

**TOWN OF PALM BEACH SHORES, FLORIDA  
REGULAR COMMISSION MEETING MINUTES  
October 21, 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 Police Chief Langevin, Fire Chief Steedman, Public Works Director Welch, Town Attorney Davis, Zoning Official Josh Nichols, Town Engineer Rob Rennebaum, Town Clerk Browning, and Assistant Clerk Gaudy Quesada.

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

**MOTION:** Commissioner Tyler 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. September 17, 2019 Regular Commission Meeting Minutes.
- b. September 17, 2019 Budget Hearing No. 2 Meeting Minutes.

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

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

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

3. **PRESENTATIONS/UPDATES**

- a. Undergrounding update, including Undergrounding Utility Project Communications Companies payments, and AT &T. **Presented by Danny Brannon**  
**Note: The Commission gave direction to pay \$490,000.00 to Comcast for their portion of the Undergrounding project.**
- b. The Town's participation in the 2020 Federal Census **Presented by Mary Stanton and Sandy Goodman.** Additional information will be provided at the November 11, 2019 POA Meeting.

4. **DEPARTMENT AND BOARD REPORTS**

a. Financials

1. Approval of Financial Report for Period ending September 30, 2019

**MOTION:** Vice Mayor Gilgallon moved to approve the final report as printed.

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

**VOTE:** Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

**The Motion Passed Unanimously**

- b. Staff Reports: Police Chief Langevin, Fire Chief Steedman, and Public Works Director Welch gave brief overviews of their departments for the month of September 2019.
- c. There was no Planning & Zoning Report.
- d. There was no Revenue Committee Report.

5. **COMMISSION REPORTS**

- a. Mayor Koutzen reminded everyone that the POA Tailgate party is Saturday at 5:30 pm. She also reminded everyone that the St. Patrick's Day parade will be March 14, 2020.

6. **PUBLIC COMMENTS**

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

- a. Resident Elizabeth Kuechenmeister wanted to educate everyone that what we call "the Tiki Hut" should be called "Chickee Hut."

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

- a. Update on 118 Cascade Lane. [Presented by Keith Davis, Town Attorney](#). Note: The full update is recorded and available by request through the Town Clerk's office.
- b. District "C" Overlay discussion. [Presented by Keith Davis, Town Attorney and Josh Nichols, Zoning Official](#). Note: The full discussion is recorded and available by request through the Town Clerk's office.
- c. Town Drainage update [Presented by Rob Rennebaum, Town Engineer](#). Note: The full update is recorded and available by request through the Town Clerk's office.

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

- a. Approve Agreement with Diversified Building Department Management (*Mayor Koutzen*)

**MOTION:** Commissioner DeReuil moved to approve the agreement as presented.

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

**VOTE:** Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

**The Motion Passed Unanimously**

- b. Approve Landscaping Contract (*Alan Welch*)

**MOTION:** Vice Mayor Gilgallon moved to approve staff to finalize a 3 year contract with Brightview with the amount stated in their bid package with a 3% annual increase.

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

**VOTE:** Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

**The Motion Passed Unanimously**

- c. Approval to move forward with an RFP for the Flapper Valve project (*Alan Welch*).

**MOTION:** Commissioner Tyler moved to move forward with the project as presented.

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

**VOTE:** Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

**The Motion Passed Unanimously**

- d. Approval to move forward with an RFP to repair the Beach Bathrooms (*Alan Welch*).

**MOTION:** Commissioner Stanton moved to approve an RFP to repair the Beach Bathrooms as presented.

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

**VOTE:** Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

**The Motion Passed Unanimously**



- e. Approval to add Elizabeth Kuechenmeister to the Town's Revenue Planning Committee  
*(Mayor Koutzen)*

**MOTION:** Vice Mayor Gilgallon moved to add Elizabeth Kuechenmeister to the Committee.

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

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

- f. Approval to add Frank Zizzamia to the Town's Revenue Planning Committee *(Mayor Koutzen)*

**MOTION:** Commissioner Stanton moved to add Frank Zizzamia to the Committee.

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

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

## 9. ORDINANCES AND RESOLUTIONS

- a. **Resolution R-15-19**, A Resolution of the Town Commission to appoint Nina Lammert as a full member to the Planning and Zoning Board pursuant to Section 3.10 of the Town Charter and Sec. 2-51 of the Town Code of Ordinances. *(Presented by Town Attorney, Keith Davis)*

**MOTION:** Vice Mayor Gilgallon moved to appoint Nina Lammert as a full member to the Planning & Zoning Board.

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

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

- b. **Resolution R-16-19**, Adopting the 2020 Revised PBC Local Mitigation Strategy Plan.  
*(Presented by Town Attorney, Keith Davis)*

**MOTION:** Commissioner Stanton moved to adopt the Plan as presented by the Town Attorney.

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

**VOTE:** Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

**The Motion Passed Unanimously**

- c. **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. (First Reading). *(Presented by Town Attorney, Keith Davis)*

**MOTION:** Vice Mayor Gilgallon moved to approve the first reading of Ordinance O-17-19 as read by the Town Attorney.

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

**VOTE:** Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

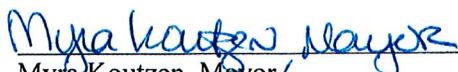
Koutzen: YES

**The Motion Passed Unanimously**

## 10. ADJOURNMENT

Mayor Koutzen adjourned the meeting at 7:52 pm.

APPROVED this 18<sup>th</sup> day of November 2019

  
Myra Koutzen, Mayor

Attest:

  
Evyonne Browning, Town Clerk

(Seal)

