

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

**May 24, 2021**

**THIS MEETING WAS CONDUCTED USING COMMUNICATION MEDIA  
TECHNOLOGY AS WELL AS LIMITED IN-PERSON PARTICIPATION**

**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, and he welcomed back those who had come "in person" to the meeting.

**Note:** This was the first opportunity in over a year, due to the COVID-19 pandemic! We had room for 15 attendees, and 12 attended. Thank you to those who came.

**Town Clerk Browning** called the roll and those present were Mayor Alan Fiers, Vice Mayor Scott McCranels, Commissioner Tracy Larcher, Commissioner Janet Kortenhaus, and Commissioner Brian Tyler.

Also present were PBSO Sgt. Langevin, Public Works Director Welch, Town Administrator Wendy Wells, and Town Attorney Keith Davis. Fire Chief Trevor Steedman attended virtually. 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:** Commissioner Larcher seconded the motion.

**VOTE:**

<b>Fiers:</b>	<b>YES</b>	
<b>McCranels:</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. April 26, 2021 Commission Meeting Minutes.
- b. Special Event Permit No. 5-5-21: Bryan Cheney to hold a wedding reception at the Community Center on October 9, 2021 from 6:30 pm to midnight, with 50 to 75 attendees.
- c. Special Event Permit No. 5-6-21: Joan Mills to hold a "Celebration of Life" in honor of former Mayor Tom Mills on June 4, 2021 at 4:00 pm with 50 to 100 attendees. (Mayor Fiers noted this a "no cost" event to the Mills family as the Town will cover the rental costs).

**MOTION:** Commissioner Tyler moved to approve the Consent Agenda.

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

**VOTE:**

<b>Fiers:</b>	<b>YES</b>	
<b>McCranels:</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**

There were no presentations at this meeting.

5. **DEPARTMENT AND BOARD REPORTS**

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

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

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

**VOTE:**

**Fiers:** YES

**McCranel's:** YES

**Kortenhaus:** YES

**Larcher:** YES

**Tyler:** YES    **The Motion Passed Unanimously**

b. Staff Reports were presented by Sgt. Langevin with the Sheriff's Office, Fire Chief Steedman for the Fire Department (via WebEx), and Public Works Director Alan Welch on Town projects.

6. **COMMISSION REPORTS**

a. Commissioner Kortenhaus reported that she had completed the orientation with the Florida League of Cities and would be attending their meetings on behalf of the Town.

b. There were no other Commission Reports.

7. **OTHER BUSINESS**

a. Update on Peanut Island MOU with Palm Beach County:

Mayor Fiers stated the Palm Beach County along with the Port of Palm Beach are continuing to work on the MOU for the Coast Guard Station and the Kennedy Bunker repairs. It was agreed by all parties involved that the County would take the lead on the restoration of the projects and that the other entities would stand by and ready to assist as needed.

b. Public Works Director Alan Welch explained that he is working with SWA to establish the Town as a hazardous waste drop off location. There are still details that need to be worked out regarding the frequency and the transportation.

c. Public Works Director Alan Welch updated the Commission on the status on the Tree Trimming contract. All of the information is ready for the request for bids to be issued. This will occur this week or next. The meeting will be in Town Hall and open to the public.

d. Discussion on Community Center Use: Mayor Fiers stated the Commission has decided to delay any action on this topic until we find a consensus from the residents on how best to proceed. We will be creating a 4 member "working group" of residents from both sides of the issue to work together and bring a recommendation to the Commission. The meeting will be in Town Hall and open to the public.

## 8. ACTION ITEMS

- a. Approval of an Agreement for Painting the Town Community Center located at 90 Edwards Lane, between the Town of Palm Beach Shores and Thomas Lewis Professional Painting, Inc. in an amount not to exceed twenty-four thousand, six hundred dollars (\$24,600.00). **(Alan Welch, Public Works Director)**

**MOTION:** Commissioner Kortenhaus moved to approve the Agreement

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

**VOTE:**

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

**The Motion Passed Unanimously**

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## 9. ORDINANCES AND RESOLUTIONS

- a. Resolution No. R-8-21: Accepting and Approving a bequest from the Estate of Randi Frick to be used for capital improvements at the Town's Community Center.

**MOTION:** Commissioner Kortenhaus moved to approve Resolution R-8-21 as presented

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

**VOTE:**

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

**The Motion Passed Unanimously**

- b. Ordinance O-2-21 1<sup>st</sup> Reading: Amending Chapter 28, Finance, Article III. Impact Fees, repealing all provisions related to the Town Police Protection Impact Fees.

**MOTION:** Commissioner Kortenhaus moved to approve the first reading of Ordinance O-2-21 with the amendments to be incorporated into the 2<sup>nd</sup> and final reading of the Ordinance as requested. The amendment will allow use of previously collected police impact fees.

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

**VOTE:**

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

**The Motion Passed Unanimously**


## 10. PUBLIC COMMENTS

- a. Resident Mark Ward thanked the Administrative Staff for adding the link for the Commission Meetings to the Town's home page on the website.
- b. Resident Mary Stanton thanked the Mayor and Commission for working on the Community Center and forming a committee of residents to assist in the project.



11. **ADJOURNMENT:** Mayor Fiers adjourned the meeting at 8:31 pm.

Approved this 28<sup>th</sup> day of June 2021.

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

Attest:

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

(Seal)

