

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



**August 3, 2020
6:00 P.M.
TOWN HALL – MEETING CHAMBERS**

TOWN COMMISSION

Mayor Kristine de Haseth

Commissioner Philip Besler
Commissioner Susan Hurlburt

Vice Mayor Steve Coz
Commissioner Martin Wiescholek

ADMINISTRATION

Town Manager Tracey L. Stevens

Town Attorney R. Brian Shutt
Police Chief Hal C. Hutchins

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.

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

None

ANNOUNCEMENTS

- a. The next Regular Town Commission Meeting will be held on September 8th at 6:00 PM at Town Hall, to include the first public hearing on the Budget for FY21. The next Planning & Zoning Commission meeting will be held on August 17th at 8:00 AM at Town Hall. The Board of Adjustment will meet on August 19th at 8:30 AM at Town Hall. The Septic to Sewer Citizens' Advisory Committee Meeting for August has been cancelled. The next meeting date is to be determined.
- b. A Town Charter Amendment Referendum Election will be held on August 18, 2020 along with the Primary Election. / El 18 de agosto de 2020 se celebrará una elección del referéndum de enmienda de la Carta de la Ciudad, junto con la elección primaria.
- 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.
- d. Next on the agenda is public comment. The Mayor will invite the public to speak to the Commission on any item that is not printed on the agenda. Public comments on specific agenda items may be made later in the meeting when the items are taken up. There is a one-time per item three (3) minute individual limit for public comments that will be timed by the Town Clerk. Public comment is not meant to be a question and answer period, and there will be no dialogue. Anyone wishing to speak during public comment will approach the podium and state their name and address for the record, and see the Town Clerk after speaking to fill out a speaker card in order for the minutes to be properly recorded. The Commission would like to remind everyone that individuals addressing the Commission shall use proper language, and that language which includes profanity or cursing, or which is presented in an aggressive or threatening manner toward the Town Commission, staff, or other members of the public is prohibited. All comments shall be directed to the Presiding Officer of the meeting and not to individual Commissioners, staff, or members of the public. Those addressing the Commission shall avoid personal attacks against anyone, and the Presiding Officer has the authority to remove individuals from the Town Commission Chambers if such conduct persists after the Presiding Officer has provided a warning that the individual is in violation of this policy.

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

1.
 - a. Adopt Minutes of Regular Town Commission Meeting of July 6, 2020
 - b. Adopt Minutes of Special Town Commission Meeting of July 6, 2020
 - c. Approve Expenditure of up to \$37,975 to Raftelis Financial Consultants, Inc. for Water Service Area Analysis
 - d. Approve Expenditure of \$3,955.00 to Jones Foster for Legal Services for June 2020
 - e. Approve Expenditure of \$8,356.70 to Roberts, Reynolds, Bedard & Tuzzio PLLC for Legal Services for June 2020
 - f. Sign Engagement Letter for FY20 Auditing Services with Nowlen, Holt & Miner, PA
 - g. Approve Renewal of County Law Enforcement Mutual Aid Agreement
 - h. Extend Torcivia, Donlon, Goddeau & Ansay Legal Services Contract for One Year
 - i. Extend Engenuity Group Engineering Services Contract for One Year
 - j. Update Public Works I & Public Works II Job Descriptions

- k. Resolution No. 2020-16: A Resolution Of The Town Commission Of The Town Of Ocean Ridge, Florida, Approving And Implementing Performance Measures For Compliance With The National Flood Insurance Program; Providing An Effective Date; And For Other Purposes.
- l. Authorize Town Manager Stevens to Sign FEMA Grant Documents for COVID-19

REGULAR AGENDA ITEMS

2. First Reading of Ordinance No. 2020-04: An Ordinance Granting to Florida Power & Light Company, Its Successors and Assigns, an Electric Franchise, Imposing Provisions and Conditions Relating Thereto, Providing for Monthly Payments to the Town of Ocean Ridge, and Providing for an Effective Date. (By: Town Attorney Shutt)
3. First Reading of Ordinance No. 2020-05: An Ordinance of the Town of Ocean Ridge, Florida, Amending its Code of Ordinances by Amending Chapter 64 “Zoning”, Article I “District Regulations”, Section 64-1 “RSF and RSE Single-Family Residential Districts”; Amending Chapter 66 “Environmental Regulations”, Article II “Flood Damage Prevention”, Division 3 “Flood Resistant Development”, Section 66-26 “Buildings and Structures”; Amending Chapter 67 “Buildings and Building Regulations”, Article II “Coastal Construction”, Section 67-17 “Coastal Construction and Excavation Setback Line” and Creating Section 67-18 “Coastal Construction Setback Line” to Provide Further Regulations for Structures Constructed East of the Coastal Construction Control Line; Providing for Codification, Repeal of Conflicting Ordinances, Severability, and an Effective Date.
4. Second Reading of Ordinance No. 2020-01: An Ordinance of the Town of Ocean Ridge, Florida, Amending Its Code of Ordinances By Amending Chapter 2 “Administration”, Article II “Officers And Employees”, Division 3 “Town Clerk”, And Creating Division 5 “Town Treasurer” To Provide that the Town Clerk and Treasurer are Two Distinct Positions and not the Same Position; Providing For Codification, Repeal Of Conflicting Ordinances, Severability, and an Effective Date. (By: Town Manager Stevens)
5. Second Reading of Ordinance No. 2020-03: An Ordinance of the Town of Ocean Ridge, Florida, Amending Its Code of Ordinances By Amending Chapter 66 “Environmental Regulations”, Article IV “Landscaping”, Division 3 “Tree Permits”, Section 66-152 “Duty To Trim Coconut Trees” to Require the Trimming of Coconut Trees in the Public Right-Of-Way by an Adjacent Property Owner; Providing for Codification, Repeal of Conflicting Ordinances, Severability, and an Effective Date. (By: Town Attorney Shutt)
6. Code Enforcement Direction (By: Town Manager Stevens)
7. Authorize Town Manager Stevens to Enter into a Three-Year Contract with Point & Pay for Debit/Credit Card Payment Processing Services (By: Town Manager Stevens)

STAFF & COMMITTEE REPORTS

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

TOWN COMMISSIONER COMMENTS

None

ADJOURNMENT

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

Notice of Teleconferencing for August's Regular Town Commission Meeting

Based upon guidance issued by the President of the United States, by the Centers for Disease Control and Prevention, and Executive Orders issued by the Governor of the State of Florida, seating for the Regular Town Commission meeting of the Town of Ocean Ridge shall be limited based on social distancing guidelines. Based on these restrictions, the Town will be holding the meeting in-person, with the additional option of attending by teleconference for those that are unable to attend in-person.

DATE AND TIME: Monday, August 3, 2020 at 6 P.M.

GENERAL SUBJECT MATTER TO BE CONSIDERED: The Town of Ocean Ridge will meet for the purpose of reviewing items as described on the agenda. The agenda along with the meeting package was posted on the Town's website, at Town Hall, and in Town Hall's shadow box the Wednesday prior to the meeting.

A copy of the agenda & the package may be obtained by contacting the Town Clerk at:

Karmstrong@oceanridgeflorida.com.

PLACE: The meeting will be held at the physical access point of Town Hall, 6450 N. Ocean Blvd, Ocean Ridge, FL and [GotoMeeting.com](https://www.gotomeeting.com). Due to COVID-19 social distancing requirements, seating at the physical access point will be limited. The Town of Ocean Ridge will provide for additional public participation through [GotoMeeting.com](https://www.gotomeeting.com), a communication media technology (teleconference). Interested persons may attend by using the following information:

- **Please join the meeting from your computer, tablet or smartphone.**
<https://www.gotomeet.me/OceanRidge/august-regular-town-commission-meeting>
- **You can also dial in using your phone.** United States: [+1 \(786\) 535-3211](tel:+17865353211) and **Access Code:** 309-935-765
- Download the application (App) by clicking: <https://global.gotomeeting.com/install/309935765>

PUBLIC COMMENTS:

Persons who can access the meeting by teleconference using a computer with speaker capabilities or through a smart phone application (app) can provide public comment by typing their name in the chat box along with the agenda item they would like to speak about. When public comment is called by the Mayor during each agenda item, the Town Clerk will unmute each person, in the order received, that have placed their name in the chat box, and ask them to speak at that time.

Persons that are unable to attend the meeting by teleconference may submit public comments by utilizing the following options:

1. Email the Town Clerk at karmstrong@oceanridgeflorida.com by Monday, August 3, 2020 at 12 p.m. The email must contain the agenda item number and exactly what is to be read out loud at the meeting (3 minute limit). The Town Clerk will respond to the email if it has been received. If you do not receive a response email from the Town Clerk, assume that it was not received and follow up with a phone call to Town Hall at 561-732-2635. The Town Clerk will read the public comment into the record when the item is taken up.
2. Call Town Hall at 561-732-2635 either before or during the meeting. Tell Town Hall Staff which agenda item you would like to submit a comment on, and submit your comments to them (3 minute limit). Town Hall staff will notify the Town Clerk of the public comment, and the Town Clerk will read the public comment into the record when the item is taken up.

TIPS FOR VIRTUAL MEETINGS:

TRY TO USE ONE DEVICE. Do not attend the meeting by using both the computer and telephone at the same time, as you will experience feedback with a strong echo, and will not be able to hear the participants of the meeting properly.

MUTE YOUR PHONE. If you are attending by telephone or computer. Those that do not mute their phones can cause disruptions into the meeting, as everyone attending the meeting could hear what is happening in your home, your car, or wherever you are calling from.

DO NOT UNMUTE YOURSELF. If you are attending by the Gotomeeting application or a computer, please do not unmute yourself. The Town Clerk will unmute persons after public comment is called by the Mayor. If you have physically muted your phone, please unmute only after public comment is called for and Town Clerk has alerted the public to unmute. After you have made your public comment, make sure to mute your phone again.

THE INFORMATION IN THE CHAT BOX IS A PUBLIC RECORD. Please keep in mind that all comments in the chat box become a public record after the meeting.

CALL TOWN HALL IF EXPERIENCING TECHNICAL DIFFICULTIES. Town Hall phones will be available for persons to call if they are experiencing any technical difficulties or any issues getting into the call. Please call 561-732-2635.

We would like to thank everyone for continuing to work with us as we navigate through this unprecedented times. Town Commission Meetings and Board Meetings will allow in-person attendance with limited seating, and the virtual meeting will be an additional resource to keep the public as informed as possible.

ADDITIONAL INFORMATION:

The recording of the meeting along with the action item summary sheet will be made available to the public the following day.

Please be aware that Communications Media Technologies as a tool for meeting communication is permitted through Executive Order Number 20-69 issued by Governor DeSantis, which was extended. To view the executive order or obtain more information, please call Town Hall at 561-732-2635.

Consistent with section 286.0105, Florida Statutes, if a person decides to appeal any decision made by the Town Commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she 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 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.