



Lake Park Town Commission, Florida

Commission Budget Workshop Minutes

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403
September 04, 2025 6:00 PM

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

6:09 P.M.

PRESENT

Mayor Roger Michaud

Vice Mayor Michael Hensley

Commissioner Judith Thomas

Commissioner John Linden

Commissioner Michael O'Rourke

PLEDGE OF ALLEGIANCE

Mayor Michaud led the Pledge of Allegiance.

SPECIAL PRESENTATION/REPORT:

1. FY 2026 Budget Workshop (#3) – Proposed General Fund, Special Revenue, Capital Projects Funds Expenditures, CRA Revenue & Expenditures & 5 Year Capital Improvement Plan

Finance Director Barbara Gould announced that she would be continuing with the budget proposal where they left off at the end of the last budget workshop within the General revenue Fund, budget number 600 Special Events (Exhibit A). She informed the Commission that an additional \$10,000.00 would need to be added for the Town Christmas Tree lighting event, which will no longer be able to be funded by the Community Redevelopment Agency (CRA). In regards to the Library budget, Commissioner Thomas asked what the promotional activities were. Library Director Judith Cooper stated that this expense includes the books for the Extravaganza, Read for the Record, the Love Your Library Event, the summer reading program, outreach programs and promotional materials. In regards to the General Government Budget, Finance Director Gould explained that the wage raises are housed in this section. Commissioner Linden asked about the principal on the CRA projects. Finance Director Gould stated that the Town has elected to pay off this portion of the loan so that the CRA can bond without the debt hanging over their head and to reduce interest costs. Commissioner Linden stated that since the CRA has funds, why it is not paying for this expense. Finance Director Gould explained that the funds for the expense are being passed to the Town from the CRA and the expense is indicated within the CRA proposed budget. She went on to say that, the only way they could receive this loan was for the Town to be responsible for it. Commissioner O'Rourke suggested looking for ways to have enterprise funds self-sustaining. Commissioner Linden asked about funds listed for quarterly newsletters. Finance Director Gould explained that the funds were unused and so they remain in the fund. The Commission had concerns with the two expense items for Johnson Controls. Public Works Director explained that the Town has a performance contract with them and explained how that works. The Commission requested that the interest item be re-named moving forward as it is not truly interest. Public Works Director Morales stated that he would provide the Commission with the report that outlines the details of the costs. Commissioner Linden asked about a reimbursement of Public, Private Partnership (P3) expenditures for close to a half million dollars. Finance Director Gould explained that a public improvement revenue of \$1.8 million was received and

some of the funds used were used incorrectly, so the fund has to be paid back for those funds. Town Manager Reade further explained how the Town received the public improvement funds and the need for the reimbursement. Commissioner Linden stated that the misallocation should have been caught earlier. Commissioner Thomas asked about the operating expenditure of \$102,000.00 in regards to the Streets & Roads budget. Finance Director Gould explained that this amount represents the last of the design work for the oval-about. Commissioner Thomas also asked about the electrical expense and if that was for the light poles. Finance Director Gould confirmed that to be correct. Commissioner Thomas also asked about a maintenance item. Finance Director Gould explained that this was the maintenance fee that the Florida Department of Transportation (FDOT) pays to the Town for US 1. Commissioner Thomas asked who monitors the Geographical Information System (GIS) and how many licenses the Town has. Public Works Director Morales stated that the Town has two main licenses and six users. Commissioner Thomas asked about a vehicle lease amount of \$44,200.00. Finance Director Gould stated that was a pickup truck. Commissioner Linden suggested that for next year, the proposed budget include details to avoid them having to ask questions. Finance Director Gould pointed out to the Commission that they had been using the one-cent sales tax for sidewalk repairs, but those funds will end in December and they have not put any monies aside for sidewalk repairs in Town except within the CRA. The Commission discussed the award for property of the month recipients and agreed that they would like to increase the award amount. Town Manager Reade stated they would bring that back before them for discussion. Commissioner O'Rourke questioned the CRA Bond. Finance Director Gould explained the Bank of America loans that were taken in 2008, which will be paid early. CRA Administrator Allison Justice explained the need for a Financial Consultant in the CRA. She explained that the Financial Consultant assisted in creating the CRA budget as well as the Annual Report. Board Member Linden questioned outsourcing the CRA landscape, since they were so displeased by the previous vendor. Executive Director Reade explained that a cost analysis of contractual services versus bringing services in-house was expected. Board Member Linden questioned the holiday lights contract. CRA Administrator Justice stated that this was the last year of the three-year contract with Brandano Design. This service would need to go back out for bid next year. Finance Director Gould explained that as funding becomes available, staff would begin working through the Capital Improvement Plan (CIP). Commissioner Thomas asked questions regarding the need to store Town permanent records. Town Clerk Mendez explained state law and

the specifics necessary for the appropriate storage of Town permanent records. Public Works Director Morales explained that the trailer was in bad condition and moving of the permanent records would be sooner rather than later due to termite damage. Commissioner O'Rourke suggested adding a new town bus to the CIP. Commissioner Thomas expressed security concerns during the meeting. Public Works Director Morales stated that the Town's consultant would be at a future Commission meeting to present chamber layout options. Finance Director Gould explained that they have included funding to cover potential claim payout and training for the Human Resources department. Mayor Michaud and Town Manager Reade thanked staff for all their efforts in the budget process.

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 provided his comments via exhibit B.
- Pablo Perhacs provided his comments via exhibit C.
- Sue Lafontaine provided her comments via exhibit D.
- Mary Beth Taylor provided her comments via exhibit E.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Commissioner Linden questioned when he could voice his concerns with budget items. Town Manager Reade explained that during the workshops was the appropriate opportunity to ask questions and suggest changes to the budget.

Town Clerk Mendez stated the schedule for Monday, September 8, 2025 Special Called CRA and First Public Budget Hearing.

ADJOURNMENT:

Motion to adjourn made by Commissioner Thomas; Seconded by Commissioner Linden.

Voting Aye: All

8:50 P.M.

Mayor Roger D. Michaud

Town Seal

Town Clerk, Vivian Mendez, MMC

Deputy Town Clerk, Laura Weidgans

Approved on this _____ of _____, 2025