



Lake Park Town Commission, Florida

Regular Commission Meeting Minutes

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403

Wednesday August 20, 2025 6:30pm

Roger Michaud	—	Mayor
Michael Hensley	—	Vice Mayor
John Linden	—	Commissioner
Michael O'Rourke	—	Commissioner
Judith Thomas	—	Commissioner
Richard J. Reade	—	Town Manager
Thomas J. Baird	—	Town Attorney
Vivian Mendez, MMC	—	Town Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contract the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.

CALL TO ORDER/ROLL CALL

6:32 P.M.

PRESENT

Mayor Roger Michaud

Vice Mayor Michael Hensley

Commissioner Judith Thomas

Commissioner John Linden

Commissioner Michael O'Rourke

PLEDGE OF ALLEGIANCE

Mayor Roger Michaud led the Pledge of Allegiance.

APPROVAL OF AGENDA:

Motion to pull items 5, 6, 8, 9, 11 and 12 from the Consent Agenda made by Vice Mayor Hensley, Seconded by Commissioner Linden.

Voting Yea: Mayor Michaud, Vice Mayor Hensley, Commissioner Thomas, Commissioner Linden, Commissioner O'Rourke.

SPECIAL PRESENTATION/REPORT:

1. Proclamation - Bambi McKibbon-Turner Upon Retirement

Mayor Michaud presented Bambi McKibbon-Turner with the proclamation. Ms. McKibbon-Turner thanked the Commission and staff.

2. Proclamation – Feeding South Florida Hunger Action Month – September 2025

A representative was not present to receive the proclamation.

PUBLIC COMMENT:

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

-Michael Steinhauer submitted comments via Exhibit A.

-Katia Zhestkova thanked the Commission for their service. She voiced concerns with ground water levels in regards to construction by Forest Development.

-Rafael Moscoso spoke about the consent agenda and the process for removing items for discussion and the need for more in depth reporting for certain items.

-Pablo Perhacs requested a draft of the Kimley-Horn report in regards to the Park Avenue Downtown District (PADD) project. He also spoke about the elimination of various potential law suits against the Town.

CONSENT AGENDA:

All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the agenda. Any person wishing to speak on an agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.

Motion to approve Consent Agenda items 3,4,7 and 10 made by Vice Mayor Hensley. Seconded by Commissioner Linden. Voting Aye: All. Commissioner O'Rourke wanted it stated for the record that during the August 6, 2025 Regular Commission Meeting that there was an outburst from an audience member directed at him and per the Civility and Decorum Policy of the Town, there should have been an action that was taken to discourage the behavior and there had not been. Mayor Michaud made a statement to the public and to the Commissioners about appropriate behavior during meetings.

3. Commission Budget Workshop Minutes - August 5, 2025
4. Regular Commission Meeting Minutes - August 6, 2025
7. Deposit On-Site (DOS) Services – PNC Bank.
10. Resolution 50-08-25 – 1st Amendment - Quarterly Air Conditioning Preventive Maintenance and Emergency Repair Services Agreement - Altman Air Conditioning Co., Inc.

The Following Items Were Pulled from the Consent Agenda for Discussion:

5. Resolution 48-08-25 - 2026 Annual Plan of Service - Town of Lake Park Library
Commissioner Thomas questioned the Annual Plan of Service and is unsure what they are being requested to do. Town Manager Reade stated that this is an annual requirement which outlines goals for the year and that state aid is received annually. Finance Director Barbara Gould explained that the Town received state aid for libraries for fiscal year 2025 in the amount of \$6,248.00. Motion to approve Resolution 48-08-25 made by Commissioner Linden. Seconded by Vice Mayor Hensley. Voting Aye; Commissioner O'Rourke, Mayor Michaud, Vice Mayor Hensley, Commissioner Linden. Voting Nay; Commissioner Thomas.

6. Fiscal Year (FY) 2025 Budget Transfer - Stormwater Improvement Project Design and Grant Application Funding - Water Resource Management Associates, Inc. (WRMA) - \$75,000 [From FY 2025 Stormwater Fund (Fund 402) - Contractual Services to Professional Services].

Commissioner O'Rourke requested clarification on the budget transfer because there was already an allocation in the budget for the same amount. Public Works Director Jaime Morales explained that this would only be a budget transfer from the contractual services line item to the professional services line item. Commissioner Thomas stated for the record that she had spoken to the Town Manager about this and how we track the accounts for the transfer. She wanted to make sure we had a good paper trail with a resolution that tracked it for easy future reference. Public Works Director Morales explained that the \$75,000.00 had already been budgeted and that this action only relates to the transfer of those funds from one account to another. Motion to approve FY 2025 Budget Transfer made by Commissioner O'Rourke. Seconded by Commissioner Linden. Voting Aye; All.

8. Emergency Equipment Purchase - Replacement Grabber Beam & Grabber Fingers – Side-Loader Refuse Truck (Unit 58) – Sunbelt Waste Equipment - \$15,442.74

Commissioner Thomas wanted to comment on items 8, 9 and 12 together because the equipment had already been discussed and funds had been allocated. She stated that the equipment does cost a lot but it is needed. Commissioner Linden asked if the grabber truck is functional. Public Works Director Morales stated that it recently broke down. The truck is in the shop right now, but they are awaiting approval to move forward. Commissioner Linden asked if this vehicle is being replaced in December. Public Works Director Morales explained that yes it is being replaced, but if the repair is not made, there will be no bulk service until December.

Commissioner Linden asked if Public Works had the ability to install the arm. Public Works Director Morales stated that they do not have the capacity for such a huge endeavor. Vice Mayor Hensley asked if these funds had already been budget for. Finance Director Gould stated that there are sufficient funds for the purchase. Vice Mayor Hensley asked for clarification that any Town purchases over \$10,000.00 must come back before the Commission for approval even if the funds are already in the budget. Town Manager Reade confirmed that to be the correct procedure according to the Town's purchasing policy and explained other components of the policy. Vice Mayor Hensley talked about the possibility of altering the threshold for purchasing

without Commission approval in order to have Town business happen more efficiently. Town Manager Reade stated that staff are already in the process of reviewing the purchasing policy for possible improvements in order to get work done quicker. Commissioner O'Rourke asked about the procurement process and if there are built-in delays within the process. Town Manager Reade confirmed this to be correct and spoke about the need for staff to be able to make these purchases quicker moving forward. Commissioner O'Rourke suggested updating the procurement policy so that any purchases that are already budget for could be approved without Commission involvement. Town Manager Reade stated that they are discussing that as a possible change to the policy and that they are also working to include required language into the policy that will allow for faster receipt of disaster funds when needed. Commissioner O'Rourke spoke about the need for the grabber arm in the aftermath of a hurricane and asked if an emergency request would be appropriate. Town Manager Reade explained that this request is on an emergency purchase basis which does not require Commission approval. However, he stated that he wanted to bring it before the Commission as a means of being fully transparent. Vice Mayor Hensley asked for confirmation that this purchase requires an amendment to the budget to pay for the equipment. Town Manager Reade stated that the funds for the emergency items on this agenda are within the current approved budget. Commissioner Linden stated that the agenda documents reflect that the funds are available within the fiscal year 2026 budget. Town Manager Reade explained that this was a typo. Commissioner Thomas asked about the lack of capacity to perform the repair. Public Works Director Morales explained that the capacity refers to the lack of equipment that is needed to perform the repair and that the Public Works repair shop would be considered a "light fleet" shop and not a "heavy equipment" shop. He went on to say that if we want to bring our shop up to par in order to make these repairs, then we will have to budget funds to upgrade the facility.

Motion to consolidate items 8, 9 and 12 made by Commissioner O'Rourke. Town Attorney Lashley stated that although they are able to combine the items for discussion, the vote needs to be separate for each item.

Motion to approve Emergency Equipment Purchase - Replacement Grabber Beam & Grabber Fingers – Side-Loader Refuse Truck (Unit 58) – Sunbelt Waste Equipment - \$15,442.74 made by Commissioner O'Rourke. Seconded by Vice Mayor Hensley. Voting Aye; All.

9. Resolution 49-08-25 - Replacement Front End Loader Dumpsters - Iron Container, LLC
- \$25,150

Commissioner Thomas wanted to comment on items 8, 9 and 12 together because the equipment had already been discussed and funds had been allocated. She stated that the equipment does cost a lot but it is needed.

Commissioner Linden asked how many dumpsters the Town currently has and how many are being replaced. Public Works Director Morales stated he did not have that figure and explained that the Town currently either refurbishes or replaces rusted dumpsters, but the cost is the same because the Town does not have the personnel to weld the rusted holes that the current containers have, so they have to send those repairs out to a third party. Commissioner Thomas stated that it looks like there are fifty-three dumpsters to replace as stated in the agenda item documents.

Motion to approve Resolution 49-08-25 made by Commissioner Thomas. Seconded by Vice Mayor Hensley. Voting Aye; Commissioner O'Rourke, Commissioner Thomas, Mayor Michaud, Vice Mayor Hensley. Voting Nay; Commissioner Linden.

11. Resolution 51-08-25 – Agreement for Termite Fumigation Treatment – Lake Park Town
Hall – Northwest Exterminating Co., LLC - \$17,437

Motion to authorize Resolution 51-08-25 made by Commissioner O'Rourke. Seconded by Vice Mayor Hensley. Voting Aye; All.

12. Emergency Equipment Repair - Electrical Harness and Control System - Side-Loader
Refuse Truck (Unit #51) - Ten-8 Industrial, LLC - \$25,987.22

Commissioner Thomas wanted to comment on items 8, 9 and 12 together because the equipment had already been discussed and funds had been allocated. She stated that the equipment does cost a lot but it is needed. Commissioner Linden had concerns with what was previously spent on the tires for the vehicle. He asked how long it would take for the repair. Public Works Director Morales explained it could take two to three weeks or possibly less. Commissioner Linden asked what the cause of the gravel truck break down was. Public Works Director Morales stated it was wear and tear. Commissioner O'Rourke asked if this item is a part of the procurement process and could this process have been sped up with changes to the policy. Town Manager Reade stated that yes, it could be sped up if his spending limit was

higher. Commissioner Hensley stated that he believes a change to the procurement policy would provide a cost savings for the Town and the residents. Mayor Michaud suggested reviewing the current spending threshold. Town Manager Reade stated they are considering a \$50,000.00 limit and they are looking to see what other towns have established as their spending limits. Commissioner Linden stated that he prefers to have a special called Commission meeting as opposed to allowing the spending limit to be increased from \$10,000.00 to \$50,000.00. Town Manager Reade spoke about the need to be able to make purchases quickly, but that any procurement policy would need to be approved by the Commission and also any purchases made under the spending limit would also have had funds allocated within the budget already and if they were not allocated, then it would require Commission approval. Commissioner Linden expressed a desire to pull comparisons from municipalities that are equal in size. Town Manager Reade stated that it is not always about how many citizens you have, but it should include a cost comparison for quick purchases vs. going out to bid. He stated that because the current procurement policy is so dated, that it is creating unnecessary costs. Commissioner O'Rourke spoke about the range of the spending limit within the current policy is up to \$35,000.00 and so an increase to \$50,000.00 would only be a \$15,000.00 increase over a \$40,000.00 increase. Town Manager Reade spoke about the review of the purchasing policy. He stated that the current policy is vague and they will be making recommendations to revise the policy so that it is clear and all encompassing.

Motion to approve Emergency Equipment Repair - Electrical Harness and Control System - Side-Loader Refuse Truck (Unit #51) - Ten-8 Industrial, LLC - \$25,987.22 made by Commissioner O'Rourke. Seconded by Vice Mayor Hensley. Voting Aye; Commissioner O'Rourke, Commissioner Thomas, Mayor Michaud, Vice Mayor Hensley. Voting Nay; Commissioner Linden.

PUBLIC HEARING(S) - ORDINANCE ON FIRST READING: NONE

PUBLIC HEARING(S) - ORDINANCE ON SECOND READING: NONE

NEW BUSINESS:

13. Resolution 52-08-25 - Site Plan & Special Exception - Two (2), One (1) Story Storage Warehouse Buildings (8,952 SF) - JS 1220 10th Street, LLC (West of 10th Street & South of Northern Drive).

Commissioner O'Rourke had no ex-parte communications to declare.

Commissioner Thomas had no ex-parte communications to declare.

Commissioner Linden had no ex-parte communications to declare.

Vice Mayor Hensley had no ex-parte communications to declare.

Mayor Michaud had no ex-parte communications to declare.

Town Clerk Mendez swore in all witnesses.

Community Development Director Nadia DiTommaso explained the item (Exhibit B).

2GHO Landscape Architecture & Planning representative, Mr. George Gentile, introduced himself for the record and presented to the Commission (Exhibit C).

Commissioner Thomas stated that the exception is running with the owner, not the property. Mr. Gentile stated for the record that it is a condition and that they agree with all the conditions in the Resolution. Commissioner Thomas expressed concern with the retrofitting of the use from commercial to industrial and that causing future issues since the exception is tied to the owner and not the property. Community Development Director DiTommaso explained that any future property owners would be subject to a new exception process if they wanted to utilize the property in the same way.

Commissioner Thomas wants it to be clear in the resolution that it has to be singular use by the owner and not multiple use. Mr. Gentile stated that this exception would be for that use by that owner.

Motion to approve Resolution 52-08-25 made by Vice Mayor Hensley. Seconded by Commissioner Linden. Voting Aye; All.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

-Town Attorney Lashley updated the Commission on the postponement of the application to eliminate the deed restrictions with the Florida Department of Environmental Protection (FDEP) from September, 2025 to December, 2025. He also stated that Town Attorney Baird had sent out a memo on Senate Bill 180. He said that Town Attorney Baird is meeting with Kimley-Horn next week to discuss next steps for studying and evaluating any amendments to the Comprehensive Plan or Land Development Regulations that could be affected by Senate Bill 180. Town Attorney Lashley also spoke about the suggestion that was made, at the direction of Commissioner Linden to explore moving from two meetings per month to one. He stated this could be done by an amendment to the Ordinance and he asked for further direction as to whether they wished to move forward with this and if so, which meeting they would like to eliminate each month. The Commission discussed the possibility along with all of the challenges

it would create. The Commission provided direction to have staff bring forward the Ordinance for review and selection of a start date with preference to eliminate the second meeting of the month. Town Manager Reade suggested that retaining the second meeting of the month might - work better so that it would fall after Planning & Zoning Board Meetings each month.

-Town Manager Reade introduced Palm Beach Sheriff's Office (PBSO) Captain Thibodeau to provide some community updates. Commissioner Linden spoke about an incident in a local school and requested that when these incidents happen moving forward that the Town Manager be notified so he can inform the Commission. Town Manager Reade stated that this notification communication is already in place. Town Manager Reade announced the upcoming Sunset Celebration on Friday, August 29th and Town offices closed on Labor day, Monday September 1st. Town Manager Reade spoke about notifications sent out to residents regarding the sanitation schedule and other types of notifications. Commissioner Linden asked about the chili cook-off. Special Events Director Riunite Franks stated that it depends if the budget item is passed. If so, it is scheduled for October. Commissioner O'Rourke asked about the fumigation that will take place over the Labor Day weekend. Town Manager Reade stated that the fumigation is scheduled to begin on Friday August 29th and suggested closing Town Hall mid-day. Public Works Director Morales stated that the ideal dates to perform the fumigation are during the Labor Day Weekend. He stated that the fumigation company would need all staff out of the building by noon on Friday, August 29th. The Commission discussed various possibilities including a half day on August 29th or a full day on August 29th. Motion to give Town Hall staff off for the whole day of August 29th and allowing for equal comp time to be given to all other staff made by Commissioner O'Rourke. Seconded by Vice Mayor Hensley. Commissioner Linden suggested that if staff are given off on August 29th, that they should have to relinquish one of their vacations days the following year. The Commission did not come to a consensus on that point. Voting Aye; All.

Town Manager Reade spoke about the United Way of Palm Beach County and he asked for consensus from the Commission for a proclamation honoring the month of September as Hunger Relief Month. The Commission reached consensus for the proclamation. Town Manager Reade requested direction on the previously discussed proclamation for Taipei, Taiwan. The Commission does not want to move forward with this proclamation.

-Commissioner O'Rourke had no comments.

-Commissioner Thomas stated she would like staff to start having developers place signs or notices on properties with new development projects and/or properties with project amendments

in an effort to be more transparent and to keep residents informed. Town Manager Reade stated that they are currently working on putting together a policy on this.

-Commissioner Linden suggested using roll-call voting for all Commission votes moving forward. Town Manager Reade stated that there is nothing in the code that speaks to that. Commissioner O'Rourke stated that Robert's Rules has a provision where anyone on the dais can call for a roll-call vote at any point. Town Attorney Lashley requested to have more time to review this topic to ensure there is nothing that prohibits it, or that an ordinance is not required. The Commission agreed to not make it a formal requirement, but to request it on an individual basis. Commissioner Linden asked if there is an ordinance on solicitation. Community Development Director DiTommaso stated that the code only allows for charitable solicitation. Town Manager Reade cited the code that prohibits solicitation. Commissioner Thomas had concerns with the solicitation of votes that candidates do during an election period. Town Manager Reade cited the code that states the solicitation has a sale of goods component that does not apply to the solicitation of votes in an election. The Commission agreed to have the Town Attorney take a closer look into this matter. Commissioner Linden also spoke about the proposed raises for the Commission and Mayor and the associated costs. He is in favor of the raises. Mayor Michaud stated that this topic will come up for discussion in the next budget meeting.

-Vice Mayor Hensley requested a Park Avenue Downtown District (PADD) update in the future. He also asked for a future update on Kelsey Market.

-Mayor Michaud spoke about development in Town that is moving along. He stated he appreciates the residents showing their support and providing their feedback. Town Manager Reade requested direction from the Commission regarding 1100 2nd Court. Community Development Director DiTommaso explained that a certificate of occupancy was required by August 7th or 8th and they are not close to completion. Town Attorney Lashley stated that he is in the middle of investigating the matter and an update will be provided at a future meeting.

ADJOURNMENT:

Motion to adjourn made by Commissioner O'Rourke. Seconded by Commissioner Linden.
Voting Aye: All.
Meeting adjourned 9:27 p.m.

FUTURE MEETING DATE: Next Scheduled Regular Commission Meeting will be held on September 3, 2025.

Mayor Roger D. Michaud

Town Seal

Town Clerk, Vivian Mendez, MMC

Deputy Town Clerk, Laura Weidgans

Approved on this _____ of _____, 2025