

**TOWN OF PALM BEACH SHORES, FLORIDA**  
**REGULAR COMMISSION MEETING MINUTES**  
**September 17, 2019**

**Mayor Koutzen** called the meeting to order at 6:05 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 and Commissioner Bob Stanton. Commissioner Brian Tyler was not present. Also present were Police Chief Langevin, Fire Chief Steedman, Public Works Director Welch, Town Attorney Davis, Town Clerk Browning, and Assistant Clerk Gaudy Quesada.

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

Staff requested to add Special Event Permit SP19-17, 1<sup>st</sup> Annual Biker Beach Bash to raise funds for local injured and fallen police officers hosted by Darrell Russian and Non—Profit St. Michaels Legion. Event to be held October 5, 2019 from 1:00 pm to 7:00 pm at the Town's Community Center.

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

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

**VOTE:**   **Gilgallon: YES**

**DeReuil: YES**

**Tyler:     Not Present**

**Stanton: YES**

**Koutzen: YES       The Motion Passed Unanimously by those present**

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

- a. August 19, 2019 Regular Commission Meeting Minutes.
- b. September 9, 2019 Budget Hearing No. 1 Meeting Minutes.
- c. Special Event Permit SP19-14, Triathlon sponsored by Riviera Beach & Game On! To be held October 5, 2019 from 6:30 am to 11:00 am with 350 participants.
- d. **ADDED BY MOTION AND VOTE:** Special Event Permit SP19-17, 1<sup>st</sup> Annual Biker Beach Bash to raise funds for local injured and fallen police officers hosted by Darrell Russian and Non—Profit St. Michaels Legion. Event to be held October 5, 2019 from 1:00 pm to 7:00 pm at the Town's Community Center.

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

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

**VOTE:**   **Gilgallon: YES**

**DeReuil: YES**

**Tyler:     Not Present**

**Stanton: YES**

**Koutzen: YES       The Motion Passed Unanimously by those present**

## **PRESENTATIONS/UPDATES**

- a. Mediation Proclamation (*Mayor Koutzen*)
- b. Undergrounding update (*Danny Brannon*)

## **DEPARTMENT AND BOARD REPORTS**

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

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

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

**VOTE:**       **Gilgallon: YES**  
                  **DeReuil: YES**  
                  **Tyler: Not Present**  
                  **Stanton: YES**  
                  **Koutzen: YES**       **The Motion Passed Unanimously by those present**

- b. Staff Reports: Police Chief Langevin, Fire Chief Steedman, and Public Works Director Welch gave brief overviews of their departments for the month of August 2019. Town Attorney Davis reminded the Commissioners that they need to complete their 4 hours of required Ethics training.
- c. There was no Planning & Zoning Report.
- d. Update on Sept. 9, 2019 Revenue Committee Workshop:  
Kathy Tyler gave an update on their first meeting where the Town Attorney discussed the Sunshine Law requirements. They will work on creating a Mission Statement, look at additional members to make it a 5-member committee. They will be meeting with the Tax Accessor's office so they will better understand the process, look at possible ways to obtain new revenue opportunities, understand the timeshares and how they are evaluated, plus what exemptions are and how they work. Their next meeting will be October 21, 2019 at 3:00 pm.

## **COMMISSION REPORTS**

Mayor Koutzen encouraged everyone to continue to bring items for the Bahamas for hurricane relief to the Port of Palm Beach. They are receiving items at the Port daily.

## **PUBLIC COMMENTS**

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

There were no public comments. The Mayor closed public comment.

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

- a. Update on the Town's Landscaping Contract and bid process.  
Mayor Koutzen stated the Town's 3-year contract with Bass Landscaping ends this month, but they have agreed to stay with the Town on a month to month basis until we can secure a new contract. A proposal will be brought to the Commission at the October 2019 meeting.
- b. Update on Building Department software and processes.  
Mayor Koutzen stated that our contracts for Building Department and Code Enforcement services expired months ago and the proposed new agreement was not acceptable. She stated we have found another company, but they cannot begin until November 1<sup>st</sup>, so we have given Safebuilt a 30-day notice. We will also be looking at hiring a part-time code enforcement officer to work approximately 20 hours per week. They have to be state certified and qualified. We have partnered with "My Gov Now" for software and that will be ready to roll out on November 1<sup>st</sup> as well.
- c. Update on 118 Cascade Lane  
Alan Welch stated that we have hired Seagate Construction to make sure the gas and underground lines are turned off; they will take the walls down once we have all the documents in place, which should take about 3 days to remove them once they get started. The pool will also be covered, and a fence will be placed around it.

## **OTHER BUSINESS** *(Any regular business requiring a vote)*

- a. Appoint a P & Z Alternate to full member to replace Rick Ziegler on the Board.

It was unanimously decided by the Commission that Nina Lammert will be appointed as the new full member to the Board. A resolution will be presented at the October 2019 meeting to this effect.

- b. Agreement between the Town of Palm Beach Shores and Keehn Emergency Medical Services, Inc. to provide emergency medical services to the Town.

**MOTION:** Vice Mayor Gilgallon moved to approve the agreement as presented.

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

**VOTE:**  
**Gilgallon:** YES  
**DeReuil:** YES  
**Tyler:** Not Present  
**Stanton:** YES  
**Koutzen:** YES

**The Motion Passed Unanimously by those present**



## ORDINANCES AND RESOLUTIONS

- a. Ordinance O-16-19, Amending Appendix A., Zoning Ordinance at Section V. District A Regulations, PF 5.4 Maximum Lot Coverage Calculation to limit the Square Footage Credit for Enclosed Garages to Application on the First Floor when the Enclosed Garage is a minimum of Two Hundred Square Feet in Size. (Second Reading). *(Presented by Town Attorney, Keith Davis)*

**MOTION:** Vice Mayor Gilgallon moved to approve the agreement as presented.

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

**VOTE:**

**Gilgallon: YES**

**DeReuil: YES**

**Tyler: Not Present**

**Stanton: YES**

**Koutzen: YES**

**The Motion Passed Unanimously by those present**

## 11. ADJOURNMENT

Mayor Koutzen adjourned the meeting at 7:12 pm.

APPROVED this 21<sup>st</sup> DAY OF October 2019

ATTEST:

  
Evyonne Browning, Town Clerk

  
Myra Koutzen, Mayor

(Seal)