

**TOWN OF OCEAN RIDGE
TOWN COMMISSION REGULAR MEETING
AGENDA**



**September 6, 2022
6:00 P.M.
TOWN HALL – MEETING CHAMBERS**

TOWN COMMISSION

Mayor Susan Hurlburt

Vice Mayor Kristine de Haseth
Commissioner Geoff Pugh

Commissioner Steve Coz
Commissioner Martin Wiescholek

ADMINISTRATION

Town Manager Tracey L. Stevens

Town Attorney Christy Goddeau
Chief of Police Richard Jones

Town Clerk Kelly Avery
Building Official Durrani Guy

RULES FOR PUBLIC PARTICIPATION

1. **PUBLIC COMMENT:** The public is encouraged to offer comments with the order of presentation being as follows: Town Staff, Public Comments, Commission discussion and official action. Town Commission meetings are business meetings of the Commission and the right to limit discussion rests with the Commission. **Generally, remarks by an individual will be limited to one time up to three minutes or less regarding any single item on the agenda.** The Mayor or presiding officer has discretion to adjust the amount of time allocated.
 - A. Public Hearings: Any citizen is entitled to speak on items under this section.
 - B. Public Comments: Any citizen is entitled to be heard concerning any matter within the scope of jurisdiction of the Commission under this section. The Commission may withhold comment or direct the Town Manager to take action on requests or comments. The Commission meetings are held for the purpose of discussing and establishing policy and to review such other issues that affect the general welfare of the Town and its residents. Where possible, individual grievances should first be taken up with the Town Staff.
 - C. Regular Agenda and First Reading Items: When extraordinary circumstances or reasons exist and at the discretion of the Commission, citizens may speak on any official agenda item under these sections.

2. **ADDRESSING THE COMMISSION:** At the appropriate time, please step up to the podium and state your name and address for the record. All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the Commission shall be barred by the presiding officer from speaking further, unless permission to continue or again address the Commission is granted by a majority vote of the Commission members present.

APPELLATE PROCEDURES

Please be advised that if a person decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record includes the testimony and evidence upon which the appeal is based. The Town neither provides nor prepares such record. (F.S. Section 286.0105)

Persons who need an accommodation in order to attend or participate in this meeting should contact the Town Clerk at (561) 732-2635 at least 5 days prior to the meeting in order to request such assistance.

**NOTICE: THE PUBLIC MAY VIEW THE HARD COPY OF THE MEETING MATERIALS AT
TOWN HALL BEFORE OR DURING THE MEETING**

CALL TO ORDER**ROLL CALL****PLEDGE OF ALLEGIANCE****ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA****PRESENTATIONS & PROCLAMATIONS**

- a. Introduction of the new Town Clerk, Kelly Avery, and Interim Town Manager, Lynne Ladner

ANNOUNCEMENTS

- a. Please join us for refreshments after the meeting as we bid farewell to Town Manager Tracey Stevens.
- b. The meeting schedule for the next month is as follows: Regular Town Commission Meeting Monday, October 3rd at 6:00 PM; Planning & Zoning Commission Meeting Monday, September 19th at 8:00 AM; and Code Enforcement Special Magistrate Hearings Tuesday, October 4th at 10:00 a.m. All meetings are held in the Commission Chambers at Town Hall.
- c. Please join us on Monday, October 3rd at 5:00 p.m. in the Commission Chambers for a presentation by our Building Official on “Navigating the Permit Process”.
- d. Refurbishment of the Porter Street Beach crossover will begin September 12th. The crossover will be closed for approximately 8 weeks while the work is being completed.
- e. The Annual Municipal Election will be held on March 14, 2023. There are two Town Commission seats open for a three-year term. Candidate filing dates run from November 7, 2022 at Noon through November 18, 2022 at Noon in the Town Clerk’s Office. / La Elección Municipal Anual se llevará a cabo el 14 de marzo de 2023. Hay dos puestos de la Comisión Municipal abiertos por un período de tres años. Las fechas de presentación de candidatos se extienden desde el 7 de noviembre de 2022 al mediodía hasta el 18 de noviembre de 2022 al mediodía en la Oficina del Secretario municipal.
- f. Town Hall will be closed on Monday, October 10th in observance of Columbus Day.
- g. Residents who wish to sign up to receive important Town notifications and news through Civic Ready should sign up on the Town’s website or call Town Hall for assistance.

PUBLIC COMMENT – (3-minute individual limit)**APPROVAL OF CONSENT AGENDA (Items that do not require discussion)**

1.
 - a. Acceptance of the Revenue & Expenditure Reports for July 2022
 - b. Sign Engagement Letters for the FY22 Annal Financial Statement Audit with Nowlen, Holt & Miner, PA
2. Adoption of the Minutes of the July 5, 2022, Special Meeting, the July 5, 2022, Regular Meeting, and the August 25, 2022, Special Meeting
3. Approval of Updated Job Descriptions for the Deputy Town Clerk and Administrative Assistant
4. Approval of a Memorandum of Understanding Between the Town and the Palm Beach County Police Benevolent Association in Reference to Off-Duty Detail Pay
5. Approval of the budgeted expenditure in the amount of \$12,025 to Kilbourne & Sons Asphalt for the installation of the Crown Colony Crosswalk
6. Approval of the payment of \$351 per week to Cayco Landscaping for the Removal of Garbage Along Old Ocean Blvd and the Natural Area Until a Part-Time Maintenance Employee is Hired
7. Approval of the Allocation of FY22 Edward Byrne Memorial Justice Assistance Grant funding to Palm Beach County in the amount of \$304,703
8. Approval of the payment in the amount of \$25,754.45 to MCCI for Laserfiche Records Management Software
9. Approval of the General Liability and Workers’ Comp Insurance Renewals with PGIT for FY23
10. Approval of Mileage Reimbursement to Daniel Kleman of the Senior Advisor Program in Reference to the Town Manager Search
11. Approval of a Settlement Agreement and Mutual Release Between the Town and Property Owners of 12 Inlet Cay Drive in Reference to Water Line Repairs

PUBLIC HEARING ON THE FY23 BUDGET

12.
 - a. Presentation of the Tentative Budget & Proposed Millage Rate for FY 2022/2023
 - b. Announce the Town of Ocean Ridge Computed Millage Rate is Higher Than the Rolled Back Rate of 4.7698 by 15.31%. The millage to be levied is 5.5000.
 - c. Public Comment & Comments from Commissioners
 - d. Resolution No. 2022-11: Adoption of Tentative Millage Rate for Fiscal Year 2022/2023
 - e. Resolution No. 2022-12: Adoption of Tentative Budget for Fiscal Year 2022/2023
 - f. Announce the second/final hearing on the FY 2022/2023 Budget will be held at 6:00 p.m. on Tuesday, September 19, 2022.

REGULAR AGENDA ITEMS

13. Updated Signage for the Old Ocean Blvd Corridor Including Fayette Drive and Side Streets Intersecting Old Ocean Blvd (By: Chief Jones)

STAFF & COMMITTEE REPORTS

14. Planning & Zoning Commission
15. Town Manager
16. Town Attorney
17. Police Chief
18. Town Engineer & Public Works
19. Building Official

TOWN COMMISSIONER COMMENTS

20. Mayor's Update (By: Mayor Hurlburt)

ADJOURNMENT

Live Audio Feed Provided for the Regular Town Commission Meeting

Based upon a Town Commission decision, the Town of Ocean Ridge will be holding the meeting in-person, with an additional option of listening to the audio live.

Regular Town Commission meetings are generally held on the first Monday of every month at 6:00pm. Please visit www.oceanridgeflorida.com to see when the next Town Commission meeting will be.

GENERAL SUBJECT MATTER TO BE CONSIDERED: The Town of Ocean Ridge will meet for the purpose of reviewing items as described on the agenda. The agenda along with the meeting package was posted on the Town's website, at Town Hall, and in Town Hall's shadow box the Wednesday prior to the meeting.

A copy of the agenda & the package may be obtained by contacting the Town Clerk at: Kavery@oceanridgeflorida.com.

PLACE: The meeting will be held at the physical access point of Town Hall, 6450 N. Ocean Blvd, Ocean Ridge, FL 33435. The Town of Ocean Ridge will provide a live audio feed for those that cannot attend the physical access point. Interested persons may listen by using the following information:

- Please dial in using your phone. United States: [+1 \(872\) 240-3212](tel:+18722403212) and Access Code: 930-143-117

PUBLIC COMMENTS:

Persons that are unable to attend the meeting in person may submit public comments by utilizing the following options:

1. Email the Town Clerk at kavery@oceanridgeflorida.com by 3. p.m. on the meeting date. The email must contain the agenda item number and exactly what is to be read out loud at the meeting (3 minute limit). The Town Clerk will respond to the email if it has been received. If you do not receive a response email from the Town Clerk, assume that it was not received and follow up with a phone call to Town Hall at 561-732-2635. The Town Clerk will read the public comment into the record when the item is taken up.
2. Call Town Hall at 561-732-2635 before 3 p.m. on meeting date. Tell Town Hall Staff which agenda item you would like to submit a comment on, and submit your comments to them (3 minute limit). Town Hall staff will notify the Town Clerk of the public comment, and the Town Clerk will read the public comment into the record when the item is taken up during the meeting.

ADDITIONAL INFORMATION:

The recording of the meeting along with the action item summary sheet will be available to the public the following day.

Consistent with section 286.0105, Florida Statutes, if a person decides to appeal any decision made by the Town Commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she 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 who need an accommodation in order to attend or participate in this meeting should contact the Town Clerk at (561) 732-2635 at least 5 days prior to the meeting in order to request such assistance.