



VILLAGE OF NORTH PALM BEACH REGULAR SESSION AGENDA

VILLAGE HALL COUNCIL CHAMBERS
501 U.S. HIGHWAY 1

THURSDAY, DECEMBER 12, 2024
6:00 PM

Susan Bickel
Mayor

Deborah Searcy
Vice Mayor

Lisa Interlandi
President Pro Tem

Kristin Garrison
Councilmember

Orlando Puyol
Councilmember

Chuck Huff
Village Manager

Leonard G. Rubin
Village Attorney

Jessica Green
Village Clerk

INSTRUCTIONS FOR “WATCH LIVE” MEETING

To watch the meeting live please go to our website page (link provided below) and click the “Watch Live” link provided on the webpage:

<https://www.village-npb.org/CivicAlerts.aspx?AID=496>

ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS, DELETIONS, AND MODIFICATIONS TO THE AGENDA

APPROVAL OF MINUTES

- 1.** Minutes of the Special Session held October 17, 2024
- 2.** Minutes of the Special Session held November 7, 2024

COUNCIL BUSINESS MATTERS

STATEMENTS FROM THE PUBLIC, PETITIONS AND COMMUNICATIONS

Members of the public may address the Council concerning items on the Consent Agenda or any non agenda item under Statements from the Public. **Time Limit: 3 minutes**

Members of the public who wish to speak on any item listed on the Regular Session or Workshop Session Agenda will be called on when the issue comes up for discussion. **Time Limit: 3 minutes**

Anyone wishing to speak should complete a Public Comment Card (on the table at back of Council Chambers) and submit it to the Village Clerk prior to the beginning of the meeting.

- 3.** Hispanic Vote Palm Beach County Awarded to Councilmember Puyol - Presentation by Jorge C. Garrido

CONSENT AGENDA

The Consent Agenda is for the purpose of expediting issues of a routine or pro-forma nature. Councilmembers may remove any item from the Consent Agenda, which would automatically convey that item to the Regular Agenda for separate discussion and vote.

4. **RESOLUTION** – Approving a Blanket Purchase Order with Commercial Energy Specialists Inc. in an amount not to exceed \$35,000 for the purchase of pool chemicals utilized at the Country Club.
5. **RESOLUTION** – Amending the Comprehensive Pay Plan adopted as part of the Fiscal Year 2025 Budget to revise the Pay Grade for the position of Head Golf Professional and add three full-time Police Officer positions.
6. Receive for file Minutes of the Audit Committee Meeting held 5/7/24.
7. Receive for file Minutes of the Environmental Committee meetings held 8/5/24, 9/4/24 and 10/14/24.
8. Receive for file Minutes of the General Employees Pension Board Meeting held 8/6/24.
9. Receive for file Minutes of the Police and Fire Pension Board Meeting held 8/13/24.
10. Receive for file Minutes of the Planning, Zoning and Adjustment Board meetings held 9/10/24 and 10/1/24.
11. Receive for file Minutes of the Recreation Advisory Board Meetings held 9/10/24 and 10/15/24.
12. Receive for file Minutes of the Waterways Advisory Board meetings held 9/24/24 and 10/24/24.
13. Receive for file Minutes of the Business Advisory Board meeting held 10/15/24.

DECLARATION OF EX PARTE COMMUNICATIONS

PUBLIC HEARINGS AND QUASI-JUDICIAL MATTERS

14. **1ST READING OF ORDINANCE 2025-01 – CODE AMENDMENT – CONSTRUCTION SITE STANDARDS** Consider a motion to adopt on first reading Ordinance 2025-01 amending Chapter 6, "Buildings and Building Regulations," of the Village Code of Ordinances by adopting a new Article VI, "Construction Site Standards."

OTHER VILLAGE BUSINESS MATTERS

15. **RESOLUTION – LIGHTHOUSE DRIVE BRIDGE REPLACEMENT PROJECT CONTRACT** Consider a motion to adopt a resolution approving a Contract with WGI, Inc. for the design of the Lighthouse Drive Bridge Replacement Project at a total cost not to exceed \$639,729.43; and authorizing execution of the Contract.
16. **RESOLUTION – FISCAL YEAR 2025 BLANKET PURCHASE ORDER FOR SIDEWALK REMOVAL AND REPLACEMENT** Consider a motion to adopt a resolution approving a Blanket Purchase Order with Flying Scot Inc. for sidewalk removal and replacement in the amount of \$75,000.
17. **RESOLUTION – FISCAL YEAR 2025 BLANKET PURCHASE ORDER FOR TIRES PURCHASE** Consider a motion to adopt a resolution approving Fiscal Year 2025 Blanket Purchase Order with Tire Soles of Broward, Inc. in the total amount of \$75,000 for the purchase of tires for Village vehicles.
18. **RESOLUTION – AMENDMENT TO AGREEMENT FOR ANCHORAGE PARK DRY STORAGE IMPROVEMENTS** Consider a motion to adopt a resolution approving an Amendment to the Agreement with E&F Enterprise Inc. d/b/a Creative Contracting Group for the Anchorage Park Dry Storage Improvements to include undergrounding improvements necessary for the installation of lighting at a total cost of \$99,300; authorizing execution of the Amendment; waiving the Village's purchasing policies and procedures; and approving a Budget Amendment to fund the project.

- 19. RESOLUTION – FISCAL YEAR 2025 BLANKET PURCHASE ORDER FOR MISCELLANEOUS LANDSCAPING AND GROUNDS MAINTENANCE SERVICES** Consider a motion to adopt a resolution approving a Fiscal Year 2025 Blanket Purchase Order with Precision Landscape Company of Palm Beach County, Inc. in an amount not to exceed \$100,000 for miscellaneous landscaping and grounds maintenance services.
- 20. RESOLUTION – FISCAL YEAR 2025 BLANKET PURCHASE ORDER FOR SPORTS FIELD MIX AND SAND FOR THE COUNTRY CLUB** Consider a motion to adopt a resolution approving a Blanket Purchase Order with Florida Superior Sand, Inc. for the purchase of 50/50 sports field mix and Top Dressing 180 sand for the North Palm Beach Country Club in the total amount of \$60,000.

COUNCIL AND ADMINISTRATION MATTERS

MAYOR AND COUNCIL MATTERS/REPORTS

VILLAGE MANAGER MATTERS/REPORTS

21. **DISCUSSION** – Revisions to Accounting Policies and Procedures - Purchasing Thresholds

REPORTS (SPECIAL COMMITTEES AND ADVISORY BOARDS)

ADJOURNMENT

If a person decides to appeal any decision by the Village Council with respect to any matter considered at the Village Council meeting, he will need a record of the proceedings, and for such purpose he 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 (F.S. 286.0105).

In accordance with the Americans with Disabilities Act, any person who may require special accommodation to participate in this meeting should contact the Village Clerk's office at 841-3355 at least 72 hours prior to the meeting date.

This agenda represents the tentative agenda for the scheduled meeting of the Village Council. Due to the nature of governmental duties and responsibilities, the Village Council reserves the right to make additions to, or deletions from, the items contained in this agenda.



**DRAFT MINUTES OF THE SPECIAL SESSION
VILLAGE COUNCIL OF NORTH PALM BEACH, FLORIDA
OCTOBER 17, 2024**

Present: Susan Bickel, Mayor
Deborah Searcy, Vice Mayor
Lisa Interlandi, President Pro Tem
Orlando Puyol, Councilmember
Chuck Huff, Village Manager
Len Rubin, Village Attorney
Jessica Green, Village Clerk

Absent: Kristin Garrison, Councilmember

ROLL CALL

Mayor Bickel called the meeting to order at 6:00 p.m. All members of Council were present, except for Councilmember Garrison who was out of town. All members of staff were present.

PLEDGE OF ALLEGIANCE

Vice Mayor Searcy led the public in the Pledge.

ADDITIONS, DELETIONS, AND MODIFICATIONS TO THE AGENDA

Mayor Bickel announced the addition of a resolution supporting Palm Beach County's efforts to permanently protect environmentally sensitive natural areas.

APPROVAL OF MINUTES

The Minutes of the Regular Session held September 26, 2024 and the Minutes of the Special Emergency Session held October 8, 2024 were approved as written.

STATEMENTS FROM THE PUBLIC

Mary Phillips, 525 Ebbtide Drive, expressed her support for the Village staff salary adjustments that were a result of the compensation study.

Page Lewis, 15371 69th Drive N, Palm Beach Gardens, FL introduced herself and announced her candidacy for the School Board District 1 seat.

CONSENT AGENDA APPROVED

Councilmember Puyol moved to approve the Consent Agenda and President Pro Tem Interlandi seconded the motion, which passed with all present voting aye. The following items were approved:

Resolution approving and ratifying a Memorandum of Understanding with the Federation of Public Employees to amend Article 12 of the Collective Bargaining Agreement pertaining to paid vacation; and authorizing the Village Manager to execute the Memorandum of Understanding.

Resolution approving a Cross Parking Agreement with First Unitarian Church.

Receive for file Minutes of the Planning, Zoning and Adjustment Board meeting held 8/6/24.

Receive for file Minutes of the Development Review Committee meetings held on 7/10/24, 8/14/24 and 9/11/24.

PUBLIC HEARING AND QUASI-JUDICIAL MATTERS

ORDINANCE 2024-16 – CODE AMENDMENT – FLOOD DAMAGE PREVENTION

A motion was made by Councilmember Puyol and seconded by Vice Mayor Searcy to adopt on first reading Ordinance 2024-16 entitled:

AN ORDINANCE OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, AMENDING THE VILLAGE CODE OF ORDINANCES BY AMENDING CHAPTER 6 “BUILDINGS AND BUILDING REGULATIONS,” TO REMOVE TECHNICAL AMENDMENTS SUPERSEDED BY THE FLORIDA BUILDING CODE AND AMENDING CHAPTER 12.5 “FLOOD DAMAGE PREVENTION,” TO UPDATE THE DATE OF THE FLOOD INSURANCE STUDY AND FLOOD INSURANCE RATE MAPS, MODIFY AND DELETE DEFINITIONS, AND SPECIFY THE ELEVATION OF MANUFACTURED HOMES IN FLOOD HAZARD AREAS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Community Development Director Caryn Gardner-Young explained that the purpose of the ordinance was to meet the requirements of the National Flood Insurance Program, Community Rating System. The modifications were provided to staff from the State of Florida Floodplain Management Office under the Florida Division of Emergency Management. The amendments to the code would include the adoption of new Flood Insurance Rate Maps from Palm Beach County, modify the elevation requirements for manufactured homes, amend the definition of market value to comply with FEMA regulations, and make additional housekeeping revisions.

Discussion ensued between Councilmembers and Mrs. Gardner-Young regarding the purpose and intent of the proposed ordinance.

Thereafter, the motion to adopt on first reading Ordinance 2024-16 passed with all present voting aye.

ORDINANCE 2024-17 – CODE AMENDMENT – MARINA/PRIVATE DOCKING – C-NB NORTHLAKE BOULEVARD COMMERCIAL DISTRICT

A motion was made by Councilmember Puyol and seconded by Vice Mayor Searcy to adopt on first reading Ordinance 2024-17 entitled:

ORDINANCE 2024-17 – CODE AMENDMENT – MARINA/PRIVATE DOCKING – C-NB
NORTHLAKE BOULEVARD COMMERCIAL DISTRICT *continued*

AN ORDINANCE OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, AMENDING APPENDIX C (CHAPTER 45), “ZONING,” OF THE VILLAGE CODE OF ORDINANCES BY AMENDING ARTICLE I, “IN GENERAL,” SECTION 45-2, “DEFINITIONS,” TO ADD A DEFINITION FOR THE TERM MARINA/PRIVATE DOCKING AND AMENDING ARTICLE III, “DISTRICT REGULATIONS,” SECTION 45-35.3, “C-NB NORTHLAKE BOULEVARD COMMERCIAL DISTRICT,” TO ADD MARINA/PRIVATE DOCKING AS A SPECIAL EXCEPTION USE; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Mrs. Gardner-Young discussed and explained the purpose and history as it related to the proposed ordinance. The proposed ordinance would address the oversight of not including marina/private mooring re-designated as marina/private docking as a Special Exception Use in the C-NB Zoning District. Mrs. Gardner-Young stated there were recommendations from the Waterways Board that were also included in the proposed language of the ordinance.

Discussion regarding clarification of the proposed language ensued between Mrs. Gardner-Young, Mr. Rubin and Councilmembers.

Mayor Bickel recommended proposed language that specified that the marina/private docking was only for the owner of the building, and to include a size requirement.

Mr. Rubin stated that the size requirements were already established in the code.

President Pro Tem Interlandi expressed her concerns with the language of marina/private docking stating that they were two different things.

Mrs. Gardner-Young explained that the properties considered were only those in the Northlake Commercial District along the Earman River.

Discussion ensued between Councilmembers and Mr. Rubin regarding the proposed ordinance and the requirements and permissions for private docks and marinas.

Vice Mayor Searcy requested that the proposed language for regulations and requirements for private docks be separated from the language for regulations and requirements for marinas.

Mr. Rubin stated that the language could be separated and the revisions be brought back for the second reading of the ordinance.

Mr. Huff discussed and explained the regulations on size requirements of docks in the Village code.

Discussion continued between Mr. Rubin and Councilmembers regarding proposed language for size requirements of docks and boats.

Vice Mayor Searcy and Mayor Bickel asked Mr. Huff to schedule a workshop regarding boat size requirements.

Thereafter, the motion to adopt on first reading Ordinance 2024-17 passed with all present voting aye.

RESOLUTION 2024-94 – APPOINTING A MEMBER TO THE BUSINESS ADVISORY BOARD

A motion was made by Councilmember Puyol and seconded by President Pro Tem Interlandi to adopt Resolution 2024-94 entitled:

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA APPOINTING A MEMBER TO THE BUSINESS ADVISORY BOARD; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Village Clerk Jessica Green explained that at the August 8th Council meeting, four members were appointed to the Business Advisory Board by ballot, and one of those members did not accept the appointment. Mrs. Green stated that she spoke to the two candidates who had tied for last place and one of those candidates, Ms. Mirsky was still interested in becoming a member of the Business Advisory Board.

Councilmember Puyol recommended that the scope of the Business Advisory Board’s duties be reviewed and clarified.

Vice Mayor Searcy stated that there was a plan to have an Advisory Boards workshop in February of next year where the Business Advisory Board duties could be discussed.

Discussion ensued between Councilmembers, Mr. Huff and, Communications Manager Ed Cunningham regarding information on Village businesses and how to get that information accessible to the public.

Norma Mirsky was appointed by the Village Council to fill the vacancy on the Business Advisory Board and therefore her name was entered into Resolution 2024-94.

Thereafter the motion to adopt Resolution 2024-94 passed with all present voting aye.

RESOLUTION 2024-95 – SUPPORTING PALM BEACH COUNTY’S EFFORTS TO PERMANENTLY PROTECT ENVIRONMENTALLY SENSITIVE NATURAL AREAS

A motion was made by Councilmember Puyol and seconded by President Pro Tem Interlandi to adopt Resolution 2024-95 entitled:

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA SUPPORTING PALM BEACH COUNTY’S EFFORTS TO PERMANENTLY PROTECT ENVIRONMENTALLY SENSITIVE NATURAL AREAS THROUGH CONSERVATION EASEMENTS HELD BY THIRD-PARTY CONSERVATION LAND TRUSTS; PROVIDING FOR TRANSMITTAL; AND PROVIDING FOR AN EFFECTIVE DATE.

President Pro Tem Interlandi gave a background regarding the proposed resolution. President Pro Tem Interlandi explained that Palm Beach County has been working with a group known as Conservation Florida which is a Conservation Land Trust and has the job of holding conservation easements and defending and ensuring that environmentally sensitive properties remain in its intended preservation use indefinitely.

RESOLUTION 2024-95 – SUPPORTING PALM BEACH COUNTY’S EFFORTS TO PERMANENTLY PROTECT ENVIRONMENTALLY SENSITIVE NATURAL AREAS
continued

The County has been working with the organization and they found funding that would allow them to be the holder of conservation easements for County natural areas of which the County has acquired over 32,000 acres and spent approximately half a billion dollars restoring and preserving. President Pro Tem Interlandi requested that Council adopt the resolution and support Palm Beach County’s efforts.

Vice Mayor Searcy asked if perpetuity was allowed and if land protected under a third-party conservation could still be maintained and be built on.

Mr. Rubin stated that yes the land could be built on under specific statutory requirements.

Thereafter the motion to adopt Resolution 2024-95 passed with all present voting aye.

Discussion – Awards and Recognitions Policy

Mayor Bickel stated that Mrs. Green and Deputy Clerk Marquetta Fells put together information regarding the policies and procedures of other municipalities with regards to proclamations, commendations, and honorary awards/letters. Mayor Bickel stated that she wanted to discuss and come up with criteria specifically for awarding commendations.

Discussion ensued between Councilmembers on different options for criteria for awarding commendations.

Councilmembers decided that they needed more time to research and think about the criteria for awarding commendations and/or service awards.

MAYOR AND COUNCIL MATTERS/REPORTS

Vice Mayor Searcy thanked Village staff for their preparations for the hurricanes and for their efforts after the hurricanes that occurred over the past couple of weeks.

Vice Mayor Searcy announced that the 5k Ghost Run was taking place on October 26th.

Mayor Bickel stated that volunteers were needed for the 5k Ghost Run.

Vice Mayor Searcy announced that Read for the Record would be taking place on October 24th.

Vice Mayor Searcy stated that the ballroom at the Country Club looked amazing and thanked Lessings Group and Country Club General Manager Beth Davis.

Ms. Davis gave an update on the renovations and new restaurant start up at the Country Club.

President Pro Tem Interlandi thanked the Village’s Fire Department for having a fun and successful Fire Safety Fair.

MAYOR AND COUNCIL MATTERS/REPORTS *continued*

President Pro Tem Interlandi announced a beach clean-up taking place at John D. McArthur Beach State Park on Saturday, October 19th at 9 a.m.

Councilmember Puyol discussed issues that were raised by Veronica Frehm, CEO of Friends of MacArthur Beach State Park regarding fencing being bypassed at John D. McArthur State Park.

Chief Jenkins stated that he would reach out to Ms. Frehm to see if the Police Department could assist in resolving the fencing issue.

Councilmember Puyol discussed the Anchorage Park boat ramp replacement and asked if Mr. Huff had reached out to the Town of Lake Park to see if the Village could utilize their boat ramps while the Anchorage Park boat ramp was being replaced.

Mr. Huff stated that he reached out to Lake Park's Interim Town Manager who stated that she would be meeting with Commission members individually to discuss and would get back to him when she has an answer.

Councilmember Puyol stated that he was appointed to the Florida League of Cities Finance and Taxation Committee. Councilmember Puyol discussed and explained the duties and purpose of the committee and asked for recommendations of issues to bring to Tallahassee for discussion or consideration.

Vice Mayor Searcy requested that the Council meeting scheduled for November 14th be rescheduled because her daughter's school play is taking place on that day.

Council came to consensus to reschedule the November 14th Council meeting to November 7th.

VILLAGE MANAGER MATTERS/REPORTS

Mr. Huff thanked Chief Jenkins for volunteering to work a shift for one of the police officers that was unable to work due to the tornadoes that resulted from Hurricane Milton. Mr. Huff also thanked Chief Jenkins for riding with him throughout the Village in the aftermath of the hurricanes and stated that residents were very appreciative of seeing the police presence throughout the Village.

Mr. Huff gave an update on the meeting with residents that reside on the east side of the alleyway wall.

Public Works Director Chad Girard explained and discussed the options for the proposed east alleyway wall replacement project that was shared with the residents. Mr. Girard stated that staff was seeking direction on the height of the wall.

Discussion ensued between Mr. Huff, Mr. Girard and Councilmembers regarding the different height options for the east alleyway wall replacement project.

Mayor Bickel recommended an eight (8) foot alleyway wall.

Councilmembers came to consensus to have an eight (8) foot wall constructed as a replacement for the east alleyway wall.

VILLAGE MANAGER MATTERS/REPORTS *continued*

Mr. Huff discussed and explained the issues with drainage that were occurring on Buoy Road.

Field Operations Manager Marc Holloway presented a video that showed the drainage issues on Buoy Road and discussed and explained the three options to resolve the issue. The first option would be to remove the trees, regrade the swale, and get the water to get to the catch basin when it overflows at a cost of approximately \$25,000 to \$30,000. The second option would be to leave the trees and install piping from one catch basin to another at a cost of approximately \$310,000, and the third option would be to put in temporary catch basins with filter fabric and 57 rock with a grate and manual pumps that would pump the water from south to north and around the trees. The third option would be very labor intensive and would cost approximately \$750 per catch basin.

Discussion ensued between Councilmembers and Mr. Holloway regarding the different options to address the drainage issue on Buoy Road.

President Pro Tem Interlandi asked if the trees could be replaced to a different location on the resident's property as an alternative to just removing the trees or going with the most expensive option.

Discussion continued regarding which would be the best option to resolve the drainage issue on Buoy Road.

Council came to consensus to go with the first option of removing the trees and re-grading the swale to resolve the drainage issue on Buoy Road and to offer the residents the option to replace their trees with new trees that can be planted in another location on their property.

Councilmember Puyol discussed the issue of residents planting trees in the swale.

President Pro Tem Interlandi recommended not discouraging the planting of trees in the Village's swales but instead providing education on the appropriate trees to plant in the swales.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 7:33 p.m.

Jessica Green, MMC, Village Clerk



DRAFT MINUTES OF THE SPECIAL SESSION
VILLAGE COUNCIL OF NORTH PALM BEACH, FLORIDA
NOVEMBER 7, 2024

Present:

Susan Bickel, Mayor
Deborah Searcy, Vice Mayor
Lisa Interlandi, President Pro Tem
Kristin Garrison, Councilmember
Orlando Puyol, Councilmember
Chuck Huff, Village Manager
Len Rubin, Village Attorney
Jessica Green, Village Clerk

ROLL CALL

Mayor Bickel called the meeting to order at 6:00 p.m. All members of Council were present. All members of staff were present.

PLEDGE OF ALLEGIANCE

Vice Mayor Searcy led the public in the Pledge.

AWARDS AND RECOGNITION

Mayor Bickel read and presented a commendation to Village of North Palm Beach Firefighters who volunteered for relief efforts in the aftermath of Hurricanes Helene and Milton.

On behalf of all of the Firefighters who volunteered relief efforts, Captain Anthony Giarusso thanked Council for the commendation.

STATEMENTS FROM THE PUBLIC

John Samadi, 512 Marlin Road, expressed his concerns with contracting out plan review and permitting services in the Community Development Department.

Chuck Walsh, 1640 Twelve Oaks Way, #304, introduced himself and expressed his appreciation of the clean-up efforts in the Lake Worth Lagoon and thanked Council for supporting the efforts.

Bob Hopler, 11370 Twelve Oaks Way, thanked Council, the Waterways Board, and the Marine Patrol for their work in cleaning up the Lake Worth Lagoon and also thanked those involved in contacting FDOT to address the issues in the waterways next to the Twelve Oaks community.

STATEMENTS FROM THE PUBLIC *continued*

Chris Moran 370 Northlake Boulevard, #248, thanked Council for their efforts in removing derelict boats and expressed concerns with Ordinance 2024-16 regarding mooring removal and anchoring and how it affected those who were legally anchored. Mr. Moran recommended that when the mooring balls are removed that the ground tackles be taken out as much as possible in order for those who legally anchor their boats to not have issues anchoring.

Rob Moran, 1 Water Club Way, #304N, introduced himself and expressed his concerns with the removal of moorings. Mr. Moran stated that he was not alerted that his mooring would be removed even though he did not have a derelict boat.

Eddie Wimbrow, 11395 Twelve Oaks Way, thanked Council for addressing the issues in the waterways next to the Twelve Oaks community.

Mary Phillips, on behalf of the Environmental Committee, gave an update on the Oyster seeding program.

CONSENT AGENDA APPROVED

Councilmember Puyol moved to approve the Consent Agenda and Vice Mayor Searcy seconded the motion, which passed unanimously. The following items were approved:

Resolution approving a 36-month Lease of Multi-Function Copiers from Toshiba America Business Solutions, Inc.

Resolution supporting the procurement and oversight of consultants for the development of a Countywide Transportation Plan and supporting the formation of a Technical Advisory Committee.

Resolution accepting a proposal submitted by Rileighs Outdoor, LLC d/b/a Holiday Outdoor Décor for holiday lighting for Village facilities at a total annual cost of \$73,625.50; and authorizing execution of the Contract.

Resolution authorizing the submission of an application for State Aid to Libraries Grant Funding; and authorizing execution of the Grant Agreement.

Resolution approving and adopting the 2024 Palm Beach County Local Mitigation Strategy Plan.

Receive for file Minutes of the Infrastructure Surtax Committee meeting held 2/13/24.

Receive for file Minutes of the Recreation Advisory Board meetings held on 8/13/24 and 9/10/24.

Receive for file Minutes of the Library Advisory Board meeting held 8/27/24.

Receive for file Minutes of the Business Advisory Board meeting held 9/17/24.

PUBLIC HEARING AND QUASI-JUDICIAL MATTERS

ORDINANCE 2025-00 EAR COMPREHENSIVE PLAN AMENDMENTS AND UPDATE WATER SUPPLY FACILITIES WORK PLAN

A motion was made by Councilmember Puyol and seconded by President Pro Tem Interlandi to adopt on first reading Ordinance 2025-00 entitled:

ORDINANCE 2025-00 EAR COMPREHENSIVE PLAN AMENDMENTS AND UPDATE WATER SUPPLY FACILITIES WORK PLAN *continued*

AN ORDINANCE OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, AMENDING THE VILLAGE OF NORTH PALM BEACH COMPREHENSIVE PLAN TO IMPLEMENT ITS EVALUATION AND APPRAISAL REPORT; ADOPTING A NEW INTRODUCTION SECTION AND EVALUATING AND MONITORING SECTION; AMENDING THE FUTURE LAND USE ELEMENT, THE CONSERVATION ELEMENT, THE COASTAL MANAGEMENT ELEMENT, THE RECREATION AND OPEN SPACE ELEMENT, THE INTERGOVERNMENTAL COORDINATION ELEMENT, THE CAPITAL IMPROVEMENT ELEMENT, THE INFRASTRUCTURE ELEMENT, THE HOUSING ELEMENT, THE ANNEXATION ELEMENT, AND THE PROPERTY RIGHTS ELEMENT; ADOPTING A REVISED AND UPDATED WATER SUPPLY FACILITIES WORK PLAN; PROVIDING FOR TRANSMITTAL; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Community Development Director Caryn Gardner-Young discussed and explained that the purpose of the ordinance was to amend the Comprehensive Plan to implement its Evaluation and Appraisal Report (EAR). Mrs. Gardner-Young discussed and explained the purpose, function and requirements of the Comprehensive Plan and Comprehensive Plan Elements. Mrs. Gardner-Young explained that the updates to the Comprehensive Plan were divided into four General Categories and delegated amongst staff and Village Consultants as follows:

1. People and Places (Chen Moore & Associates)
 - Future Land Use
 - Annexation
 - Housing
2. Efficient and Well-Maintained Infrastructure (Chen Moore & Associates)
 - Transportation
 - Capital Improvement
 - Infrastructure
3. Attractive and Environmentally Friendly Community (Jennifer Morton)
 - Conservation
 - Coastal Management
 - Recreation and Open Space
4. Responsible and Accessible Government (Village Staff)
 - Intergovernmental Coordination
 - Property Rights

Mrs. Gardner-Young explained that the Comprehensive Plan consisted of goals, objectives and policies for each element, data and analysis for each Element and required and optional maps. Each element was reviewed by the relevant Village Department, Village Committees/Boards, stakeholders and outside agencies, the Village Attorney and Village Manager. The Land Planning Agency (LPA) discussed the proposed Comprehensive Plan Amendments at their meetings on June 4, 2024, July 2, 2024 and August 6, 2024. At the August 6, 2024 meeting the LPA recommended approval of the Comprehensive Plan Amendments and the LPA approved document was provided to Council. Mrs. Gardner-Young discussed and explained the approval process for the Comprehensive Plan Amendments.

ORDINANCE 2025-00 EAR COMPREHENSIVE PLAN AMENDMENTS AND UPDATE WATER SUPPLY FACILITIES WORK PLAN *continued*

Mrs. Gardner-Young stated that each Village Consultant would come up to discuss the work they each did on the four (4) categories of the Comprehensive Plan Amendments.

Nilsa Zacarias, Director of Planning for Chen Moore and Associates (CMA) introduced herself and began an overview of the categories that CMA reviewed. Ms. Zacarias discussed the recommendations for changes to the language in the Comprehensive Plan.

Vice Mayor Searcy stated that she would like to keep the recommended language definition of urban sprawl and remove the definition of vertical sprawl.

Mayor Bickel stated that she would like to keep the definition of vertical sprawl.

Discussion ensued among Councilmembers and Mr. Rubin regarding the definition of vertical sprawl and whether or not it was a concept and if it should remain in the Comprehensive Plan.

Ms. Zacarias continued her presentation and discussion explaining the recommended changes to the categories that CMA was assigned to evaluate. Ms. Zacarias stated that it was recommended to include a policy regarding Accessory Dwelling Units in the Housing Element of the Comprehensive Plan.

Mayor Bickel stated that Accessory Dwelling Units should not be considered in the Comprehensive Plan since it has been denied by Council multiple times in the past.

Vice Mayor Searcy recommended that the language “shall evaluate” Accessory Dwelling Units remain in the Comprehensive Plan since the Village’s Ad Hoc Residential Code Committee recommended Accessory Dwelling Units.

Ms. Zacarias continued her presentation and discussion of recommended language changes to the Comprehensive Plan.

Discussion ensued between Mr. Huff, Mr. Rubin and Councilmembers regarding areas or residences in the Village that were currently on septic and the proposal of converting them to regular sewer services.

Discussion continued between Ms. Zacarias, Mr. Rubin and Councilmembers regarding the suggested changes to text in the Comprehensive Plan.

Ms. Zacarias noted all of Council’s approvals and recommendations for changes, additions and revisions to the Comprehensive Plan and concluded her presentation by thanking Mrs. Gardner-Young for her work on the Comprehensive Plan amendments.

Mrs. Gardner-Young introduced Alex Ahrenholz from J. Morton Planning and Landscape Architecture to give a presentation on the next section of the Comprehensive Plan amendments.

ORDINANCE 2025-00 EAR COMPREHENSIVE PLAN AMENDMENTS AND UPDATE
WATER SUPPLY FACILITIES WORK PLAN *continued*

Mr. Ahrenholz introduced himself and began his presentation. Mr. Ahrenholz discussed and explained the recommended changes to the categories that J. Morton Planning and Landscape Architecture was assigned to evaluate. Mr. Ahrenholz stated that there were no substantial changes proposed to the Data and Analysis of the Goals, Objectives and Policies since PZAB approval with regards to the Coastal Management Element. Mr. Ahrenholz reviewed and explained the proposed changes to the text in the Conservation Element and the Recreation and Open Space Element.

President Pro Tem Interlandi asked that the word “should” be changed to “shall” in Policy 1.4.4 in the Conservation Element.

Councilmembers requested that the language in Policy 1.5.3 of the Conservation Element be changed to state “The Village shall support enhancement of existing habitats at John D. McArthur Beach State Park.”

Mr. Rubin recommended taking out the language related to John D. McArthur Beach State Park since the Village has a Conservation Easement over the park whereby Council can control what can and cannot go into the park.

Council came to consensus to remove the language related to John D. McArthur Beach State Park in the Conservation Element.

Mr. Ahrenholz reviewed and discussed the Current and Proposed Data and Analysis for the Recreation and Open Space Element which included provided Levels of Service through 2035 using only neighborhood parks and including MacArthur Beach State Park. Mr. Ahrenholz explained that the recommendation was to incorporate provided level of service analysis to include the North Palm Beach Country Club.

Discussion ensued among Councilmembers and Mr. Ahrenholz regarding whether to incorporate provided level of service analysis to include the North Palm Beach Country Club and MacArthur Beach State Park.

Council came to consensus to remove the incorporation of provided level of service analysis to include the North Palm Beach Country Club and MacArthur Beach State Park.

Mr. Ahrenholz continued the presentation and explained the suggested text for Policy 1.9.3 in the Recreation and Open Space Element.

Discussion ensued among Councilmembers regarding the suggested text change.

Council came to consensus to change the language in Policy 1.9.3 to state “All new developments and substantial redevelopments shall dedicate access easements as requested by the Village to create connections identified in a Bicycle and Pedestrian Plan.”

Mr. Ahrenholz concluded his presentation and thanked Council for their time.

ORDINANCE 2025-00 EAR COMPREHENSIVE PLAN AMENDMENTS AND UPDATE
WATER SUPPLY FACILITIES WORK PLAN *continued*

Mrs. Gardner-Young discussed and explained the elements that staff reviewed which were Intergovernmental Coordination and Property Rights. Mrs. Gardner-Young discussed Policy 1.1.5 under the Intergovernmental Element that proposes a joint agreement with the Benjamin School for meeting recreational facility needs. Mrs. Gardner-Young asked for direction from Council on whether to keep the policy.

Mayor Bickel asked if she should recuse herself from the discussion since she worked for the Benjamin School.

Mr. Rubin stated that Mayor Bickel did not have to recuse herself from the discussion since the policy was not a benefit to the school.

Mayor Bickel stated that she recently had a discussion with the Benjamin School and they had stated that they would be happy to do a joint agreement with the Village. Mayor Bickel recommended keeping the language as is in the policy.

Vice Mayor Searcy asked if the word recreational should be removed from the language.

Council came to consensus to keep Policy 1.1.5 and to remove the word “recreational” from the language.

Vice Mayor Searcy asked if other schools should be addressed in the policy.

President Pro Tem Interlandi recommended removing “Benjamin School” and adding the words “local schools” to the language in the policy.

Vice Mayor Searcy recommended removing the word “Village” from the language in the policy.

Council came to consensus to remove the words “Benjamin School” and “Village” and to add the words “local schools” to the language in the policy.

Mrs. Gardner-Young continued and explained a suggested language revision to Policy 1.1.2 under the Private Property Rights Element.

Council came to consensus to use the suggested language revision with adding the words “will endeavor” instead of just the word “will.”

Mrs. Gardner-Young stated that the presentation on the proposed amendments to the Comprehensive Plan were concluded. In addition to the amendments, an updated Water Supply Plan was included in the proposed ordinance and explained that it was an update that was provided to Seacoast Utilities and the Water Management District.

Discussion ensued regarding the difference between the Water Supply Plan and the Stormwater Master Plan.

ORDINANCE 2025-00 EAR COMPREHENSIVE PLAN AMENDMENTS AND UPDATE WATER SUPPLY FACILITIES WORK PLAN *continued*

A motion was made by Vice Mayor Searcy and seconded by President Pro Tem Interlandi to amend the ordinance to incorporate the suggested revisions of the consultants as revised by the Council. Thereafter the motion passed unanimously.

Thereafter, the motion to adopt on first reading Ordinance 2025-00 as amended passed unanimously.

PUBLIC HEARING AND 2ND READING ORDINANCE 2024-16 – CODE AMENDMENT – FLOOD DAMAGE PREVENTION

A motion was made by Councilmember Puyol and seconded by Vice Mayor Searcy to adopt and enact on second reading Ordinance 2024-16 entitled:

AN ORDINANCE OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, AMENDING THE VILLAGE CODE OF ORDINANCES BY AMENDING CHAPTER 6 “BUILDINGS AND BUILDING REGULATIONS,” TO REMOVE TECHNICAL AMENDMENTS SUPERSEDED BY THE FLORIDA BUILDING CODE AND AMENDING CHAPTER 12.5 “FLOOD DAMAGE PREVENTION,” TO UPDATE THE DATE OF THE FLOOD INSURANCE STUDY AND FLOOD INSURANCE RATE MAPS, MODIFY AND DELETE DEFINITIONS, AND SPECIFY THE ELEVATION OF MANUFACTURED HOMES IN FLOOD HAZARD AREAS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Community Development Director Caryn Gardner-Young stated that the ordinance was adopted on first reading at the previous Council meeting and explained that the purpose of the ordinance was to meet the requirements of the National Flood Insurance Program, Community Rating System. Staff was recommending the adoption of the proposed ordinance on second reading.

Mayor Bickel opened the public hearing on Ordinance 2024-16.

There being no comments from the public, Mayor Bickel closed the public hearing.

Thereafter, the motion to adopt and enact on second reading Ordinance 2024-16 passed unanimously.

PUBLIC HEARING AND 2ND ORDINANCE 2024-17 – CODE AMENDMENT – MARINA/PRIVATE DOCKING – C-NB NORTHLAKE BOULEVARD COMMERCIAL DISTRICT

A motion was made by President Pro Tem Interlandi and seconded by Councilmember Garrison to adopt and enact on second reading Ordinance 2024-17 entitled:

AN ORDINANCE OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, AMENDING APPENDIX C (CHAPTER 45), “ZONING,” OF THE VILLAGE CODE OF ORDINANCES BY AMENDING ARTICLE I, “IN GENERAL,” SECTION 45-2, “DEFINITIONS,” TO ADD A DEFINITION FOR THE TERM MARINA/PRIVATE

PUBLIC HEARING AND 2ND ORDINANCE 2024-17 – CODE AMENDMENT – MARINA/PRIVATE DOCKING – C-NB NORTHLAKE BOULEVARD COMMERCIAL DISTRICT *continued*

DOCKING AND AMENDING ARTICLE III, “DISTRICT REGULATIONS,” SECTION 45-35.3, “C-NB NORTHLAKE BOULEVARD COMMERCIAL DISTRICT,” TO ADD MARINA/PRIVATE DOCKING AS A SPECIAL EXCEPTION USE; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Mrs. Gardner-Young explained that there were revisions from first reading to the proposed second reading of the ordinance. Mrs. Gardner discussed and explained the revisions which were the proposed use was separated into two separate uses, marina and private docking, the definition was taken out and put into the general definition, language regarding the requirements for the length and width of boats was added stating that it must be in compliance with Chapter 5 of the Village Code of Ordinances, and the private docking would be limited to the owner or occupant of the adjoining upland property.

Mayor Bickel opened the public hearing on Ordinance 2024-17.

There being no comments from the public, Mayor Bickel closed the public hearing.

Mayor Bickel stated that Chapter 5 of the Village Code did not currently have specific boat length and width requirements and that Council had requested that those requirements be added into the code. Mayor Bickel asked if once those requirements were added if they would automatically apply to the code related to the proposed ordinance.

Mr. Rubin stated that yes, once those revisions were made to Chapter 5, they would automatically apply the code related to the proposed ordinance.

Mr. Huff stated that there were plans for staff to bring back the revisions to Chapter 5 to Council for consideration at a future Council Meeting.

Thereafter, the motion to adopt and enact on second reading Ordinance 2024-17 passed unanimously.

RESOLUTION 2024-101 – FIREFIGHTER PERSONAL PROTECTIVE EQUIPMENT PURCHASE

A motion was made by Councilmember Puyol and seconded by Councilmember Garrison to adopt Resolution 2024-101 entitled:

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA APPROVING AND AUTHORIZING THE PURCHASE OF FIREFIGHTER PERSONAL PROTECTIVE EQUIPMENT FROM BENNET FIRE PRODUCTS COMPANY, INC. PURSUANT TO PRICING ESTABLISHED IN AN EXISTING LAKE COUNTY CONTRACT; AND PROVIDING FOR AN EFFECTIVE DATE.

Deputy Fire Chief Scott Freseman explained that the purpose of the resolution was to purchase new firefighter personal protective equipment.

Thereafter the motion to adopt Resolution 2024-101 passed unanimously.

RESOLUTION 2024-102 – VEHICLES PURCHASE

A motion was made by Councilmember Garrison and seconded by Vice Mayor Searcy to adopt Resolution 2024-102 entitled:

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA APPROVING THE PURCHASE OF TWO 2025 TOYOTA SEQUOIA HYBRID SPORT UTILITY POLICE VEHICLES FROM SEMINOLE TOYOTA, ONE 2025 CHEVROLET TAHOE SPORT UTILITY POLICE VEHICLE FROM GARBER FLEET SALES, ONE 2025 FORD 150 PICKUP TRUCK FOR THE PUBLIC WORKS STREETS DIVISION FROM DUVAL FORD, AND ONE FORD F250 PICKUP TRUCK FOR THE PUBLIC WORKS FACILITIES DIVISION FROM DUVAL FORD PURSUANT TO PRICING ESTABLISHED IN AN EXISTING FLORIDA SHERIFFS ASSOCIATION CONTRACT, WITH THE POLICE VEHICLES EQUIPPED BY DANA SAFETY SUPPLY PURSUANT TO PRICING ESTABLISHED IN AN EXISTING CITY OF MIAMI CONTRACT; AUTHORIZING AND DIRECTING THE MAYOR AND VILLAGE CLERK TO AMEND THE CAPITAL PROJECTS FUND BUDGET TO TRANSFER \$292,441 FROM THE CAPITAL RESERVE ACCOUNT TO THE PUBLIC WORKS FACILITIES – AUTOMOTIVE CAPITAL ACCOUNT, THE PUBLIC WORKS STREETS – AUTOMOTIVE CAPITAL ACCOUNT, AND THE POLICE – AUTOMOTIVE CAPITAL ACCOUNT; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Public Works Director Chad Girard explained that the purpose of the resolution was to approve the capital purchase of five (5) new vehicles. Three (3) of the vehicles would be for the Police Department and two (2) vehicles for the Public Works Department.

Discussion ensued between Vice Mayor Searcy, Mr. Girard and Police Chief Jenkins regarding the details of the vehicles' purchase.

Thereafter the motion to adopt Resolution 2024-102 passed unanimously.

MAYOR AND COUNCIL MATTERS/REPORTS

Vice Mayor Searcy thanked Village staff for their work in preparations and cleanup from the hurricanes.

Vice Mayor Searcy thanked the Recreation Department staff for their preparations and work on the Village's Halloween events and the Police Department for keeping the residents safe during the Halloween festivities.

Mayor Bickel announced the Village's Police Awards ceremony would be taking place the following week on November 14th.

Mayor Bickel stated that there were a number of public comments regarding the mooring issue and asked for Mr. Rubin to clarify the issue of the mooring buoys.

Mr. Rubin stated that the mooring buoys are required to be permitted.

Mayor Bickel thanked Police Chief Jenkins for his efforts in the clean-up of the unpermitted mooring buoys.

MAYOR AND COUNCIL MATTERS/REPORTS *continued*

President Pro Tem Interlandi also thanked Chief Jenkins and stated that the efforts that the Village's Police Department were taking could be used as a model throughout Palm Beach County.

President Pro Tem Interlandi stated that she would like to discuss incorporating the allowance of sheds in the Village's code at a future Council meeting.

Councilmember Puyol thanked those involved for their work in cleaning up the Lake Worth Lagoon and also for contacting FDOT to address the issues in the waterways next to the Twelve Oaks community.

Councilmember Puyol stated that the ribbon cutting for the new restaurant at the Country Club was a great event.

Councilmember Puyol expressed concerns with the speed of the Wi-Fi in Council Chambers stating that the agenda was taking a long time to download.

Mayor Searcy asked Village Clerk Green if the agenda could be divided into two parts.

Mrs. Green explained that the agenda document was exceptionally large (1997 pages) and had an issue with reducing it. The agendas were always reduced when possible but there was a technical issue that prevented it from being reduced at the time it was uploaded. Mrs. Green stated that she would check with the IT Department to see if the issue could be resolved in the event that another agenda that large was produced.

Mayor Bickel recommended that the IT Department check the Wi-Fi speed in Council Chambers and that Mrs. Green also check into the technical issues she was having with reducing the large agenda.

Councilmember Puyol mentioned providing more support to the Village's new businesses.

Mr. Huff stated that he had a strong relationship with Village businesses and some of the businesses had strong relationships with each other.

Councilmember Puyol asked for an update on the reconstruction bridges within the Village.

Mr. Huff gave an update on both the U.S. Highway 1 Bridge and the Lighthouse Road Bridge. Mr. Huff stated that he did not have an update or information yet on the Prosperity Farms Road Bridge. Mr. Huff also provided an update on the Congress Road extension.

Chief Jenkins provided an update on a deployment of police officers to assist hurricane relief efforts in the City of Tampa. Chief Jenkins asked that the officers not be recognized publicly in the same way that the firefighters were recognized due to negative feedback and safety concerns.

Mayor Bickel expressed her appreciation to the police officers who were deployed to the City of Tampa.

VILLAGE MANAGER MATTERS/REPORTS

Mr. Huff thanked Mr. Holloway for his efforts in the clean-up of the waterways next to the Twelve Oaks community.

Mr. Huff gave an update on the Neighborhood Enhancement Team (NET) and stated that Mr. Holloway would be taking over Mr. Huff's former role with the team.

Mr. Huff announced that the Village hired Mr. Jack Tomasik as the new Building Official. Mr. Huff thanked Council for approving the Compensation Study results which made a difference in the applications received for the position.

Mr. Huff wished Council and residents a Happy Thanksgiving.

Mayor Bickel wished everyone a Happy Thanksgiving.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 7:57 p.m.

Jessica Green, MMC, Village Clerk

**VILLAGE OF NORTH PALM BEACH
COUNTRY CLUB**

TO: Honorable Mayor and Council

THRU: Chuck Huff, Village Manager

FROM: Beth Davis, General Manager

DATE: December 12, 2024

SUBJECT: **RESOLUTION** – Approving the issuance of a Blanket Purchase Order for the purchase of pool chemicals and supplies to CES (Commercial Energy Specialists Inc.)

The Country Club is requesting a blanket purchase order not to exceed \$35,000 to be renewed to Commercial Energy Specialists Inc. ("CES") of Jupiter for chemical supplies for the pool facility.

With the Pulsar chlorinator and backwash equipment upgrade purchased and installed by CES, Village Staff believes that continuing to purchase chemicals from CES is in the best interests of the Village and that the Village is obtaining the chemicals at a fair price. Staff is requesting that this purchase be treated as a sole source purchase and that the Council waive any conflicting purchasing policies and procedures.

Account Information:

Fund	Department	Account Number	Account Description	Amount
Enterprise	Pool	L8051-35260	Chemicals	35,000.00

The attached Resolution has been prepared/reviewed by your Village Attorney for legal sufficiency.

Recommendation:

Village Staff requests Village Council consideration and approval of the attached Resolution approving the issuance of a blanket purchase order to Commercial Energy Specialists Inc. for the purchase of pool chemicals at a total cost not to exceed \$35,000.00, with funds expended from Account No. L8051-35260 (Pool – Chemicals), and the waiver of any conflicting Village purchasing policies and procedures.

RESOLUTION 2024-___

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA APPROVING A BLANKET PURCHASE ORDER IN AN AMOUNT NOT TO EXCEED \$35,000 WITH COMMERCIAL ENERGY SPECIALISTS INC. FOR THE PURCHASE OF POOL CHEMICALS UTILIZED AT THE COUNTRY CLUB; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Village’s purchasing policies and procedures authorize the use of blanket purchase orders for materials purchased over a certain period of time not to exceed a single fiscal year; and

WHEREAS, blanket purchase orders up to \$50,000 require approval on the Village Council’s consent agenda; and

WHEREAS, Village Staff is recommending the issuance of a blanket purchase order for pool chemicals utilized at the North Palm Beach Country Club to Commercial Energy Specialists Inc.; and

WHEREAS, the Village Council determines that the adoption of this Resolution, including the waiver of any conflicting purchasing policies and procedures, is in the best interests of the Village and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA as follows:

Section 1. The foregoing recitals are ratified as true and incorporated herein.

Section 2. The Village Council hereby approves a Fiscal Year 2025 blanket purchase order with Commercial Energy Specialists Inc. for the purchase of pool chemicals utilized at the North Palm Beach Country Club in an amount not to exceed \$35,000, with funds expended from Account No. L8051-35260 (Pool – Chemicals).

Section 3. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2024.

(Village Seal)

MAYOR

ATTEST:

VILLAGE CLERK

**VILLAGE OF NORTH PALM BEACH
HUMAN RESOURCES DEPARTMENT**

TO: Honorable Mayor and Members of the Village Council

THRU: Chuck Huff, Village Manager

FROM: Jennifer Cain, Human Resources Director

DATE: December 12, 2024

SUBJECT: **RESOLUTION** – Amendment to the FY2024-2025 Comprehensive Pay Plan to change the pay grade of the Head Golf Professional position and to add three additional Police Officer positions

Village Staff is recommending the Village Council’s adoption of a Resolution amending the FY2024-2025 Comprehensive Pay Plan to change the pay grade assigned to the Head Golf Professional and the addition of three Police Officer positions.

Background:

The current pay range for the Head Golf Professional position is provided below:

Position	Grade	Annual (Min)	Annual (Max)
Head Golf Professional	120	\$78,864.50	\$126,183.20

The Village has identified that the Town of Palm Beach has the most comparable position to that of our Head Golf Professional in our region. The Town of Palm Beach updated their pay grade for their Golf Manager position as of October 1st, 2024 as indicated below:

Position	Annual (Min)	Annual (Max)
Golf Manager	\$91,902.84	\$147,116.26

In recognition of the duties/functions of this position and to remain competitive, staff is proposing to adjust the pay grade as shown in the table below:

Position	Grade	Annual (Min)	Annual (Max)
Head Golf Professional	123	\$91,295.51	\$146,072.82

Background:

The Village of North Palm Beach Police Department, in conjunction with the Human Resources Department, has entered into sponsorship agreements with promising candidates for the Law Enforcement Academy at Palm Beach State College Criminal Justice Institute. With the difficult climate for hiring qualified Police Officers, the sponsorship program allows the Village to select qualified and interested candidates prior to them entering the Academy. This mutual agreement provides assistance

to the Trainees in paying for the Academy costs and allows the Police Department to hire and train new recruits who align with the values, culture, and mission of the Police Department with a three-year reimbursement agreement. The intent of this program is to increase retention as sponsoring candidates fosters loyalty and commitment early on and also provides more diverse hiring opportunities for the Police Department by providing the ability to attend the Law Enforcement Academy to candidates who may not have other means to do so.

The Village has entered into sponsorship agreements with seven candidates for the Law Enforcement Academy. Three of these candidates have recently successfully completed the Academy. We are requesting to transition their temporary, part-time positions into full time Police Officer positions.

The Comprehensive Pay Plan is included within the overall Village Budget for Fiscal Year 2025, as approved by the Village Council through the adoption of Ordinance No. 2024-15. Section 5 of Ordinance No. 2024-15 specifically authorizes the Village Council to revise the Comprehensive Pay Plan by Resolution during the Fiscal Year without need to amend the Ordinance.

The attached Resolution has been prepared and/or reviewed by the Village Attorney for legal sufficiency.

Recommendation:

Village Staff Requests Council consideration and approval of the attached Resolution amending the Fiscal Year 2025 Comprehensive Pay Plan by changing the pay grade for the Head Golf Professional position to pay grade 123 and adding of three full-time Police Officer positions in accordance with Village policies and procedures.

RESOLUTION 2024-_____

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA AMENDING THE COMPREHENSIVE PAY PLAN ADOPTED AS PART OF THE FISCAL YEAR 2025 BUDGET TO REVISE THE PAY GRADE FOR THE POSITION OF HEAD GOLF PROFESSIONAL AND ADD THREE FULL-TIME POLICE OFFICER POSITIONS; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, through the adoption of Ordinance No. 2024-15 (“Budget Ordinance”) on September 26, 2024, the Village Council adopted a Comprehensive Pay Plan as part of the annual budget for Fiscal Year 2025; and

WHEREAS, Section 5 of the Budget Ordinance authorizes the Village Council to revise the Comprehensive Pay Plan by Resolution during the course of the Fiscal Year; and

WHEREAS, at the recommendation of Village Staff, the Village Council wishes to increase the pay grade for the position of Head Golf Professional and add three full-time Police Officer positions; and

WHEREAS, the Village Council determines that the adoption of this Resolution is in the best interests of the Village and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA as follows:

Section 1. The foregoing recitals are ratified as true and incorporated herein.

Section 2. The Village Council hereby amends the Comprehensive Pay Plan for Fiscal Year 2025 as follows:

- A. Position: Head Golf Professional – Change from Pay Grade 120 (\$78,864.50 to \$126,183.20 annually) to **Pay Grade 123** (\$91,295.51 to \$146,072.82 annually).
- B. Increase total number of full-time police officers by **3** positions.

Section 3. All other provisions of the Comprehensive Pay Plan, to the extent not specifically modified herein, shall remain in full force and effect.

Section 4. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2024.

(Village Seal)

MAYOR

ATTEST:

VILLAGE CLERK

Village of North Palm Beach
Audit Committee Meeting
May 7, 2024, 5:30 pm Minutes
Village Council Chambers

Attending

Marie Silvani, Vice Chair, Tom Andres, Dave Talley, Don Kazimir, Allen Kramer, Samia Janjua, Erica Ramirez and Terry Morton

Minutes from the January 31st meeting was approved.

There were no public comments.

New Business:

Terry Morton, auditor, reviewed the draft audit and will present it to the Council on March 28th. An Audit Committee representative will present their approval to the Council on April 11.

The Budgeting process will be in May and Council workshops begin in July and August. Samia will submit to us a schedule, once one is available. The committee members are urged to attend meetings. The final budget will be completed in September.

Our next meeting to elect officers for the Audit Committee will be May 7th at 5:30 in the Council's Chambers. This will be a brief meeting.

Old Business: None

Member Comments:

Don Kazimir and Ed Katz have announced their resignations. We thank them for their years of service to the committee.

No Staff comments.

The meeting was adjourned at 6:00 p.m.

Respectfully Submitted,

Marie Silvani, Vice Chair



THE VILLAGE OF
NORTH PALM BEACH
Village Manager's Office

"THE BEST PLACE TO LIVE UNDER THE SUN"

Environmental Committee Meeting

MINUTES

Council Chambers

Monday, August 5, 2024

6:00pm

1. Call to Order: Karen Marcus called the meeting to order at 6:02 pm.
2. Roll Call:
 - Present: Karen Marcus, Kendra Zellner, Brian Bartels, Shawn Woods, Mary Phillips, Juliette Desfeux, Ellen Allen
 - Absent:
 - Also Present: Marc Holloway, Field Operations Manager, Councilmember Debra Searcy
3. The Minutes of the July 1, 2024, regular meeting was approved.
4. Public Comments –
 - a. Rita Budnyk from 804 shore drive - Advised us that the Twin City Mall master plan stage will be reviewed on Thursday. She expressed her concerns with greenspace and height of the building.
5. Community Garden Update – no update
6. Aquatic 360- Andrew Sneath is working on a project that removes sargassum seaweed and repurposes it as a fertilizer. He hopes that he can partner with Loggerhead where they can provide the clean-up services to gather dead seagrasses. He will be scheduling a meeting with Allen to talk further about testing at the golf course.
7. Tree Preservation- Caryn Gardner-Young provided different tree preservation options to the committee, some that require a certain number of trees on an individual property. An example she provided was if you have 1,200sqft you need a minimum of 3 trees on the property. It can get even granular when you consider the type of trees and width of the base. She also proposed a point system. The committee recommended the tree removal permit apply to single family and multi-family homes. Caryn expressed her concern that she has limited capacity at this time, so the committee requested that her focus is the tree removal permit to prevent more shade trees removed unnecessarily. Once this is complete then we can

reevaluate what project to focus on next.

8. Wind and Heat Vulnerability assessment- Marc advised that he is meeting with Hazen and Sawyer and is moving forward with getting this assessment done.
9. NPB Code Compliance- Ellen received a letter from code compliance, along with other residents on her street, requesting that she trim her cabbage palms. Ellen will draft a letter on behalf of the Environmental Committee recommended that the code enforcement officers address the benefits of keeping the brown fronds on palm trees.
10. Waterway Joint Meeting- we will plan to meet on September 24th in the Council Chambers. Marc will verify the time.
11. Country Club Owl Houses- Allen is interested in purchasing screech owl houses to have installed on the golf course. Mary will put together a list of items that need to be purchased.
12. Parks Master Planning Update- Zak has no update. The committee requested that Marc communicates to Chuck the committee's plea for no net loss of trees and greenspace at our parks, and requested a meeting with Bill Whiteford.
13. Plan for leftover Shade Trees- Mary will coordinate with Rick to plant at the Community Center.
14. Lakeside Park Erosion Proposal- Zak has no update.
15. Precision Landscape Pesticides- Karen has no update.
16. Florida Green Building Coalition- Juliette will resend the email to Marc regarding the benefits of adopting a certification. Marc will ensure council receives this letter. Mary and Karen will attend the meeting on Thursday.
17. Residential Landscape Code- Caryn will focus on the tree removal permit and we will discuss this at our next meeting.
18. Speaker Series- Shawn will speak with Dr. Pike and provide us with a date for November. Shawn will also ask another potential speaker. November 2nd or 9th.
19. Previous newsletter about the smoke free Florida code that passed. The next newsletter about pouring things down the storm drain and hazardous waste (free, open time, fryer oil turkey)
20. Member Comment-

21. Staff Comment-

- a. Mary Holloway advised us that if he is removing a tree then he is replacing the tree.

22. Next meeting- The next meeting will be on Sept 4, 2024 at 6:00 pm at Council Chambers.

23. Adjournment- the meeting adjourned at 7:43pm



THE VILLAGE OF
NORTH PALM BEACH
Village Manager's Office

"THE BEST PLACE TO LIVE UNDER THE SUN"

Environmental Committee Meeting

MINUTES

Anchorage Park

Wednesday, September 4, 2024

6:00pm

1. Call to Order: Karen Marcus called the meeting to order at 6:06 pm.
2. Roll Call:
 - Present: Karen Marcus, Kendra Zellner, Shawn Woods, Mary Phillips, Juliette Desfeux, Ellen Allen
 - Absent: Brian Bartels
 - Also Present: Marc Holloway, Field Operations Manager, Councilwoman Lisa Interlandi
3. The Minutes of the August 5, 2024, regular meeting was approved.
4. Public Comments –
 - a. Edward Crawford from 506 Kingfish Rd- Attended the Waterway Committee and expressed his satisfaction with the Environmental Committee collaborating with the Waterway Committee.
 - b. Debra Cross from 2560 Pepperwood S- Advised that landscapers were cutting branches near Saint Clair sidewalk on Prosperity and believes this was not up to standard. She advised that the tree seems to be lacking support.
 - c. Pamela South from 711 Hummingbird Way- She expressed an issue with bulk pick up. She is submitting bulk pick up requests on behalf of residents in the condo. Shortly after submitting a request for one unit, there is more bulk pick up ready for pick up.
5. Community Garden Update – Joan Lider is the President on the board. Amber had to step down since she is no longer a resident of North Palm beach. All of the beds are reserved, and they have a waitlist. Vice president Pam and Secretary is Rosemary. Joan expressed their need for a shed. Karen advised her to send us the information so we can investigate the options.

6. Oyster information for cleanup- Karen reached out to Cod and Capers to inquire about collecting oysters. Lisa will reach out to Oceanographic to see how we can implement this. Karen will reach out to the Billion Oyster company to find out what their process is. Kendra and Mary will work with the City of Sebastian and the next step to reach out to TCS.
7. Lakeside Park erosion proposal- Katherine from Environmental Quality Incorporated provided a proposal outline for a feasibility study for erosion control and climate impact on the shoreline. There is a Coastal Partnership grant available until October. Marc will work on getting our application in for that DEP grant. Kendra motioned to bring council the history behind the erosion issue. The original complaints were loss of Sea Grape trees and loss of beach front.
8. Update on septic to sewer projects- Karen is on the Seacoast Board and working to get some sewer lines connected at some locations in the Village.
9. Conservation easements for State Parks- The Council passed a resolution against the development at state parks. There is a 3rd party easement at MacArthur beach. Shawn motions to send a letter to the council that our committee supports 3rd party conservation easements at state parks.
10. Proposed items for joint Waterways Board meeting- Oyster project, Lake Worth Lagoon water quality, volunteer board, and wildlife. Kendra will speak with the Secretary of the Waterway Committee to discuss.
11. Wind and heat vulnerability assessment- Marc advised that Hazen and Sawyer is no longer interested in moving forward with the assessment and Marc is looking into alternative companies.
12. NPB code compliance- Ellen sent the email to code enforcement and issue has been resolved.
13. Country Club owl houses- Mary advised that we have 17 painted and 40 unpainted birdhouses. The Country Club can purchase additional houses on their own.
14. Parks Master Planning update- Zak will have smaller focus groups. Karen recommended collaborating with the NET group to get public input.
15. Plan For Leftover Shade Trees- Mary advised that the trees when to the Community Center Park.

16. Tree removal permit- Caryn Gardner-Young does not have an update. Kendra will send the email to Marc so he can work on it.
17. Precision Landscape pesticides- no update.
18. Florida Green Building Coalition- no update.
19. Speaker Series- Dr. Pike will be a speaker on November 2nd. Kendra advised that there needs to be a FB event on the Country Club and NPB page, along with Nextdoor.
20. Previous newsletter about pouring things down the storm drain and hazardous waste. The next newsletter about the Environmental Committee (volunteers, public meeting welcomes input, public works, litter traps, recycling at the side of the house, bird village, community garden)
21. Member Comment-
 - a. Marc advised that there is an abundance of salt water coming out of the sprinkler at Anchorage Park is poor and will be installing meters to get fresh water.
22. Staff Comment-
 - a. None.
23. Next meeting- The next meeting will be on Oct 14, 2024 at 6:00 pm at Council Chambers.
24. Adjournment- the meeting adjourned at 8:02pm



THE VILLAGE OF
NORTH PALM BEACH
Village Manager's Office

"THE BEST PLACE TO LIVE UNDER THE SUN"

Environmental Committee Meeting

MINUTES

Anchorage Park

Wednesday, October 14, 2024

6:00pm

1. Call to Order: Karen Marcus called the meeting to order at 6:00pm.
2. Roll Call:
 - Present: Karen Marcus, Kendra Zellner, Shawn Woods, Mary Phillips, Juliette Desfeux, Ellen Allen
 - Absent: Brian Bartels
 - Also Present: Marc Holloway, Field Operations Manager, Councilmember Lisa Interlandi
3. The Minutes of the September 24, 2024, regular meeting was approved.
4. Public Comments –
 - a. George from the waterway committee at 408 Ebbtide – He advised that he will be meeting with an individual from Conservation Florida.
5. Community Garden Update – Joan Lider is the President of the board advised they are hosting a seed swap on Oct 20 at the garden. Garden committee would like to remove the invasive plants on the fence.
6. Oyster Project- Tom Twyford from the Fishing Club has a charity and is interested in assisting with the oyster project. Robin, Director of Sustainability, from the Breakers advised that they produce 300,000 oyster shells every year. Tom advised that the oysters will need to be in storage to allow the oysters to cure for about 3-6 months. He recommended working with MacArthur Beach State Park and to come up with a transportation schedule.
7. Pump-out proposal from the waterway board- Marc is working with an individual at Solid Waste Authority to investigate our options with pumping out the boathouses. He said NPB logistically cannot be part of a pilot program.

8. Volunteer board request- Shawn will build the request form and present it at the next meeting.
9. Lakeside Park erosion proposal- Marc will provide the details on the options at the next meeting.
10. Update on septic to sewer projects- Karen advised that there is no major update.
11. Conservation easements for State Parks- On Oct 22nd the County Commission will review options to put a 3rd party easement on all Palm Beach County State Parks.
12. Wind and Heat Vulnerability Assessment- Marc advised that we are moving forward with this assessment, along with sea level rise studies.
13. Parks Master Planning update- Steve Poe does not have an update at this time.
14. Tree removal permit- The permit draft did not include verbiage around shade trees. The committee requested that it gets updated and presented back the committee.
15. Florida Green Building Coalition- This was presented to the Council and no update at this time.
16. Residential landscape code- No update.
17. Speaker Series- Dr. Pike will be a speaker on November 2nd. Kendra advised that there needs to be a FB event on the Country Club and NPB page, along with Nextdoor.
18. Previous newsletter about the Environmental Committee (volunteers, public meeting welcomes input, public works, litter traps, recycling at the side of the house, bird village, community garden).
Next newsletter about big boxes in the yellow bin- turkey pan
19. Member Comment-
 - a. Kendra advised that the Arbor Day Foundations 2024 recognition program is not open for applications. Marc will ask Ashley to submit.
20. Staff Comment-
 - a. Marc has concerns about vegetation getting into the storm drain from the recent storms. Marc requested additional staff and an additional truck.
21. Next meeting- The next meeting will be on Nov 4, 2024 at 6:00 pm at Anchorage Park.
22. Adjournment- the meeting adjourned at 7:37pm.



VILLAGE OF NORTH PALM BEACH GENERAL EMPLOYEES RETIREMENT SYSTEM

MINUTES: AUGUST 6, 2024

1. Paul Wieseneck called North Palm Beach General Pension of the Board to order at 9:05 AM and called roll. Those persons present included:

TRUSTEES

Paul Wieseneck, Interim
Chairman
Alan Kral, Chairman
Myrna Williams, Secretary
Francine Manthy

OTHERS

Amanda Kish and Scott Baur, Administrator (Resource Centers)
Blake Myton, Investment Consultant (SunTrust)
Bonni Jensen, Attorney (Klausner Kaufman Jensen & Levinson)

Mr. Wieseneck informed the Board that he will be moving to North Carolina permanently. He can attend the November meeting, but the Board should start looking for a replacement.

2. APPROVAL OF MINUTES

The Trustees reviewed the Minutes for May 7th minutes

- Trustee Alan Kral moved to approve the Minutes May 7th, 2024, Trustee Myrna Williams seconded the motion and approved by the Trustees 4-0.

3. PLAN FINANCIALS

The Board reviewed the Warrant dated May 7, 2024.

- Trustee Paul Wieseneck moved to approve the warrant dated May 7, 2024. The motion received a second from Myrna Williams, approved by the Trustee 4-0.

4. REPORTS

Investment Consultant: Sterling (Blake Myton)

Mr. Myton reviewed the market environment and the performance of the portfolio for the quarter ending June 30, 2024. The total assets are \$19,604,308.35 for this period. Mr. Myton informed the Board that interest rates will be lowered by the Federal Reserve. He continued to discuss how lowering rates will affect the economy. Mr. Myton stated that the portfolio is below target. The Board questioned who decides when to trade stocks. Mr. Myton clarified that the back-office team decides when to buy and sell. The return for the quarter was 0.75%, compared to the benchmark of 1.55%. The fiscal year return was 15.02%, compared to the benchmark of 16.42%. Mr. Myton addressed the seven highest performing stocks in the market and the economic bubble.

Mr. Myton continued to review the individual manager's performance.

Paul Wieseneck made a motion to approve the quarterly investment report. The motion received a second from Francine Manthy approved by the Trustees 4-0.

Attorney Report: (Bonni Jensen)

Mrs. Jensen provided an update on the annual filing of the form 1.

Administrator Report: (Amanda Kish)

Mrs. Kish presented the annual filling calendar to the Board. The Board reviews the filing calendar.

Mrs. Kish presented the fiduciary liability quote. She stated that the quote had a slight increase. The Board reviewed the presented policy.

- Trustee Paul Wieseneck moved to approve the Fiduciary Liability Insurance. The motion received a second from Myrna Williams, approved by the Trustee 4-0.

5. PLAN FINANCIALS

The Board reviewed the Warrant dated August 6, 20224

- Trustee Paul Wieseneck moved to approve the warrant dated August 6, 2024. The motion received a second from Myrna Williams, approved by the Trustee 4-0.

The Board reviewed the Benefit Approval dated August 6, 2024.

- Trustee Paul Wieseneck moved to approve the presented Benefit Approval Dated August 6, 2024. The motion received a second from Myrna Williams, approved by the Trustee 4-0.

6. PUBLIC COMMENTS

No members of the public had any comment

7. ADJOURNMENT

There being no further business and the Board having previously scheduled the next regular meeting for Tuesday November 5, 2024 @ 8:30 AM, Paul Wieseneck made a motion to adjourn the meeting at 9:23 AM. The motion received a second from Alan Kral, approved by the Trustees 4-0.

Respectfully submitted,

Myrna Williams, Secretary

Village of North Palm Beach Police and Fire Pension Fund

MINUTES OF MEETING HELD

Acting Chairman Robert Coliskey called the meeting to order at 2:00 PM in the conference room of the North Palm Beach Village Hall located at 501 US Highway One, North Palm Beach, FL. Those persons present were:

TRUSTEES PRESENT

Robert Coliskey, Acting Chairman
Erik Jensen, Secretary
Edward Ciezak – remote
Frank Winewski
Scott Freeman – Absent

TRUSTEES ABSENT

OTHERS PRESENT

Amanda Kish, Resource Centers
Bonni Jensen, Klausner Kaufman Jensen & Levine
Jorge Friguls - Mariner
Steve Stack, Highland Capital

ITEMS FROM THE PUBLIC

There were no public comments.

Frank Winewski made a motion to allow Mr. Ciezak to vote on Board matters remotely. The motion received a second from Erik Jensen and was approved by the Trustees 4-0.

MINUTES

The minutes from May 13, 2024, were reviewed by the Board.

Frank Winewski made a motion to approve the minutes of the May 13, 2024, meeting. The motion received a second from Erik Jensen and was approved by the Trustees 4-0.

DISBURSEMENTS

Mrs. Kish reviewed the disbursements which had been presented in the Trustees Packets.

Erik Jensen made a motion to approve the disbursements. The motion was seconded by Frank Winewski and approved by the Trustees with a vote of 4-0.

MARINER

Mr. Friguls appeared before the Board to present the Investment Report for the quarter ending June 30, 2024. Mr. Friguls addressed the market environment. The asset allocation increased to \$39,490,991.00. Mr. Friguls reviewed the quarterly report in detail, explaining that the quarter had a positive return of 2.06%, placing in the 3rd percentile. He reported equities were up 2.04% in line with the policy of 1.58% total fixed income was up at 0.72% versus the bench of 0.07% Real Estate was down for the quarter at -.0.18% versus the benchmark of -0.64%. Mr. Friguls continued to review the individual manager's performance.

Mr. Friguls reviewed the domestic equity exposure presentation. He briefly reviewed the market sector returns. Domestic Equity can add positive return and diversity to the portfolio. Mr. Friguls recommends adding an active manager to a MID Capital manager. He reviewed the present managers in detail. The Board held a lengthy discussion regarding the managers.

Village of North Palm Beach Police and Fire Pension Fund

MINUTES OF MEETING HELD

Mr. Friguls recommended taking the funds from Highland Large Capital Value and Large Capital Growth and allocating to Vanguard Strategic Equity. The Board held a lengthy discussion regarding the percentage and allocation of the funds.

Erik Jensen made a motion to allocate funds from Highland Capital Growth and Value, as well as from Vanguard Growth and Value, to purchase Vanguard Strategic Equity. The motion received a second from Frank Wineski was approved by the Trustees 4-0.

Mr. Friguls presented the revised Investment Policy Statement.

Edward Ciezak made a motion to approve the Investment Policy Statement. The motion received a second from Frank Wineski was approved by the Trustees 4-0.

HIGHLAND CAPITAL

Steve Stack of Highland Capital appeared before the Board to present the Quarterly Manger Report for the quarter ending June 30, 2024. He reviewed the market environment and SMID sector of the market. Mr. Stack reviewed the current holdings in the portfolio and performance. He reviewed the top internation holdings for the quarter. Mr. Stack reviewed the bond market and the performance. Mr. Stack indicated that no changes to the portfolio were recommended at this time.

Attorney Report:

2025 Meeting Dates

Mrs. Jensen presented the 2025 Meeting Dates to the Board.

Security Litigation:

Mrs. Jensen presented the Security Litigation Policy. She reviewed the policy in detail.

Erik Jensen made a motion to approve the Security Litigation Policy. The motion received a second from Frank Wineski was approved by the Trustees 4-0.

ADMINISTRATORS' REPORT

Administrative Budget:

Mrs. Kish presented the Budget for the fiscal year 2024-25. She stated that each category has increased by 25%. Mrs. Kish stated that the approved budget will be sent to the Village and posted on the Plan's website.

Robert Coliskey made a motion to approve the Administrative Budget for the fiscal year 2024-25. The motion received a second from Erik Jensen and was approved by the Trustees 4-0.

Mr. Winewski raised concerns regarding the performance of the plan administrator, particularly regarding the accuracy of the online system. He stated that he recently went to the FPPTA conference and saw systems that seemed beneficial to the members. Mr. Winewski stated that the members are having an issue with the online system being incorrect. Mrs. Kish addressed Mr. Winewski's concerns. She recommended Mr. Winewski to come to the resource centers and seat down the Mr. Baur and the client service team. North Palm Beach Police and Fire have a dedicated client service team that is responsible for phone calls and member questions. The North Palm Beach Police and Fire Pension Plan has a retirement system that allows members to access their individual profiles and review the progress of their account. Mrs. Kish stated that she is currently working on member workshop dates as well.

Mr. Winewski stated that he was bringing this request on behalf of the membership and would like the Board to consider exploring other options for Plan Administration. The Board held a lengthy discussion.

Village of North Palm Beach Police and Fire Pension Fund

MINUTES OF MEETING HELD

Frank Wineswki made a motion to request proposals for Administrative Services. The motion received a second from Erik Jensen and resulted in a split vote of 2-2.

Robert Coliskey made a motion to adjourn the meeting, which was seconded by Frank Winewski and approved by the Trustees with a vote of 4-0."

Respectfully submitted,



**THE VILLAGE OF NORTH PALM BEACH
PLANNING, ZONING AND ADJUSTMENT BOARD
REGULAR MEETING MINUTES
TUESDAY, SEPTEMBER 10, 2024 at 6:30 PM**

Present

Cory Cross, Chair
Jonathan Haigh, Member
Thomas Hogarth, Member
Timothy Hulihan, Member
Mark Michels, Member
Donald Solodar, Member

Not Present

Scott Hicks

Village Staff

Susan Garrett, Village Attorney
Caryn Gardner-Young, Community Development Director
Vice Mayor Deborah Searcy

1. CALL TO ORDER

Chair Cross called the meeting to order at 6:30 p.m.

a. ROLL CALL

Roll was called, and it was determined a quorum was present.

Ms. Gardner-Young stated Board member Scott Hicks had advised staff he would not be in attendance.

2. DELETIONS, ADDITIONS, OR MODIFICATIONS TO THE AGENDA: None.

3. PUBLIC COMMENT FOR NON-AGENDA ITEMS: None.

4. APPROVAL OF MINUTES: None.

5. DECLARATION OF EX-PARTE COMMUNICATIONS: None.

6. QUASI-JUDICIAL MATTERS/PUBLIC HEARING

Village Attorney Susan Garrett swore in those wishing to provide testimony.

a. SITE PLAN AND APPEARANCE REVIEW

i. OLD BUSINESS

1. 555 US Highway 1 (Lutheran Church)

Ms. Gardner-Young stated that this was the third time the Board had reviewed the petition, which was initially presented in November 2023. The request was for the installation of two light poles to illuminate a parking lot. In the previous meetings, the Board had requested modifications due to excessive glare affecting the surrounding neighborhoods. The applicant was present to explain the additional actions taken to address these concerns.

Chair Cross noted it was previously tabled.

Mr. Hullihan motioned to remove the item from the table, seconded by Mr. Hogarth. The **motion passed** unanimously (6-0).

Frank Russo presented a proposal on behalf of the property owner, Faith Lutheran Church of North Palm Beach, for Site Plan and Appearance Review approval to add two (2) 35-foot light poles with 200–300-watt fixtures along Eastwind Drive to light their parking area located at 555 US Highway 1.

Member comments

Mr. Hullihan asked if the lights were still tilted. Mr. Russo explained that Kasper Electric had reduced the power settings from 300 to 240 watts, installed new shields, and changed the light color from 5,000k to 4,000k as previously discussed. He confirmed the light source was now parallel to the ground.

A discussion ensued regarding the comparison of photometrics since April 2024.

Mr. Hullihan remarked that, while the comment was not directed at the applicant, it was a note for staff. He explained that the lack of proper labeling on documents made it difficult to review and be informed ahead of time. He suggested that documents should include clear labels, such as "proposed photometrics," "old photometrics," and "current photometrics" to make them easier to understand, noting the situation was frustrating.

Mr. Hogarth expressed concern that the glare issue had not been resolved. He noted that while foot-candles were measurable, glare was subjective but easy to notice. He added that if foot-candles were present outside the property line, the lenses were likely still visible.

Mr. Solodar asked if Florida Power and Light (FPL) was scheduled to visit the property. Mr. Russo confirmed that he had been in contact with FPL, and they planned to replace two existing lights: a metal halide security light at the south end of the alleyway and a smaller light at the midpoint.

Mr. Hullihan added that he would encourage installing lights with a lower temperature than 4000K, as the Village had rejected 4000K lights for its streets in favor of 3200K, though he was unsure of the exact number. He

emphasized that the bright white light from the 4000K fixtures in the parking lot was part of his objection, given the residential setting. He advised pushing FPL to install lower-temperature lights, recalling that the Village had successfully done so after some resistance.

Chair Cross welcomed public comment.

Debra Cross, 2560 Pepperwood Circle South, Ms. Cross, noted that while the lights appeared flat and reflected by the background, they still caused glare from the sidewalk, making it uncomfortable to look up. She suggested lowering the shields to reduce the glare.

Mr. Haigh commented that he had previously requested a comprehensive review of the parking lot lighting, including the new FPL fixtures, which had not yet been done. He also mentioned that the photometric plan was difficult to read and suggested reducing the luminaires on the west side poles to one each, as that might still provide sufficient coverage for the parking lot. He added that the current design attempted to cover too large an area with two tall poles and integrating it with other lighting might improve uniformity and safety.

Mr. Hullihan motioned to table the item with instruction to turn off the lights until the applicant could return with an acceptable plan. The motion was seconded by Mr. Haigh for discussion.

Mr. Haigh questioned whether the Board had the power to instruct a property owner to turn off their lights. Ms. Gardner-Young stated there would be a basis since the lights were not yet approved by the Board.

Discussion continued.

The **motion passed** (4-2), to table this matter and require the lights to be turned off with Chair Cross and Mr. Michels voting nay.

ii. NEW BUSINESS

1. 800 US Highway 1 (Bank of America)

Mark Brenchley presented a proposal on behalf of the property owner, Bank of America, for a Site Plan and Appearance Review approval for rebranding of all signage, as well as a waiver for a larger monument sign at the property located at 800 US Highway 1.

Member comments

Mr. Haigh clarified that, according to historical Street View, the sign has been set back 70 feet from the street since at least 2007, raising curiosity as to why anyone would place a sign that far from the street. He also commented on the plant species specified in the plan, noting that the Indian Hawthorn does not thrive in Palm Beach County. He recommended

considering a different plant, suggesting Green Island Ficus as a more suitable substitute for Indian Hawthorn for the area.

Mr. Hogarth expressed concerns, stating he did not believe the monument sign request qualified for a waiver under the current conditions. He explained that there was nothing peculiar about the property and that the issue stemmed from the applicant's actions. He suspected the sign might have been part of a national package rather than a custom-made designed for the specific site. Mr. Hogarth further added that he would have preferred to see a sign that complied with the code, noting that the existing sign, though lower than most monument signs, could still be modified without requiring a waiver.

Ms. Gardner-Young clarified that for properties in the C-MU or C3 zoning district, the waiver must demonstrate a public benefit, such as high-quality architectural design, pedestrian amenities, or other improvements adjacent to the property. She emphasized that the definition of "public benefit" was open to interpretation and that the applicant needed to demonstrate such a benefit to justify the waiver. Ms. Gardner-Young also reminded the Board that the monument sign's copy area allowed by the code was 40 square feet, but the applicant was requesting 49.86 square feet, an increase of about 25%.

Mr. Hogarth reiterated his preference to see the sign comply with the existing code.

Mr. Hullihan noted that the new sign was seven feet tall, significantly larger than the existing 54-inch sign. He expressed concern about the 25% increase in sign area, questioning its public benefit. Additionally, he criticized the extensive use of red, stating that while it was attention-grabbing, it could be garish and detract from the community's aesthetics, especially with the red covering the post and stripes. Mr. Hullihan stated that if he were to approve the sign, it would need to meet the area's code limits without granting the waiver, and would insist on eliminating the red from the post.

Chair Cross acknowledged seeing both perspectives. He expressed concern with the sign being set back from the street, noting that the purpose of a monument sign is to make buildings easily identifiable from the street. While he understood the decision to move it into the parking area, he agreed that it should be limited to 40 square feet. He added that he would approve the sign exactly as proposed if the monument sign adhered to the 40-square-foot limit and he did not mind the red element.

Mr. Hullihan motion to deny the waiver, seconded by Mr. Michels. The **motion passed** unanimously (6-0).

Mr. Michels motioned to approve the sign package and the monument sign scaled to a maximum of forty (40) square feet, include an address number that adheres to code, and to change the landscaping from the Indian

Hawthorne to Green Isle Ficus or something already on the property, The **Motion** was seconded by Mr. Solodar and **passed** unanimously (6-0).

2. 9249 Alternative A1A (Sprinter Building)

John Roach presented a proposal from Gunster, on behalf of the property owner, New Country Motor Cars of Palm Beach, LLC, for a Minor Site Plan Amendment and Appearance Review to modify the building elevation by increasing the height of a portion of the building to 31 feet. The intent is to add 2,348 square feet of mezzanine parts storage area at 9249 Alternative A1A North Palm Beach, FL 33408.

Member comments

Mr. Hullihan asked if the 2015 approval was still valid or had expired. Ms. Gardner-Young confirmed that it was still valid because it was approved prior to the recent adopted zoning text amendment, which set time limits for approvals. She clarified that the amendment is not applied retroactive, so the 2015 approval remains in effect.

Mr. Hullihan inquired whether lowering the roof by a foot or two could reduce the building's mass while still allowing for the mezzanine space. Mr. Roach responded that, based on his understanding, the height was necessary for the mezzanine but deferred to Mr. Ostroff for a more definitive answer. Mr. Hullihan suggested reducing the height might improve the building's appearance.

Mr. Hogarth stated it was a reasonable request.

Mr. Haigh noted that he was not present for the initial review but saw in the packet that the requirement for ADA access to the building had been waived. He questioned how this aligns with current building codes and recommended revisiting the site plan to either design an accessible route from the existing ADA spaces on the south side or add new spaces for the building staff to ensure compliance with accessibility code.

Mr. Haigh also raised concerns about not having access to the landscape or lighting plans, noting that several claims made in the project justification were not presented for review. He asked whether reapproval of the site plan was being sought. Ms. Gardner-Young clarified that site plan reapproval was not the intent, as the additional square footage related only to car repairs and the car wash, which did not affect parking or the building's footprint.

Mr. Haigh expressed concern about the tight radius at the vehicular entrance off A1A, adjacent to an FPL power pole. He suggested adding three or four feet of clearance to avoid vehicle collisions and recommended narrowing the drive aisle from 28 feet to 24 feet to prevent further conflicts.

Mr. Solodar agreed with Mr. Hayes comments.

Mr. Michels expressed appreciation for the work being done on the project's backside. While he agreed with Mr. Hullihan's comments, he noted that the

changes would not be highly visible and therefore was not a major concern. Regarding ADA compliance, he acknowledged it was not his area of expertise but suggested confirming if necessary.

Mr. Roach confirmed the ADA compliance would be part of the permitting process.

Chair Cross noted that the company supplying the split- face concrete block might no longer be in business, so a substitute may be required. He suggested clearing any substitute with staff and mentioned that the matter might need to come back before the board for approval if a new product is selected. He advised checking if the original manufacturer is still available. Chair Cross emphasized the importance of maintaining consistency with the previous approval and added that if the manufacturer is no longer an option; the intent should remain the same regarding color, material, and texture. He also agreed with the other comments made during the discussion.

The Board had no further comments and there was no input from the public.

Mr. Hogarth motioned to approve as submitted, seconded by Mr. Michels. The **motion passed** unanimously (6-0).

7. PUBLIC HEARINGS

a. OLD BUSINESS

i. Sign Text Amendment Ordinance

Request by Village staff for consideration of the following ordinance:

AN ORDINANCE OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, AMENDING CHAPTER 6, "BUILDINGS AND BUILDING REGULATIONS," OF THE VILLAGE CODE OF ORDINANCES BY REPEALING ARTICLE V, "SIGNS AND OUTDOOR DISPLAYS," IN ITS ENTIRETY; AMENDING ARTICLE III, "DISTRICT REGULATIONS," OF APPENDIX C (CHAPTER 45), "ZONING," OF THE VILLAGE CODE OF ORDINANCES BY AMENDING SECTION 45-34, "C-G GENERAL COMMERCIAL DISTRICT," SECTION 45-34.1, "C-3 REGIONAL BUSINESS DISTRICT," SECTION 45-34.3, "C-NB NORTHLAKE BOULEVARD COMMERCIAL DISTRICT, AND SECTION 45-38, "I-1 LIGHT INDUSTRIAL DISTRICT," TO REMOVE SIGN REGULATIONS; AMENDING APPENDIX C (CHAPTER 45), "ZONING," OF THE VILLAGE CODE OF ORDINANCES BY ADOPTING A NEW ARTICLE IX, "SIGNS AND OUTDOOR DISPLAYS;" PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

City Attorney Garrett shared the staff report, including background on the recommended amendments to the Sign Code. She expressed the most significant

changes made, based on the Board's recommendations, which included the removal of the amortization period and the removal of the off-premises sign regulations.

Mr. Hullihan suggested tabling the item for a month to allow time to gather all necessary components. He expressed the need for staff to review the Board's comments, understand the direction, and ensure that their feedback had been properly incorporated before proceeding, as he found it difficult to provide meaningful input at the moment.

Mr. Hogarth began by expressing his appreciation for the effort made to incorporate his comments. He then raised concerns about the current vehicle sign regulations, noting that the language could be interpreted in two extremes—either no vehicle signs would be allowed, or all vehicle signs would be permitted. He explained that the current code's solution was too complicated, mentioning specific rules about visibility from the right of way and proximity to residential properties. He suggested simplifying the rule to allow vehicle signs as long as they are not visible from adjoining residential properties.

Chair Cross discussed the idea of subjecting vehicle signs to the same standards as the signage code. However, he pointed out challenges, such as differences between wall signs, monument signs, and the size of trucks. He mentioned that while regulating truck signage could be tricky, he personally did not mind trucks like Bears Furniture displaying their signage as long as the truck was not parked in front of the store. He questioned whether regulating signage on trucks not visible from the public would be necessary.

Ms. Gardner-Young stated that the main vehicles sign issue for was off-premises signs. She explained that if a store like Bears had their vehicle in front of their own store, she did not view that vehicle sign as an off-premises sign. However, if an unrelated vehicle, like an IHOP truck, was parked in front of Bears for an extended time, it would be considered an off-premises signage.

Discussion continued and Mr. Hogarth suggested reviewing the current code to understand its intent and simplifying it where possible.

Mr. Hogarth referred to page 21, section 145, 104, item f3, and mentioned that last month he had suggested eliminating the maximum height for street numbers at eight inches. Mr. Hogarth referred to Section 45-110 regarding sign height and suggested striking the phrase "as set by flood elevation requirements." He clarified that the height of the sign should be measured as the vertical distance from the finished grade, excluding berms, and proposed removing the reference to flood elevation requirements.

Mr. Hogarth raised a question on page 34 about the coordination of wall-mounted sign types. The item specifies that if more than two wall-mounted signs are permitted on a building, they must all be of the same construction type. He questioned why the regulation referred to "more than two" rather than just "more than one" or "multiple signs." The clarification suggested adjusting the wording to reflect "more than one" instead.

Mr. Hogarth and the Board reviewed the item at the bottom of the same page, which states that all sign copy, text, or logos, four inches or larger, must extrude from or intrude into the face of the sign by 3/8 of an inch. He recalled previous discussions on this topic and noted that the annotated version contained comments but lacked a clear resolution. The Board agreed that the best course of action would be to delete this requirement entirely, as it was unclear and did not align with many signs already in place in the Village. The consensus was to strike the section.

The Board also discussed the provision limiting building wall signs to a four-foot projection. They agreed this was excessive and suggested addressing such cases during appearance review instead of specifying a limit. After considering the attorney's advice on enforcement, they decided to strike the provision entirely, as projections would still be evaluated during appearance review.

Mr. Hogarth brought up the changeable copy sign provision on page 38, which limits the sign to 20% of the permitted sign area. He expressed concern that this restriction might be too limiting for churches and schools. He suggested striking the provision and addressing such cases on a case-by-case basis during the application process. The Board agreed with this approach and decided to remove the paragraph.

The Board discussed a section of the Village code, Section 18-34, which currently bans vehicles with commercial advertising or markings that occupying more than 10 square feet on any side of the vehicle from being parked overnight in residential zoning districts. Exceptions are made if the vehicle is covered, enclosed in a garage, or has a magnet matching the car's color placed over the sign. The same restrictions apply to utility trailers and similar items, prohibiting them from being parked in driveways, swales, or other areas in residential districts.

The Board had no further comments and there was no input from the public.

Mr. Hullihan motioned to accept Mr. Hogarth's comments and table the item, seconded by Mr. Michels. The **motion passed** unanimously (6-0)

b. NEW BUSINESS

i. Commercial Northlake Blvd Zoning District Ordinance

Request by Village staff for consideration of the following ordinance:

AN ORDINANCE OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, AMENDING APPENDIX C (CHAPTER 45), "ZONING," OF THE VILLAGE CODE OF ORDINANCES BY AMENDING ARTICLE I, "IN GENERAL," SECTION 45-2, "DEFINITIONS," TO ADD A DEFINITION FOR THE TERM MARINA/PRIVATE MOORING AND AMENDING ARTICLE III, "DISTRICT REGULATIONS," SECTION 45- 35.3, "C-NB NORTHLAKE BOULEVARD COMMERCIAL DISTRICT," TO ADD MARINA/PRIVATE MOORING AS A SPECIAL EXCEPTION USE; PROVIDING FOR

CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Ms. Gardner-Young shared the staff report and provided an overview of changes.

The Board and Ms. Gardner-Young discussed the issue of private docking along the Earman River, particularly in the C-NB district. The conversation touched on complications like docks being installed without payment of water rights, abandoned docks, and the impracticality of moorings in the area. The term "mooring" was suggested for removal in favor of "docking" and language was suggested to be added to prohibit live-aboard situations. There was also discussion about the provision of plumbing at the docks where the Board agreed that pump-out facilities should only be required at commercial marinas, not every dock. The Board further considered removing references to marinas, specifying private docking instead.

The Board had no further comments and there was no input from the public.

Mr. Michels motioned to table the item, seconded by Mr. Solodar.

Discussion continued about the need for pump-out facilities to address water pollution in the lagoons, and emphasizing the importance of requiring such facilities for commercial marina-like operations. They agreed to remove the term "marina" and focus on private docking. The Board also planned to review past approvals for consistency, acknowledging that while retroactive requirements might not be feasible, future facilities should include sewage provisions.

The **motion passed** unanimously (6-0)

8. BOARD COMMENTS

Mr. Hogarth and suggested that the recent discussion be presented to the Waterway Board for further review, given their expertise. Mr. Michels agreed and inquired about the Waterway Board's meeting schedule. It was clarified that they meet monthly, and although they had not yet met in September, a meeting was planned soon. The Board discussed the possibility of inviting the Waterway Board to a joint meeting and suggested involving the Environmental Committee as well. Ms. Gardner-Young agreed to coordinate with Mr. Holloway to add the item to the next Waterway Board agenda.

Mr. Haigh asked if chain link fencing is allowed in the front yard setback of a commercial business along US-1. It was confirmed that it is permitted in the C-MU district as long as it is screened. Mr. Hulihan suggested making screening a condition of approval. Mr. Haigh questioned why it would be allowed in commercial areas but not in residential districts. The discussion then shifted to reviewing chain link fencing used on playgrounds, and it was agreed that any proposed screening would need to be reviewed for adequacy, likely involving landscaping.

9. STAFF UPDATES: None.

10. ADJOURNMENT

Chair Cross advised the next meeting was scheduled for Tuesday, October 1, 2024. With no further business before the Board, Chair Cross adjourned the meeting at 8:19 p.m.



**THE VILLAGE OF NORTH PALM BEACH
PLANNING, ZONING AND ADJUSTMENT BOARD
REGULAR MEETING MINUTES
TUESDAY, OCTOBER 1, 2024 at 6:30 PM**

Present

Cory Cross, Chair
Scott Hicks, Vice-Chair
Jonathan Haigh, Member
Thomas Hogarth, Member
Timothy Hulihan, Member
Mark Michaels, Member
Donald Solodar, Member

Village Staff

Susan Garrett, Village Attorney
Caryn Gardner-Young, Community Development Director
Deborah Searcy, Vice Mayor

1. CALL TO ORDER

Chair Cross called the meeting to order at 6:31 p.m.

a. ROLL CALL

Roll was called, and it was determined a quorum was present.

2. DELETIONS, ADDITIONS, OR MODIFICATIONS TO THE AGENDA: None.

Ms. Gardner-Young Requested Item 9A be tabled to the next meeting.

Mr. Hulihan motioned to table Item 9A, seconded by Mr. Hicks. The **motion passed** unanimously (7-0).

3. PUBLIC COMMENT FOR NON-AGENDA ITEMS: None.

4. APPROVAL OF MINUTES: None.

a. August 6, 2024

Mr. Solodar motioned to approve the August 6, 2024 minutes as submitted, seconded by Mr. Haigh. The **motion passed** unanimously (7-0).

5. DECLARATION OF EX-PARTE COMMUNICATIONS: None.

6. QUASI-JUDICIAL MATTERS/PUBLIC HEARING

Village Attorney Susan Garrett swore in those wishing to provide testimony.

a. SITE PLAN AND APPEARANCE REVIEW

i. NEW BUSINESS

LA BAMBA MONUMENT SIGN

Ms. Gardner-Young explained that the Planning, Zoning, and Adjustment Board had previously denied a building color change but approved a new monument sign. While the building was repainted as requested, the applicant never replaced the monument sign as approved. Staff brought the item back since no complaints had been received, asking the Board whether the existing sign should remain or if the applicant should proceed with the previously approved changes. Ms. Gardner-Young noted that the applicant had been in discussions with the Village Manager and did not intend to change the sign due to branding concerns. She clarified that the purpose of the discussion was to determine if the Board's position had changed or if further action was required.

Member comments

Mr. Hullihan asked if the existing sign was non-compliant. Ms. Gardner-Young confirmed that the sign had not been approved by the Board and was, therefore, non-compliant. The monument sign had been up since November of the previous year without a permit, and the board-approved replacement sign was never installed. Mr. Hullihan clarified that the sign on the left had been installed without a permit, while the approved sign on the right was never updated.

Vice Mayor Searcy noted that the Business Advisory Board was in favor of keeping the existing sign. The green sign was part of a branding update for all seven La Bamba locations across South Florida, and the Business Advisory Board supported the small business by allowing them to retain their brand as part of being business-friendly.

Mr. Hogarth expressed that he was undecided but noted that the applicant had been willing to make the change when they first appeared before the Board. He felt that the applicant's approach, returning indirectly through the Business Advisory Board after a year, was not ideal. Mr. Hogarth agreed with the Board's original position, stating that the sign did not match the rest of the building and was too bold. He indicated he would not support keeping the sign.

Mr. Haigh stated that he had no issue with the green color when the matter was first brought before the Board and still had no issue with it at this time.

Mr. Hicks stated that he had no issue with the green sign either way. He asked whether there had been communication with the applicant regarding the existing lime green sign. Ms. Gardner-Young responded that, while there had been discussions with the Village Manager, the Village had not been forceful in requiring the monument sign change in order to remain business-friendly. Vice Mayor Searcy added that the applicant wanted to be

a good community partner and would change the sign if absolutely necessary, but preferred not to alter their branding for what could be considered arbitrary reasons.

Mr. Solodar stated that he had no issue with keeping the sign as is, noting that there had been no complaints in the last six months and that the Business Advisory Committee was involved and found the sign was appropriate.

Dr. Michaels agreed with leaving the sign as is, noting that the Board often accommodates other national brand signage.

Chair Cross opened public comment.

Ms. Deborah Cross, 2560 Pepperwood Circle South, stated that the sign looks nice, she was concerned that allowing it could set a precedent for other businesses in the future.

Discussion about the sign continued.

Chair Cross noted that staff had acknowledged the Board's concerns regarding how the issue was brought before them. He suggested that staff be more proactive in guiding applicants to seek approvals earlier rather than later. He remarked that this is a recurring issue with signs, paint, and other alterations, where individuals proceed without obtaining the necessary approvals. He emphasized the importance of ensuring that applicants follow the proper process.

A discussion followed regarding an appeal process.

Vice Mayor Searcy acknowledged that the Village has a reputation for not being business-friendly. She noted that while most Board members seemed fine with the green sign, they were upset about the applicant not following the proper procedure. She emphasized that, although the applicant did not adhere to the correct process, it appeared that the board was punishing them for this rather than having an issue with the sign itself. Vice Mayor Searcy stressed the importance of avoiding decisions that could reinforce the Village's reputation as being unfriendly to businesses, especially considering that the business has been a good tenant for 15 years and may have made a simple mistake by not pulling a permit.

Mr. Solodar motioned to amend the order to allow the existing design.

Mr. Solodar amended his motion to direct staff to update the previously approved order to allow the existing monument sign, seconded by Dr. Michaels. The **motion passed** (5-2), with Mr. Hullihan and Mr. Hogarth voting nay.

8. PUBLIC HEARINGS

a. OLD BUSINESS

1. Sign Text Amendment Ordinance

Request by Village staff for consideration of the following ordinance:

AN ORDINANCE OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, AMENDING CHAPTER 6, "BUILDINGS AND BUILDING REGULATIONS," OF THE VILLAGE CODE OF ORDINANCES BY REPEALING ARTICLE V, "SIGNS AND OUTDOOR DISPLAYS," IN ITS ENTIRETY; AMENDING ARTICLE III, "DISTRICT REGULATIONS," OF APPENDIX C (CHAPTER 45), "ZONING," OF THE VILLAGE CODE OF ORDINANCES BY AMENDING SECTION 45-34, "C-G GENERAL COMMERCIAL DISTRICT," SECTION 45-34.1, "C-3 REGIONAL BUSINESS DISTRICT," SECTION 45-34.3, "C-NB NORTHLAKE BOULEVARD COMMERCIAL DISTRICT, AND SECTION 45-38, "I-1 LIGHT INDUSTRIAL DISTRICT," TO REMOVE SIGN REGULATIONS; AMENDING APPENDIX C (CHAPTER 45), "ZONING," OF THE VILLAGE CODE OF ORDINANCES BY ADOPTING A NEW ARTICLE IX, "SIGNS AND OUTDOOR DISPLAYS;" PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Village Attorney Garrett provided an overview of the ordinance under consideration, noting that the agenda packet included both a clean copy of the ordinance and a redlined version showing changes discussed at the previous meeting. These changes included edits made after the last meeting as well as additional modifications based on feedback from the Board. A key area of focus was vehicle signs. Changes were made to simplify the existing code while incorporating the Board's previous direction. Village Attorney Garrett noted that the Board may want to review the size limitations for vehicle signs to determine if they are appropriate. She explained that vehicle signs were previously listed as prohibited with exemptions, but have now been reclassified as signs that do not require a permit, though they must still comply with the relevant regulations.

Member comments

Dr. Michaels raised a question regarding the ordinance, asking if the regulation that prohibits vehicles bearing signs from being parked for more than 60 consecutive minutes within 30 feet of the public right-of-way applies to businesses like Bears Furniture. He inquired whether this would mean that if Bears parked one of their trucks in front of their business, they could only leave it there for an hour.

Chair Cross stated that delivery trucks should ideally be parked at the rear of the business, not in front. However, he acknowledged that not all businesses have space in the back and noted that businesses could seek relief through the variance process if they found the regulation burdensome.

Mr. Hicks asked for clarification on how the current vehicle sign regulations differ from the proposed changes. Ms. Gardner-Young explained that the language in the current draft reflects the existing regulations, which allow vehicles to be parked for no more than 60 minutes if visible from the public right-of-way. She added that the rule includes a 30 or 100-foot distance requirement depending on the situation, and the recommendation is for vehicles to be parked in the rear to avoid visibility from the public right-of-way.

Mr. Haigh had no comments.

Mr. Hogarth expressed appreciation for the changes made based on his feedback. However, he noted that the current sign code does not allow a 30-foot distance from the right-of-way, as he believed the requirement was 100 feet.

Ms. Gardner-Young clarified that the draft specifies 30-foot distance if the vehicle is parked in front of the business, and 100 feet if it is on another commercial property. She acknowledged that this information came from the draft but agreed to check the current code to confirm the correct distance.

Mr. Hogarth referenced the section on exempt signs, particularly those affixed to taxi cabs, buses, trailers, trucks, and other business vehicles, which had been discussed at the previous meeting. He recommended deleting G from the section.

Mr. Hogarth emphasized that the intent of the regulation was to prevent businesses from using their vehicles as additional signage where a formal sign might not exist. He expressed concern that the 30-foot distance requirement might not effectively address this issue and suggested that it may not achieve the intended goal.

Discussion continued about the intent and its impact on area businesses.

Dr. Michaels expressed support for retaining the 100-foot requirement, acknowledging the complexities and potential issues with the regulation. He agreed that if the 100-foot rule had worked for 20 years, there was no reason to change it. He suggested extending the 30-foot requirement to 100 feet where practical.

Mr. Hullihan raised a couple of points, questioning whether the ordinance should use "a" public right of way" instead of "the" public right of way, especially when a business is on a corner, like Northlake Blvd and US 1, both of which are public rights of way. He asked if it made more sense to use the indefinite article "a" instead of "the." He noted that "a public right of way" would cover multiple instances, whereas "the public right of way" sounds singular. He mentioned that this phrasing appeared in several places throughout the ordinance.

Mr. Hullihan suggested clarifying the ordinance to focus on public rights of way that the building faces, excluding alleys. He proposed using terms like "principal right of way" to address high-traffic roads such as Northlake Blvd and US 1. He emphasized that the goal was to prevent vehicle signs on both principal roads, rather than just one, especially for corner properties.

Chair Cross suggested simplifying the language by referring to "the one or two principal streets that the building faces" instead of using more complex terminology.

Vice Mayor Searcy referred to item 28 on page 18, which addressed signs placed on boats or watercraft. She mentioned that on her street, there was a boat displaying both the boat's name and the sponsor's name, raising a concern about how the ordinance would handle such signage.

A discussion followed regarding item 28, which prohibits signs placed on boats or watercraft on public or private property, except for boat names, manufacturer names, or required numbers. It was clarified that if the boat is parked in the swale, the prohibition clearly applies. However, if the boat is in the water behind a house, the ordinance might still apply, as the canal is public property.

It was suggested to leave the language as is, as item 28 already appeared to cover such situations. Concerns were raised about enforcement, particularly regarding vehicles with signs parked in driveways, but it was noted that enforcement rarely occurs.

Mr. Solodar recommended that if the item returns in November, the legal team should review item 28 for any issues. However, the general consensus was to leave the provision unchanged, as it seemed clear and effective.

There was brief consideration about easing residential requirements, but the Board agreed not to pursue changes at this time, preferring to move forward and finalize the ordinance this year rather than delay further.

Village Attorney Garrett asked for clarification on the Board's consensus regarding certain provisions. Chair Cross and Mr. Hogarth confirmed that for watercraft signs (Item 28), the Board agreed to leave the language unchanged. For vehicle signs, they decided to change the 30-foot distance requirement to 100-feet and to delete exception G, which pertained to vehicle signs. Additionally, it was agreed to rewrite the exempt vehicle sign provision to more closely align with the current code. Mr. Hullihan reiterated language should exclude alleys by using "a" right of way instead of "the" right of way. He emphasized that this distinction was critical and also recommended including language to address corner lots.

Discussion continued.

Mr. Hullihan stated the three key items to review at the next meeting. He highlighted the potential conflict on Northlake Boulevard and the right-of-way issue, as well as the removal of the exemption. He noted that signs less than 10 feet would not be regulated, while those greater than 10 feet would be subject to regulation.

Chair Cross opened public comment.

Ms. Deborah Cross, 2560 Pepperwood Circle South, raised concerns about how the sign code would apply to service vehicles, such as a Roto-Rooter truck, that might need to be parked for more than an hour to complete a job. She questioned whether such situations would create issues under the current sign code, especially if a service provider or visitor's vehicle remained beyond the time limit. While she expressed support for the sign code, she highlighted the need to consider these potential scenarios.

Dr. Michaels expressed concern that the sign code was becoming too restrictive and suggested clarifying its intent—preventing unwanted advertising—to provide clear guidelines for code enforcement.

Mr. Hullihan suggested simplifying the sign code by clearly stating its intent without excessive detail. He proposed a straightforward explanation, such as "vehicle signs should not be used as advertisements," to make the rules easier to understand and enforce.

Mr. Hogarth suggested that code enforcement officers should use discretion when issuing initial warnings. He noted that more severe actions, such as fines, would be handled by the Special Magistrate, who could consider any extenuating circumstances that might justify a vehicle's parking situation.

There was consensus to set a time limit of 120 minutes.

Mr. Solodar motioned to table the item to the next board meeting, seconded by Mr. Hullihan. The **motion passed** unanimously (7-0).

2. **Commercial Northlake Blvd Zoning District Ordinance**

Request by Village staff for consideration of the following ordinance:

AN ORDINANCE OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, AMENDING APPENDIX C (CHAPTER 45), "ZONING," OF THE VILLAGE CODE OF ORDINANCES BY AMENDING ARTICLE I, "IN GENERAL," SECTION 45-2, "DEFINITIONS," TO ADD A DEFINITION FOR THE TERM MARINA/PRIVATE MOORING AND AMENDING ARTICLE III, "DISTRICT REGULATIONS," SECTION 45- 35.3, "C-NB NORTHLAKE BOULEVARD COMMERCIAL DISTRICT," TO ADD MARINA/PRIVATE MOORING AS A SPECIAL EXCEPTION USE; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Ms. Gardner-Young explained that the Waterways Board reviewed the item and suggested changes, including removing the term "moorings" and replace it with "docking," excluding individual sewer and water hookups, and prohibiting live-aboard arrangements. The marina and private docking were reclassified under "recreational uses" instead of separating them into residential and commercial. She requested the Board's recommendation to move the updated language forward.

Mr. Hogarth motioned for discussion.

Mr. Hogarth suggested placing the definition into the general provisions of the C-NB district, rather than in Code of Ordinance section 45-2, to avoid imposing restrictions on other zoning districts. Ms. Gardner-Young affirmed.

Mr. Hogarth questioned the phrasing, "all docks shall extend beyond the shallow water depth to the extent," suggesting it was unnecessary. He proposed simplifying

the language to, "all docks shall extend as authorized in Chapter Five of this Code." Ms. Gardner-Young agreed with this revision.

Chair Cross opened public comment. No one came forward to speak.

Mr. Hogarth amended his motion to include the conditions of removing section b2, so that the language would read, "all docks shall extend as authorized in Chapter Five of this Code" and relocating this definition into the general provisions of the zoning district. Dr. Michaels seconded the motion. The **motion passed** unanimously (7-0).

9. DISCUSSION ITEMS

- a. **The Village of North Palm Beach Environmental Committee asked Village Staff to present to the Village Council a zoning text amendment to create a Tree Removal Permit process for private properties. Prior to presenting this idea to the Village Council, Village Staff is seeking a recommendation by the Planning, Zoning and Adjustment Board.**

Item 9a was tabled.

- b. **2025 Meeting Schedule**

Ms. Gardner-Young clarified the November 4, 2025 meeting was moved to Wednesday November 12 due to Election and Veterans Days. However, the Board requested it be moved back to November 4, 2025 since there would be no Election Day in 2025.

10. BOARD COMMENTS

Mr. Hogarth and suggested initiating a code change to ensure future commercial redevelopment along riverbanks use environmentally friendly designs, like natural rock riprap, rather than solid concrete walls. He emphasized the need to align with South Florida Water Management and Corps of Engineers regulations. Dr. Michaels noted that the Waterways Board had made a similar recommendation to the Village Council, likely supported by the Environmental Committee.

Mr. Hullihan acknowledged the decision to table the Tree Removal Permit Process item, stating that while he understood and liked the intent, the ordinance needed significant revisions for clarity. He suggested looking at models from other cities for guidance and emphasized the challenge of regulating actions on private property, such as the removal of large trees, which can dramatically change a neighborhood's appearance. Mr. Hullihan also expressed concern about the conduct of an elected official who advocated for personal views during the meeting. He felt it was inappropriate for officials to use their position to directly influence Board discussions. He noted that, based on his experience, elected officials typically observe meetings as guests and speak only as recognized members of the public, not as active participants.

Mr. Haigh supported Mr. Hullihan's earlier comments about the Tree Removal Permit Process and emphasized the need to address improper tree pruning, such as "hat racking," which weakens trees and makes them more susceptible to disease. He suggested looking at codes like those in Pompano Beach, which include guidelines on proper pruning and resources for residents. He also noted that Broward County requires licenses for all tree trimmers, a practice not currently followed in Palm Beach County.

Dr. Michaels expressed support for the idea of requiring certification for arborists in the Village, citing past issues with tree management on his property. He suggested developing a plan for such certification. Dr. Michaels also raised a question about the legal limits of regulating tree removal on private property, asking to what extent the village could dictate whether a property owner can cut down a tree.

Mr. Haigh explained that a state law now allows property owners to remove trees without a permit if they are deemed hazardous. This change came after a Miami regulation requiring tree replacement led to a substantial fine for an influential individual, who then lobbied for the state statute. The current draft includes this provision.

Discussion continued.

11. STAFF UPDATES: None.

12. ADJOURNMENT

Chair Cross advised the next meeting was scheduled for Tuesday, November 12, 2024. With no further business before the Board, Chair Cross adjourned the meeting at 8:06 p.m.

**Village of North Palm Beach
Recreation Advisory Board Meeting
MINUTES
September 10, 2024 at 6:30 pm
Conference Room, Village Hall**

- 1) **Call to Order:** Chair Heiman at 6:30 p.m.
- 2) **Roll Call:** Stephen Heiman, Mia St John, Rita Budnyk, Council member Lisa Interlandi, and staff members Zakariya Sherman and Stephen Poh. Belinda Morrell attended as well. Jennifer Gold Dumas and Ashley Knieriemen were absent.
- 2) **Approval of Minutes:** The board did not have a quorum and could not vote. Minutes will be brought forward to October's meeting for approval.
- 3) **Public Comments:** None.

4) Director's Report:

North Volleyball Courts and Lighting: The north volleyball courts have been successfully refurbished, with new lights installed. All work was completed by the Public Works team.

Dry Storage Project: A letter was drafted for dry storage renters, informing them about the construction work and temporary storage rules allowing them to store their boats and trailers at home during construction. There was a discussion on whether exceptions for swale parking (parking on the grass) should be allowed. Zak said he would double-check the letter's wording.

Restroom Renovations: The renovation of restrooms at the library and Anchorage park is in progress, with permits for the latter already applied for. Electrical upgrades for the Anchorage restrooms are also part of this project.

Recreation Assistant Hiring: Elisa Bryant has been hired as a recreation assistant and has quickly adapted to her role.

Contracts and Bids:

Landscape and grounds maintenance contract was awarded to Precision.

Dry storage renovation contract will go to the council soon, and all necessary agenda items have been submitted.

Other Capital Projects:

Anchorage Park undergrounding project ITB is nearly ready to get posted on DemandStar.

Veteran's Park improvements, including landscaping and pergola painting, are almost complete, aiming for a Veterans Day unveiling.

Youth Program Updates: The Flag Football registration numbers for 2023 were the highest since 2019, surpassing 144 total registrations across age groups. There are no stats available before 2019 for comparison due to system limitations.

Ongoing Maintenance Issues: There were updates on Lakeside Park, including parts that needed to be replaced for a playground. Rust issues were noted, and options for more durable materials were discussed for future playgrounds.

Erosion Control at Lakeside Park: Public Works has taken over the project temporarily, with future council workshops planned to discuss the goals and options for erosion control.

5) New Business:

- Zak's last day: The recreation director's last day is Friday, as he transitions to a new position in Port St. Lucie. A transition plan is in place for Stephen to take over the master planning and other responsibilities.
- October Meeting Change from the 8th to the 15th ?
 - Stephen Poh will be at NRPA that week (The group decided to move the meeting to the 15th at 6:30 in the Village Hall Conference Room).
- Links 5k volunteers: Stephen emphasized the need for volunteers to assist with the event. Anyone interested can contact him directly for more information.
- Palm Beach Crew: The Palm Beach Crew program was discussed due to its continued arrears and minimal resident participation. The board expressed support for not renewing the contract and giving storage space priority to residents.

6) Old Business:

- November's meeting is in conference room

7) Member Comments:

8) Staff Comments: The new restaurant will participate in the 5k event by offering brunch and drinks.

9) Adjournment: 7:22 p.m.

**Village of North Palm Beach
Recreation Advisory Board Meeting
MINUTES
October 15, 2024 at 6:30 pm
Conference Room, Village Hall**

- 1) **Call to Order:** Chair Heiman at 6:30 p.m.
- 2) **Welcome New Members:** Chair Heiman welcomed new members Jason Frogge and Karen Paxton to the board. Stephen Heiman explained to new members about the meeting processes and the Sunshine law requirements.
- 3) **Roll Call:** Stephen Heiman, Mia St John, Rita Budnyk, Jason Frogge, Karen Paxton, Ashley Knieriemen, Jennifer Gold Dumas, Council member Susan Bickel, and staff member Stephen Poh. Belinda Morrell attended as well.
- 2) **Approval of Minutes:** Motion to approve minutes from August meeting by Rita Budnyk; second by Jennifer Gold Dumas. Approved unanimously. Motion to approve minutes from September meeting by Rita Budnyk; second by Mia St. John. Approved unanimously
- 3) **Public Comments:** None.
- 4) **Director's Report:**
 - Mueller waiting for approval from Building division to start outdoor restroom renovations; waiting on start date.
 - Minuteman electric will be handling the upgrades and has been cleared by FPL to begin electrical upgrade.
 - Flag football registration numbers (as of 9/5):
 - 6-8: 55
 - 9-11: 71
 - 12-14: 20
 - Totals: 146
 - Games start on October 15th
 - Playoffs start week of November 14th
 - Mini Baseball registration numbers:
 - Mon 3-5yrs: 5 kids
 - Wed 3-5yrs: 8 out of 12
 - Both sessions ending week of October 21st with trophies
 - Soccer Registration starts Monday, December 2nd for Residents

- Renovations are nearly complete at Veterans Park. All paid for by FRDAP grant.
 - Pergolas have been sanded, painted, and new hardware
 - Turf grass installed in three tiered area in center
 - Trees have been trimmed
 - New bollards to be installed soon
 - Root removal under the bricks will happen soon then pressure cleaned all areas

Special Events:

- **Past Events:**

- Touch a Truck event in September went great. Around 1500 people

- **Upcoming Events:**

- Links 5K Ghost Run Saturday, October 26 race starts 7:30 a.m.
 - Stephen Poh mentioned we still needed volunteers
 - Karen Paxton volunteered and will reach out to a few friends
- Halloween Party Saturday, October 26 from 5 p.m. to 9 p.m.
- Arts and Craft Show Saturday, November 2 from 9 a.m. to 4 p.m.
- Veterans Day Monday, November 11 at 9am

- **Bus Trips:**

- IKEA trip on October 2 had 18 patrons
- Lakeridge Winery on October 11-13 had 22 patrons (canceled because of storm)
- Dolphins game (Cardinals) on Sunday, October 27th with 22 patrons

Hurricane Milton:

- No major damage to the parks from the hurricane
- Just branches down in the parks

5) New Business:

- New Director of Parks and Recreation: Ashley Shipman was introduced to the board

6) Old Business:

- November's meeting is in conference room will begin at 7pm
- Motion to change meeting times from 6:30pm to 7pm made by Stephen Heiman and seconded by Mia St. John. Approved unanimously.
- Dry Storage Update
 - Jamie Mount from Public Works took over the project on the engineering side
 - We had a pre con meeting with group to go over scope
 - Creative Contracting group contract approved by council
 - Work to begin on Monday, October 28th
- Boat Ramp Update
 - Contract was approved by council
 - Jamie will be overseeing this project as well
 - Waiting for Ferreira Construction company to turn in all documents needed
 - Pre Con meeting will be as soon as paperwork complete

7) Member Comments:

- Rita inquired about the Master Plan timeline. The board would like Bill Whiteford to present to them at the next meeting.
- Ashley would still like to see a pump track built at one of the facilities.

8) Staff Comments: None

9) Adjournment: Motion to adjourn by Rita Budnyk and seconded by Jennifer Gold Dumas at 7:30 p.m.

AGENDA
Village of North Palm Beach
Joint Environmental Committee/ Waterway Advisory Board Meeting
Village Council Hall Chambers
September 24, 2024

I. Call to Order

II. Roll Call

- Mark Michels, MD, Chair
- Diane Wimbrow, Vice Chair
- Marty Domenech, Secretary
- George Alger, Board Member
- Paul Bartlett, Board Member
- Bruce Crawford, Board Member
- Jerry Sullivan, Board Member
- Lisa Interlandi, Village Council Member

III. Minutes from prior meeting were approved

IV. Public Comments: None

V. New Business

- a. Discussed proposed amendment to Village Code Chapter 45, Sections 45-2 (Definitions) and Table 4-1 (Allowable Uses). This amendment to the language only affects the CNB (Commercial Northlake Boulevard) district document which is commercial section of Northlake boulevard and mostly commercially zoned, though there is some residential.
 - i. Proposed to modify wording from “mooring” to “docking”. Specific sentence proposed to read “where boats are securely docked to the pier.”
 - ii. Proposed clarifying Table 4-1, where it states Private Marina under a Table labeled “Residential”, to ensure there is no misunderstanding with the use of that to be applicable to residential code. This was thought not to be clear and may lead to misinterpretation of a Private Marina application in a residential setting, even though this language and amendment is specific to the Commercial Northake Boulevard district which is mostly if not exclusively commercially zoned.
- b. Oyster Project
 - i. The project was initially focused on Anchorage park but legal issues with underwater property rights in south side of anchorage kept issue on hold. Focus is now on individual docks. The Environmental Board is working to identify best practices from City of Sebastian, FIT and other programs already underway to replicate to a plan for the Village. Would also like to work with NPB Conservatory school. This program

AGENDA
Village of North Palm Beach
Joint Environmental Committee/ Waterway Advisory Board Meeting
Village Council Hall Chambers
September 24, 2024

has great potential for community engagement, while also having a very positive impact on water quality.

VI. Old Business

- a. **Code Enforcement vessel.** New officer and vessel acquisition in progress. Discussed usability of existing rigid inflatable boat (RIB), versus flats boat as more practical for code enforcement purposes. Vessel purchase is waiting for FY2025 fiscal year beginning October. Recommendation. Member Sullivan recommended advertising in village newsletter requesting a boat donation.
- b. **Lakeside Park Seawall** [202305-1]
 - i. May 2023: Plan to replace to be half funded by state. Awaiting other grant proposal request decisions.
 - ii. June 2024: Project currently on hold awaiting funding.
- c. **Anchorage Park south side improvements** [202305-2]
 - i. May 2023: WAB suggested that the South docks be bid out to specifications similar to the repairs and renovations already completed on the North Side and that the bidding for that project should not be limited to the contractor who completed the North side renovation.
 - ii. Mar 2024: Plans in evolution but unlikely to be implemented until 2025-2026.
 - iii. Jun 2024: Current priority work is boat ramp first, then docks, followed by dry docks, and finally the roadway.
- d. **Dredging plan** – [202311-1]
 - i. Continued discussion on how to address waterway dredging as there is no standard maintenance dredging plan for the village. Discussed developing a standard and formalizing a process. Past canal projects included village involvement. Action to evaluate the Lighthouse Point dredging plan at next meeting.
- e. **Derelict Vessels** – [202401-2]
 - i. Dr Michels presented update at the August council meeting. FWC has now appointed someone to monitor this area.

VII. Member Comments - none

VIII. Staff Comments - none

IX. Adjournment

Meeting Minutes
Village of North Palm Beach
Waterways Advisory Board Meeting
Village Council Hall Chambers
October 22, 2024

I. Call to Order

II. Roll Call

- Mark Michels, MD, Chair
- Diane Wimbrow, Vice Chair
- Marty Domenech, Secretary
- George Alger, Board Member
- Paul Bartlett, Board Member
- Bruce Crawford, Board Member
- Jerry Sullivan, Board Member
- Kris Garrison Village Council Member

- Marc Holloway, Village Staff

III. Minutes from prior meeting were approved

IV. Public Comments: None

V. New Business: None

VI. Old Business

a. Oyster project

Mr Alger met with Environmental committee and Tom Twyford on the project, who offered to support the project. The Breakers has offered to donate used oyster shells. Oysters must be transported and cured in the sun 3-6 months. Looking at options, possibly McArthur beach state park. Another option is coastal conservation association of Florida. They are offering equipment to drill oysters needed to assemble into strings. Discussed formalizing the project with volunteers. Mr Alger, Crawford, and Michels to be part of the volunteers collaborating with the environmental committee.

b. Code Enforcement vessel.

Code enforcement has an officer identified. Proposal to pitch for a donated vessel pitched to Village manager by Mr Holloway

**Meeting Minutes
Village of North Palm Beach
Waterways Advisory Board Meeting
Village Council Hall Chambers
October 22, 2024**

c. Dredging plan –

Mr Holloway contacted municipality. In the past dredging was done based on issues raised in waterway by local, and appears to be done on case by case basis and not on a schedule. Discussed possible upgront mapping of the waterways as a preventive measure. Would require costly side scanning sonar. Fish scanner on NPB vessel could be more cost effective, but may still need full scan if dredging is to be perform.

d. Derelict Vessels – [202401-2]

Dr Michels had a discussion to discuss FWC tagging program. NPB law and code enforcement in the process of becoming certified to be able to tag vessels and assist FWC. Chief Jenkins mentioned there is no concern with jurisdiction as to the tagging of vessels.

e. Pump out services update

Discussed possibly engaging others in marine industries to push for this. There are costs associated with destination of the sewage that need to be investigated. Martin County program used a share of grant money to reduce cost.

VII. Member Comments - none

The kayak kiosk will be discussed with the Recreation board for their consideration and recommendation to the Council.

VIII. Staff Comments - none

IX. Adjourned

**VILLAGE OF NORTH PALM BEACH
BUSINESS ADVISORY BOARD
MEETING MINUTES
TUESDAY, OCTOBER 15, 2024**

1. CALL TO ORDER

Chair Ronald Lantz called the meeting to order at 5:30 p.m.

2. ROLL CALL

Present: Nina Balgar, Ronald Lantz, Brenda Robinson, James “Chip” Sebree, and David Talley

Absent: Mimi McAndrews

Staff: Caryn Gardner-Young, Community Development Director, Orlando Puyol, Councilmember

3. APPROVAL OF MINUTES

- **Motion** to approve minutes from September 9, 2024, made by David Talley. Second by Nina Balgar. **Motion passed** unanimously. (6-0)

4. PUBLIC COMMENTS

- Certificate for 2024 Business of the Winter.
- The certificate was presented to Veronica Frehm on behalf of the Friends of MacArthur Park. Veronica stated her appreciation of the award. Pictures were taken.

5. NEW BUSINESS

Marketing and Promotion

- Business Directory List
 - Ms. Gardner-Young mentioned that during the last meeting there were questions about promotion and marketing which is not her area of expertise. She noted that Ed Cunningham, the Communications Manager, is better suited for these topics. Ms. Gardner-Young invited Mr. Cunningham to the meeting to help answer some of the questions and provide insight from the Village’s perspective. She introduced Ed Cunningham and invited him to speak.
 - Ms. Gardner-Young then addressed the Business Directory, confirming with Mr. Cunningham that it is updated every six months. Mr. Cunningham agreed and mentioned that the updates reflect changes in businesses’ email addresses for the Business Tax Receipt (BTR). Ms. Gardner-Young noted that staff limitations dictate this timeline, and it is based on the BTR applications received. She added that Mr. Cunningham would provide the next update in six months.
 - The discussion continued with the topic of the Newsletter. It was suggested that we send the Newsletter to all the businesses in the village. The purpose would be to show them what's going on in the village so that they can be aware of opportunities available to them to promote their businesses and make them feel a part of the community. Ms. Gardner-Young mentioned that the newsletter is sent out every six

first item discussed is to provide a list of Business Tax Receipts received during the previous month. She stated that she has already completed this task and passed the information for August and September to Mr. Cunningham, with plans to continue this process.

- Ms. Gardner-Young explained that approximately five to ten BTR applications are issued each month. BTRs are valid for one year, from October 1 to September 30. Renewal notices are sent in July, and at that time, the Village may learn of businesses that have closed, or we may not hear from them. In such cases, code officers will conduct voluntary compliance visits to inform businesses of the upcoming renewal and help them avoid late fees. There are roughly 200 to 400 businesses, including insurance companies (based on state statutes), home businesses, and storefronts.
 - A question was raised about providing a special business edition of the newsletter for homeowners. Ms. Gardner-Young suggested that a link to an article on local businesses could be included for Village homeowners, as space in the newsletter is limited.
- The Board discussed adding a link to the business edition newsletter for Village residents. Mr. Cunningham mentioned that the Village has a variety of communication platforms, including a monthly magazine, weekly e-news, and social media accounts (Instagram, Facebook, YouTube) under “Village NPB.” Ms. Gardner-Young asked Mr. Cunningham to highlight the business newsletter and social media efforts.
- Mr. Cunningham shared a past initiative from the Environmental Committee, where they spotlighted businesses that contributed positively to the environment. The committee would identify such businesses, and Mr. Cunningham would write a story promoting them. This program could be part of a "Business of the Season" initiative, where businesses receive certificates of acknowledgment and publicity. Anyone could submit an application, and all businesses would have equal opportunity.
- Ms. Gardner-Young emphasized that while the Village is not responsible for marketing businesses, it can help provide resources for their success. The Board discussed finding out how many businesses are part of the North Committee Chamber of Commerce, and Ms. Gardner-Young stated she would look into it and report back.
- The Board discussed how to engage existing businesses in helping new businesses, suggesting that the Business Advisory Board could welcome new businesses with a welcome package. Ms. Gardner-Young stated that after issuing a Business Tax Receipt, she sends an email offering a ribbon-cutting ceremony. The Board also suggested including a welcome basket, and Ms. Gardner-Young asked for ideas on what to include. The discussion will continue in the next meeting.
- Ms. Gardner-Young acknowledged suggestions on engaging the business community, including business cards, coupons, and events like a "Palm Business Day." The Board also suggested hosting business expos or booths at Village events, similar to what nearby towns have done.

- Ms. Gardner-Young summarized the key points, including notifying businesses about the "Business of the Season" program, featuring new businesses in the newsletter, sending email blasts, and updating the business directory every six months. The Board also discussed creating a welcome program or basket for new businesses and the possibility of hosting a business expo for increased exposure. Additionally, there was mention of periodically reminding the public about the availability of the Village website in newsletters and other publications.

6. MEMBER COMMENTS

- None.

7. STAFF COMMENTS

- The next regular meeting of the Board is scheduled for November 19, 2024.

8. ADJOURNMENT

- On **Motion** by Nina and Second by Chip, the meeting was adjourned at 6:25p.m.

VILLAGE OF NORTH PALM BEACH
VILLAGE ATTORNEY'S OFFICE

TO: Honorable Mayor and Council

THRU: Chuck Huff, Village Manager

FROM: Leonard G. Rubin, Village Attorney

DATE: December 12, 2024

SUBJECT: **ORDINANCE 1st Reading** – Amending Chapter 6, “Buildings and Building Regulations,” of the Village Code to adopt a new Article VI, “Construction Site Standards.”

Village Staff is recommending the adoption of the attached Ordinance amending Chapter 6, “Buildings and Building Regulations,” of the Village Code of Ordinances to adopt a new Article VI, “Construction Site Standards.”

The Village Code does not currently regulate the obligations of property owners and contractors as they relate to active construction sites within the Village. The attached Ordinance would apply to all sites where construction activities are occurring, including lot clearing and grading, as well as the construction, demolition, reconstruction, and alteration of buildings and structures. The standards and regulations set forth in the Ordinance would be the joint responsibility of the owner of property owner and the contractor performing the construction activities. Therefore, both the owner and the contractor may be cited for any violations.

The proposed standards and regulations for active construction sites include the following:

- All adjacent rights-of-way shall remain free of waste, trash, and other materials, such as liquid or particulate matter, associated with the construction activity.
- All vehicles associated with the construction activity shall be parked on site, and the on-site construction areas must be covered with suitable, compacted materials to prevent dirt and mud from being tracked onto adjacent streets and properties. If the construction site cannot accommodate the parking of vehicles, the building official may approve the parking of vehicles on the right-of-way immediately adjacent to the construction site.
- All road closures associated with construction activity shall be reviewed and approved by the Public Works Department and the Police Department.
- All waste shall be stored on-site within an enclosed containment structure.
- All surrounding areas affected by dirt, dust, and debris shall be swept clean each day, and the contractor shall supply an erosion control plan and/or construction screening plan to the Building Official.
- Pools under construction shall be kept clean of any debris and sitting water must be properly treated.

- When the cutting and finishing of materials that create dust or airborne debris is occurring on site, all debris shall remain on site utilizing wet saws, vacuums, screening, or other effective means.
- Sufficient toilet facilities, screened from adjacent rights-of-way and adjoining properties, shall be provided for all workers during the entire construction period.
- All construction materials shall be properly secured and fastened upon the issuance of a hurricane or tropical storm warning, including removing or securing roof tiles.
- Any vehicle delivering or picking up materials from the construction site shall not obstruct the flow of traffic for more than ten (10) minutes without a flag person present to assist with traffic.
- All construction activity shall comply with the permissible construction times (8:00 a.m. to 8:00 p.m. on weekdays and Saturdays, with no construction activities on Sundays or legal holidays).
- All construction signs shall comply with the Village's sign regulations.

These standards shall be enforced through the code enforcement process or any other legally available means. Additionally, the Building Official may issue a stop work order with notice to the property owner and contractor. If the Village takes emergency action to secure a property or construction materials in violation of these standards and regulations, the Village may bill the property owner for all costs incurred.

The attached Ordinance has been prepared by this office and reviewed for legal sufficiency.

There is no fiscal impact.

Recommendation:

Village Staff requests Council consideration and approval on first reading of the attached Ordinance amending Chapter 6 of the Village Code of Ordinances to adopt a new article providing regulations and standards for active construction sites in accordance with Village policies and procedures.

1 **Sec. 6-163. Standards and regulations for construction sites.**
2

3 (a) All adjacent public and private rights-of-way shall remain free at all
4 times of construction waste, trash, or other materials, such as liquid or particulate
5 matter, associated with the construction activity.
6

7 (b) All vehicles associated with construction activity, including vehicles
8 utilized by construction personnel, shall be parked completely on the construction
9 site. On-site parking areas must be completely off the pavement and covered with
10 suitable, compacted material to prevent dirt and mud from being tracked or washed
11 onto adjacent streets and properties. If the construction site cannot accommodate
12 the parking of vehicles, the contractor may request permission from the building
13 official to locate such vehicles on the portions of the right-of-way immediately
14 adjacent to the construction site.
15

16 (c) Any road closure requests associated with construction activity on
17 private property shall be reviewed and approved by the public works department
18 and the police department. All requests shall be made seventy-two (72) hours prior
19 to the road closure, and all fees associated with the road closure shall be paid prior
20 to the road closure. Written notification of any road closure shall be provided to
21 affected residents.
22

23 (d) All waste, trash, or other materials, such as liquid or particulate
24 matter associated with the construction activity, shall be contained on the
25 construction site. Construction waste and trash shall be secured within an enclosed
26 containment structure. In the case of stockpiled particulate materials, such materials
27 shall be stabilized in a manner satisfactory to the building official.
28

29 (e) All surrounding areas affected by dust, dirt and debris from the
30 construction site shall be swept clean each day. The building official shall require
31 an erosion control plan and/or a construction screening plan. Adjacent or nearby
32 catch basins shall be equipped with filtration media beneath the grate or other
33 mechanisms to prevent the deposit of eroded sand, dirt, and other materials inside
34 the basin.
35

36 (f) Any pool under construction shall be kept clean of any debris until
37 such time as the pool is properly filtered. All sitting water in pools under
38 construction must be properly treated to eliminate algae and insects. Where it is
39 necessary to empty the water from an existing pool, the water may not be
40 discharged directly into the street but shall be discharged on the property at a slow
41 rate to allow percolation of the water to the greatest extent possible.
42

43 (g) When the cutting and finishing of concrete, tile, brick, stone
44 material, fiber cement, gunite, or other materials that create dust or airborne debris
45 is occurring on the construction site, all airborne dust or debris shall remain on site
46 through the use of wet saws, vacuums, screening, and/or any other effective means.

1 (h) Sufficient toilet facilities shall be provided for all workers during
2 the entire construction period as deemed adequate by the building official. If a
3 temporary structure/building is used for that purpose, its construction, location, and
4 operation shall be approved by the building official. Such temporary
5 structure/building shall not be placed in the public right-of-way and shall be
6 effectively site screened from all adjacent rights-of-way and adjoining properties
7 by walls, hedges, buildings, fences, or other methods as approved by the building
8 official.

9
10 (i) All construction materials on site shall be properly secured and
11 fastened upon the issuance of a hurricane or tropical storm warning impacting the
12 village and/or notification that the village has declared a state of emergency. Any
13 roof tiles placed on the roof but not yet fastened before the issuance of a hurricane
14 or tropical storm warning shall be removed from the roof or properly secured and
15 fastened.

16
17 (j) Any vehicles delivering or picking up materials from the
18 construction site shall not obstruct the normal flow of traffic for more than ten (10)
19 minutes. In the event traffic will be obstructed for more than ten (10) minutes, a
20 flag person shall be on site to assist in the safe passage of motor vehicles for the
21 duration of the obstruction.

22
23 (k) All construction activities comply with the permissible times set
24 forth in section 19-105 of this code.

25
26 (l) All construction signs shall comply with the village's sign
27 regulations.

28
29 **Sec. 6-164. Violations and enforcement.**

30
31 (a) The provisions of this article may be enforced through the initiation
32 of code enforcement proceedings pursuant to article iv, chapter 2 of this code or
33 through any legally available means for enforcement of the village's codes.

34
35 (b) In addition to code enforcement proceedings, the building official
36 may issue a stop work order for violation of this article. Prior to the issuance of a
37 stop work order, the building official shall, where practicable, attempt to provide a
38 verbal or written notice to the property owner and any contractor engaged in
39 construction activities. That notice shall specifically establish a time period for
40 correction of the violation.

41
42 (c) In the event the village takes emergency action to secure a property
43 or construction materials in violation of this section, the property owner shall be
44 responsible for all costs associated therewith and shall be billed for all charges and
45 expenses incurred by the village.

1 Section 3. The provisions of this Ordinance shall become and be made a part of the Code of
2 the Village of North Palm Beach, Florida.

3
4 Section 4. If any section, paragraph, sentence, clause, phrase, or word of this Ordinance is for
5 any reason held by a court of competent jurisdiction to be unconstitutional, inoperative, or void,
6 such holding shall not affect the remainder of this Ordinance.

7
8 Section 5. All ordinances or parts of ordinances and resolutions or parts of resolutions in
9 conflict herewith are hereby repealed to the extent of such conflict.

10
11 Section 6. This Ordinance shall take effect immediately upon adoption.

12
13 PLACED ON FIRST READING THIS _____ DAY OF _____, 2024.

14
15 PLACED ON SECOND, FINAL READING AND PASSED THIS _____ DAY OF
16 _____, 2025.

17
18
19
20 (Village Seal)

MAYOR

21
22
23
24 ATTEST:

25
26 _____
27 VILLAGE CLERK

28
29 APPROVED AS TO FORM AND
30 LEGAL SUFFICIENCY:

31
32 _____
33 VILLAGE ATTORNEY

**VILLAGE OF NORTH PALM BEACH
PUBLIC WORKS DEPARTMENT**

TO: Honorable Mayor and Council

THRU: Chuck Huff, Village Manager

FROM: Jamie Mount, P.E., Assistant Director of Public Works

DATE: December 12, 2024

SUBJECT: **RESOLUTION – Approving a Contract and Fee Proposal with WGI, Inc. for Design of the Lighthouse Drive Bridge Replacement Project**

Purpose: The purpose of this memo is to seek Village Council approval of a Contract with WGI, Inc., including the fee proposal, for the design of the Lighthouse Bridge Replacement Project.

Background: On March 25, 2024, the Village issued a Request for Qualifications (“RFQ”) for bridge design consultants for the design of the Lighthouse Drive Bridge Replacement Project. The Selection Committee subsequently ranked WGI, Inc. as the top-ranked firm based on its expertise and experience in similar infrastructure projects. On June 27, 2024, the Village Council approved the Selection Committee’s ranking and authorized staff to commence negotiations with WGI for an agreed upon design fee.

Details:

- **Negotiations and Fee Proposal:** Following an initial fee proposal submittal of just over \$1.1M, and iterative negotiations with Village staff, WGI has submitted a final fee proposal in the amount of \$639,729.43 for the design services required for the Lighthouse Bridge Replacement Project.
- **Scope of Work:** The fee covers comprehensive design services, including preliminary design, detailed design, environmental assessments, permitting, and support during the bidding process.
- **Justification:** The proposed fee is in line with industry standards for a project of this scope and complexity. WGI's experience and track record ensure that the project will be designed to the highest standards of quality and efficiency.

Request for Approval: Village staff request the Village Council to:

1. Approve the Contract with WGI, Inc. in the amount of \$639,729.43 for the design of the Lighthouse Bridge Replacement Project.
2. Approve an approximate 10% contingency of \$65,000, which is typical for this level of design.

Attachments: Attachments for Village Council review include the following:

1. Contract with WGI, Inc. for the design of the Lighthouse Drive Bridge Replacement Project
2. WGI fee proposal

Conclusion: Approving this Contract is a critical step in advancing the Lighthouse Bridge Replacement Project. The professional services provided by WGI will ensure that the design phase is executed efficiently and effectively, paving the way for successful project completion.

The attached Resolution and Contract have been prepared and/or reviewed for legal sufficiency by the Village Attorney.

Account Information:

Fund	Department / Division	Account Number	Account Description	Amount
Infrastructure Surtax	Public Works / Streets & Grounds Maintenance	17321-66210	Construction & Major Renovation	\$639,729.43
			Contingency	\$65,000.00
			Total w/ Contingency	\$704,729.43

Recommendation: Village staff recommends that the Village Council approve a Contract with WGI, Inc. for the Lighthouse Drive Bridge Replacement Project in an amount not to exceed \$639,729.43, with funds expended from the Infrastructure Surtax Fund Account No. 17321-66210 (Public Works/Streets & Grounds - Construction & Major Renovation), and authorizing the Mayor and Village Clerk to execute the Contract for such services in accordance with Village policies and procedures.

RESOLUTION 2024-_____

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, APPROVING A CONTRACT WITH WGI, INC. FOR DESIGN OF THE LIGHTHOUSE DRIVE BRIDGE REPLACEMENT PROJECT AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE THE CONTRACT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in accordance with Section 287.055, Florida Statutes (“Consultants’ Competitive Negotiation Act”) the Village issued a Request for Qualifications for bridge design consultants for the design of the Lighthouse Drive Bridge Replacement Project (“RFQ”); and

WHEREAS, the Selection Committee evaluated the qualification statements submitted in response to the RFQ and ranked WGI, Inc. as the most qualified firm; and

WHEREAS, on June 27, 2024, the Village Council approved the Selection Committee’s ranking and authorized Village Staff to commence contract negotiations with WGI, Inc. for an agreed upon design fee; and

WHEREAS, the Village Council determines that the adoption of this Resolution is in the best interests of the residents of the Village of North Palm Beach.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF NORTH PALM BEACH, FLORIDA as follows:

Section 1. The foregoing recitals are ratified as true and are incorporated herein.

Section 2. The Village Council hereby approves a Contract for the Design of the Lighthouse Drive Bridge Replacement Project with WGI, Inc., a copy of which is attached hereto and incorporated herein by reference, and authorizes the Mayor and Village Clerk to execute the Contract on behalf of the Village. The total cost shall not exceed \$639,729.43, with funds expended from Account No. I7321-66210 (Public Works/Streets & Grounds - Construction & Major Renovation). Including contingency, the total project budget shall be \$709,729.43.

Section 3. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2024.

(Village Seal)

MAYOR

ATTEST:

VILLAGE CLERK

CONTRACT

This Contract is made as of the ____ day of December, 2024 by and between the VILLAGE OF NORTH PALM BEACH, a municipal corporation organized and existing under the laws of the State of Florida, hereinafter referred to as VILLAGE, and WGI, Inc., a Florida corporation, hereinafter CONSULTANT.

WHEREAS, the VILLAGE issued a Request for Qualification (“RFQ”) pursuant to Section 287.055, Florida Statutes (“CCNA”), seeking a qualified firm to provide professional planning and design services for the Lighthouse Bridge replacement (“Services”); and

WHEREAS, based on the qualification statements submitted in response to the RFQ, the VILLAGE selected CONSULTANT as the most qualified firm to provide the Services; and

WHEREAS, the VILLAGE and CONSULTANT subsequently engaged in contract negotiations, and CONSULTANT has agreed to provide the Services to the VILLAGE in accordance with the terms and conditions of this Contract.

NOW, THEREFORE, in consideration of the mutual representations and obligations herein contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

ARTICLE 1. SERVICES OF CONSULTANT.

CONSULTANT shall perform the Services as outlined in the RFQ and the Scope of Services for the Lighthouse Drive Bridge Replacement submitted by CONSULTANT, both of which are hereby incorporated herein by reference.

ARTICLE 2. TERM OF CONTRACT.

The term of this Contract shall commence upon the VILLAGE’s issuance of a Notice to Proceed and shall remain in effect until CONSULTANT completes all services within the Scope of Work to the satisfaction of the VILLAGE, unless otherwise terminated in accordance with Article 7. CONSULTANT shall complete the Services in accordance with the Scope of Services.

ARTICLE 3: VILLAGE’S REPRESENTATIVE.

Unless otherwise specified by the VILLAGE, the VILLAGE’s representative shall be Jamie Mount, Assistant Director of Public Works. The Village Manager or Village Representative shall have the right at all reasonable times during the term of this Contract to inspect or otherwise evaluate the work being performed thereunder and the premises in which it is being performed.

ARTICLE 4. COMPENSATION AND METHOD OF PAYMENT.

A. The VILLAGE agrees to compensate CONSULTANT for completion of the Services in an amount not to exceed **Six Hundred and Thirty-Nine Thousand Seven Hundred and Twenty-Nine Dollars and Forty-Three Cents (\$639,729.43)**, as detailed in the Scope of Services.

B. CONSULTANT shall invoice the VILLAGE on a monthly basis based on the Services performed. Invoices received from CONSULTANT pursuant to this Contract will be reviewed and approved by the VILLAGE's representative, indicating that the Services have been provided and rendered in conformity with the Contract and then will be sent to the Finance Department for payment. CONSULTANT will invoice the VILLAGE in advance for each payment period. Invoices will normally be paid within thirty (30) days following the VILLAGE representative's approval.

C. Services undertaken or expenses incurred that exceeds an amount set forth in the Scope of Services without prior written authorization from the VILLAGE shall be the liability of CONSULTANT.

D. CONSULTANT waives consequential or incidental damages for claims, disputes or other matters in question arising out of or relating to this Contract.

E. In order for both parties herein to close their books and records, CONSULTANT will clearly state "final invoice" on CONSULTANT's final/last billing to the VILLAGE. This certifies that all Services have been properly performed and all charges have been invoiced to the VILLAGE. Since this account will thereupon be closed, any and other further charges if not properly included in this final invoice are waived by CONSULTANT. The VILLAGE will not be liable for any invoice from CONSULTANT submitted thirty (30) days after the provision of the Services.

ARTICLE 5. INDEMNIFICATION.

A. CONSULTANT, its officers, employees, and agents shall indemnify and hold harmless the VILLAGE, including its officers and employees from liabilities, damages, losses, and costs, including but not limited to, reasonable attorney's fees (at the trial and appellate levels), to the extent caused by the negligence, recklessness or intentionally wrongful conduct of CONSULTANT and other persons employed or utilized by CONSULTANT in the performance of the services under this Contract. The Village agrees to be responsible for its own negligence.

B. Nothing contained in this Contract shall create a contractual relationship with or a cause of action in favor of a third party against either the VILLAGE or CONSULTANT, nor shall this Contract be construed as a waiver of sovereign immunity for the VILLAGE beyond the waiver provided in Section 768.28, Florida Statutes.

ARTICLE 6. PERSONNEL.

A. CONSULTANT represents that it has, or will secure at its own expense, all necessary personnel required to perform the Services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the VILLAGE.

B. All of the Services required hereunder shall be performed by CONSULTANT or under its supervision, and all personnel engaged in performing the Services shall be fully qualified and, if required, authorized, or permitted under state and local law to perform such Services.

C. All of CONSULTANT's personnel (including subconsultants) while on VILLAGE premises, shall comply with all VILLAGE requirements governing conduct, safety, and security.

ARTICLE 7. TERMINATION.

This Contract may be cancelled by the CONSULTANT upon thirty (30) days' prior written notice to the VILLAGE's representative in the event of substantial failure by the VILLAGE to perform in accordance with the terms of this Contract through no fault of the CONSULTANT. It may also be terminated, in whole or in part, by the VILLAGE without cause upon thirty (30) days' written notice to the CONSULTANT. The VILLAGE may also terminate this Contract with written notice of cause to the CONSULTANT, who fails to cure such cause within ten (10) days of the receipt of the VILLAGE's notice. Unless the CONSULTANT is in breach of this Contract, the CONSULTANT shall be paid for services rendered to the VILLAGE's satisfaction through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the VILLAGE, the CONSULTANT shall:

- A. Stop Services on the date and to the extent specified;
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated Services;
- C. Transfer all Services in progress, completed Services, and other materials related to the terminated Services to the VILLAGE; and
- D. Continue and complete all parts of the Services that have not been terminated.

ARTICLE 8. FORCE MAJEURE.

Neither party hereto shall be liable for its failure to perform hereunder due to any circumstances beyond its reasonable control, such as acts of God, wars, riots, national emergencies, sabotage, strikes, labor disputes, accidents, and governmental laws, ordinances, rules, or regulations. CONSULTANT or the VILLAGE may suspend its performance under this Contract as a result of a force majeure without being in default of this Contract, but upon the removal of such force majeure, CONSULTANT or the VILLAGE shall resume its performance as soon as is reasonably possible. Upon CONSULTANT's request, the VILLAGE shall consider the facts and extent of any failure to perform the services and, if CONSULTANT's failure to perform was without its or its subconsultants' fault or negligence, the schedule and/or any other affected provision of this Contract may be revised accordingly, subject to the VILLAGE's rights to change, terminate, or stop any or all of the services at any time. No extension shall be made for delay occurring more than three (3) days before a notice of delay or claim therefore is made in writing to the VILLAGE. In the case of continuing cause of delay, only one (1) notice of delay or claim is necessary.

ARTICLE 9. FEDERAL AND STATE TAX.

The VILLAGE is exempt from payment of Florida State Sales and Use Tax. Unless purchased directly by the VILLAGE, CONSULTANT shall not be exempted from paying sales tax to its suppliers for materials used to fill contractual obligations with the VILLAGE, nor is the CONSULTANT authorized to use the VILLAGE's Tax Exemption Number in securing such materials.

ARTICLE 10. INSURANCE.

A. Prior to execution of this Contract by the VILLAGE, CONSULTANT shall provide certificates evidencing insurance coverage as required hereunder. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Certificates shall clearly indicate that the CONSULTANT has obtained insurance of the type, amount, and classification as required for strict compliance with this Article and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the VILLAGE'S representative. Compliance with the foregoing requirements shall not relieve the CONSULTANT of its liability and obligations under this Contract.

B. CONSULTANT shall maintain, during the life of this Contract, Commercial General Liability insurance, including Professional Liability Errors and Omissions Insurance/Third Party Crime Coverage in the minimum amount of \$1,000,000.00 per occurrence.

C. The CONSULTANT shall maintain, during the life of this Contract, comprehensive automobile liability insurance in the minimum amount of \$500,00.00 combined single limit for bodily injury and property damages liability to protect the CONSULTANT from claims for damages for bodily and personal injury, including death, as well as from claims for property damage, which may arise from the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles whether such operations be by the CONSULTANT or by anyone directly or indirectly employed by the CONSULTANT.

D. The parties to this Contract shall carry Workers' Compensation Insurance and Employer's Liability Insurance for all employees as required by Florida Statutes. In the event that a party does not carry Workers' Compensation Insurance and chooses not to obtain same, then such party shall, in accordance with Section 440.05, Florida Statutes, apply for and obtain an exemption authorized by the Department of Insurance and shall provide a copy of such exemption to the VILLAGE.

E. All insurance, other than Worker's Compensation, to be maintained by the CONSULTANT shall specifically include the VILLAGE OF NORTH PALM BEACH as an "**Additional Insured**".

ARTICLE 11. SUCCESSORS AND ASSIGNS.

The VILLAGE and CONSULTANT each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Contract and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the VILLAGE nor CONSULTANT shall assign, sublet, convey, or transfer its interest in this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the VILLAGE which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the VILLAGE and CONSULTANT.

ARTICLE 12. GOVERNING LAW, VENUE AND REMEDIES.

A. This Contract shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce this Contract will be held in Palm Beach County.

B. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

C. The VILLAGE and CONSULTANT **knowingly, voluntarily, and intentionally waive any right they may have to a trial by jury** with respect to any litigation arising out of or in connection with this Contract.

ARTICLE 13. INDEPENDENT CONTRACTOR.

CONSULTANT is, and shall be, in the performance of services pursuant to this Contract, an independent contractor and not an employee, agent or servant of the VILLAGE. All persons engaged in any services performed pursuant to this Contract shall at all times, and in all places, be subject to CONSULTANT's sole discretion, supervision and control, and CONSULTANT shall exercise sole control over the means and manner in which its employees perform such services.

ARTICLE 14. ACCESS AND AUDITS.

CONSULTANT shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the Services for at least three (3) years after completion of this Contract. The VILLAGE shall have access to such books, records, and documents as required in this ARTICLE for the purpose of inspection or audit during normal business hours, at CONSULTANT's place of business. In no circumstances will CONSULTANT be required to disclose any confidential or proprietary information regarding its products and service costs.

ARTICLE 15. NONDISCRIMINATION.

CONSULTANT warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, or sexual orientation.

ARTICLE 16. ENFORCEMENT COSTS.

If any legal action or other proceeding is brought for the enforcement of this Contract, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Contract, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all expenses (including taxes) even if not taxable as court awarded costs (including, without limitation, all such fees, costs and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

ARTICLE 17. SEVERABILITY.

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, to remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 18. MODIFICATIONS OF WORK.

A. The VILLAGE reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon receipt by CONSULTANT of the VILLAGE's notification of a contemplated change, CONSULTANT shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change, (2) notify the VILLAGE of any estimated change in the completion date, and (3) advise the VILLAGE if the contemplated change shall affect CONSULTANT's ability to meet the completion dates or schedules of this Contract.

B. If the VILLAGE so instructs in writing, CONSULTANT shall suspend work on that portion of the work affected by the contemplated change, pending the VILLAGE's decision to proceed with the change.

C. If the VILLAGE elects to make the change, the VILLAGE shall initiate an amendment to the Contract, and CONSULTANT shall not commence work on any such change until such amendment is executed.

ARTICLE 19. COMPLIANCE WITH LAWS.

CONSULTANT shall, in performing the services contemplated by this Contract, faithfully observe and comply with all federal, state and local laws, ordinances and regulations that are applicable to the services to be rendered under this Contract.

ARTICLE 20. NOTICE.

All notices required in this Contract shall be sent by certified mail, return receipt requested, and if sent to the VILLAGE shall be mailed to:

Village of North Palm Beach
Attn: Chuck Huff, Village Manager
501 U.S. Highway One
North Palm Beach, FL 33408

and if sent to the CONSULTANT shall be mailed to:

WGI, Inc.
Attn: Angela Biagi, Contract Manager
2035 Vista Parkway
West Palm Beach, FL 33411

The foregoing names and addresses may be changed if such change is provided in writing to the other party.

ARTICLE 21. ENTIRETY OF CONTRACTUAL AGREEMENT.

The VILLAGE and CONSULTANT agree that this Contract, including all documents referenced herein, sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions

contained in this Contract may be added to, modified, superseded, or otherwise altered, except by written instrument executed by the parties hereto. In the event of a conflict between this Contract and the VILLAGE's Request for Qualifications and CONSULTANT's Qualification Statement, this Contract shall take precedence with the VILLAGE's Request for Qualifications taking precedence over CONSULTANT's Qualification Statement. All such documents shall be read in a manner so as to avoid a conflict.

ARTICLE 22. PREPARATION.

This Contract shall not be construed more strongly against either party regardless of who was more responsible for its preparation.

ARTICLE 23. SURVIVABILITY.

Any provision of this Contract which is of a continuing nature or imposes an obligation which extends beyond the term of this Contract shall survive its expiration or earlier termination.

ARTICLE 24. WAIVER OF SUBROGATION.

CONSULTANT hereby waives any and all rights to Subrogation against the VILLAGE, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, then CONSULTANT shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which a condition to the policy specifically prohibits such an endorsement, or voids coverage should CONSULTANT enter into such an agreement on a pre-loss basis.

ARTICLE 25. INSPECTOR GENERAL

CONSULTANT is aware that the Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of this Contract, and in furtherance thereof, may demand and obtain records and testimony from CONSULTANT and its subconsultants. CONSULTANT understands and agrees that in addition to all other remedies and consequences provided by law, the failure of CONSULTANT or its subconsultants to fully cooperate with the Inspector General when requested may be deemed by the VILLAGE to be a material breach of the Contract Documents justifying termination.

ARTICLE 26. PUBLIC RECORDS.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (561) 841-3355; NPBCLERK@VILLAGE-NPB.ORG; OR 501 U.S. HIGHWAY ONE, NORTH PALM BEACH, FL 33408.

In performing services pursuant to this Contract, CONSULTANT shall comply with all relevant provisions of Chapter 119, Florida Statutes. As required by Section 119.0701, Florida Statutes, CONSULTANT shall:

1. Keep and maintain public records required by the VILLAGE to perform the service.
2. Upon request from the VILLAGE's custodian of public records, provide the VILLAGE with a copy the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the CONSULTANT does not transfer the records to the VILLAGE.
4. Upon completion of the Contract, transfer, at no cost, to the VILLAGE all public records in possession of CONSULTANT or keep and maintain public records required by the VILLAGE to perform the services. If CONSULTANT transfers all public records to the VILLAGE upon completion of the Contract, CONSULTANT shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If CONSULTANT keeps and maintains public records upon completion of the Contract, CONSULTANT shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the VILLAGE, upon request from the VILLAGE's custodian of public records, in a format that is compatible with the information technology systems of the VILLAGE.

ARTICLE 27. PROHIBITION AGAINST CONTINGENT FEES.

CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT, to solicit or secure this Contract and that CONSULTANT has not paid, or agreed to pay, any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONSULTANT, any fee, commission, percentage, gift, or other consideration contingent upon, or resulting from, aware or making of the Contract. For the breach or violation of this provision, the VILLAGE shall have the right to terminate this Contract and its sole discretion, without liability, and to deduct from the Contract price, or otherwise recover, the full amount of such fee, commission, percentage, fit or consideration.

ARTICLE 28. E-VERIFY

CONSULTANT warrants and represents that CONSULTANT and all subconsultants are in compliance with Section 448.095, Florida Statutes, as may be amended. CONSULTANT has registered to use, and shall continue to use, the E-Verify System (E-Verify.gov) to electronically verify the employment eligibility of newly hired employees and has received an affidavit from each subconsultant stating that the subconsultant does not employ, contract with or subcontract with unauthorized aliens. If the VILLAGE has a good faith belief that CONSULTANT has knowingly violated Section 448.09(1), Florida Statutes, the VILLAGE shall terminate this Contract pursuant to Section 448.095(2), Florida Statutes, as may be amended. If the VILLAGE

has a good faith belief that a subconsultant has knowingly violated Section 448.09(1), Florida Statutes, but CONSULTANT has otherwise complied, it shall notify CONSULTANT, and CONSULTANT shall immediately terminate its contract with the subconsultant.

IN WITNESS WHEREOF, the VILLAGE and CONSULTANT hereto have made and executed this Contract as of the day and year first above written.

CONSULTANT:

BY: _____

Print Name: _____

Title: _____

VILLAGE OF NORTH PALM BEACH

BY: _____

SUSAN BICKEL
MAYOR

ATTEST:

BY: _____

JESSICA GREEN
VILLAGE CLERK

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

BY: _____

VILLAGE ATTORNEY

AFFIDAVIT

1. I am over 18 years of age and otherwise competent to affirm the matters set forth in this Affidavit, which are based on my personal knowledge.
2. I am an officer or authorized representative of **WGI, Inc.**
3. **WGI, Inc.** does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.

Under the penalties of perjury, I declare that I have read the foregoing affidavit and that the facts stated in it are true.

By: _____

Print Name:

Title:



Scope of Services

LIGHTHOUSE DRIVE BRIDGE REPLACEMENT

I. DESCRIPTION

The existing Lighthouse Drive Bridge located on Lighthouse Drive approximately 0.3 miles east of Prosperity Farms Road has been designated by the FDOT as “functionally obsolete”. The Village of North Palm Beach (Village) is looking for WGI to provide a design for a comprehensive bridge replacement. WGI will manage the project’s engineering and design, permitting, plan preparation, and post-design services for the replacement of the bridge and surrounding seawall.

II. OBJECTIVES

WGI, Inc. as the prime consultant (Design Team) shall design and prepare contract documents for the replacement of the Lighthouse Drive Bridge and surrounding seawall. Our elements of work will consist of:

- A. Resident Involvement
- B. Geospatial Services
- C. Environmental Permitting
- D. Utility Coordination
- E. Bridge Replacement Design / Plans
- F. Roadway Design / Plans
- G. Maintenance of Traffic Design / Plans
- H. Drainage Design & Permitting / Plans
- I. Signing & Pavement Marking Design / Plans
- J. Lighting Design / Plans
- K. Geotechnical Exploration and Analysis (Subconsultant)

III. SCOPE OF SERVICES

The services to be provided within Section III (Scope of Services) shall address Items A through K in Section II in accordance with the Village of North Palm Beach Road and Site Construction Standards, Palm Beach County Bridge Standards, and the latest State criteria, as applicable.

A. Resident Involvement

- a. Design Workshop
 - i. WGI will conduct three (3) in-person public workshops, up to two hours in length, during the design phase to solicit feedback on up to three (3) design concepts.
 - ii. Workshop material will consist of:
 1. Information on the project
 2. Presentation of up to three design concepts
 3. Voting exercise on each of the concepts
 - iii. WGI will design and print all boards and provide the necessary supplies to conduct the workshop. Content will be identical for all workshops.
 - iv. Comment cards will be provided at the workshops to collect any feedback that may not have been otherwise captured.

- v. WGI will provide the necessary personnel to run the workshop based on anticipated attendance.
 - vi. A memo summarizing the outreach results will be provided following the last workshop.
 - vii. The Village will secure the locations and dates of the events.
 - viii. WGI will design public notice advertisements. It is anticipated that notification for the workshops will be by electronic methods only.
- b. Project Webpage & Hotline
- i. The Village will host a project specific webpage for the Lighthouse Drive Bridge Replacement utilizing the ESRI Storymap Platform. The webpage will act as a depot of project information consisting of an overview of the project, project timeline, calendar of engagement opportunities, links to the survey, and links to reports and presentations. WGI will supply the Village with links to the surveys, graphics, project timeline, summary reports, and presentations to post on the webpage.
 - ii. The project hotline will be a dedicated phone number which will ring to WGI outreach staff. WGI will either respond directly to the callers' question or provide a call back should additional information be required. The Hotline will be staffed during business hours and voicemails will be returned within one business day. Hotline will be staffed by WGI until the design process is complete. A monthly summary report of the hotline calls will be provided.
- c. Community Progress Meetings
- i. The WGI team will conduct nine (9) progress meetings during the design process. These meetings may be conducted in-person, virtually, or at a Village Council meeting. The intent of the meetings is to provide an update to the residents on the project, current timeline, and give the opportunity to ask questions of the design team.
 - ii. A memo summarizing the outreach results will be provided following the last meeting.
 - iii. The Village will secure the locations and dates of the meetings.
 - iv. WGI will design public notice advertisements. It is anticipated that notifications for the workshops will be by electronic methods only.

B. Geospatial Services

Topographic & Hydrographic Survey

- a. Prepare a Topographic Survey of the project limits as shown in red below on the attached Exhibit A. The survey will be in accordance with Rule 5J-17 of the Florida Administrative Code.
- b. Locate, check, and establish horizontal and vertical control.
- c. This is not a Boundary Survey and does not include creation of a legal description or parcel boundaries.
- d. The survey will consist of general ground elevation shots and breaks in grade with intervals not to exceed 25 feet.
- e. The topographic Survey will consist of:
 - i. Visible and obtainable fixed improvements and utilities unless otherwise noted, including buildings, fences, pavement, driveways, curbing, sidewalks, signage, and utility poles;
 - ii. Invert elevations of storm drainage manholes, culverts, catch basins, and outfalls obtainable from above surface measurements;

- iii. Footprint of permanent structures;
 - iv. Overhead wires (horizontal location only);
 - v. Tree locations including tree type identification, tree diameters, height & spread. Updates to the Tree Inventory Plan will be provided at 60% submittals;
 - vi. Traffic pavement striping; and
 - vii. Parking spaces (if obtainable).
- f. The Topographic Survey will not include:
- i. Sub-service designation or location of underground utilities (Included in SUE SERVICES of scope);
 - ii. Sub-surface foundations of structures;
 - iii. Invert elevations of sanitary manholes;
 - iv. Storm Sewer inverts of recessed or debris filled structures;
 - v. Irrigation and landscape lighting;
 - vi. Overhead clearances (signal heads, wires, roofs, overhangs, walkways, etc.);
 - vii. Finished floor elevations; and
 - viii. Temporary features such as trailers, movable barriers/fences, solar lighting, etc.
- g. Perform a Hydrographic Survey utilizing a survey grade echo sounder on a survey vessel with RTK-GPS for positioning and elevation.
- i. The Hydrographic Survey will consist of bottom elevations (top of muck or silt) on a grid dense enough to create an accurate DTM of the bottom for engineering design purposes;
 - ii. Muck probes will not be performed as a part of this survey;
 - iii. Hydro will be run to/from as close to the edge of water as safely possible, but the extents may be limited to items outside of WGI's control such as depth of water, manmade obstructions, and aquatic or upland vegetation; and
 - iv. Processed hydrographic data will be incorporated into the overall Topographic and Hydrographic Survey.
- h. Recover sufficient Right of Way or Sectional monumentation to establish the Right of Way of Lighthouse Drive along project limits.
- i. Process, check, and review field information.
- j. Analysis and determination of Right of Way based on found monumentation.
- k. Prepare Topographic Survey.
- l. Final Review by Professional Surveyor & Mapper

Sketch and Legal Descriptions (If needed)

- a. Prepare up to 12 Sketch and Legal Descriptions for Temporary Construction Easements (TCE).
- b. Prepare up to 6 Sketch and Legal Descriptions for Permanent Easements.

Deliverables

- a. Topographic and Hydrographic Survey – AutoCAD .dwg file, and digitally signed and sealed PDF file; and
- b. Sketch and Legal Descriptions – digitally signed and sealed PDF of TCE's and legal descriptions in word (.docx) format.

SUE Services (Subsurface Utility Locating)

Utility Designating (ASCE 38-22 Quality Level B)

- a. WGI to provide an ASCE 38-22 Quality Level B (QLB) utility investigation (utility designates) to depict existing utilities for verification and horizontal alignment confirmation within project limits as shown in Exhibit A Topographic Survey limits.
- b. This QLB investigation includes direct induction of toneable subsurface utility facilities from surface accessible features, and Ground Penetrating Radar sweep for non-toneable facilities.
- c. WGI will perform survey and location of utility designates using network corrected GNSS surveying methods tied to project control.
- d. Utility designating **WILL NOT** include:
 - i. Investigation of irrigation.
 - ii. Investigation of street/parking lighting if any.
 - iii. Investigation of traffic control if any.

Vacuum Excavation (ASCE 38-22 Quality Level A)

- a. WGI will provide an ASCE 38-22 Quality Level A (QLA) field investigation within the project limits, anticipating a maximum of fifteen (15) vacuum excavation test holes as needed for utility verification, horizontal and vertical confirmation in support of proposed design and conflict analysis.
- b. WGI will perform survey and location of utility test holes using network corrected GNSS surveying methods.
- c. WGI will provide utility CADD file depicting the location of the test holes and corresponding utility data.
- d. Utility excavation **WILL NOT** include:
 - i. Select backfill material, flowable fill or other material.
 - ii. Investigation of street/parking lighting if any.

Subaqueous Utility Designation (ASCE 38-22 Quality Level B) - Optional

- a. WGI proposes an ASCE 38-22 Quality Level B (QLB) subaqueous investigation of potential utility lines within the project limits.
- b. WGI will utilize a marine magnetometer, sub-bottom profiler, and side scan sonar in an attempt to locate submerged utilities.

Deliverables

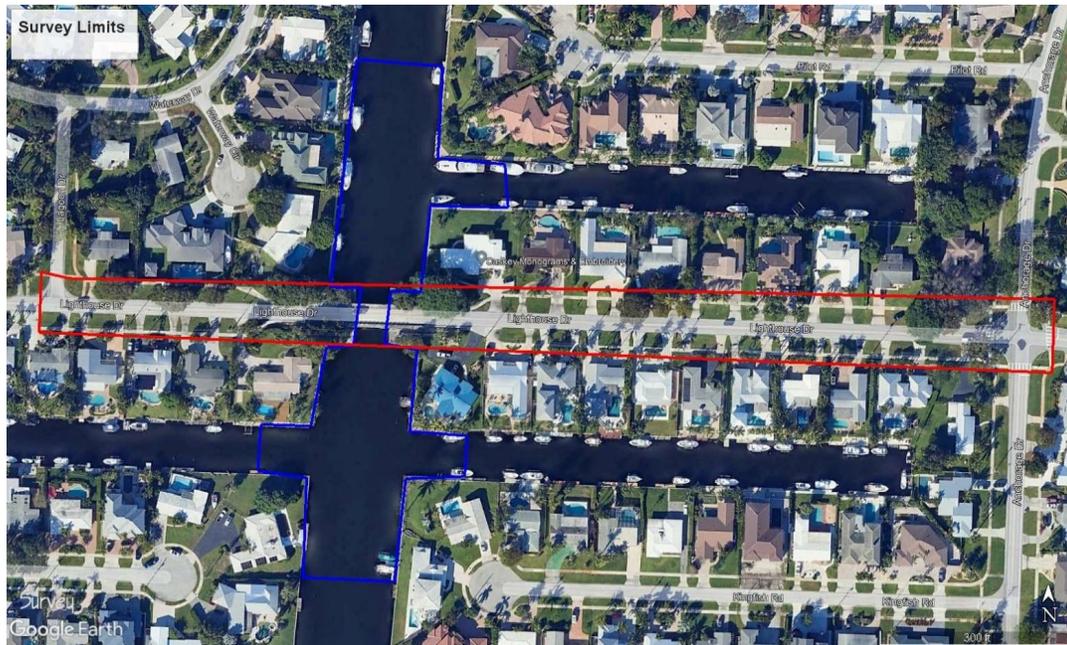
- a. Utility Designating (Quality Level B) to be included in the Topographic Survey files.
- b. If subaqueous utilities are believed to have been located, marine magnetometer, sub-bottom profiler, and side scan sonar target locations will be included in the Topographic Survey files.
- c. Production of utility inventory sheets signed and sealed by a Professional Survey and Mapper.

Basis of Survey and SUE Scope

- a. This is not a Boundary Survey.

- b. Although the right-of-way of Lighthouse Drive will be surveyed and established in the scope above, it is anticipated that a right-of-way map will not be required and is not included in this scope.
- c. Revisions or updates to survey requested by Client, Client's representatives, agencies and/or municipalities will be performed at hourly rates.
- d. Client to provide to WGI copies of any existing records such as: surveys, site plans, engineering drawings, GIS databases, utility atlas, or any other documents that would assist in the preparation of this survey.
- e. Access to the subject project shall be granted upon prior notice if restricted, gated, and/or locked. In the event that the surveyor is not allowed on site to perform the above survey services after access has been coordinated, the CLIENT shall be invoiced at the hourly rates quoted on WGI's current fee schedule.
- f. Research and/or abstracting for title or encumbrances will not be performed by WGI.
- g. Permits and permit fees, if needed, are not included and are the responsibility of the CLIENT.
- h. Traffic control, lane closures, off duty police are not included.
- i. Basic work zone safety includes safety road signs and traffic cones.
- j. The location of storm and sanitary structures are only verified at the manhole or catch basin structure. Additional underground mapping/locating of storm or sanitary pipes if any, will require a supplemental work order.
- k. WGI will vacuum excavate utility facilities at the proposed locations, as directed by EOR, and provide a depth, size and material of the facility, and then backfill the test hole with native soil, compact with a pneumatic tamper to existing grade.
- l. Generally, utility facilities found by vacuum excavation can be visually exposed to a depth equal to the water table; an air lance probe will be used for deeper facilities; however, visual confirmation will not be possible for facilities lying below the water table or utilities within directional bores. Note that the absence of identified utilities does not guarantee "no utility conflict".
- m. Geophysical and Marine Geophysical designating techniques, although highly reliable, are subject to outside interference, which are beyond the control of WGI, and may impede the effectiveness of subsurface utility investigations. Soil conditions, utility materials, size, water depth, salt water and conductivity may prevent the location of some subsurface utilities. WGI utilizes state of the art equipment and methodology during all phases of utility investigations, but no guarantee is hereby expressed that all facilities will be detected.
- n. Survey services and survey location of utilities and test holes are included.
- o. Horizontal datum shall be NAD83/2011 and vertical datum shall be NAVD88, unless otherwise specified

Exhibit A



C. Environmental Permitting

Wetland Permitting

- a. Identify Required Permits for Wetland & Surface Water Impacts: WGI will identify the governmental agencies having jurisdiction and identify the permits that will be required. The base fee assumes following level of permitting:
 - i. South Florida Water Management District (SFWMD) Environmental Resource Permit (ERP): General Permit 62-330.443 Bridge Replacement.
 - ii. U.S. Army Corps of Engineers (USACE): Nationwide #3 Permit for repair or replace of the existing seawall, and Nationwide #15 for incidental discharges related to the construction of the bridge authorized by the US Coast Guard.
 - iii. U. S. Coast Guard (USCG): Bridge Permit
 - iv. FDEP Sovereignty Submerged Land Authorization. WGI will contact the office of State Lands to determine if a SSL authorization is required, and if so, will prepare the application for modification of use or easements (temporary or permanent). Fees for a lease or easement are the responsibility of the CLIENT.
- b. WGI will identify possible environmental issues and constraints, permit application requirements; avoidance, minimization, and mitigation options; and potential constraints and other environmental issues including mitigation types and quantities for mitigation;
- c. Mitigation Plan: This scope is written with the assumption that no natural resources will be impacted by the proposed activity and no mitigation will be required. If resources are identified in the benthic resources survey and cannot be avoided, a separate work authorization will be provided to address mitigation requirements;

- d. Application Package: WGI will assemble the portions of the application packages that pertain to environmental permitting (not stormwater management / drainage). This task includes the preparation of a supplemental Environmental Report that communicates project justification, discusses elimination or reduction of impacts, describes unavoidable wetland and surface water impacts and mitigation measures, calculates proposed dredge and fill, discusses potential impacts to threatened or endangered species and their habitats, and includes plan view drawings. The stormwater engineering design, drainage calculations, hydraulic modeling (if required), and other parts of the environmental permit application are not included in this task and will be addressed by the project engineer;
- e. This scope does not include a flushing study of the area as it is not anticipated to be required for the proposed activity. Should a flushing study be requested by an agency, this task will be addressed under separate work authorization;
- f. This scope does not include preparation of a Navigation Impact Report. See task description below, if USCG determines one is required additional services proposal to be provided;
- g. Provision of any fees required by the regulatory agencies is the responsibility of the CLIENT. Anticipated permit fees will be included as expenses for this proposal; and
- h. Construction administration services such as pre-construction notices, compliance review, and representation for enforcement cases is not included in this scope and can be addressed through the representation phase on a Time and Materials basis or through a separate work authorization.

Benthic Resource Survey

- a. WGI will provide a survey of submerged marine resources sufficient for regulatory permitting.
- b. Survey methods will be in accordance with Florida Department of Environmental Protection (FDEP) Office of Resilience and Coastal Protection's *Guidance on Surveys for Potential Impacts to Submerged Aquatic Vegetation* and the US Army Corps of Engineers' (USACE) Submerged Aquatic Vegetation Survey Guidelines.
- c. The approximate area to be mapped is the entire width of the waterbody (minus the channel) underneath the existing bridge (approximately 150') and out 50' for a total area of approximately 0.34 acres, as depicted in the image on the following page;



- d. Observations will be recorded on the dominant observed species, percent cover, community health, and substrate. Densities will be estimated using systematic sampling along the transect using a 0.25-meter quadrat. The presence or absence of other marine or coastal resources (corals, oyster reefs, mangroves, etc.) will be documented;
- e. The survey methodology may be adapted or changed in areas of safety concerns or based on field conditions;
- f. WGI will prepare a report detailing the methods used and results of the survey suitable for use with permitting; and
- g. If the regulatory agencies require other assessments of marine resources, these services will be provided under a separate work authorization.

Navigation Impact Report – Service Not Included

- a. Coordinate the regulatory agencies require other assessments of marine resources, these services will be provided under a separate work authorization;
- b. Perform data collection for recreational navigation to determine the size of recreational vessels that may use the waterway;
- c. Describe existing bridge and waterway characteristics and surrounding bridge characteristics;
- d. Identify marine facilities within a 3-mile radius of the proposed project; and
- e. Incorporate all collected information into a narrative report to be submitted to the USCG.

Representation – Environment

Attend up to 25 hours' worth of meetings with CLIENT, CLIENT's project team, consultants, legal counsel, and regulatory agencies as required for project coordination, review, and planning. This includes, but is not limited to, field meetings with regulatory agency staff, pre-application and other meetings with environmental agencies, and coordination meetings with CLIENT. Revise project

limits, coordinate site access, prepare Reliance Letters, provide construction administration, and other miscellaneous services as requested.

D. Utility Coordination

- a. Identifying Existing Utility Agency Owners (UAOs). There are five UAOs in the Project Limits.
- b. WGI will distribute conceptual plans to all UAO contacts, obtain existing utility information, proposed facilities, existing easement information, and request for compensable interest.
- c. WGI will attend Individual Field meetings as necessary. It is estimated that site visits will be required with five utility owners.
- d. WGI will collect and Review plans and data from UAOs.
- e. WGI will prepare Utility Work Schedules from the UAOs
- f. WGI will review Utility Markups from five UAOs
- g. WGI will follow up with UAOs regarding design, permitting, and relocation status throughout project duration.
- h. Review Relocation Design plans with UAOs as necessary for potential conflicts with proposed site design. Provide UAOs with requested data for new services required to the site (e.g., Power, Communications, Gas, etc.) Coordinate with UAOs and Village regarding Utility Work Estimates for reimbursable relocation's, service to the site, etc.
- i. Utility Coordination excludes requests for easement subordinations and/or abandonments.

E. Bridge Replacement Design / Plans

WGI will prepare construction documents for the demolition of the existing Lighthouse Drive bridge, construction of new Lighthouse Drive Bridge, and replacement of the seawall around the existing bridge abutment. WGI will develop three conceptual bridge designs for use in the Resident Involvement. Conceptual bridge designs will consist of rendered drawings for public viewing with the design developed to determine the feasibility of construction, opinion of probable construction cost and duration, anticipated maintenance, and functionality of bridge and approach. Alternative landscape designs are not included in the rendered drawings. Bridge designs will be completed to maintain the existing vertical and horizontal clearance of the North Palm Beach Waterway. Bridge cross-sections will contain two travel lanes and pedestrian access on both sides of the bridge. A preliminary bridge engineering report will be prepared. Plans to be completed in accordance with FDOT and AASHTO design criteria. Bridge foundation will consist of either prestressed concrete piles or auger-cast concrete piles with passive cathodic protection provided. Bridge Load Rating Report will be provided.

a. Deliverables

- i. Preliminary Engineering for three (3) design concepts to establish member depths, foundation layout, seawall alignment, and desired bridge aesthetics.
 1. Preliminary calculations to support the three design concepts;
 2. Renderings via InfraWorks or other available concept software. Renderings will be provided to show bridge and roadway approach appearance so that Village can approve proposed aesthetic design; and

3. Engineers Opinion of Probable Construction Cost for each of the three design concepts.
- ii. 30% Engineering for the chosen concept to establish member sizes, foundation sizing, seawall sizing, and alignment.
 1. 30% calculations to support the chosen design concept;
 2. 30% Construction Drawing via REVIT and Civil 3D; and
 3. Engineers Opinion of Probable Construction Cost for the chosen concept.
- iii. 60% Engineering of the chosen concept to establish design of the members, foundations, seawall, and alignment.
 1. Address North Palm Beach and FDOT comments;
 2. 60% calculations to support the chosen design concept;
 3. 60% Construction Drawing via REVIT and Civil 3D; and
 4. Engineers Opinion of Probable Construction Cost.
- iv. 90% Engineering of the chosen concept detailed bridge and road construction documents.
 1. Address North Palm Beach and FDOT comments;
 2. 90% calculations to support the chosen design details;
 3. 90% Construction Drawing via REVIT and Civil 3D; and
 4. Engineers Opinion of Probable Construction Cost.
- v. 100% Engineering for the bridge and roadway construction documents ready for construction.
 1. Address North Palm Beach and FDOT comments;
 2. 100% calculations to support the final construction documents;
 3. 100% Construction Drawing via REVIT and Civil 3D;
 4. Review of General Conditions (Provided by the Village); and
 5. Engineers Opinion of Probable Construction Cost for the final documents.

F. Roadway Design / Plans

Roadway Design will consist of a set of roadway plans and specifications required for construction.

Roadway Design elements will consist of:

- a. Roadway Plans will be prepared to provide for the replacement of the existing bridge. This effort will include (at a minimum): Key Sheet, Typical Sections and Notes, Summary of Quantities, General Notes, Plan/Profile Sheets at a scale of 1"= 40'. Quantities with 90% and final phase submittals, Opinion of Probable Construction Costs with the 60%, 90% and Final phase submittals and other miscellaneous detail sheets as necessary to produce final construction bid plans.
- b. All roadway improvement elements on Lighthouse Drive will be designed within existing right-of-way. It is assumed that minor roadway adjustment may be needed to raise up the top of the inside of the bridge as determined by the final hydraulic analysis.
- c. The existing roadway Typical Section will be maintained subject to FDOT approval with upgrades to ADA.

- d. WGI will participate in progress and coordination meetings, and phase review meetings throughout the life of the project, as required.

All plans and specifications will be prepared in accordance with the latest Florida Department of Transportation (FDOT) Standards, as applicable. This includes the 2017 FDOT Roadway and Traffic Design Standards Index, the 2017 Standard Specifications for Road and Bridge Construction and the 2009 Manual of Uniform Minimum Standards for Design, Construction, and the 2013 Maintenance of Streets and Highways (Florida Greenbook).

G. Maintenance of Traffic Design / Plans

Coordinate and develop Maintenance of Traffic (MOT) specification to delegate incorporate full closure with a detour. All work zone traffic control will be performed in accordance with the FDOT's Roadway and Traffic Design Standards Index 600 series and the MUTCD.

H. Drainage Design & Permitting / Plans

The Drainage Design and associated plans will be prepared in substantial conformance with SFWMD, FDOT, and Village of North Palm Beach criteria. Specific items of interest include the following.

- a. Drainage requirements and any previously developed hydraulic design will be reviewed. Once confirmed, all applicable design information will be compiled in a memorandum format.
- b. Drainage plans and details will be included in the Roadway Plans.
- c. These efforts also include site visits with applicable agencies and coordination necessary for the complete preparation of all SFWMD/USACE permit applications/documents.
- d. Prepare bridge hydraulic analysis; Calculate hydrology, hydraulics, deck drainage, scour, and appropriate counter measures in accordance with criteria outlined in Section 5 of the FDOT Drainage Design Guide and Section 4.9 of the FDOT Drainage Manual. Prepare the Bridge Hydraulics Report in accordance with the aforementioned criteria and provide the information necessary for the Bridge Hydraulics Recommendation Sheet. This sheet, which is included in the construction documents, is to be prepared in accordance with Chapter 305 of the 2024 FDOT Design Manual, Part 3.
- e. Bridge hydraulic analysis will be based upon current velocity measurements prepared by Coastal Protection Engineering (CPE). See separate Scope and Fee Proposal from CPE.

Submittal of permit package to SFWMD / USACE. Preparation of necessary documentation and response to any Requests for Additional Information received from the District or the Corps.

I. Signing & Pavement Marking Design / Plans

Signing and Pavement Marking Plans will be prepared for the project limits. These plans will be prepared in accordance with the Village of North Palm Beach and FDOT Standards, as applicable, and will be included in the Roadway Plans. Due to the simplicity of the roadway configuration, the Signing and Pavement Marking Plans will be prepared in a typical section format combined with a table identifying proposed sign locations. This approach will reduce the number of sheets required.

J. Lighting Design / Plans

WGI will prepare photometrics to upgrade the existing lighting within the project limits. The corridor lighting will be designed based on Florida Greenbook standards. The proposed lighting will utilize FPL's LED street lighting catalog. FPL lighting plans will be developed to facilitate the upgrade of existing FPL lighting.

K. Geotechnical Exploration and Analysis

See separate Scope and Fee Proposal from *WIRX*

IV. GENERAL REQUIREMENTS FOR WORK

A. Design Team's Schedule of Activities

The Design Team will submit a schedule of the project's design milestones within ten (10) business days following receipt of written Notice to Proceed. For purposes of scheduling, the Design Team shall allow four (4) weeks review time after the 30%, 60% Plans, 90% Plans and 100% Plans.

B. Phase Reviews

Interim plans (30%, 60%, 90%, and 100%) will consist of the following.

- a. Electronic set of 11"x17" Plans
- b. One (1) copy of Geotechnical Design Report
- c. Engineer's Opinion of Probable Construction Cost
- d. Design calculation packet for the 60%, 90%, and 100% submittals
- e. One (1) copy of Responses to Comments from previous submittal (if applicable)
- f. One (1) electronic copy of all submittal deliverables in PDF format

The Final Plans Submittal will consist of the following.

- a. One (1) completed set of signed and sealed plans
- b. Three (3) complete bid sets
- c. Electronic copy of the Pay items
- d. LRFR Load Rating Calculation Packet
- e. Copies of all permits
- f. One (1) set of CADD files

C. FDOT Coordination

WGI will participate in coordination efforts with FDOT. FDOT coordination efforts are anticipated to consist of development of approved bridge and roadway cross sections and cursory review meetings at the 30%, 60%, and 90% submittals. It is not anticipated that the bridge replacement will require a full FDOT Technical Review of FDOT Category 2 Independent Peer Review.

D. Bidding Assistance

WGI will provide assistance during the bidding process, provide responses to bidding questions or comments. WGI will attend a pre-bid meeting. Addendum to provide corrections, supplemental information or clarification, as appropriate, to interpret, or clarify the bidding documents. WGI will address questions from potential bidders by directing the bidder(s) to the section of the contract documents that answers their question(s) or directing the bidder to submit an RFI.

WGI will update the drawings to incorporate RFI's and/or any changes to the contract documents assemble conformed documents for issuance to the City and contractor.

E. Post-Design Services

WGI will provide post design services to consist of rendering interpretation of the Contract Plans and providing responses to Contractor Requests for Additional Information.

F. Construction Phase Services

WGI is available to provide Construction Phase Services, but construction services are highly dependent on the Contractor selected to perform the work. Construction phase services to be determined based on design concept chosen.

G. Anticipated Expenses

WGI anticipates reimbursable fees of up to \$15,000.00 for the project permit fees.

V. VILLAGE OF NORTH PALM BEACH RESPONSIBILITIES

- A. The Village shall provide the Design Team with the previously completed Design Survey and R/W documentation in either AutoCAD or MicroStation CADD format.
- B. The Village shall provide the Design Team with adequate information regarding the Village's requirements for the project including any desired or required design or construction schedule, any budgetary requirements, and any existing files, plans or other engineering information deemed appropriate.
- C. The Village shall review any documents submitted by the Design Team requiring the Village's decision and shall render any required decision pertaining thereto.

- D. If the Village becomes aware of any fault or defect in the project or of any errors, omissions or inconsistencies in the design documents or specifications, the Village shall give prompt notice to the Design Team.
- E. The Village's review of any documents prepared by the Design Team or its subconsultants shall be solely for the purpose of determining whether such documents are generally consistent with the Village's design standards, procedures, and intent. No review of such documents shall relieve the Design Team of its responsibility for the accuracy, adequacy, or suitability and coordination of its work product.
- F. The Village shall designate in writing a representative or representatives to represent the Village in all technical matters pertaining to and arising from the work and performance of this Scope of Services.

Project		Lighthouse Drive Bridge		Personnel and Hourly Rates												
Proposal Date		11/5/2024		101	102	103	104	106	107	109	112	114	116	202	206	
Tasks		Chief Engineer	Senior Project Manager	Principal Engineer	Roadway Senior Engineer II	Bridge Senior Engineer II	Senior Project Engineer I	Project Engineer I	Senior Engineer Intern	Engineer Intern	Senior Designer	Senior Survey Project Manager	Senior Professional Surveyor			
No.	Description	\$290.43	\$271.87	\$335.00	\$249.21	\$249.21	\$235.37	\$195.34	\$160.00	\$118.78	\$123.12	\$225.00	\$190.00			
1	Project Management		36			36										
2	Meetings with North Palm Beach		6			30			30							
3	Resident Involvement															
4	Design Workshop		6			9		9	9							
5	Website and Hotline							9	9							
6	Community Progress Meetings		12						9							
7	Bridge Concept Drawings	4	18			24			72		72					
8	Geospatial Services		2													
9	Topographic Survey											18	40			
10	Bathymetric Survey											12				
11	SUE - Utility Locates											8				
12	Environmental Permitting															
13	Benthic Resource Survey															
14	Wetland Permitting															
15	Environmental Permitting Representation															
16	Utility Coordination Phase															
17	Bridge Replacement and Roadway															
18	30% Submittal		3	4	4	12	8	32	40	40	40					
19	NPB and FDOT Review			2		8		8	16							
20	60% Submittal		3	6	16	24	24	60	60	80	80					
21	NPB and FDOT Review			2		8		8	16							
22	90% Submittal		3	6	16	24	16	40	48	60	80					
23	NPB and FDOT Review			2		4		4	8							
24	100% Submittal		3	6	2	8	3	24	24	24	24					
25	Drainage Design and Permitting			16	28	32		62		96						
26	Signing & Pavement Marking Design			2	6	5		8		14						
27	Lighting Design			2	6	6		16		16						
28	Geotechnical Coordination		2			2										
29	Bidding Documents		2		2	8			8							
30	QA / QC Process	40														
31	Post Design Services		8			12	12	6	6	36						
		44	104	48	80	209	106	286	355	366	296	38	40			
Personnel Hours		\$ 12,778.92	\$ 28,274.48	\$ 16,080.00	\$ 19,936.80	\$ 52,084.89	\$ 24,949.22	\$ 55,867.24	\$ 56,800.00	\$ 43,473.48	\$ 36,443.52	\$ 8,550.00	\$ 7,600.00			
Personnel Cost																
WGI	\$	560,535.43														
WIRX - Geotechnical	\$	44,974.00														
CPE - Hydraulic Current	\$	19,220.00														
Miscellaneous Expenses	\$	15,000.00														
Direct Expenses	\$	639,729.43														
GRAND TOTAL																
Optional Subaqueous Utility Designation		\$	9,500.00													

Project		Lighthouse Drive Bridge												
Proposal Date		11/5/2024												
Tasks		212	214	218	226	232	234	236	238	240		304		
		Professional Surveyor	Survey Technician	SUE Technician	3-Person Survey Crew	3-Person SUE Crew	Chief Utility Coordinator	Senior Utility Coordinator	Utility Coordinator	Laser Scan Crew	Hydrographic / Bathymetric Crew	Chief Planner	Project Manager	
No.	Description	\$160.00	\$125.00	\$125.00	\$220.00	\$240.00	\$195.69	\$157.83	\$111.40	\$250.00	\$350.00	\$280.00	\$190.00	
1	Project Management													
2	Meetings with North Palm Beach													
3	Resident Involvement													
4	Design Workshop											30	62	
5	Website and Hotline											24	25	
6	Community Progress Meetings											40	65	
7	Bridge Concept Drawings													
8	Geospatial Services													
9	Topographic Survey	40	32		32					8				
10	Bathymetric Survey	32	8								16			
11	SUE - Utility Locates	20		30		30								
12	Environmental Permitting													
13	Benthic Resource Survey													
14	Wetland Permitting													
15	Environmental Permitting Representation													
16	Utility Coordination Phase						12	20	80					
17	Bridge Replacement and Roadway													
18	30% Submittal													
19	NPB and FDOT Review													
20	60% Submittal													
21	NPB and FDOT Review													
22	90% Submittal													
23	NPB and FDOT Review													
24	100% Submittal													
25	Drainage Design and Permitting													
26	Signing & Pavement Marking Design													
27	Lighting Design													
28	Geotechnical Coordination													
29	Bidding Documents													
30	QA / QC Process													
31	Post Design Services													
		92	40	30	32	30	12	20	80	8	16	94	152	
Personnel Hours		\$ 14,720.00	\$ 5,000.00	\$ 3,750.00	\$ 7,040.00	\$ 7,200.00	\$ 2,348.28	\$ 3,156.60	\$ 8,912.00	\$ 2,000.00	\$ 5,600.00	\$ 26,320.00	\$ 28,880.00	
Personnel Cost														
WGI	\$	560,535.43												
WIRX - Geotechnical	\$	44,974.00												
CPE - Hydraulic Current	\$	19,220.00												
Miscellaneous Expenses	\$	15,000.00												
Direct Expenses	\$	639,729.43												
GRAND TOTAL														
Optional Subaqueous Utility Designation		\$	9,500.00											

Project		Lighthouse Drive Bridge					Task Subtotals
Proposal Date		308		502	504	506	
Tasks			Senior Environmental Project Manager	Senior Environmental Scientist	Environmental Scientist	Environmental Technician	
No.	Description	Planner					
		\$120.00	\$215.00	\$215.00	\$145.00	\$110.00	
1	Project Management						\$ 18,758.88
2	Meetings with North Palm Beach						\$ 13,907.52
3	Resident Involvement						\$ -
4	Design Workshop	55					\$ 33,852.17
5	Website and Hotline	161					\$ 33,988.06
6	Community Progress Meetings	80					\$ 37,852.44
7	Bridge Concept Drawings						\$ 32,421.06
8	Geospatial Services						\$ 543.74
9	Topographic Survey			12		16	\$ 35,430.00
10	Bathymetric Survey						\$ 14,420.00
11	SUE - Utility Locates						\$ 15,950.00
12	Environmental Permitting						\$ -
13	Benthic Resource Survey		4	16	16	8	\$ 7,500.00
14	Wetland Permitting		8	36	54	90	\$ 27,190.00
15	Environmental Permitting Representation		12	12	12	12	\$ 8,220.00
16	Utility Coordination Phase						\$ 14,416.88
17	Bridge Replacement and Roadway						\$ -
18	30% Submittal						\$ 30,352.81
19	NPB and FDOT Review						\$ 6,786.40
20	60% Submittal						\$ 59,115.29
21	NPB and FDOT Review						\$ 6,786.40
22	90% Submittal						\$ 49,029.93
23	NPB and FDOT Review						\$ 3,728.20
24	100% Submittal						\$ 20,357.58
25	Drainage Design and Permitting						\$ 43,383.68
26	Signing & Pavement Marking Design						\$ 6,567.75
27	Lighting Design						\$ 8,603.40
28	Geotechnical Coordination						\$ 1,042.16
29	Bidding Documents						\$ 4,315.84
30	QA / QC Process						\$ 11,617.20
31	Post Design Services						\$ 14,398.04
		296	24	76	82	126	\$ 560,535.43

Personnel Hours	\$ 35,520.00	\$ 5,160.00	\$ 16,340.00	\$ 11,890.00	\$ 13,860.00
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Personnel Cost	
WGI	\$ 560,535.43
WIRX - Geotechnical	\$ 44,974.00
CPE - Hydraulic Current	\$ 19,220.00
Miscellaneous Expenses	\$ 15,000.00
Direct Expenses	\$ 639,729.43
GRAND TOTAL	

Optional Subaqueous Utility Designation	\$ 9,500.00
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**VILLAGE OF NORTH PALM BEACH
PUBLIC WORKS DEPARTMENT**

TO: Honorable Mayor and Council
THRU: Chuck Huff, Village Manager
FROM: Marc Holloway, Field Operations Manager
DATE: December 12th, 2024
SUBJECT: **RESOLUTION – Approval of a FY 2025 blanket purchase order to Flying Scot Inc. for sidewalk removal and replacement in an amount not to exceed \$75,000.**

Village Staff is continuing its efforts to repair and improve the public sidewalks throughout the Village to improve safety, ensure ADA Compliance, and enhance the community utilizing Repair and Maintenance – Sidewalk Replacement (A7321-34687). Sidewalk removal and replacement locations are identified as inspections are conducted.

In accordance with the Village’s purchasing policy, Village Council approval is required for a purchase order when the aggregate fiscal year spending to a single vendor exceeds \$25,000. This would represent an increase from \$25,000 to \$75,000 to continue FY25 sidewalk repair and replacement.

Village Staff is recommending utilizing the recent City of Palm Beach Gardens contract number ITB2024-160PS that was executed on August 1st, 2024. This contract received thirteen (8) bidders on miscellaneous Public Works Projects, and Flying Scot Inc. was determined to be the lowest qualified bidder for sidewalk repair. The Village’s purchasing policies and procedures authorize concurrent competitive purchasing on other state and local government contracts.

The attached Resolution has been prepared and/or reviewed by the Village Attorney for legal sufficiency.

Account Information:

Fund	Department / Division	Account Number	Account Description	Amount
General Fund	Public Works/ Streets & Grounds	A7321-34687	R & M SIDEWALK REPLACEMENT	\$75,000

Recommendation:

Village Staff requests Council consideration and approval of the attached Resolution approving the issuance of a FY 2025 blanket purchase order to Flying Scot Inc. at a total cost not to exceed \$75,000.00 with funds expended from Account No. A7321-34687 (R & M SIDEWALK REPLACEMENT), utilizing pricing established in an existing City of Palm Beach Gardens contract in accordance with Village policies and procedures.

RESOLUTION 2024-_____

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA APPROVING A BLANKET PURCHASE ORDER WITH FLYING SCOT INC. FOR SIDEWALK REMOVAL AND REPLACEMENT UTILIZING PRICING ESTABLISHED IN AN EXISTING CITY OF PALM BEACH GARDENS CONTRACT IN THE AMOUNT OF \$75,000; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Village’s Purchasing Policies and Procedures authorize the use of blanket purchase orders for materials purchased over a certain period of time not to exceed a single fiscal year and require Village Council approval for blanket purchase orders issued to a single vendor in excess of \$25,000; and

WHEREAS, Village Staff is requesting the issuance of a blanket purchase order for sidewalk removal and replacement in the amount of \$75,000 to Flying Scot Inc.; and

WHEREAS, the Village Council determines that the adoption of this Resolution is in the best interests of the Village and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA as follows:

Section 1. The foregoing recitals are ratified as true and incorporated herein.

Section 2. The Village Council hereby approves the issuance of a blanket purchase order to Flying Scot Inc. in the amount of \$75,000 for Fiscal Year 2025 for sidewalk removal and replacement utilizing pricing established in an existing City of Palm Beach Gardens Agreement for Miscellaneous Public Works Projects (ITB2024-160PS), with funds expended from Account No. A7321-34687 (Streets & Grounds – R & M Sidewalk Replacement).

Section 3. This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED THIS ____DAY OF _____, 2024.

(Village Seal)

MAYOR

ATTEST:

VILLAGE CLERK

**VILLAGE OF NORTH PALM BEACH
PUBLIC WORKS DEPARTMENT**

TO: Honorable Mayor and Council
THRU: Chuck Huff, Village Manager
FROM: Keith Davis, Fleet Manager
DATE: December 12, 2024
SUBJECT: **RESOLUTION – Approval to increase the FY 2025 Blanket Purchase Order issued to Tire Soles of Broward, Inc. to \$75,000**

Village Staff is recommending Village Council consideration and approval of the attached Resolution increasing the FY 2025 blanket purchase order issued to Tire Soles of Broward, Inc. to \$75,000.

The Village uses Tire Soles of Broward, Inc. for tires. The Village has spent \$25,000.00 with this vendor year to date on tires. The Fleet division anticipates additional tires may be needed before the end of Fiscal Year 2025. These tires are critical to the Police Department, Fire Department and Solid Waste Division to continue providing uninterrupted services to the residents of the Village of North Palm Beach.

In accordance with the Village’s purchasing policy, Village Council approval is required for a purchase order when the aggregate fiscal year spending to a single vendor exceeds \$25,000:

“Blanket purchase orders in excess of \$25,000 shall be approved by the Village Council, provided, however, that blanket purchase orders in excess of \$25,000 and up to \$75,000 shall be placed on the Consent Agenda.”

The attached Resolution has been prepared and/or reviewed by the Village Attorney for legal sufficiency.

Account Information:

Fund	Department / Division	Account Number	Account Description	Amount
General	Public Works/ Fleet	A5522-35221	Tires & Tubes	\$75,000

Recommendation:

Village Staff requests Council consideration and approval of the attached Resolution to increase the FY 2025 blanket purchase order issued to Tire Soles of Broward, Inc. to \$75,000, with funds expended from Account No. A5522-35221 (Fleet – Tires & Tubes) in accordance with Village policies and procedures.

RESOLUTION 2024-_____

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA APPROVING A FISCAL YEAR 2025 BLANKET PURCHASE ORDER WITH TIRE SOLES OF BROWARD, INC. IN THE TOTAL AMOUNT OF \$75,000 FOR THE PURCHASE OF TIRES FOR VILLAGE VEHICLES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Village’s Purchasing Policies and Procedures authorize the use of blanket purchase orders for materials purchased over a certain period of time not to exceed a single fiscal year; and

WHEREAS, the Village issued a blanket purchase order to Tire Soles of Broward, Inc. in the amount of \$25,00 for the purchase of tires for Village vehicles; and

WHEREAS, Village Staff estimates that an additional \$50,000 will be required for the current fiscal year, and the Village’s purchasing policies and procedures require that blanket purchase orders in excess of \$25,000 and up to \$75,000 be placed on the Village Council consent agenda for approval; and

WHEREAS, the Village Council determines that the adoption of this Resolution is in the best interests of the Village and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA as follows:

Section 1. The foregoing recitals are ratified as true and incorporated herein.

Section 2. The Village Council hereby approves a \$50,000 increase in the blanket purchase order issued to Tire Soles of Broward, Inc. for a total amount of \$75,000 for Fiscal Year 2025, with funds expended from Account No. A5522-35221 (Public Works/Fleet – Tires & Tubes).

Section 3. This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED THIS ____DAY OF _____, 2024.

(Village Seal)

MAYOR

ATTEST:

VILLAGE CLERK

**VILLAGE OF NORTH PALM BEACH
PUBLIC WORKS DEPARTMENT**

TO: Honorable Mayor and Council

THRU: Chuck Huff, Village Manager

FROM: Jamie Mount, P.E., Assistant Director of Public Works

DATE: December 12, 2024

SUBJECT: **RESOLUTION – Approving an Amendment to the Agreement with E&F Enterprises Inc. d/b/a Creative Contracting Group for the Anchorage Park Dry Storage Renovation to include Undergrounding Improvements at Anchorage Park, Waiving the Village’s Purchasing Policies and Procedures, and Approving a Budget Amendment to Utilize CIP Funds**

Purpose: The purpose of this memo is to seek Village Council approval to amend the existing Agreement with E&F Enterprises Inc. d/b/a Creative Contracting Group (“Creative) for the Anchorage Park Dry Storage Improvements to include the Anchorage Park FPL Undergrounding Improvements.

Background: Creative was selected to perform the Anchorage Park Dry Storage Improvements. Village staff proposes to expand Creative’s scope of work to include the installation of Undergrounding Infrastructure to receive future lighting installation to be performed by Florida Power & Light (FPL). Undergrounding infrastructure will consist primarily of conduit, pull box, and conductor installation throughout areas of Anchorage Park. The FPL light pole fabrication and delivery are anticipated to occur in August 2025. Once delivered, final lighting will be installed by FPL.

Purchasing Policy & Financial Benefit: As part of this amendment request, Staff is requesting that the Village Council waive the purchasing policies and procedures given that Creative's bid for this additional undergrounding work is \$99,300. Although this amount exceeds the Village Manager's approval threshold of \$25,000, it is the most cost-effective option available when compared to the Engineer's Cost Estimate (prepared by Engenuity Group) of \$149,587.50 and the second contractor's estimate (submitted by Kasper Electrical) of \$176,876.00.

The realized cost benefit can be most attributed to the fact that Creative has mobilized on-site as part of the Dry Storage project, which eliminates Mobilization costs as part of their bid for the Undergrounding Work.

To account for any unforeseen conditions as part of the Undergrounding project, Village staff is also requesting an approximate 20% contingency of \$20,000, which is typical for this type of construction.

Construction Continuity Benefit: Amending the Dry Storage Agreement to include the Undergrounding Work offers several benefits.

1. The Village minimizes park disruption and ensures continued access for park visitors, reducing the impact on daily park activities.
2. The integrated approach enhances project coordination, leading to more efficient use of resources and avoiding redundant mobilization of equipment and personnel.

- Mitigates potential conflicts and delays. Streamlined execution of both projects by one contractor ensures that the park's infrastructure is upgraded more quickly and cost-effectively, ultimately providing a safer and more enjoyable environment for the community.

Attachments: Attachments for Village Council review include the following:

- Resolution (R2024-76) - Award of Dry Storage Project to Creative Contracting Group
- FPL Undergrounding Plans
- Creative's Bid for Undergrounding
- Engineer's Probable Cost of Construction Estimate (Engenuity Group)
- Second Contractor's Estimate (Kasper Electrical)

Conclusion: Village staff is of the opinion that the proposed Amendment to the Agreement and purchasing policy waiver are in the best interests of the Village, ensuring cost-effectiveness and project continuity.

Account Information:

Fund	Department / Division	Account Number	Account Description	Amount
Recreation Projects	Parks and Recreation	K8028-66210	Construction & Major Renovation	\$99,300.00
			Contingency	\$20,000.00
			Total w/ Contingency	\$119,300.00

This project will be funded utilizing "General Revenues" within the five-year Capital Improvement Plan (CIP). The "General Revenue" funds for capital items are held in the Village's CIP Fund and transferred to the project account when the item is ready to be purchased. The following budget amendment utilizes \$119,300 in CIP funds for this purchase:

Budget Amendment:

Account	Description	Use	Source
K8028-66210	Construction & Major Renovation	\$119,300	
K5541-66000	Reserve Expenses - Capital		\$119,300
Total Capital Projects Fund		\$119,300	\$119,300

The attached Resolution and Amendment to the Agreement have been prepared and/or reviewed for legal sufficiency by the Village Attorney.

Recommendation:

Village Staff requests Council consideration and approval of the attached Resolution approving an Amendment to the Agreement with E&F Enterprises Inc. d/b/a Creative Contracting Group to modify the scope of services to include the Anchorage Park Undergrounding Improvements at a total cost of \$99,300 (for a total budget of \$119,300 including contingency), with funds expended from Capital Account No. K8028-66210 (Parks and Recreation – Construction and Major Renovation), waiving the Village's purchasing policies and procedures, and authorizing the Mayor and Village Clerk to execute the Amendment to the Agreement and the required budget amendment to the use of CIP funds.

RESOLUTION 2024-_____

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA APPROVING AN AMENDMENT TO THE AGREEMENT WITH E&F ENTERPRISES INC. D/B/A CREATIVE CONTRACTING GROUP FOR THE ANCHORAGE PARK DRY STORAGE IMPROVEMENTS TO INCLUDE UNDERGROUNDING IMPROVEMENTS NECESSARY FOR THE INSTALLATION OF LIGHTING AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE THE AMENDMENT; WAIVING THE VILLAGE'S PURCHASING POLICIES AND PROCEDURES; APPROVING A BUDGET AMENDMENT TO TRANSFER \$119,300 FROM THE CAPITAL RESERVE ACCOUNT TO THE PARKS AND RECREATION – CONSTRUCTION AND MAJOR RENOVATION CAPITAL ACCOUNT TO FUND THE PROJECT; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, through the adoption of Resolution No. 2024-76 on September 12, 2024, the Village Council approved an Agreement with E&F Enterprises Inc. d/b/a Creative Contracting Group for the Anchorage Park Dry Storage Improvements; and

WHEREAS, Village Staff recommended amending the scope of the Agreement to include Undergrounding Improvements required for the future installation of lighting by Florida Power of Light, thereby resulting in a significant cost savings to the Village and reduced disruption for Village residents; and

WHEREAS, the approval of the Amendment to the Agreement requires a waiver of the Village's purchasing policies and procedures; and

WHEREAS, in order to fund this capital project, the Village Council wishes to amend the Capital Projects Fund Budget to transfer funds from the Capital Reserve Account to the Parks and Recreation – Construction and Major Renovation Capital Account; and

WHEREAS, the Village Council determines that the adoption of this Resolution is in the best interests of the Village and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA as follows:

Section 1. The foregoing recitals are ratified as true and incorporated herein.

Section 2. The Village Council hereby approves an Amendment to the Agreement with E&F Enterprises Inc. d/b/a Creative Contracting Group for the Anchorage Park Dry Storage Improvements to include Undergrounding Work required for the future installation of lighting by Florida Power and Light at a total cost of \$99,300, with funds expended from Account No. K8028-66210 (Parks and Recreation – Construction and Major Renovation), and authorizes the Mayor and Village Clerk to execute the Amendment, a copy of which is attached hereto and incorporated herein. Including contingency, the total project budget shall be \$119,300.

Section 3. In approving the Amendment to the Agreement, the Village Council hereby waives all conflicting purchasing rules and regulations.

Section 4. In order to provide CIP monies to fund this purchase, the Village Council hereby approves the following budget amendment and authorizes the Mayor and Village Clerk to execute the budget amendment for and on behalf of the Village:

Budget Amendment:

Account	Description	Use	Source
K8028-66210	Construction & Major Renovation	\$119,300	
K5541-66000	Reserve Expenses - Capital		\$119,300
Total Capital Projects Fund		\$119,300	\$119,300

Section 5. All resolutions in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 6. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2024.

(Village Seal)

MAYOR

ATTEST:

VILLAGE CLERK

AMENDMENT TO AGREEMENT

THIS AMENDMENT is hereby made and entered into this ____ day of December, 2024 by and between the Village of North Palm Beach, a municipal corporation organized and existing under the laws of the State of Florida (hereafter referred to as “Village”), whose address is 501 U.S. Highway One, North Palm Beach, Florida 33408, and E&F Enterprises Inc., a Florida corporation d/b/a Creative Contracting Group (hereafter referred to as “Contractor”), whose address is 3141 Fortune Way, Suite 16, Wellington, Florida 33414.

WHEREAS, on September 12, 2024, the Village and Contractor executed an Agreement whereby Contractor agreed to provide the goods and services in accordance with the Village’s Invitation to Bid for Dry Boat Storage Renovation at Anchorage Park; and

WHEREAS, the parties wish to amend the Agreement to include the installation of undergrounding infrastructure, including conduit, pull box, and conductor installation at Anchorage Park, for future lighting installation by Florida Power and Light (“Additional Work”); and

WHEREAS, Contract has agreed to perform the Additional Work in accordance with the terms and conditions of the Agreement, as amended herein.

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth in the Agreement, as amended, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by both parties, Contractor and the Village agree as follows:

1. The foregoing recitals are ratified as true and correct and are incorporated herein by reference.
2. Article 2 of the Agreement is hereby amended to provide that Contractor shall perform the Additional Work, as fully set forth in the Electrical Site Plan for Anchorage Park prepared by Engenuity Group, Inc. dated September 2024, consisting of three pages (E1 through E3), a copy of which is attached hereto and incorporated herein by reference.
3. Article 3 of the Agreement is hereby amended to increase the compensation paid by the Village to Contractor for the Additional Work in the amount of \$99,300.00, as set forth in the Schedule of Construction Activity Costs submitted by Contractor, a copy of which is attached hereto and incorporated herein by reference.
4. Article 4.a.ii of the Agreement is amended to substitute the following person for service of additional notices:

Village of North Palm Beach
645 Prosperity Farms Road
North Palm Beach, Florida 33408
Attn: Assistance Director of Public Works
E-mail: jmount@village-npb.org

5. Article 5.b of the Agreement is amended to extend the time for completion of both the Work and the Additional Work by an additional forty-five (45) calendar days, for a total of one hundred

and sixty-five (165) calendar days from the Village's initial issuance of the Notice to Proceed.

6. Contractor shall record in the public records an amended statutory payment and performance bond to reflect the Additional Work and the additional compensation prior to commencing the Additional Work.

7. All other provisions of the Agreement, including but not limited to the terms and conditions of the Invitation to Bid, shall remain in full force and effect to the extent not expressly modified herein.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates hereinafter written.

VILLAGE OF NORTH PALM BEACH, FLORIDA

[SEAL]

By: _____
Susan Bickel, Mayor

ATTEST:

By: _____
Jessica Green, Village Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

By: _____
Leonard G. Rubin, Village Attorney

CONTRACTOR

E&F ENTERPRISES D/B/A CREATIVE CONTRACTING GROUP

By: _____

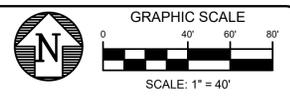
Print Name: _____

Title: _____

WITNESS:

By: _____

Print Name: _____



- ELECTRICAL KEY NOTES:**
- CONTRACTOR SHALL INSTALL FPL PROVIDED 2-2" CONDUITS. INSTALLATION SHALL MEET FPL REQUIREMENTS. CONTRACTOR SHALL DIRECTIONAL BORE CONDUIT TO AVOID DAMAGE TO EXISTING PATHWAYS AND PAVEMENT. CONDUIT SHALL BE MINIMUM 36" BELOW FINISHED GRADE AND PER FPL REQUIREMENTS.
 - CONTRACTOR SHALL INSTALL FPL PROVIDED 2" CONDUIT FOR LIGHTING.
 - CONTRACTOR SHALL DIRECTIONAL BORE FPL SUPPLIED 2" CONDUIT BETWEEN POLES. INSTALLATION SHALL MEET FPL REQUIREMENTS.
 - CONTRACTOR SHALL COORDINATE WITH FPL FOR INSTALLATION OF NEW POLE AND LIGHTING FIXTURE. FIXTURE SHALL BE HOLOPHANE TEARDROP WITH DEEP SKIRT, BLACK, 242W, 4000K. ARM SHALL BE 6" DECORATIVE BLACK. POLE SHALL BE BLACK TAPERED CONCRETE 33 POLE. MOUNTING HEIGHT IS 24'. POLE, FIXTURE AND ARM PROVIDED BY AND INSTALLED BY FPL.
 - EXISTING FPL PULL BOX. CONTRACTOR SHALL EXTEND CONDUIT AND WIRE FROM THE NEW PAD MOUNTED TRANSFORMER TO THE EXISTING FPL PULL BOX. SIZE AND THE NUMBER OF WIRE SHALL MATCH THE WIRE FOR THE MARINA PANEL FEEDER AND THE RESTROOM BUILDING FEEDER. CONTRACTOR SHALL VERIFY IN FIELD ACCORDINGLY.
 - CONTRACTOR SHALL PROVIDE AND INSTALL NEW 1"Ø, 2#6, 18E6G FROM EXISTING FISHING PIER LIGHT POLE (OWNED BY VILLAGE OF NPB) TO NEW FPL HAND HOLE. COORDINATE WITH FPL FOR CONNECTION OF THE EXISTING LIGHT TO THE NEW LIGHTING CIRCUIT. PROVIDE NEW INLINE FUSES AT EXISTING LIGHT POLE.
 - CONTRACTOR SHALL INSTALL NEW CONCRETE TRANSFORMER PAD AS PER FPL REQUIREMENTS.
 - NOT USED
 - EXISTING VOLLEY BALL COURT CONDUITS TO REMAIN.
 - CONTRACTOR SHALL COORDINATE WITH FPL FOR EXACT CONDUIT LAYOUT FOR THE PATHWAY LIGHTING AND THE SIZE. CONDUIT SUPPLIED BY FPL AND IS INSTALLED BY THE CONTRACTOR PER FPL REQUIREMENTS.

- LEGEND**
- FPL PROVIDED AND INSTALLED PATHWAY LIGHT AND POLE TYPE 'A'
 - FPL PROVIDED AND INSTALLED PARKING LOT LIGHT AND POLE TYPE 'B'
 - FPL PROVIDED AND INSTALLED PARKING LOT LIGHT AND POLE TYPE 'C'
 - ELECTRICAL CONDUIT
 - FPL PROVIDED PRIMARY CONDUIT. INSTALLED BY CONTRACTOR
 - EXISTING VILLAGE OF NORTH PALM BEACH LIGHT POLE TO REMAIN.

NO.	DATE	REMARKS

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 LARRY M. SMITH, P.E.
 NO. 45997

ANCHORAGE PARK
603 ANCHORAGE DRIVE
NORTH PALM BEACH, FLORIDA
ELECTRICAL SITE PLAN

BID SUBMITTAL
AUGUST 2024

LARRY M. SMITH, P.E., PROFESSIONAL ENGINEER LICENSE NO. 45997. THIS DOCUMENT HAS BEEN ELECTRONICALLY SIGNED AND SEALED BY LARRY M. SMITH, P.E. USING A SHA-1 AUTHENTICATION CODE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SHA-1 AUTHENTICATION CODE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

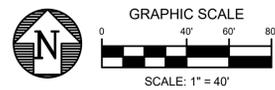


SEC Smith Engineering Consultants, Inc.
 State Auth. #8228
 2161 Palm Beach Lakes Blvd., Suite 312
 West Palm Beach, Florida 33409
 (561) 616-3911 Fax (561) 616-3912
 www.smithengineeringconsultants.com

A Higher Standard of Excellence
engenuity group inc.
 ENGINEERS • SURVEYORS • GIS MAPPERS
 1280 N. UNIVERSITY AVE. SUITE 100
 WEST PALM BEACH, FLORIDA 33411
 PH: (561) 655-1151 • FAX: (561) 932-9390
 WWW.ENGENUITYGROUP.COM CERTIFICATE OF AUTHORIZATION #7985

DATE	SEPT 2024	SPH	ACS	ACS	LMS
DRAWN					
CHECKED					
PROJECT MANAGER					
ENGINEER					
DATE					
BY					

JOB NO. 03045.104
 AUGUST 2024, BID SUBMITTAL



PARTIAL ELECTRICAL SITE PLAN

SCALE: 1"=40'-0"

LEGEND

- FPL PROVIDED AND INSTALLED PATHWAY LIGHT AND POLE TYPE 'A'.
- FPL PROVIDED AND INSTALLED PARKING LOT LIGHT AND POLE TYPE 'B'.
- FPL PROVIDED AND INSTALLED PARKING LOT LIGHT AND POLE TYPE 'C'.
- ELECTRICAL CONDUIT
- FPL PROVIDED PRIMARY CONDUIT, INSTALLED BY CONTRACTOR)
- EXISTING VILLAGE OF NORTH PALM BEACH LIGHT POLE TO REMAIN.

NOTES:

1. SEE SHEET E-1 FOR KEY NOTES.

SEE SHEET E-1 FOR CONTINUATION

Teardrop w/step skirt (Black)	3, 4, 8	3	3	144/140	3000K	14,655	E2-L0-G1	0800P4SAX144000J.kes	JD	← TYPE 'A' (PATHWAY)
				144/140	4000K	16,578	E3-L0-G3	ESF 3677P15 E32 P35S 40K XL TG 3 DG.kes	JD	
Teardrop (Morphis)	3, 4, 8	3	3	242/240	3000K	19,509	E3-L0-G2	K903MOD.P4SA.#.242(SL).8084 120.277+KPL31-PR7-3K-QD-DAL1-SMK	O10	← TYPE 'B' & 'C' (PARKING LOT)
				144/140	3000K	17,516	E3-L0-G2	0800P4G0XX1443000J.kes	JD	
Teardrop (Morphis)	3, 4, 8	3	3	144/140	4000K	21,256	E2-L0-G4	ESF 3302P15 E32 P35S 40K XL TG 3.kes	JD	
				242/240	3000K	19,509	E3-L0-G2	K903MOD.P4SA.#.242(SL).8084 120.277+KPL31-PR7-3K-QD-DAL1-SMK	O9	

FPL LIGHT DETAIL



FPL ARM DETAIL

- NOTES:**
1. ALL LIGHTING POLES ARE PROVIDED BY AND INSTALLED BY FPL. CONTRACTOR SHALL COORDINATE WITH FPL FOR EXACT LOCATION OF THE CONDUIT INSTALLATION.

Black Tapered Concrete



- 8**
- Tenon Mount**
- 14'6" (10' MH) ← TYPE 'A' (PATHWAY)
- 21'(15'6" MH)
- 33' (24' MH) ← TYPE 'B' & 'C' (PARKING LOT)

FPL POLE DETAIL

**BID SUBMITTAL
AUGUST 2024**

LARRY M. SMITH, P.E., PROFESSIONAL ENGINEER LICENSE NO. 45997. THIS DOCUMENT HAS BEEN ELECTRONICALLY SIGNED AND SEALED BY LARRY M. SMITH, P.E. USING A SHA-1 AUTHENTICATION CODE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SHA-1 AUTHENTICATION CODE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

SEC Smith Engineering Consultants, Inc.
State Auth. #6228
2161 Palm Beach Lakes Blvd., Suite 312
West Palm Beach, Florida 33409
(561) 616-3911 fax (561) 616-3912
www.smithengineeringconsultants.com

NO.	DATE	REVISIONS	BY

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LARRY M. SMITH, P.E.
NO. 45997

**ANCHORAGE PARK
603 ANCHORAGE DRIVE
NORTH PALM BEACH, FLORIDA
LIGHTING DETAILS**

A Higher Standard of Excellence

engenuity inc.
SUSTAINABLE • INNOVATIVE • COLLABORATIVE

1280 N CONGRESS AVE, SUITE 101
WEST PALM BEACH, FLORIDA 33409
PH (561) 965-1151 • FAX (561) 965-5390
WWW.ENGENUITYGROUP.COM CERTIFICATE OF AUTHORIZATION #7065

DATE	DRAWN	PROJECT ENGINEER	PROJECT MANAGER	CHECKED
SEPTEMBER 2024	SPH	ACS	ACS	LMS
TITLE	E3			
NO.	3			
JOB NO.	03045.104			

Village of North Palm Beach
SCHEDULE OF CONSTRUCTION ACTIVITY COSTS

PROJECT TITLE: NPB Anchorage Park Undergrounding

Item No.	Item Description	Unit	Quantity	Unit Price	Total Price
<u>ELECTRICAL:</u>					
1	FPL SUPPLIED 2" CONDUIT, CONTRACTOR INSTALLED, DIRECTIONAL BORE	LF	8700	8. ⁰⁰	\$ 69,600. ⁰⁰
2	FPL SUPPLIED SPLICE BOX, CONTRACTOR INSTALLED	EA	3	250. ⁰⁰	\$ 750. ⁰⁰
3	FPL SUPPLIED PULL BOX, CONTRACTOR INSTALLED	EA	59	275. ⁰⁰	\$ 16,225. ⁰⁰
4	FURNISHED AND INSTALL PULL BOX, 14"x24"	EA	1	2500. ⁰⁰	\$ 2500. ⁰⁰
5	1 1/2" CONDUIT, FURNISH AND INSTALLED	LF	70	10. ⁰⁰	\$ 700. ⁰⁰
6	2" CONDUIT, FURNISH AND INSTALLED	LF	70	10. ⁰⁰	\$ 700. ⁰⁰
7	CONDUCTORS, FURNISHED & INSTALL, INSULATED, NO. 6	LF	250	10. ⁰⁰	\$ 2500. ⁰⁰
8	CONDUCTORS, FURNISHED & INSTALLED INSULATED, NO. 2/0	LF	250	10. ⁰⁰	\$ 2500. ⁰⁰
9	MISC. ELECTRICAL	LS	1	3825. ⁰⁰	\$ 3825. ⁰⁰
ELECTRICAL SUBTOTAL					\$ 99,300. ⁰⁰

Creative Contracting Group



Since 1978
3950 RCA Blvd., Suite 5003, Palm Beach Gardens, FL 33410
Office: 561-845-1660 • Email: Estimating@KasperElectric.com • EC0001409

Electrical Proposal

11/19/2024

This electrical proposal has been carefully prepared for:

Jamie Mount
Assistant Director Public Works
Village of North Palm Beach
645 Prosperity Farms Road
North Palm Beach, FL 33408
P: (561) 296-1077
jmount@village-npb.org

Anchorage Park Project
603 Anchorage Drive
North Palm Beach, FL

Project Bid Documents

This proposal includes labor and materials required to complete the scope of work as shown within the project documents listed below.

- Electrical sheets E1, E2 and E3 dated September 2024 by Smith Engineering Consultants, Inc.
- No addenda, or RFI's received.
- No Division 26 specification book received.

General Notes & Clarifications

- State of Florida & County Sales Tax are included.
- In this proposal, the term "provide" shall mean to furnish, install and make electrical terminations as a complete system.
- Labor included during normal working hours, 7:00am – 3:30pm, Monday – Friday, excluding holidays.
- An onsite area shall be provided for Kasper Electrical material storage and staging.
- On-site parking shall be provided.
- Daily cleanup for debris generated by Kasper Electrical is included. Debris shall be disposed of into dumpster located on jobsite which will be maintained by GC.
- One year warranty on equipment, labor and materials provided by Kasper Electrical.
- Electronic CAD drawing files shall be provided to Kasper Electrical at no cost for the purpose of backgrounds for shop drawings.

Safe-Off & Demolition

- Project site is assumed to be prepped and ready for new construction.

Lighting Systems & Lighting Controls

- All fixtures, poles and related hardware are to be furnished and installed by FPL.
- Receiving, offloading and storage of all fixtures, poles and related hardware shall be by FPL.

Electrical Service & Distribution

- Coordination of installations with FPL and other applicable utilities.
- Installation only of two (2) 2" FPL provided PVC conduits along routes shown on drawings provided and per Note 1 on drawing Sheet E1.
- Directional boring of all new conduits beneath existing pathways and driveways as required.
- Installation only of three (3) new FPL pullboxes which are to be furnished by FPL.
- Installation only of two (2) new FPL transformer pads.
- Refeed existing Service Point "A" underground from new FPL pad mounted transformer per electrical riser diagram.
- Either manual or machine trenching & backfilling as required

Branch Wiring & Devices

- Installation only of one (1) empty 2" FPL provided PVC conduit in-between poles per Note 2 & 3 on drawing Sheet E1.
- Installation only of one (1) empty 2" FPL provided PVC conduit in-between pathway lighting per Note 10 on drawing Sheet E1. Conduit size was not specified, therefore 2" conduit has been assumed.
- Lighting conduits to be stubbed up at locations determined by surveyor.
- At two locations, refeed existing fishing pier lights per Note 6 on drawing Sheet E1.
- Either manual or machine trenching & backfilling as required.

Exclusions

This proposal specifically excludes any provisions for:

- Permit and inspection fees.
- Payment & Performance Bond. Add 3% to the total bid amount if required.
- Textura fees.
- Consideration for prevailing wage, living wage or Davis-Bacon Act
- Composite clean up.
- Any warranty on existing electrical installations.
- BIM Coordination.
- Fees from FPL related to improvements or power consumption.

- Installation of FPL transformers or related cabling.
- Furnishing of FPL transformer pads or pull boxes.
- **Providing or termination of cabling in-between lighting poles.**
- Dewatering or rock removal.
- Cutting, coring, and patching of existing finished surfaces or slabs.
- Removal of spoils not suitable for backfill. Import of suitable fill for backfill.
- Housekeeping pads.
- Repair, re-routing or bringing to code, existing unforeseen conditions, or damage by others.
- Coordination or arc fault studies.
- Survey service for locating site lighting poles.
- Spare parts or attic stock.
- Modification of Traffic (MOT) plan costs.
- Repair or replacement of existing switchgear.
- Removal, disposal of any existing lighting systems.

Pricing

Total Base Proposal Amount:

\$176,876.00

Notes:

1. ***As we are all aware, COVID-19 has impacted and is expected to impact all levels of the supply chain for the foreseeable future. The resulting product shortages, manufacturing delays, increased lead times, costs, shelter -in-place, border closures and reallocations of supply by national, local, and foreign governments, among others, are all unforeseeable events outside of our control. Moreover, the ultimate duration and scope of these and still unknown effects remain unclear. Accordingly, we must treat this event as a “force majeure” event, which means that, for example, prior approaches, terms, conditions, commitments and/or schedules, among others, may in certain circumstances require adjustments as we work together to navigate and mitigate the effects of this pandemic.**
2. This proposal is our interpretation of your requirements and includes only the items listed. Should there be other requirements or specifications, we will re-quote accordingly.
3. Seller reserves the privilege of re-quoting upon receipt of any additional written job, customer changes and/or any governing authority changes that causes additional cost, including specifications and drawings.
4. All work to be per NEC and recognized standards and procedures. All work will be done in a neat and professional manner.
5. This proposal is based on the Electrical drawings per Electrical Engineers design and calculations only. Any additional electrical requirements not specifically reflected in the electrical drawings are not included.
6. Kasper Electrical, Inc. is not liable for errors or omissions in the electrical drawings or design.
7. Any additional work beyond scope listed above will be by written approval of owner or owner's representative only.
8. **This proposal is good for 15 days and is contingent upon the successful GC and Electrical Contractor entering into a mutually agreed upon contract.** After that time seller reserves the right to review pricing and adjust as needed due to market changes in labor and commodities. No contingencies are carried or implied. Consideration is taken that we will bill and be compensated for stored materials and have ability to store said materials on site. Offsite storage is not included.
9. This proposal is presented based on current workloads and projected project probabilities and is subject to change dependent on award dates.
10. Kasper Electrical Inc. (“Kasper”) shall not be liable for delays that were not proximately caused by Kasper, including without limitation, delays caused by circumstances outside the control of Kasper that Kasper reports to the Contractor within a reasonable time of discovering such circumstances.

We thank you for this opportunity. If you have any questions or need further clarification, please don't hesitate to call.

Respectfully,

Thomas Leali

Thomas Leali
Director of Preconstruction Services

PRELIMINARY
ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST

PROJECT TITLE: NPB Anchorage Park

Item No.	Item Description	Unit	Quantity	Unit Price	Total Price
<u>ELECTRICAL:</u>					
1	FPL SUPPLIED 2" CONDUIT, CONTRACTOR INSTALL, DIRECTIONAL BORE	LF	8700	\$ 15.50	\$ 134,850.00
2	FPL SUPPLIED SPLICE BOX, CONTRACTOR INSTALLED	EA	3	\$ 150.00	\$ 450.00
3	FPL SUPPLIED PULL BOX, CONTRACTOR INSTALLED	EA	59	\$ 75.00	\$ 4,425.00
4	FURNISHED AND INSTALL PULL BOX, 14"x24"	EA	1	\$ 450.00	\$ 450.00
5	1 1/2" CONDUIT, FURNISH AND INSTALLED	LF	70	\$ 7.50	\$ 525.00
6	2" CONDUIT, FURNISH AND INSTALLED	LF	70	\$ 10.00	\$ 700.00
7	CONDUCTORS, FURNISHED & INSTALL, INSULATED, NO. 6	LF	250	\$ 6.25	\$ 1,562.50
8	CONDUCTORS, FURNISHED & INSTALLED INSULATED, NO. 2/0	LF	250	\$ 8.50	\$ 2,125.00
9	MISC. ELECTRICAL	LS	1	\$ 4,500.00	\$ 4,500.00
ELECTRICAL SUBTOTAL					\$ 149,587.50

RESOLUTION 2024-76

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA APPROVING AN AGREEMENT WITH E&F FLORIDA ENTERPRISES INC. D/B/A CREATIVE CONTRACTING GROUP FOR RENOVATIONS TO THE ANCHORAGE PARK DRY STORAGE FACILITY AND REPLACEMENT OF DOG PARK FENCING, GATES, AND POSTS AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE THE AGREEMENT; AUTHORIZING AND DIRECTING THE MAYOR AND VILLAGE CLARK TO AMEND THE CAPITAL PROJECTS FUND BUDGET TO TRANSFER \$499,091.00 FROM THE CAPITAL RESERVE ACCOUNT TO THE PARKS AND RECREATION – CONSTRUCTION AND MAJOR RENOVATION CAPITAL ACCOUNT TO FUND THE AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Village issued an Invitation to Bid for the renovation of the Dry Storage Facility at Anchorage Park and including replacement of the dog park fencing, gates, and posts as alternates; and

WHEREAS, Village Staff recommended accepting the lowest Bid Proposal for the base bid and the alternates submitted by E&F Florida Enterprises Inc. d/b/a Creative Contracting Group and executing an Agreement; and

WHEREAS, the Village Council seeks to amend the current Capital Projects Fund budget to transfer \$499,091.00 from the Capital Reserve Account to the Parks and Recreation – Construction and Major Renovation Capital Account to fund the Agreement; and

WHEREAS, the Village Council determines that the adoption of this Resolution is in the best interests of the Village and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA as follows:

Section 1. The foregoing recitals are ratified as true and incorporated herein.

Section 2. The Village Council hereby approves an Agreement with E&F Florida Enterprises Inc. d/b/a Creative Contracting Group for the renovation of the Dry Storage Facility at Anchorage Park and the replacement of the fencing, gates, and posts for two dog parks at a total cost of \$415,909.00, with funds expended from Account No. K8028-66210 (Parks and Recreation – Construction and Major Renovation). Including contingency, the total project budget shall be \$499,090.80. The Village Council further authorizes the Mayor and Village Clerk to execute the Agreement.

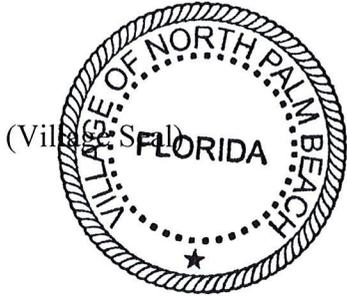
Section 3. In order to fund the Agreement, the Village Council hereby approves a budget amendment for the transfer of funds as indicated below and authorizes and directs the Mayor and Village Clerk to execute the following budget amendment for and on behalf of the Village of North Palm Beach:

Budget Amendment:

Account	Description	Use	Source
K8028-66210	Construction & Major Renovation	\$499,091	
K5541-66000	Reserve Expenses - Capital		\$499,091
Total Capital Projects Fund		\$499,091	\$499,091

Section 4. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS 12TH DAY OF SEPTEMBER, 2024.




MAYOR

ATTEST:


VILLAGE CLERK

AGREEMENT

THIS AGREEMENT is hereby made and entered into this 12th day of September, 2024 by and between the Village of North Palm Beach, a municipal corporation organized and existing under the laws of the State of Florida (hereafter referred to as "Village"), whose address is 501 U.S. Highway One, North Palm Beach, Florida 33408, and E&F Enterprises Inc., a Florida corporation d/b/a Creative Contracting Group (hereafter referred to as "Contract"), whose address is 3141 Fortune Way, Suite 16, Wellington, Florida 33414.

WHEREAS, the Village desires to retain the services of the Contractor to provide the goods and services in accordance with the Village's Invitation to Bid for Dry Boat Storage Renovation and Contractor's response thereto, all of which are incorporated herein by reference.

NOW, THEREFORE, in consideration of the mutual covenants and promises hereafter set forth, Contractor and the Village agree as follows:

ARTICLE 1. INCORPORATION OF INVITATION TO BID

The terms and conditions of this Agreement shall include and incorporate each of the terms, conditions, and specifications set forth in the Village's Invitation to Bid for Dry Boat Storage Renovation at Anchorage Park, and Contractor's Bid Proposal submitted in response to the Invitation to Bid, including all documentation required thereunder.

ARTICLE 2. DESCRIPTION OF GOODS OR SCOPE OF SERVICES

Contractor shall provide the goods and perform those services identified in the specifications accompanying the Village's Invitation to Bid, which are incorporated herein by reference ("Work"). The Work shall include the base bid, in addition to the three Alternates relating the replacement of the dog park fencing, gates and posts for two of the three dog parks.

ARTICLE 3. COMPENSATION

The Village shall compensate Contractor in accordance with Contractor's Bid Proposal submitted in response to the Invitation to Bid, a copy of which is attached hereto and incorporated herein, according to the terms and specifications of the Invitation to Bid.

ARTICLE 4. MISCELLANEOUS PROVISIONS

a. Notice Format. All notices or other written communications required, contemplated, or permitted under this Agreement shall be in writing and shall be hand delivered, telecommunicated, or mailed by registered or certified mail (postage prepaid), return receipt requested, to the following addresses:

- i. As to the Village: Village of North Palm Beach
501 US Highway One
North Palm Beach, Florida 33408
Attn: Village Manager
Email: chuff@village-npb.org

- ii. with a copy to: Village of North Palm Beach
603 Anchorage Drive
North Palm Beach, Florida 33408
Attn: Director of Leisure Services
Email: zsherman@village-npb.org

- iii. As to the Contractor: E&F Florida Enterprises Inc. d/b/a
Creative Contracting Group
3141 Fortune Way, Suite 16
Wellington, Florida 33414
Attn: Lisa Addis, Vice President
E-mail: creativecontractor@comcast.net

b. Headings. The headings contained in this Agreement are for convenience of reference only, and shall not limit or otherwise affect in any way the meaning or interpretation of this Agreement.

c. Effective Date. The effective date of this Agreement shall be as of the date it has been executed by both the parties hereto.

ARTICLE 5. CONTRACT TERM

a. This Contract shall remain in effect until such time as the Work is completed, inspected, and accepted by the Village, provided, however, that any obligations of a continuing nature shall survive the expiration or termination of the Contract.

b. The Work shall be commenced subsequent to execution and approval of this Contract by the Village and upon written notice from the Village to Contractor to proceed and shall be completed within **one hundred and twenty (120) calendar days**.

ARTICLE 6. E-VERIFY

Contractor warrants and represents that Contractor and all subcontractors are in compliance with Section 448.095, Florida Statutes, as may be amended. Contractor has registered to use, and shall continue to use, the E-Verify System (E-Verify.gov) to electronically verify the employment eligibility of newly hired employees and has received an affidavit from each subcontractor stating that the subcontractor does not employ, contract with or subcontract with unauthorized aliens. If the Village has a good faith belief that Contractor has knowingly violated Section 448.09(1), Florida Statutes, the Village

shall terminate this Contract pursuant to Section 448.095(2), Florida Statutes, as may be amended. If the Village has a good faith belief that a subcontractor has knowingly violated Section 448.09(1), Florida Statutes, but Contractor has otherwise complied, it shall notify Contractor, and Contractor shall immediately terminate its contract with the subcontractor.

ARTICLE 7. PUBLIC RECORDS

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (561) 841-3355; NPBCLERK@VILLAGE-NPB.ORG; OR 501 U.S. HIGHWAY ONE, NORTH PALM BEACH, FL 33408.

In performing services pursuant to this Contract, Contractor shall comply with all relevant provisions of Chapter 119, Florida Statutes. As required by Section 119.0701, Florida Statutes, Contractor shall:

- a. Keep and maintain public records required by the Village to perform the service.
- b. Upon request from the Village's custodian of public records, provide the Village with a copy the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Contractor does not transfer the records to the Village.
- d. Upon completion of the Contract, transfer, at no cost, to the Village all public records in possession of Contractor or keep and maintain public records required by the Village to perform the services. If Contractor transfers all public records to the Village upon completion of the Contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of the Contract, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Village, upon request from the Village's custodian of public records, in a format that is compatible with the information technology systems of the VILLAGE.

(Remainder of this page is intentionally left blank.)

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates hereinafter written.

VILLAGE OF NORTH PALM BEACH, FLORIDA

[SEAL]

Signed by:
By: _____
Susan Bickel, Mayor

ATTEST:

DocuSigned by:
By: _____
Jessica Green, Village Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Signed by:
By: _____
Leonard G. Rubin, Village Attorney

CONTRACTOR

E&F ENTERPRISES D/B/A CREATIVE CONTRACTING GROUP

Signed by:
By: _____
Lisa Addis
Print Name: _____
Title: _____ V.P.

WITNESS:

By: _____

Print Name: _____

**VILLAGE OF NORTH PALM BEACH
PUBLIC WORKS DEPARTMENT**

TO: Honorable Mayor and Council
THRU: Chuck Huff, Village Manager
FROM: Marc Holloway, Field Operations Manager
DATE: December 12, 2024
SUBJECT: **RESOLUTION – Approval of a blanket purchase order issued to Precision Landscape Company of Palm Beach County, Inc. for miscellaneous landscaping and grounds maintenance services for various Village Departments**

Staff is requesting that the Village Council approve the issuance of a blanket purchase order for \$100,000 with Precision Landscape Company of Palm Beach County, Inc. (Precision) for miscellaneous landscaping and grounds maintenance projects utilizing pricing established in the existing Contract for Landscaping and Grounds Maintenance Services executed in 2024.

Since Precision is the Village's landscape contractor, various Departments reach out to this vendor for additional projects throughout the year as the need arises. The vendor invoices the Village in accordance with the approved itemized pricing provided in Precision's proposal submitted in response to the recent RFP. Village staff is estimating that an additional \$100,000 will be expended for these services for this fiscal year and is therefore requesting a blanket purchase order.

Account Information:

Fund	Department	Account Number	Account Description	Amount
Fund/Account/Department is based on the service location				

The attached Resolution has been prepared and reviewed for legal sufficiency by the Village Attorney.

Recommendation:

Village staff requests Village Council consideration and approval of the attached Resolution to increase the blanket purchase order issued to Precision Landscape Company of Palm Beach County, Inc. for an additional \$100,000 for miscellaneous landscaping and grounds maintenance services in accordance with Village policies and procedures.

RESOLUTION 2024-___

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA APPROVING A FISCAL YEAR 2025 BLANKET PURCHASE ORDER WITH PRECISION LANDSCAPE COMPANY OF PALM BEACH COUNTY, INC. IN AN AMOUNT NOT TO EXCEED \$100,000.00 FOR MISCELLANEOUS LANDSCAPING AND GROUNDS MAINTENANCE SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Village’s Purchasing Policies and Procedures authorize the use of blanket purchase orders for materials purchased over a certain period of time not to exceed a single fiscal year and require Village Council approval for blanket purchase orders in excess of \$25,000; and

WHEREAS, Village Staff is recommending approval of a blanket purchase order for \$100,000 with Precision Landscape Company of Palm Beach County, Inc. for miscellaneous landscaping and grounds maintenance projects utilizing pricing establishing in the existing Contract for Landscaping and Grounds Maintenance Services executed in 2024; and

WHEREAS, the Village Council determines that the adoption of this Resolution is in the best interests of the Village and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA as follows:

Section 1. The foregoing recitals are ratified as true and incorporated herein.

Section 2. The Village Council hereby approves the issuance of a Fiscal Year 2025 blanket purchase order in the amount of \$100,000 with Precision Landscape Company of Palm Beach County, Inc. for miscellaneous landscaping and grounds maintenance projects for various Village departments, with funds expended to the appropriate account based on the service location and requesting department.

Section 3. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2024.

(Village Seal)

MAYOR

ATTEST:

VILLAGE CLERK

**VILLAGE OF NORTH PALM BEACH
COUNTRY CLUB – GOLF OPERATIONS**

TO: Honorable Mayor and Council

THRU: Chuck Huff, Village Manager

FROM: Beth Davis, Country Club General Manager
Allan Bowman, Head Golf Professional

DATE: December 12, 2024

SUBJECT: **Resolution – Approval of a Fiscal Year 2025 Blanket Purchase Order for Florida Superior Sand, Inc. in the amount of \$60,000**

Village staff is requesting Council consideration and approval of the attached Resolution approving the issuance of a blanket purchase order in an amount not to exceed \$60,000 to Florida Superior Sand, Inc. for the purchase of 50/50 sports field mix (of topsoil and sand) and Top Dressing 180 sand for the Country Club golf course.

The blanket PO for FY 2025 will cover various summer projects, including pond bank stabilization and repair work across the golf course, particularly on bunker faces. The Village has utilized Florida Superior Sand, Inc. for golf course renovation work since 2020 due to their capability to supply the required material volume and the consistent quality of the products.

Additionally, to support our enhanced agronomic plan with Brightview Golf Maintenance, Inc., the Village is required to purchase 510 tons of sand as part of our Dry Jet program. The specified Top Dressing 180 sand is ideal for this purpose due to its particle size and coarseness, which few local suppliers can match. Previous use of Top Dressing 200 from another vendor yielded lower quality results.

Below are price comparisons for the required materials from available suppliers:

50/50 sports field mix:

AIA Sod Sand and Soil:	\$55.00 (not delivered)
Florida Superior Sand:	\$45.90 (delivered)
Precision Landscape:	does not provide
Gravel Shop:	does not provide in this area
Bushel Shop:	does not have the correct mix

Top Dressing 180 sand:

One Choice Logistics:	N/A (only has TD 200 @ \$ 35.00 per ton)
Site One Landscape:	N/A in our area
Florida Superior Sand:	\$ 32.50 per ton
A1A Sod Sand and Soil:	N/A
Bushel Shop:	N/A
Golf Ventures:	\$ 64.17 per ton

As per Village policy, Village Council approval is required for blanket purchase orders when total annual spending with a single vendor exceeds \$25,000.

History:

In 2023, pond bank stabilization cost approximately \$130.00 per linear foot. For 2025, the project will be divided into three components (Marsh Management, Sod, 50/50 sports field mix) to maximize value and leverage the Village’s tax-exempt status. Any sports field mix not used in stabilization will support other summer projects, such as bunker face repairs on the golf course.

Account Information:

Fund	Department / Division	Comment	Account Number	Account Description	Amount
Country Club	Golf / Golf Course Maintenance	Pond Stabilization	L8045-66210	Construction & Major Renovation	\$27,500
		Topsoil	L8045-35228	Sand / Clay / Shell / Topsoil	\$10,000
		Top Dressing 180	L8045-35228	Sand / Clay / Shell / Topsoil	\$22,500

The attached Resolution has been prepared and reviewed for legal sufficiency by the Village Attorney.

Recommendation:

Village Staff requests Council consideration and approval of the attached Resolution authorizing the issuance of a blanket purchase order in an amount not to exceed \$60,000 to Florida Superior Sand, Inc., with \$27,500 expended from Account No. L8045-66210 (Golf Course Maintenance – Construction & Major Renovation) and \$32,500 expended from Account No. L8045-35228 (Golf Course Maintenance – Sand/Clay/Shell/Topsoil), in accordance with Village policies and procedures.

RESOLUTION 2024-_____

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA APPROVING A BLANKET PURCHASE ORDER WITH FLORIDA SUPERIOR SAND, INC. FOR THE PURCHASE OF 50/50 SPORTS FIELD MIX AND TOP DRESSING 180 SAND FOR THE NORTH PALM BEACH COUNTRY CLUB IN THE TOTAL AMOUNT OF \$60,000; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Village’s Purchasing Policies and Procedures authorize the use of blanket purchase orders for materials purchased over a certain period of time not to exceed a single fiscal year and require Village Council approval for blanket purchase orders in excess of \$25,000; and

WHEREAS, Village Staff has requested the issuance of a blanket purchase order to Florida Superior Sand, Inc. in the amount of \$60,000 for the purchase of 50/50 sports field mix (of topsoil and sand) and Top Dressing 180 sand needed for pond bank stabilization projects and the enhanced agronomic plan for the current fiscal year; and

WHEREAS, Florida Superior Sand is a local provider that has provided materials for previous stabilization projects, and Village Staff confirmed that Florida Superior Sand offered the best pricing for the required materials; and

WHEREAS, the Village Council determines that the adoption of this Resolution, including the waiver of any conflicting purchasing policies, is in the best interests of the Village and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA as follows:

Section 1. The foregoing recitals are ratified as true and incorporated herein.

Section 2. The Village Council hereby approves the issuance of a blanket purchase order in an amount not to exceed \$60,000 to Florida Superior Sand, Inc. for the purchase of 50/50 sports field mix and Top Dressing 180 sand at the North Palm Beach Country Club for Fiscal Year 2025, with \$27,500 expended from Account No. L8045-66210 (Golf Course Maintenance – Construction and Major Renovation) and \$32,500 expended from Account No. L8045-35228 (Golf Course Maintenance – Sand/Clay/Shell/Topsoil).

Section 3. This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2024.

(Village Seal)

MAYOR

ATTEST:

VILLAGE CLERK



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Shopping cart

Product	Price	Quantity	Total
 <p>50 / 50 Mix (Bulk or bagged) Size : Yard</p>	\$55.00	- 1 + X Remove	\$55.00

Taxes and [shipping](#) calculated at checkout

Subtotal: **\$55.00**

[Add instructions for seller](#)

Check out



[Continue shopping](#)

**Florida Superior Sand, Inc.
P.O. Box 541896
Lake Worth, FL 33454-1896
Telephone (561) 969-3112
Fax (561) 969-3114**

PRICE QUOTE

TO: Village of North Palm Beach (Attn: Allan Bowman)
FROM: Marion A. Jefferson
DATE: November 4, 2024
REF: North Palm Beach C.C. - 951 US Highway 1, North Palm Beach, FL 33408

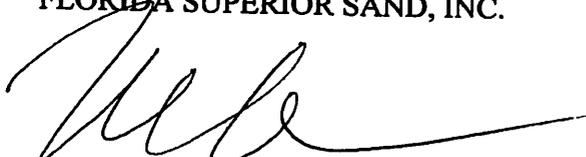
Florida Superior Sand, Inc. does hereby propose to provide you with the following described material at the price set forth below:

50/50 Sports Field Mix (PC):	\$29.00/ton
Freight:	\$14.50/ton
PC #180 Sand (PC):	\$18.00/ton
Freight:	\$14.50/ton

NOTE: The material price and freight rate listed above are based on current market prices and cannot be relied upon as firm. In the event of substantial increase in material, fuel, or hauling rates, prices will be subject to adjustment.

If you have any questions or require any additional information, please do not hesitate to contact me at 800-741-8258.

FLORIDA SUPERIOR SAND, INC.



Marion A. Jefferson

Golf Ventures, Inc.
 5385 Gateway Blvd. Suite 12
 Lakeland, FL 33811
 P: (863) 665-5800 ext. 0

QUOTE

QUOTE # STQ0055884

BILL TO:

Village of North Palm Beach - Public Works
 Village of North Palm Beach - Public Works
 645 Prosperity Farms Road
 North Palm Beach, FL 33408-4799
 P: (561) 841-3860

SHIP TO:

Village of North Palm Beach - Public Works
 Allan Bowman
 951 US Highway One
 North Palm Beach, FL 33408

Customer ID	Ship Via	Sales Rep	Terms	Date
VIL0010	UPS GROUND	075	NET 30	10/28/2024

Quantity	UOM	Item #	Description	Unit Price	Extended Price
100	YARD	COMAND 1/4 100-LIF	Comand 1/4in (Bulk)	\$64.17	\$6,417.00

A surcharge of 3% is applied to credit card payments

Subtotal	\$6,417.00
Misc and Surcharge	\$0.00
Tax	\$0.00
Freight	\$1,500.00
Trade Discount	\$0.00
Total	\$7,917.00