

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

August 20, 2018

Mayor Koutzen called the meeting to order at 6:01 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 Myra Koutzen, Vice Mayor Roby DeReuil, Commissioner Gil Gilgallon, Commissioner Robert Stanton, and Commissioner Brian Tyler. Also present were Police Chief Langevin, Fire Chief Steedman, Public Works Director Welch, Town Accountant Wendy Wells, and Town Attorney Keith Davis.

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

MOTION: Commissioner Gilgallon moved to approve the meeting agenda as presented

SECOND: Commissioner Stanton seconded the motion.

VOTE: **Gilgallon:** YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

3. CONSENT AGENDA (Items that do not need discussion, but require a vote)

- a. July 16, 2018 Commission Meeting Minutes
- b. July 16, 2018 Special Called Meeting Minutes (to set the proposed Millage Rate)
- c. August 6, 2018 Special Called Meeting Minutes
- d. Special Event permit SP18-04: October 13, 2018 Michael Hayes Wedding Reception with 120 guests.
- e. Special Event permit SP18-04B: October 13, 2018 Michael Hayes Wedding Ceremony on Town Beach with 120 guests.
- f. Special Event permit SP18-16: October 5, 2018 Sailfish Marina Fishing Tournament with 800 plus guests. PB Sheriff will assist with police detail.
- g. Special Event Permit SP18-17: December 7, 2018 Buffet dinner with 100 guests at the Community Center through Café' Chardonnay.
- h. Special Event Permit SP18-18: October 12, 2018 Lisa Tropepe sponsoring a Professional Engineering family event with 100 guests at the Community Center.
- i. Special Event Permit SP18-19: September 25, 2018 Ceremony sponsored by the Palm Beach County Victim's Rights Coalition with 100 participants. PB Shores PD to assist with police detail.

MOTION: Commissioner Gilgallon moved to approve the consent agenda as presented

SECOND: Commissioner Tyler seconded the motion.

VOTE: **Gilgallon:** YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

4. PRESENTATIONS/UPDATES

- a. Presentation by State Senator Bobby Powell

- b. Update on Undergrounding project by Danny Brannon
- c. Commission approval for the Supervising Engineer and Town Staff to issue an RFP, soliciting bids for construction services of the Town's Undergrounding project.

MOTION: Commissioner Tyler moved to approve the Supervising Engineer and Town Staff to issue an RFP, soliciting bids for construction services of the Town's Undergrounding project.

SECOND: Commissioner Gilgallon seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

5. DEPARTMENT AND BOARD REPORTS

a. Financials

- 1. Approval of Financial Report for Period ending July 31, 2018

MOTION: Commissioner Gilgallon moved to approve the Financial Report

SECOND: Commissioner Stanton seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

- a. Written Staff Reports: Police Department, Fire Department, Public Works, Town Clerk, Town Attorney.
- b. Planning & Zoning Report (verbal): P & Z Chairperson, Janet Kortenhaus, stated the August 28th meeting has been moved to August 29th. She also stated there will be an update from the Marine Engineer on recommended ordinances changes regarding the Town's dock code. There are also 3 other projects for consideration on the agenda.

6. COMMISSION REPORTS

Mayor Koutzen stated she attended the recent Florida League conference in Hollywood. The hot topics were Home Rule and Cell Towers.

7. PUBLIC COMMENTS: PUBLIC PARTICIPATION AND OPPORTUNITY TO BE HEARD (Resolution R-7-13)

- a. Chuck Howard discussed parking citations at the Town's Beach lot.

8. PROJECT UPDATES/DISCUSSIONS (Non-voting items)

None at this time

9. ORDINANCES AND RESOLUTIONS

- a. Ordinance O-2-18 (Fences): Amend Appendix A, Zoning Ordinance at Section II. Definitions. To add definitions for the terms fence, Chain-link Fence, Stockage Fence and Wall. *(2nd and final reading)*

Town Attorney Keith Davis read Ordinance O-2-18 by title only.

MOTION: Commissioner Gilgallon moved to approve Ordinance O-2-18 as read.

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

- b. Ordinance O-3-18 (Pool, Pool Decks, slabs, screened enclosures, et al): Amend Chapter 14, Buildings and Building Regulations. Article II, Administration. Division 3 Building Construction and Site Plan Review, Approval. At Section 14-62. Procedure. *(2nd and final reading)*

Town Attorney Keith Davis read Ordinance O-3-18 by title only and stated this final version has several revisions which occur on page 3 as requested by the Commission.

MOTION: Commissioner Gilgallon moved to approve Ordinance O-3-18 as read.

SECOND: Vice Mayor DeReuil seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

- c. Ordinance O-5-18: Amending Chapter 78. Vegetation. Article III. Landscaping by creating an entirely new Division 3 entitled "Florida-friendly" Fertilizer use. *(2nd and final reading)*

Town Attorney Keith Davis read Ordinance O-5-18 by title only and stated this final version is a model ordinance and is required for the Town to participate in the MPDES program.

MOTION: Commissioner Gilgallon moved to approve Ordinance O-5-18 as read.

SECOND: Commissioner Stanton seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

d. Resolution R-8-18: Budget Amendment No. 3, FY 2017/18.
Town Attorney Keith Davis read Resolution R-8-18, Budget Amendment No. 3 for Fiscal Year 2017/18 by title only.

MOTION: Commissioner Tyler moved to approve Resolution R-8-18, Budget Amendment No. 3 as read.

SECOND: Commissioner Gilgallon seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

10. **OTHER BUSINESS** (Any regular business requiring a vote)

- a. Approval to use Impact Fees for Police Bathroom remodel and Playground equipment projects (*Myra Koutzen, Mayor and Wendy Wells, Finance Officer*)

MOTION: Commissioner Stanton moved to approve the use of Impact Fees as requested.

SECOND: Vice Mayor DeReuil seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

- b. Approval of Town playground equipment. (*Myra Koutzen, Mayor and Alan Welch, Public Works Director*)

Mayor Koutzen stated we are able to piggyback off of another municipal bid, which meets our procurement process. She has spoken with several moms about the new equipment and all approved of the selections. The cost will be approximately \$33,453. Our Public Works Director, Alan Welch, and his staff will get trained on the use and maintenance of the new equipment as well.

MOTION: Commissioner Gilgallon moved to approve the purchase of the new playground equipment as presented.

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

- c. Approval of a proposal from the Town Planner to initiate a zoning overlay process for District C. (*Myra Koutzen, Mayor*)

MOTION: Commissioner Gilgallon moved to approve Option #1: "Approve concept as presented by the Town Zoning Official for further development."

SECOND: Commissioner Stanton seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

11. ADJOURNMENT

Commissioner Stanton made a motion to adjourn and Mayor Koutzen adjourned the meeting at 7:37 pm.

Approved this 18th day of September 2018.

ATTEST:


Evyonne Browning, Town Clerk


Myra Koutzen, Mayor

(Seal)

