

**TOWN OF PALM BEACH SHORES, FLORIDA
REGULAR COMMISSION MEETING MINUTES
November 18, 2019**

Mayor Koutzen called the meeting to order at 6:00 pm. The meeting was held at Town Hall, 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 PBSO Sgt. 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)

MOTION: Commissioner Stanton moved to approve the meeting agenda as printed.

SECOND: Vice Mayor Gilgallon 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. October 21, 2019 Regular Commission Meeting Minutes.
- b. Special Event SP19-13, December 7, 2019 Birthday Party – Scott Schroeder & Treasure Coast 99s from 4:00 pm to 10:00 pm with 80 to 100 participants.
- c. Special Event SP19-21, November 28, 2019 Marriott Turkey Trot 5K from 9:00 am to 11:00 am with 150 to 200 participants.
- d. Special Event SP19-22, December 24, 2019 Marriott Reindeer Run 5K from 9:00 am to 11:00 am with 150 to 200 participants.
- e. Special Event SP19-25, February 24, 2020 Dog Festival on Town Walkway sponsored by PBS POA from 10:00 am to 2:00 pm with 150 participants.

MOTION: Commissioner Stanton moved to approve the consent agenda as printed.

SECOND: Vice Mayor Gilgallon seconded the motion.

VOTE: **Gilgallon: YES**
 DeReuil: YES
 Tyler: YES
 Stanton: YES
 Koutzen: YES **The Motion Passed Unanimously**

1. **PRESENTATIONS/UPDATES**

- a. Undergrounding update, including Undergrounding Utility Project Communications Companies payments. *(Danny Brannon)*

2. DEPARTMENT AND BOARD REPORTS

a. Financials

1. Approval of Financial Report for Period ending October 31, 2019

MOTION: Commission Tyler moved to approve the financial report as printed.

SECOND: Vice Mayor Gilgallon seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

2. Approve Assigned Fund Balances at 9/30/19

MOTION: Vice Mayor Gilgallon moved to approve fund balances with the following:

Add: 1. Debt Service for Undergrounding

2. Hurricane funds: money received from FEMA for Hurricane Irma

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

3. Approve Capital deletions for Fiscal Year ended 9/30/19

MOTION: Commissioner Tyler moved to approve the Capital deletions as stated.

SECOND: Commissioner Stanton seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

4. Approve Use of Impact Fees (*Keith Davis, Town Attorney and Wendy Wells, Town Treasurer*)

MOTION: Vice Mayor Gilgallon moved to approve \$8,621.47 in Police Impact Fees.

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

- b. Staff Reports:
 - 1. Police Department
 - 2. Fire Department
 - 3. Public Works
 - 4. Town Clerk
 - 5. Town Attorney
 - c. Planning & Zoning Report (verbal) – None at this meeting
 - d. Revenue Committee Report (verbal) – Chuck Howard gave a brief update on a future meeting with PBC Property Appraiser’s office, date to be determined.
3. **COMMISSION REPORTS:** None at this meeting
4. **PUBLIC COMMENTS** : None at this meeting
PUBLIC PARTICIPATION AND OPPORTUNITY TO BE HEARD (Resolution R-7-13)
5. **UPDATES/DISCUSSIONS** (*Non-voting items*)
- a. Update on Overlay/Building Heights (*Keith Davis, Town Attorney*)
Town Attorney Davis said that he and the zoning official are working on a timeline to bring before the Commission at a future meeting.
6. **OTHER BUSINESS** (Any regular business requiring a vote)
- a. Approve Agreement with Image Janitorial Services, Inc. (*Alan Welch*)

MOTION: Commissioner Stanton moved to approve the agreement as presented.

SECOND: Commissioner DeReuil seconded the motion.

VOTE: **Gilgallon: YES**

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES **The Motion Passed Unanimously**

- b. Beach Cabana Contract (*Mayor Koutzen*)

MOTION: Commissioner Stanton moved to approve the contract with Oceanside and to allow staff to negotiate a 2-year contract.

SECOND: Commissioner DeReuil seconded the motion.

VOTE: **Gilgallon: YES**

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES **The Motion Passed Unanimously**

- d. Potential date change for January 20, 2020 due to Martin Luther King Day
(Suggested date January 27, 2020)

MOTION: Vice Mayor Gilgallon moved to approve the date change to January 27, 2019.

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

- e. Potential date change for February 17, 2020 due to President's Day
(Suggested date February 24, 2020)

MOTION: Vice Mayor Gilgallon moved to approve the date change to February 24, 2019.

SECOND: Commissioner Stanton seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

7. ORDINANCES AND RESOLUTIONS

- a. **Resolution R-17-19**, A Resolution supporting efforts to remove State Statute Preemptions of Local Law Relating to Regulation of Auxiliary Containers, Wrappings or Plastic Bags or Use or Sale of Polystyrene. *(Presented by Mayor Koutzen)*

MOTION: Vice Mayor Gilgallon moved to approve Resolution R-17-19 as read.

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

- b. **Resolution R-18-19**, A Resolution amending the Operating Budget for Fiscal Year 2018/19. *(Wendy Wells, Town Treasurer)*

MOTION: Vice Mayor Gilgallon moved to approve Resolution R-18-19 as read.

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

- c. **Resolution R-19-19**, A Resolution amending the Operating Budget for Fiscal 2019/20. *(Wendy Wells, Town Treasurer)*

MOTION: Vice Mayor Gilgallon moved to approve Resolution R-19-19 as read.

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES
DeReuil: YES
Tyler: YES
Stanton: YES
Koutzen: YES **The Motion Passed Unanimously**

- d. **Ordinance O-17-19**, AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF PALM BEACH SHORES AT CHAPTER 22. ELECTIONS. SECTION 22-9. TO PROVIDE A MUNICIPAL ELECTION DATE AND RUN-OFF ELECTION DATE FOR THE 2020 TOWN MUNICIPAL ELECTION CONCURRENTLY WITH THE 2020 PRESIDENTIAL PREFERENCE PRIMARY ELECTION. (Second Reading). *(Presented by Town Attorney, Keith Davis)*

MOTION: Vice Mayor Gilgallon moved to approve Ordinance O-17-19 as read.

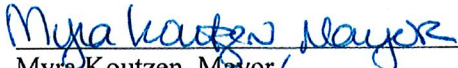
SECOND: Commissioner Stanton seconded the motion.

VOTE: Gilgallon: YES
DeReuil: YES
Tyler: YES
Stanton: YES
Koutzen: YES **The Motion Passed Unanimously**

11. ADJOURNMENT

Mayor Koutzen adjourned the meeting at 7:36 pm.

Approved this 16th day of December 2019.


Myra Koutzen, Mayor

ATTEST:


Evyonne Browning, Town Clerk

(Seal)

