor Roger Michaud

Vice Mayor Michael Hensley

Commissioner Judith Thomas

Commissioner John Linden

Commissioner Michael O'Rourke

PLEDGE OF ALLEGIANCE

Mayor Michaud led the Pledge of Allegiance

APPROVAL OF AGENDA:

Commissioner O'Rourke pulled item number 6 from the Consent Agenda.

Motion to approve the agenda as amended made by Vice Mayor Hensley, Seconded by Commissioner Linden.

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

SPECIAL PRESENTATION/REPORT:

1. Presentation - Introduction of PBC League of Cities Executive Director - Amelia N. Jadoo

Ms. Ameila Jadoo introduced herself to the Commission.

The Commission welcomed Ms. Jadoo and wished her luck as the new Executive Director.

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 expressed concern regarding traffic at the intersection of Park Avenue and 10th Street.

-Michael Steinhauer provided comments via Exhibit A.

Commissioner O'Rourke stated that the comment cards that were submitted during this meeting and the last did not all have an address indicated on the cards.

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 as amended made by Commissioner O'Rourke, Seconded by Commissioner Linden.

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

2. Minutes - Regular Commission Meeting - November 5, 2025
3. Resolution 92-11-25 – Kelsey Park Pro-Shop Windows and Doors Replacement – Mueller Construction & Management Company – \$23,418.95
4. Resolution 93-11-25 – Lake Park Library South End Front Door Replacement – Mueller Construction & Management Company – \$27,293.70
5. Resolution 94-11-25- Cancel Regular Commission Meeting - December 3, 2025
7. Resolution 96-11-25 – First Renewal – WebTMA Annual Software Subscription and Support – TMA Systems

Item Number 6 pulled from the Consent Agenda.

6. Resolution 95-11-25 - Final Budget Adjustment - Fiscal Year 2024/2025

Commission O'Rourke stated that he is not challenging this item, only that it be heard for transparency. Finance Director Barbara Gould explained the budget adjustment and explained it as a simple realignment. She stated that moving forward she would not place budget adjustments on the consent agenda.

Motion to approve item number 6 made by Vice Mayor Hensley; Seconded by Commissioner O'Rourke. Voting aye: All

BOARD MEMBER NOMINATION:

8. Appointment - Tree Board - Ms. Mary Beth Taylor

Ms. Mary Beth Taylor introduced herself and explained why she would be a good fit for the Tree Board. The Commission asked Ms. Taylor questions.

Motion to appointment Mary Beth Taylor to the Tree Board made by Commissioner Linden, Seconded by Commissioner Thomas.

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

PUBLIC HEARING(S) - ORDINANCE ON FIRST READING: NONE

PUBLIC HEARING(S) - ORDINANCE ON SECOND READING:

9. Ordinance No. 05-2025 – Amendment – Comprehensive Plan - Five-Year Capital Improvements Schedule Update (2nd Reading)

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, UPDATING THE CAPITAL IMPROVEMENTS ELEMENT OF ITS COMPREHENSIVE PLAN; PROVIDING FOR AN UPDATED FIVE YEAR CAPITAL IMPROVEMENTS SCHEDULE; PROVIDING FOR THE UPDATE OF THE TEXT OF THE CAPITAL IMPROVEMENTS SCHEDULE SO AS TO BE CONSISTENT WITH THE NEW CAPITAL IMPROVEMENTS SCHEDULE; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

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

Motion to approve Ordinance 05-2025 on second reading made by Commissioner Thomas, Seconded by Commissioner O'Rourke.

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

Town Attorney Baird read the Ordinance by title only.

NEW BUSINESS:

10. FY 2026 Town of Lake Park Pay Grade Chart & Amend Pay Grades - Four (4) Positions

Town Manager Reade explained that they would like to change two Public Works positions to “trainee” and a Finance cashier position to “accounting tech”. Commissioner O’Rourke asked if the new accounting technician position would encompass the duties of the cashier. Town Manager Reade stated that yes it would and that there would be a net savings in salary. Commissioner Thomas spoke about the difficulty Public Works has had filling positions and expressed a concern with having to hire trainees being more difficult and wanted to know what the training process and post-training process would look like. Public Works Director Jaime Morales explained that the intent is to attract new applicants through reduced job requirements. He stated that there would be a training program that would be developed for these hires and he spoke about the various ways the Town is soliciting for these positions. Commissioner Thomas suggesting partnering with local high schools to provide on the job training for students once they graduate. The Commission

spoke in favor of a training program and internships. Public Works Director Morales stated that he can put together a training program draft for the Commission to review. Commissioner Linden brought up a disparity in pay between a regular position and a trainee position and asked Town Manager Reade to look into it.

Motion to approve the FY 2026 Town of Lake Park Pay Grade Chart & Amend Pay Grades - Four (4) Positions made by Commissioner Thomas, seconded by Commissioner Linden. Voting Yea: Mayor Michaud, Vice Mayor Hensley, Commissioner Thomas, Commissioner Linden, Commissioner O'Rourke.

11. Discussion - Town Manager Annual Performance Evaluation

Commissioner O'Rourke asked to table the item until the December 17th meeting to allow more time to review. Vice Mayor Hensley and Commissioner Linden both agreed to the postponement of the item to December 17th. Commissioner O'Rourke stated that he was informed that a complaint was made to the Inspector General's Office regarding employee pension funds. He stated that he contacted the Inspector General's Office and spoke with the Director who verified that there is an ongoing investigation, but no further information was available. He went on to say that the outcome of this investigation could impact the results of the Town Manager's performance evaluation and that is partially why he has requested the item be delayed. Commissioner Thomas stated that she does not agree with postponing the item because the item is only to select the evaluation tool, not to perform the evaluation. Mayor Michaud stated that consensus was reached to postpone the item to the December 17th meeting. Commissioner Thomas explained that this process is already past the contractual requirement and delaying the item would delay the evaluation process even further. Commissioner O'Rourke stated that this agenda item is too extensive and more time is needed to review. Commissioner Linden requested that the evaluation process be amended in regards to how the evaluation is presented because of the potentially embarrassing information that is conveyed. Vice Mayor Hensley agreed that the evaluation should be more intimate.

Motion to move the item to the December 17th meeting made by Commissioner O'Rourke, Seconded by Commissioner Linden.

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

Voting Nay: Vice Mayor Hensley, Commissioner Thomas.

Town Manager Reade was provided the opportunity to address the pension situation that was brought up. Town Manager Reade explained that he was made aware two weeks ago that there were issues with the Town's pension. He went on to say that the conversion to the Florida Retirement System that should have become active on July 1, 2025 did not take place, but they have since initiated the paperwork process and the funds are ready to be sent to the State. He also stated that he was unaware that the Inspector General's Office was involved and planning a visit to the Town. Town Manager Reade wanted to assure the Commission that this was just a mistake that happened and it has been resolved. Mayor Michaud asked if the Town Manager had received any correspondence from the Inspector General's Office. Town Manager Reade stated he did not receive anything except a phone call from the State.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

-Town Attorney Baird provided an update on 1100 2nd Court. He stated that the code violation has been corrected and an inspection of the storage unit revealed only construction material inside, which is allowable. The parties have filed disclosures followed by discovery and the process is very long and costly. Town Attorney Baird requested authority to dismiss the lawsuit. Motion made to authorize the Town Attorney to dismiss the lawsuit by Vice Mayor Hensley, Seconded by Commissioner Linden.

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

Voting Nay: Commissioner Thomas

Town Attorney Baird wished everyone a happy Thanksgiving.

-Town Manager Reade made the following announcements; Thanksgiving holiday office closures, Holiday Celebration December 5th from 6-8pm at the Town Green, three candidates have qualified for the upcoming Mayoral election; Roger Michaud, Rafael "Ralph" Moscoso and Kelly "Steele" McNamara. He wished everyone a happy Thanksgiving.

-Commissioner O'Rourke had no comments.

-Commissioner Thomas felt the ribbon cutting at Studio Ten was beautiful. She wished everyone a happy Thanksgiving.

-Commissioner Linden thanked Palm Beach Sheriff's Office (PBSO) for their assistance for the turkey give-a-way. He announced that Lake Park Elementary will have some holiday caroling on

December 11th. He expressed concern regarding the lack of communication for the Community Watch Meeting. He suggested moving the podium in front of the camera during these meetings. The Commission gave consensus to changing the angle of the camera so that speakers are visible during the Commission meetings. He wished everyone a happy Thanksgiving.

-Vice Mayor Hensley wished everyone a happy Thanksgiving.

-Mayor Michaud recognized Tamara Smith, a teacher from Lake Park Elementary who invited the Mayor to attend a government session with her fourth grade class, which he enjoyed very much. He also wished everyone a happy Thanksgiving.

REQUEST FOR FUTURE AGENDA ITEMS:

Commissioner Linden requested a discussion on pay grades in advance of the next budget.

Commissioner Linden also requested a discussion on streamlining the permitting process.

ADJOURNMENT:

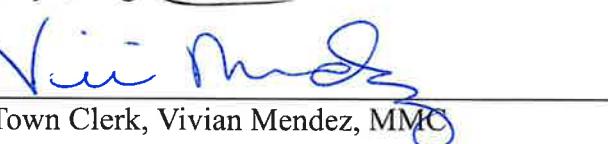
Motion to adjourn made by Vice Mayor Hensley, seconded by Commissioner Thomas. Voting Yea: Mayor Michaud, Vice Mayor Hensley, Commissioner Thomas, Commissioner Linden, Commissioner O'Rourke.

Meeting adjourned 8:19 P.M.

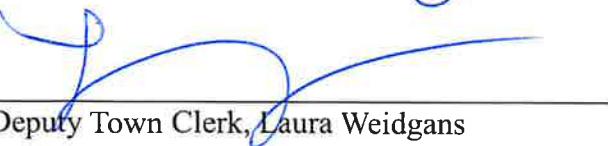
FUTURE MEETING DATE: Next Scheduled Regular Commission Meeting will be held on December 17, 2025.



Mayor Roger D. Michaud



Town Clerk, Vivian Mendez, MMC



Deputy Town Clerk, Laura Weidgans



Approved on this 17 of December, 2025

Exhibit A

Written Testimony for the Lake Park, FL Commission Meeting

Regarding: 1) Proposed Ordinance on Developer Campaign Contributions 2) Considering the 3-Minute Practice of Public Comments and 3) Resident Driven Public Safety Initiatives

FOR THE PUBLIC RECORD

November 19, 2025 Michael Steinhauer, 435 Greenbriar Dr., Lake Park.

Pipestone1992@gmail.com 608-332-5547

Good evening. I am a resident and speak also on behalf of the nonprofit Lake Park Society for the Advancement of Civic Engagement.

This is a sort of heads-up report. Tonight, I will address you on 3 topics in the pipeline of interest to us.

- 1) I have attached to my testimony a document proposing a new ordinance, a simple and local **“Developer Donation Disclosure and Recusal Ordinance.”** It’s modeled on ordinances that a few Florida cities (like Palm Beach Gardens and Coral Gables) already use, so it fits within state law. I request your attention in considering codifying this issue and placing it as an upcoming agenda item, to formally converse towards satisfactory language.
- 2) Recently I emailed all parties around the topic of revisiting the 3-minute public testimony practice. The email was sent on October 6, 2025. Some of you responded, some of you didn’t bother. Copies are available again. I ask for the topic to be placed as a formal agenda item so we can have open, good faith discourse about several proposals I specified to promote meaningful opportunities for public dialog with you.
- 3) We will soon start a campaign to solicit resident volunteer interest in serving in 1 or more defined capacities around public safety in Lake Park. Participation options include Citizens on Patrol, Neighborhood Watch, and a Citizens Emergency Response Team. After a years’ worth of meetings with all first responder stakeholders and several of you individually, a vision is in place to accept resident’s contribution to public safety. In January, the town will help provide credibility and recruitment support. These programs will include safety checks for town leadership who live in Lake Park. This initiative helps address our mission toward engaging residents in Lake Park affairs.

These timely town topics are contemplated in full transparency and in thoughtful good faith. Please find space on your busy agendas to examine these matters.

PS: Under most challenging circumstances, I believe Richard Reade is doing excellent work for Lake Park. Thank you.

ATTACHMENT: November 19, 2025 Lake Park Commission Meeting

Lake Park Society for the Advancement of Civic Engagement Public Testimony

Subject: Proposal for a Local “**Developer Donation Disclosure and Recusal Ordinance**”

To: Mayor Roger Michaud, Town Commissioners, Town Attorney, Town Manager

From: Katia Zestkova and Michael Steinhauer and Concerned Residents of Lake Park

Date: November 19, 2025

Dear Mayor Michaud and Commissioners,

*Lake Park residents value honest, transparent decision-making. To strengthen public confidence in our ongoing town development reviews of P3 and PADD negotiations, we respectfully propose adoption of a “**Developer Donation Disclosure and Recusal Ordinance**,” modeled on similar measures used by other Florida municipalities.*

Purpose

To ensure that land-use and contract decisions are free from both actual and perceived influence by campaign contributors who have matters pending before the Town.

Key Provisions

1. **Disclosure.** Any commissioner who has received campaign contributions of \$250 or more from a developer, applicant, or their agent with a pending project must publicly disclose that contribution before discussion or vote.
2. **Recusal Option.** After disclosure, the commissioner may voluntarily abstain or may participate only after the Town Attorney provides a written opinion confirming no conflict of interest under Chapter 112, F.S.
3. **Cooling-Off Period.** No candidate or sitting commissioner may accept campaign contributions from any entity with an active development application until the final vote on that matter or six months after its withdrawal or denial.
4. **Public Database.** The Town Clerk would maintain an online register of campaign contributions to sitting commissioners from applicants or contractors who have appeared before the Town within the past 24 months.
5. **Enforcement.** Violations would be addressed through existing ethics procedures and may be referred to the Florida and Palm Beach County Commissions on Ethics.

Request

We ask the Commission to direct the Town Attorney to draft a version of this ordinance for public discussion and workshop within 60 days. Our community deserves clear rules that protect both our elected officials and our residents from any appearance of undue influence.

Respectfully, Katia Zestkova and Michael Steinhauer on behalf of the Lake Park Society for the Advancement of Civic Engagement

A More Detailed Explanation of the Proposed Ordinance:

Here's what a simple, local "Developer-Donation Disclosure and Recusal Ordinance" could look like. It's modeled on ordinances that a few Florida cities (like Palm Beach Gardens and Coral Gables) already use, so it fits within state law.



Concept: Fair-Process and Transparency Ordinance

Purpose:

To prevent the appearance that land-use or contract decisions are influenced by campaign money from developers who have business before the Town.

1

Disclosure requirement

Any commissioner who has accepted a campaign contribution of \$250 or more from:

- the applicant, owner, developer, or principal in any pending development application; or
- any affiliated company, agent, or attorney for that project

must publicly disclose that contribution **on the record** before discussion or vote on the item.

(This doesn't ban contributions—it just forces sunlight at the critical moment.)

2

Recusal option

After disclosure, the commissioner may:

- **Voluntarily abstain** from voting on that matter; or
- **Participate** only after the Town Attorney confirms in writing that no conflict of interest exists under §112.3143, F.S.

3

Cooling-off period

No candidate or sitting commissioner may **accept contributions** from any developer, applicant, or agent **with an active application** before the Town until:

- the final vote is taken, or
- six months after withdrawal or denial of the application.

4

Public database

The Town Clerk maintains an online list showing:

- All campaign contributions to current commissioners from land-use applicants or contractors.
- The dates of contributions and any corresponding votes.

5

Enforcement

Violations would be handled the same way as other ethics breaches:

- First offense → public reprimand by the Commission.
- Repeated or willful violations → referral to the Florida and Palm Beach County Commissions on Ethics.

Exhibit B



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 19, 2025

Originating Department: Community Development
Ordinance No. 05-2025 – Amendment – Comprehensive Plan - Five-Year Capital Improvements Schedule Update (2nd Reading)

Agenda Title:

Agenda Category (i.e., Consent, New Business, etc.): Ordinance on 2nd Reading

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

Cost of Item: To be billed **Funding Source:** General Fund - Legal
001-514-108-

Account Number: 31100 **Finance Signature:** _____

Advertised: _____ **Newspaper:** _____

Attachments: Ordinance # 05-2025, Legal Ad

Please initial one:

Yes I have notified everyone

KJG _____ Not applicable in this case

Summary Explanation/Background:

The Community Development Department is requesting that the Town Commission to amend 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's Plan (CIP) 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 Capital Improvements Schedule is not required to be reviewed by the state's Office of Economic Opportunity, which serves as the state planning agency, and will become effective upon 2nd reading.

The proposed Ordinance was approved on 1st reading on November 4, 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 Finance Director and the Town Attorney.

Recommended Motion:

Motion to approve Ordinance 05-2025 on 2nd reading to amend the Comprehensive Plan of the Town of Lake Park by updating the Town's Five-Year Capital Improvements Schedule within the Capital Improvements Element.



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 11/19/2025

Cards must be submitted before the item is discussed!!

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

Name: J. Sullivan

Address: 348 8th Avenue South

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):

on a serious traffic problem - Sabine & 10th intersec

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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Name: Michael Stawhaker

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:

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(3) Topics of proposed programs

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