

**TOWN OF OCEAN RIDGE  
TOWN COMMISSION REGULAR MEETING  
AGENDA**



**September 7, 2021  
6:00 P.M.  
TOWN HALL – MEETING CHAMBERS**

**TOWN COMMISSION**

Mayor Kristine de Haseth

Vice Mayor Susan Hurlburt  
Commissioner Geoff Pugh

Commissioner Steve Coz  
Commissioner Martin Wiescholek

**ADMINISTRATION**

Town Manager Tracey L. Stevens

Town Attorney Christy Goddeau  
Chief of Police Richard Jones

Town Clerk Karla M. Armstrong  
Building Official Durrani Guy

**RULES FOR PUBLIC PARTICIPATION**

1. **PUBLIC COMMENT:** The public is encouraged to offer comments with the order of presentation being as follows: Town Staff, Public Comments, Commission discussion and official action. Town Commission meetings are business meetings of the Commission and the right to limit discussion rests with the Commission. **Generally, remarks by an individual will be limited to one time up to three minutes or less regarding any single item on the agenda.** The Mayor or presiding officer has discretion to adjust the amount of time allocated.
  - A. Public Hearings: Any citizen is entitled to speak on items under this section.
  - B. Public Comments: Any citizen is entitled to be heard concerning any matter within the scope of jurisdiction of the Commission under this section. The Commission may withhold comment or direct the Town Manager to take action on requests or comments. The Commission meetings are held for the purpose of discussing and establishing policy and to review such other issues that affect the general welfare of the Town and its residents. Where possible, individual grievances should first be taken up with the Town Staff.
  - C. Regular Agenda and First Reading Items: When extraordinary circumstances or reasons exist and at the discretion of the Commission, citizens may speak on any official agenda item under these sections.
  
2. **ADDRESSING THE COMMISSION:** At the appropriate time, please step up to the podium and state your name and address for the record. All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the Commission shall be barred by the presiding officer from speaking further, unless permission to continue or again address the Commission is granted by a majority vote of the Commission members present.

**APPELLATE PROCEDURES**

Please be advised that if a person decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record includes the testimony and evidence upon which the appeal is based. The Town neither provides nor prepares such record. (F.S. Section 286.0105)

Persons who need an accommodation in order to attend or participate in this meeting should contact the Town Clerk at (561) 732-2635 at least 5 days prior to the meeting in order to request such assistance.

**NOTICE: THE PUBLIC MAY VIEW THE HARD COPY OF THE MEETING MATERIALS AT  
TOWN HALL BEFORE OR DURING THE MEETING**

**CALL TO ORDER****ROLL CALL****PLEDGE OF ALLEGIANCE****ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA****PRESENTATIONS & PROCLAMATIONS**

- a. Swearing-in of Newly Appointed Chief of Police, Richard Jones.

**ANNOUNCEMENTS**

- a. The next Regular Town Commission Meeting will be held on Monday, October 4<sup>th</sup> at 6:00 PM. A Special Town Commission Meeting will be held on Tuesday, September 21<sup>st</sup> at 6:00 p.m. at Town Hall and will include the second and final public hearing on the proposed FY22 budget. The next Planning & Zoning Commission meeting will be held on September 20<sup>th</sup> at 8:00 AM at Town Hall.
- b. Please join us each month prior to the Town Commission meeting at 5:00 p.m. for the Building Official Educational Forum in the Commission Chambers at Town Hall. Details including topics to be discussed each month are on the Town's website.
- c. Residents who wish to sign up to receive important Town notifications and news through Civic Ready should sign up on the Town's website or call Town Hall for assistance.

**PUBLIC COMMENT** – (3 minute individual limit)**APPROVAL OF CONSENT AGENDA** (Items that do not require discussion)

1.
  - a. Adopt Minutes of the Regular Town Commission Meeting of August 2, 2021.
  - b. Adopt Minutes of the Special Town Commission Meeting of August 2, 2021.
  - c. Acceptance of the Revenue & Expenditure Report for July 2021.
  - d. Approve budgeted expenditures of \$11,262.80 to Madsen-Barr for emergency potable water valve replacement at the intersection of Inlet Cay and River Drive, and \$19,073.25 to Madsen-Barr for fire hydrant replacement on Eleuthera Drive.
  - e. Approve Lien Satisfaction for 6009 N. Ocean Blvd.
  - f. Approve Fifth Amendment to the Legal Services Agreement with Torcivia, Donlon, Goddeau & Rubin, PA
  - g. Approve Fourth Amendment to Professional Services Agreement with Engenuity Group, Inc.
  - h. Approve Job Description for Building Inspector Position.

**PUBLIC HEARING ON THE FY22 BUDGET**

2.
  - a. Presentation of the Tentative Budget & Proposed Millage Rate for FY 2021/2022
  - b. Announce the Town of Ocean Ridge Computed Millage Rate is Higher Than the Rolled Back Rate of 5.1384 by 9.96%. The millage to be levied is 5.6500.
  - c. Public Comment & Comments from Commissioners
  - d. Resolution No. 2021-15: Adoption of Tentative Millage Rate for Fiscal Year 2021/2022
  - e. Resolution No. 2021-16: Adoption of Tentative Budget for Fiscal Year 2021/2022
  - f. Announce the second/final hearing on the FY 2021/2022 Budget will be held at 6:00 p.m. on Tuesday, September 21, 2021.

**REGULAR AGENDA ITEMS**

3. Second Reading of Ordinance No. 2021-05: An Ordinance of the Town Commission of the Town of Ocean Ridge, Florida, Changing the Qualifying Period for Town Commission Candidates to Align with State & Federal Election Laws (By: Town Clerk Armstrong)
4. Resolution No. 2021-17: Amending the Human Resources Policies & Procedures Employee Handbook. (By: Town Manager Stevens)
5. Discussion Regarding Letter of Credit Relative to Demolition (By: Town Manager Stevens)

**STAFF & COMMITTEE REPORTS**

6. Planning & Zoning Commission
7. Town Manager
8. Town Attorney
9. Police Chief
10. Town Engineer & Public Works
11. Building Official

**TOWN COMMISSIONER COMMENTS**

12. Discussion Regarding Mask Policy at Town Hall (By: Vice Mayor Hurlburt)
13. Discussion Regarding Assistant Town Clerk Position (By: Commissioner Coz)

**ADJOURNMENT**