

**TOWN OF PALM BEACH SHORES, FLORIDA  
SPECIAL CALLED MEETING MINUTES  
December 3, 2015**

**CALL TO ORDER:**

**Mayor Workman** called the meeting to order at 7:02 pm. The meeting was held at Town Hall located at 247 Edwards Lane, Palm Beach Shores, FL 33404.

**Town Clerk Evyonne Browning** called the roll and those present were Mayor John Workman, Vice Mayor Myra Koutzen, Commissioner Lisa Tropepe, Commissioner Rick Ziegler, and Commissioner Roby DeReuil (via teleconference). Also present were Town Manager Cindy Lindskoog, Town Attorney Keith Davis, and Town Clerk Evyonne Browning.

**MISCELLANEOUS BUSINESS**

a. Town Manager Search – Presented by Kurt Bressner with ICMA

1. **Exhibit “A” - Town Manager Position Announcement**

**MOTION AND VOTE:** Commissioner Ziegler moved to approve Exhibit “A” with a change in language in the 2<sup>nd</sup> paragraph, line 7 to read: “The Town Manager must possess a Bachelor of Arts or Science degree in Public Administration preferred ....” Commissioner Tropepe seconded the motion, which passed unanimously.

2. **Exhibit “B” – Town Manager Profile**

**MOTION:** Commissioner Ziegler moved to approve Exhibit “B” with the following changes:

- a. Change to the Organizational Chart to note that the Town Attorney and Building Official are “contracted Services.”
- b. Under Compensation and Benefits, eliminate the car allowance.
- c. Change wording under “Town Issues and Projects” referencing District B properties to: “Aging property issues in the SE quadrant of the community that will require renewed effort to encourage correction of property maintenance matters and/or redevelopment within the provisions of local code.”

**VOTE:** Vice Mayor Koutzen seconded the motion, which passed unanimously.

3. **Timeline**

**MOTION AND VOTE:** Vice Mayor Koutzen moved that the potential deadline date for application submittal will be January 21, 2015 with a special called meeting date for the selection of the top 5 candidates and 1 alternate will be January 28, 2015. Commissioner DeReuil seconded the motion, which passed unanimously.

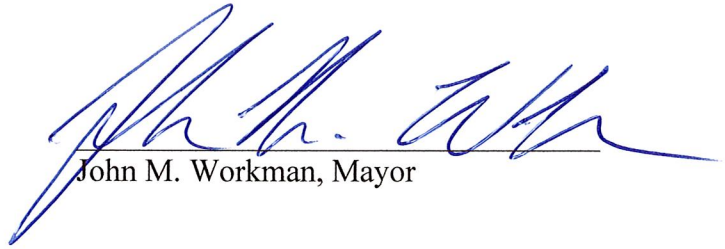
**ADJOURNMENT**

**MOTION:** Vice Mayor Koutzen moved to adjourn the meeting at 8:56 pm.

Approved this 21<sup>st</sup> day of December, 2015.

Attest:

  
Evyonne Browning, Town Clerk

  
John M. Workman, Mayor

(Seal)