

TOWN OF LOXAHATCHEE GROVES
Minutes of Workshop Meeting, March 27, 2007

MEMBERS PRESENT: Council Member Elect Dave Autrey
Council Member Elect Dave Browning
Council Member Elect Marge Herzog
Council Member Elect Dennis Lipp
Council Member Elect Bill Louda

OTHERS PRESENT: David Tolces, Esq., Goren, Cherof, Doody & Ezrol, P.A.
Mo Thornton, City Manager, City of Atlantis

The meeting was called to order by David Tolces, attorney with Goren, Cherof, Doody & Ezrol, P.A. at 7:10 p.m. The roll was called and the following Town Council members-elect were present: David Autrey, William Louda, Marge Herzog, David Browning, and Dennis Lipp.

The Pledge of Allegiance was recited.

Dave Autrey announced that Mo Thornton, City Manager of the City of Atlantis was present, but had to leave shortly, and asked if there was any objection to hearing her comments about financial details. There was no objection, and Ms. Thornton reviewed some basic purchasing and financial procedures that would be necessary in establishing the town. She advised that the purchase of laptop and Office 2007 Professional as a software program would be a very good idea. She also advised that account numbers are established by the state. She advised that opening up a back account and applying for a tax ID number are relatively simple procedures, and she would be happy to assist at any time. She thought these matters could wait until Thursday, including depositing any checks.

Mr. Louda suggested purchasing a Dell refurbished computer.

Ms. Thornton suggested putting an item on Thursday's agenda relating to financial procedures, including the authorization to file a tax exempt certificate, which she provided to Mr. Tolces.

Mr. Tolces then made a presentation to the Town Council Members Elect regarding Sunshine and Public Records Laws, and Public Officials Code of Ethics. He answered questions from the Council members-elect regarding these laws.

He advised that typical meeting notice is 48 hours, and emergency notice is 24 hours. He advised that meeting notices should be provided to newspapers, posted at the meeting location, and another general location in Town.

The Council Members Elect then discussed the agenda for the first regular Town Council meeting scheduled for Thursday, March 29, 2007 at 7:00 p.m. at the Loxahatchee Groves Elementary School. Items for the agenda included the following: roll call, an opening and closing prayer, an opening and closing song, the pledge of allegiance, the swearing in of the Town Council, and the introduction of the Town Council members' families. Jamie Titcomb, the Executive Director for the Palm Beach County League of Cities would serve as the emcee for the meeting until the Town Council was sworn in. In addition, the Council Members Elect discussed including the following items on the agenda: acceptance of gifts, the establishment of a regular meeting date and time, election of the Mayor and Vice Mayor, Town administrative matters, establishing a mailing address, obtaining the services of a Town Manger, retaining a Town Attorney, Interlocal Agreements with the Water Control District for Use of the Facility, and with Palm Beach County for Building and Inspection Services, banking issues, insurance matters, public comments, and Council Members' comments.

In addition, the Town Council Members Elect discussed future agenda items including the following: FPL Franchise Agreement/Ordinance, the process for setting the agenda, the Town web site, notice for Town meetings, and issues related to E Road.

Mr. Autrey then discussed possible companies or programs to provide town clerk and town manager services. Mr. Tolces said he would be willing to continue to handle clerking duties until a person is appointed.

It was suggested that the League of Cities can be consulted regarding services they may offer regarding the appointment of Town Manager. The Range Rider program offered by ICMA was also mentioned.

Mr. Tolces advised that purchasing of insurance is not regulated by state statute, but rather by procurement policies and ordinances adopted by the Town Council.

A discussion followed regarding possible meeting dates and times for future Town Council meetings. Mr. Louda passed out a list of other meetings in the general area to avoid when establishing meeting dates.

Mr. Tolces then advised that he would be willing to continue to serve as a repository for all mail until a permanent address is established. He recommended establishing a post office box for mail. .

Marge Herzog indicated that she had received a letter requiring a response by March 30, 2007 confirming lane miles within the town. She indicated that the gas tax is not based on lane miles the first year, but they would need to be confirmed. Mr. Autrey indicated that he was advised that anything that is served by a mail box can be counted as lane miles. Clete Saunier, the Director of the Water Control District, was asked if the Water Control District could confirm the lane miles. He indicated that he would need information on what they are considering as lane miles, and then the District could calculate and confirm the miles.

Mr. Saunier indicated that the District's insurance – Preferred Government Insurance Trust is Brian

Cottrell. Mr. Saunier will contact him and solicit a proposal - they serve several hundred governments in Florida.

Mr. Saunier said that if the Town can get more money, he can do more courtesy grading.

Discussion then addressed a letter from David Harden, who is the Chair of the Palm Beach County League of Cities Transportation Committee. According to conversations with Mr. Harden, it is up to municipality what is a road. County is now checking what lane miles are.

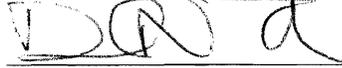
Ron Jarrel spoke and said that Commissioner Masilotti said for him to pave a road, we needed mail delivery and garbage pickup.

Mr. John Ryan who lives on "A" Road questioned the Town's responsibility for maintaining roads and traffic control.

Greg Orenstein and Scott Burnett from Riverside Bank introduced themselves and congratulated the Town Council Members Elect on their election.

Each of the Town Council Members then had some concluding comments. Mr. Autrey stated that he looked forward to everyone working together for the entire Town. Mr. Browning thanked the Water Control District for the use of the meeting facility. Mr. Louda thanked everyone and asked everyone to stay involved. Ms. Herzong thanked Mr. Tolces and the law firm for their support, and reminded everyone about the upcoming bonfire on Friday and the parade on Saturday.

On motion by Mr. Browning and seconded by Mr. Autrey, the meeting was adjourned at 9:30 p.m.

Submitted by  4/17/07
David N. Tolces
Interim Town Attorney

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