

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

**June 17, 2019**

*This meeting was recorded, and the full meeting dialogue is available  
in audio format through the Town Clerk's office.*

**Mayor Koutzen** called the meeting to order at 6:00 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 Myra Koutzen, Vice Mayor Gil Gilgallon, Commissioner Roby DeReuil, Commissioner Brian Tyler and Commissioner Bob Stanton. Also present were Police Chief Langevin, Fire Chief Steedman, Public Works Director Welch, Town Attorney Davis, Town Clerk Browning, and Assistant Clerk Quesada.

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

Mayor Koutzen asked to have 2 items added to the Commission Agenda under "Item 8, Other Business":

1. Item 8d: Commission to negotiate a contract for Building Official and Code Enforcement services, and to purchase online software for the building and code enforcement departments.
2. Item 8e: Authorize our Town officials to review all zoning development options for 3 properties on Inlet Way (150 Inlet Way, 200 Inlet Way, 206 Inlet Way, as well as the Channel House and Tahiti).

**MOTION:** Vice Mayor Gilgallon moved to approve the meeting agenda as amended.

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

**VOTE:**   **Gilgallon: YES**

**DeReuil: YES**

**Tyler: YES**

**Stanton: YES**

**Koutzen: YES**

**The Motion Passed Unanimously**

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

- a. May 20, 2019 Regular Commission Meeting Minutes.
- b. Special Event Permit SP19-08 – Sailfish Marina Festival, August 10, 2019 from 12:00 noon to 7:00 pm with 1,000 participants.
- c. Special Event Permit SP19-09 – Sailfish Marina Bluewater Babes Fishing Tournament, October 4 to 5, 2019 from 5:00 pm to 10:00 pm with 800 to 1200 participants.

**MOTION:** Commissioner DeReuil moved to approve the consent agenda as prepared.

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

**VOTE:**   **Gilgallon: YES**

**DeReuil: YES**

**Tyler: YES**

**Stanton: YES**

**Koutzen: YES**

**The Motion Passed Unanimously**

### 3. PRESENTATIONS/UPDATES

- a. Senator Bobby Powell to provide a Legislative Update to the Town
- b. Special Presentation by Mayor Koutzen  
Mayor Koutzen announced that Fire Chief Steedman has been designated as "Chief Fire Officer" by the Commission on Professional Credentialing and presented him with the framed document and lapel pin for his uniform.
- c. Update on Undergrounding Project (*Presented by Danny Brannon*)

### 4. DEPARTMENT AND BOARD REPORTS

- a. Financials
  - 1. Approval of Financial Report for Period ending May 31, 2019

**MOTION:** Vice Mayor Gilgallon moved to approve the Financial Statement as submitted.

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

**VOTE:** Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

**The Motion Passed Unanimously**

- b. Staff Reports:  
Written Staff Reports: Police Department, Fire Department, Public Works, Town Clerk.
- c. Planning & Zoning Report (verbal): Janet Kortenhaus did not have a report.

### 5. COMMISSION REPORTS (None at this meeting)

### 6. PUBLIC COMMENTS

**PUBLIC PARTICIPATION AND OPPORTUNITY TO BE HEARD (Resolution R-7-13)**

- 1. Resident Mark Ward commented on his work truck being vandalized in his driveway when he left the doors unlocked.
- 2. Resident Donna Raven stated she felt the survey should have been mailed to every resident as she did not believe a large amount went out.
- 3. Connie Gibbens made statements regarding the dangers of telecommunication antennas in the Town.

### 7. UPDATES/DISCUSSIONS (*Non-voting items*)

- a. Update on Long Range Planning Survey (*Commissioner Brian Tyler, Commissioner Robert Stanton, Vice Mayor Gil Gallon, and town resident Jim Homburger*)
  - 1. Vice Mayor Gilgallon stated the survey was sent out to get results and to give direction during this budget cycle.



2. Commissioner Tyler stated now that they have the totals, the Commission will be looking at all of the items. He said that many ideas will not make it into this budget process.

b. Set 2019/20 Budget Planning Meeting Schedule

**ACTION:** It was confirmed that the first budget workshop will be July 15, 2019 at 1:00 pm.

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

- a. Vote on possible reassignment of Beach Cabana Contract with Oceanside Beach Services, Inc.

**MOTION:** Commissioner Stanton moved to accept the reassignment as stated.

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

**VOTE:** Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

**The Motion Passed Unanimously**

- b. Appointment of Melissa Anderson with Torcivia, Donlon, Goddeau & Ansay, P.A. as a back-up Special Magistrate for the Town of Palm Beach Shores. *(Presented by Town Attorney Keith Davis)*

**MOTION:** Vice Mayor Gilgallon moved to approve the appointment.

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

**VOTE:** Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

**The Motion Passed Unanimously**

- c. Discussion and vote to authorize the Town to hire an engineer to inspect the Beach Bathroom and offer direction on how to proceed with the repairs/renovations. *(Presented by Mayor Koutzen)*

**ACTION:** The Commission did not take action on this item as it was tabled with the request that Public Works Director Alan Welch will bring a recommendation on the use of the structure and estimated costs at the next commission meeting.

- d. Item 8d (*added by motion and vote*): Staff to negotiate a contract for Building Official and Code Enforcement services, and to purchase online software for the building and code enforcement departments.

**MOTION:** Vice Mayor Gilgallon moved to authorize staff to negotiate a contract for Building Official and Code Enforcement services and to purchase online software as stated.

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

**VOTE:** Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

**The Motion Passed Unanimously**

- e. Item 8e (*added by motion and vote*): Approve our town officials to review all zoning development options for 3 properties on Inlet Way (150 Inlet Way, 200 Inlet Way, 206 Inlet Way, as well as the Channel House and Tahiti).

**MOTION:** Vice Mayor Gilgallon moved to approve our Town Attorney and Zoning Official to move forward as soon as possible on this item.

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

**VOTE:** Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

**The Motion Passed Unanimously**

## **9. ORDINANCES AND RESOLUTIONS**

- a. Ordinance O-15-19: Building Measurement District "A" (*2nd<sup>nd</sup> Reading*)

**MOTION:** Commissioner Stanton moved to approve the second reading of Ordinance O-15-19 as read.

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

**VOTE:** Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

**The Motion Passed Unanimously**

- b. Resolution R-7-19: Update to Town's Fee Schedule per Attachment "A"

**MOTION:** Vice Mayor Gilgallon moved to approve the Resolution R-7-19.

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

**VOTE:** Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

**The Motion Passed Unanimously**

c. Resolution R-8-19: Appoint Jamie Pierce as an alternate to P & Z Board

**MOTION:** Vice Mayor Gilgallon moved to approve the Resolution R-819.

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

**VOTE: Gilgallon: YES**

**DeReuil: YES**

**Tyler: YES**

**Stanton: YES**

**Koutzen: YES**

**The Motion Passed Unanimously**

# **11. ADJOURNMENT**

The Mayor adjourned the meeting at 7:54 pm.

APPROVED THIS 15<sup>th</sup> day of July 2019.

ATTEST:

Myra Koutzen, Mayor  
Myra Koutzen, Mayor

Evyonne Browning  
Evyonne Browning, Town Clerk

(Seal)

