

**TOWN OF PALM BEACH SHORES, FLORIDA  
REGULAR COMMISSION MEETING MINUTES**

**April 26, 2021**

**DUE TO MANDATES BY GOVERNOR DESANTIS, THIS MEETING WAS  
CONDUCTED USING COMMUNICATION MEDIA TECHNOLOGY**

**1. CALL TO ORDER**

**Mayor Fiers** called the meeting to order at 7:00 pm. The meeting was held at Town Hall located at 247 Edwards Lane, Palm Beach Shores, FL 33404

**Town Clerk Browning** called the roll and those present were Mayor Alan Fiers, Vice Mayor Scott McCranel, Commissioner Tracy Larcher, Commissioner Janet Kortenhaus, and Commissioner Brian Tyler who joined the meeting virtually online via Web-ex. Also present were PBSO Sgt. Langevin, Fire Chief Trevor Steedman, Public Works Director Welch, Town Administrator Wendy Wells, and Town Attorney Keith Davis. Town Clerk Browning confirmed there was a quorum present.

**2. APPROVAL OF MEETING AGENDA** (Additions, substitutions, deletions)

**MOTION:** Commissioner Kortenhaus moved to approve the Meeting Agenda.

**SECOND:** Vice Mayor McCranel seconded the motion.

**VOTE:**

<b>Fiers:</b>	<b>YES</b>	
<b>McCranel:</b>	<b>YES</b>	
<b>Kortenhaus:</b>	<b>YES</b>	
<b>Larcher:</b>	<b>YES</b>	
<b>Tyler:</b>	<b>YES</b>	<b>The Motion Passed Unanimously</b>

**3. APPROVAL OF CONSENT AGENDA**

- a. March 15, 2021 Commission Meeting Minutes.
- b. April 5, 2021 Reconvened Commission Reorganization Meeting Minutes
- c. Special Event Permit No. 5-2-21 for City of Riviera Beach and "Game On!" to host a triathlon event on May 2, 2021 from 7:00 am to 1:00 pm with 400 attendees.
- d. Special Event Permit No. 5-3-21 from Tina Stogiannis to host a Baptism at the Community Center on May 29, 2021 with Amplified Music.
- e. Special Event Permit No. 5-4-21 from Derek Briant (non-resident) to hold a wedding ceremony on the Town's beach with 30 attendees. Approval is contingent on payment of all fees, including the additional fees to hold the event on the Town's beach.

**MOTION:** Vice Mayor McCranel moved to approve the Consent Agenda.

**SECOND:** Commissioner Larcher seconded the motion.

**VOTE:**

<b>Fiers:</b>	<b>YES</b>	
<b>McCranel:</b>	<b>YES</b>	
<b>Kortenhaus:</b>	<b>YES</b>	
<b>Larcher:</b>	<b>YES</b>	
<b>Tyler:</b>	<b>YES</b>	<b>The Motion Passed Unanimously</b>

#### 4. PRESENTATIONS

a. Audit 9/30/2020 Presentation: Terry Morton, CPA of Nowlen, Holt & Miner.

**MOTION:** Vice Mayor McCranel moved to approve the 9/30/2020 Audit as prepared.

**SECOND:** Commissioner Larcher seconded the motion.

**VOTE:**

<b>Fiers:</b>	<b>YES</b>
<b>McCranel:</b>	<b>YES</b>
<b>Kortenhau:</b>	<b>YES</b>
<b>Larcher:</b>	<b>YES</b>
<b>Tyler:</b>	<b>YES</b>

**The Motion Passed Unanimously**

#### 5. DEPARTMENT AND BOARD REPORTS

a. Financial Report: *(Wendy Wells, Town Administrator/Treasurer)*

1. March 2021 Financial Report

**MOTION:** Commissioner Tyler moved to approve the Financial Report

**SECOND:** Vice Mayor McCranel seconded the motion.

**VOTE:**

<b>Fiers:</b>	<b>YES</b>
<b>McCranel:</b>	<b>YES</b>
<b>Kortenhau:</b>	<b>YES</b>
<b>Larcher:</b>	<b>YES</b>
<b>Tyler:</b>	<b>YES</b>

**The Motion Passed Unanimously**

2. Mid-year review and projections

3. Impact fee annual adjustment

Town Administrator Wendy Wells went through the mid-year review and projects and the annual impact fee adjustments which were both approved by a consensus of the Commission. The impact fee adjustment will take effect October 1, 2022.

b. Staff Reports were presented by Sgt. Langevin with the Sheriff's Office, Fire Chief Steedman for the Fire Department, Public Works Director Alan Welch on Town projects, and Town Clerk Browning on Administration, Building Department. and Code Enforcement.

Town Attorney Davis did not give a report at this meeting.

#### 6. COMMISSION REPORTS

Mayor Fiers gave updates on the following topics:

- Comcast outages
- Riviera Beach Water Main replacement project in PBS
- Peanut Island

There were no other Commission Reports at this meeting.

## 7. OTHER BUSINESS

- a. Community Center Proposals: Frank Zizzamia (A copy of the presentation is herewith attached and made a part of these minutes).
- b. Following Mr. Zizzamia's presentation, the Commission and the public (via Webex) asked questions and made comments.  
Action: Mr. Zizzamia is to schedule meetings between the vendor and the Town's civic groups; and to supply additional information for the May Commission Meeting.

## 8. ACTION ITEMS

- a. Approval of an updated Service Agreement between the Town of Palm Beach Shores and Image Companies for Janitorial Services at the Town's Community Center, 90 Edwards Lane.

**MOTION:** Vice Mayor McCranels moved to approve the updated agreement as presented.

**SECOND:** Commissioner Larcher seconded the motion.

**VOTE:**

<b>Fiers:</b>	<b>YES</b>
<b>McCranels:</b>	<b>YES</b>
<b>Kortenhau:</b>	<b>YES</b>
<b>Larcher:</b>	<b>YES</b>
<b>Tyler:</b>	<b>YES</b>

**The Motion Passed Unanimously**

## 9. ORDINANCES AND RESOLUTIONS

- a. Resolution No. R-7-21: Budget Amendment #2 FY2021

**MOTION:** Vice Mayor McCranels moved to approve Resolution R-7-21

**SECOND:** Commissioner Kortenhau seconded the motion.

**VOTE:**

<b>Fiers:</b>	<b>YES</b>
<b>McCranels:</b>	<b>YES</b>
<b>Kortenhau:</b>	<b>YES</b>
<b>Larcher:</b>	<b>YES</b>
<b>Tyler:</b>	<b>YES</b>

**The Motion Passed Unanimously**

## 10. PUBLIC COMMENTS

1. Resident Mark Ward asked where the agendas for the meeting were located. He said they seem to be buried and not easily located.
2. There were also comments about accessing the agenda items in the packets.  
**As a note:** The pdf documents have a "live" link on the front page of the agenda where you click on the http: link and it will take you to the agenda packet with all attachments.
3. It was stated that the Blood Mobile will be in the Town's Community Center parking lot tomorrow, April 27, 2021 from 10:00 to 3:00 pm.

11. **ADJOURNMENT**

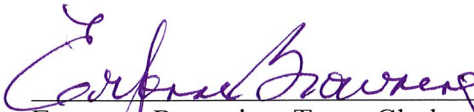
**MOTION:** Commissioner Kortenhaus moved to adjourn the meeting.

**SECOND:** Vice Mayor McCranels seconded the motion and Mayor Fiers adjourned the meeting at 9:47 pm.

Approved this 24<sup>th</sup> day of May 2021.

ATTEST:

  
\_\_\_\_\_  
Alan Fiers, Mayor

  
\_\_\_\_\_  
Evyonne Browning, Town Clerk

(Seal)

