



**FINAL MINUTES AND AGENDA
TOWN OF JUPITER
TOWN COUNCIL MEETING
TOWN COUNCIL CHAMBERS
TUESDAY, SEPTEMBER 3, 2024**

Mayor Kuretski called the meeting to order at 7:00 P.M.

Roll Call: Mayor Jim Kuretski; Vice-Mayor Malise Sundstrom; Councilor Ron Delaney; Councilor Andy Fore; Councilor Cameron May; Town Manager Frank Kitzerow; Town Attorney Thomas J. Baird and Town Clerk Laura Cahill.

PUBLIC HEARINGS

1. **Ordinance 20-24, First Reading,** Approving the 2025 Millage Rate. (Second Reading 9/18/24)
2. Review of the Town of Jupiter's FY 2025 Budget and Pay Plan.

Mr. Scott Reynolds, Finance Director gave a brief presentation which included prior and future meeting dates; budget objectives and assumptions; property value increase; proposed millage rate compared to rollback; fiscal year 2025 budget overview; general fund revenues and expenditures; Jupiter Fire Rescue (JFR) fund; Water fund; Stormwater fund; Jupiter River Estates Non-Ad Valorem assessment fund; Building fund; Health Insurance fund; Community Investment Program (CIP) funding summary 2025 to 2029 and the fiscal year 2025 budget and pay plan.

Ms. Linda McDermott, resident of Chadwick Drive, noted the fund comparison showed the amended budget of fiscal year 2024 not the adopted budget. She said the amended budget included \$11.4 million for Jupiter Fire Rescue Department (JFRD). She believed there needed to be a better comparison for the public to understand the budget.

Mr. Reynolds explained he had discussed under the fiscal year 2025 budget overview.

Mayor Kuretski stated the Council approved an adopted and capital budget. He noted in October 2023 the Town adjusted the budget to enter into a contract agreement and asked if it was on the CIP plan.

Mr. Reynolds stated funds were segregated into a separate fire fund to be able to track expenditures. He explained the presentation showed the \$11.4 million that Ms. McDermott referenced under the JFRD fund. He noted the Town had been very transparent with residents about where the funds were coming and going in the fund.

PUBLIC HEARINGS

1. Ordinance 20-24

2. Review of the Town of Jupiter's FY 2025 Budget and Pay Plan.

Councilor Delaney asked when the Town reached the \$10 million for the Health Insurance fund, would they continue to add to it or do something else.

Mr. Reynolds said Council had set the goal for the Town and said once they met the \$10 million, Staff would return to Council to see what they wanted to do with the excess funds.

Councilor Delaney asked if the Health Insurance fund was earning interest.

Mr. Reynolds stated yes.

Councilor May stated he had asked to see a six percent increase for Staff salaries and asked for other members of Council to support the increase.

Councilor Fore said he was in favor of an increase for Staff.

Mayor Kuretski stated the Town was setting a millage rate and preferred to lower it however would not be sure if the Town was capable until the whole budget was put together. He asked to see if there was a consensus of support or not.

Councilor Delaney said he would like to decrease the millage but needed to think about it further.

Councilor Fore agreed with decreasing the millage.

Vice-Mayor Sundstrom noted Council needed to look at it in the context of the full budget with the uncertainty in the economic environment. She said Council reduced the millage last year and needed to be mindful to provide consistency for businesses and residents. Vice-Mayor Sundstrom said she believed there was a consensus for the five percent for Staff salaries.

Mayor Kuretski stated there had been a consensus at the time.

Mr. Reynolds said there had been a consensus of five percent.

Councilor May noted he would not support it and wanted the Staff to get a six percent increase.

Councilor Fore moved to approve Ordinance 20-24, First Reading; seconded by Councilor Delaney; motion passed.

Title read by Mr. Baird.

Kuretski
Yes

Sundstrom
Yes

Delaney
Yes

Fore
Yes

May
No

PUBLIC HEARINGS

3. Ordinance 21-24, First Reading, Approving the Fiscal Year 2025-2029 Community Investment Program. (Second Reading 9/18/24)

Mayor Kuretski acknowledged the extraordinary effort by Staff annually to produce the CIP budget, he also noted the Finance Department did a great job overseeing the development of updating the CIP plan. Mayor Kuretski expressed how grateful he was for the efforts of the Town manager for improving overall project management practices.

Mayor Kuretski critiqued several areas of improvement which included the total budget balance carry forward and fully funded projects slip in schedule. He noted Engineering, Parks and Recreation, Utilities, and Stormwater project improvement opportunities which included the Collector Roadway Lighting project; Jupiter Park Drive at Central Boulevard Improvements; Southern Extension at Island Way Project; Indiantown Road Western Corridor Improvements Phase II; rehab of beach dune crossovers; Playground Restoration project; Water treatment hardened service building project; small meter replacements; water asset maintenance program; Stormwater system rehab and asset maintenance program.

Mayor Kuretski asked Staff to provide updated planned in service dates of all fully funded carry forward projects. He asked to have an update on the projects prior to next meeting.

Councilor Fore said he was somewhat supportive.

Vice-Mayor Sundstrom said Staff was moving in the right direction and felt having a quarterly and yearly update would be a good tool. She said she would like to look in greater detail at the projects to help improve the plan.

Mayor Kuretski clarified some items were not projects and more category of expenses.

Vice-Mayor Sundstrom noted there needed to be flexibility within the system and explained Council never asked previously for updates and said she believed they were looking for a greater level of detail going forward.

Councilor Delaney asked if the items would coincide with the new project management software.

Town Manager Kitzerow said many were put into the software which allowed to see task, milestones, and completion dates.

PUBLIC HEARINGS

3. Ordinance 21-24, First Reading, Approving the Fiscal Year 2025-2029 Community Investment Program. (Second Reading 9/18/24)

Mayor Kuretski said he understood there were things beyond Staff’s control but would appreciate a status update. He mentioned he still had unresolved critique feedback that caused him to be unsupportive of the CIP budget on first reading.

Councilor Fore moved to approve Ordinance 21-24, First Reading; seconded by Councilor Delaney; motion passed.

Title read by Mr. Baird.

Kuretski	Sundstrom	Delaney	Fore	May
No	Yes	Yes	Yes	Yes

CITIZEN COMMENTS

Ms. Page Lewis, resident of 69th Drive, expressed the importance of researching candidates and amendments before voting in elections. She noted her current campaign in the Palm Beach County School Board election.

Ms. Lori Bailey, resident of Loxahatchee Drive, suggested adding a scanner for weapons when entering Council Chambers.

Ms. Linda McDermott, resident of Chadwick Drive, mentioned her support for providing Town employees with an extra one percent. She also thanked Council for their efforts in saving Johnathan Dickinson state park and holding Waste Management accountable.

Ms. Karen Vinson, resident of Sioux Street, expressed her gratitude for Council’s support in saving Johnathan Dickinson park. She also noted her support for providing the Town employees with an additional one percent raise.

MINUTES

4. August 14, 2024 Town Council Workshop Minutes and August 20, 2024 Town Council Meeting Minutes.

Councilor Delaney moved to approve August 14, 2024 Town Council Workshop Meeting Minutes and August 20,2024 Town Council Meeting Minutes; seconded by Vice-Mayor Sundstrom; motion passed.

Kuretski	Sundstrom	Delaney	Fore	May
Yes	Yes	Yes	Yes	Yes

CONSENT AGENDA

All items listed in this portion of the agenda are considered routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests; in which event, the item will be removed and considered at the beginning of the regular agenda.

Ms. Linda McDermott removed item 5, 6, and 12.

Mr. Craig Mowery removed item 12.

Vice-Mayor Sundstrom pulled Item 12.

Mayor Kuretski pulled item 7.

Councilor Delaney moved to approve the Consent Agenda, as amended; seconded by Vice-Mayor Sundstrom; motion passed.

Kuretski
Yes

Sundstrom
Yes

Delaney
Yes

Fore
Yes

May
Yes

PUBLIC HEARING

5. **Ordinance 19-24, Second Reading**, Amending Article III of Chapter 2 of the Town's code setting forth the departments of the Town. **MOVED TO REGULAR AGENDA**

6. **Ordinance 22-24, First Reading**, Consenting to continue the inclusion of the Town of Jupiter into the Jupiter-Municipal Service Taxing Unit (MSTU) to finance the provision of fire-rescue services by Palm Beach County Fire/Rescue. (Second Reading 9/18/2024) **MOVED TO REGULAR AGENDA**

PUBLIC BUSINESS

7. **Resolution 93-24**, Approving a contract to Craig A. Smith & Associates, LLC for Utility Locating Services (W2438) for an amount of \$221,975. **MOVED TO REGULAR AGENDA**

8. **Resolution 98-24**, Authorizing a 3% increase in Water Rates.

9. **Resolution 99-24**, Authorizing a 7% increase in Stormwater Utility Fees.

10. **Resolution 101-24**, Approving a Division of Emergency Management Statewide Mutual Aid Agreement.

11. **Resolution 104-24**, Approving a temporary construction easement with Johnson Bros. Corporation, A Southland Company for use of a portion of Lighthouse Park.

12. Approving the use of Federal Forfeiture funds to purchase and equip a fully operational shaved ice trailer in the amount of \$46,585. **MOVED TO REGULAR AGENDA**

CONSENT AGENDA

PUBLIC BUSINESS

13. Approving the Town of Jupiter Citizen Participation Plan for the Community Development Block Grant (CDBG) Program.
14. Approving a purchase order to Empire Pipe and Supply for Fiscal Year 2025 Water Meters and Meter Appurtenances (W2506) in the amount of \$739,766.17.
15. Approving the cancelation of the Town Council Meeting scheduled for Tuesday, September 17, 20224 at 7:00 PM and rescheduling it as a Town Council Special Meeting on Wednesday, September 18, 2024 at 7:00 P.M.
16. Approving the use of State Forfeiture funds in the amount of \$128,530 to purchase 125 Glock 9mm pistols and necessary accessories for duty use within the Police Department.

END OF CONSENT AGENDA

ITEMS REMOVED FROM CONSENT AGENDA TO REGULAR AGENDA

PUBLIC HEARING

5. **Ordinance 19-24, Second Reading,** Amending Article III of Chapter 2 of the Town's code setting forth the departments of the Town.

Ms. Linda McDermott, resident of Chadwick Drive, explained amending the Town code to include Jupiter Fire Rescue Department allowed them to contract documents officially under their department.

Councilor Fore moved to approve Ordinance 19-24, Second Reading; seconded by Councilor Delaney; motion passed.

Title read by Mr. Baird

Kuretski	Sundstrom	Delaney	Fore	May
Yes	Yes	Yes	Yes	Yes

6. **Ordinance 22-24, First Reading,** Consenting to continue the inclusion of the Town of Jupiter into the Jupiter-Municipal Service Taxing Unit (MSTU) to finance the provision of fire-rescue services by Palm Beach County Fire/Rescue. (Second Reading 9/18/2024)

Ms. Linda McDermott, resident of Chadwick Drive, noted that the Palm Beach County millage rate was reduced.

Councilor Delaney moved to approve Ordinance 22-24, First Reading; seconded by Councilor May; motion passed.

Title read by Mr. Baird.

Kuretski	Sundstrom	Delaney	Fore	May
Yes	Yes	Yes	Yes	Yes

ITEMS REMOVED FROM CONSENT AGENDA TO REGULAR AGENDA

PUBLIC BUSINESS

7. **Resolution 93-24**, Approving a contract to Craig A. Smith & Associates, LLC for Utility Locating Services (W2438) for an amount of \$221,975.

Mayor Kuretski stated he did not support the contract with Craig A. Smith & Associates (CAS) and he appreciated Staff efforts. He explained the contractor notified the Town they were unable to renew the current contract due to the increase in tickets. He also noted the second bidder was well qualified to do the work and at a cost \$55,375 lower than CAS’s pricing. LC 9/18/24

Ms. Amanda Barnes, Director of Utilities, explained the importance of utility locating services and stated the Town was required to do it by regulations. CAS has had the contract for the past 5 years and mentioned that Staff made the decision to bid it out as a request for proposal (RFP) so selections would be based off qualifications. She also advised that Staff had a public selection committee meeting and scores were shared for each contractor and the score resulted in the selection of CAS.

Councilor Fore asked why the vendors weren’t responsible for covering the expense of locating the utilities. Amanda stated it’s the utilities owner responsibility to locate their utilities.

Council discussed awarding the contract for one year and re-bidding it at a later time to avoid any disruptions with service.

Vice-Mayor Sundstrom moved to approve Resolution 93-24; seconded by Councilor Fore; motion passed.

Kuretski	Sundstrom	Delaney	Fore	May
Yes	Yes	Yes	Yes	Yes

12. Approving the use of Federal Forfeiture funds to purchase and equip a fully operational shaved ice trailer in the amount of \$46,585.

Vice-Mayor Sundstrom asked Police Chief David England to explain what federal forfeiture funds were and how they could be used for different purposes.

Police Chief England said State and Federal were the two types of forfeiture funds and the funds came from the court system as seized funds during a criminal case and were given back to better the community that was affected.

Police Chief England went on to detail that the State forfeiture funds required funds to go back to the community through drug education or community outreach programs. He stated the Federal funds did not necessarily have those requirements, but the Staff tried to use them for community outreach programs.

ITEMS REMOVED FROM CONSENT AGENDA TO REGULAR AGENDA

PUBLIC BUSINESS

- 12.** Approving the use of Federal Forfeiture funds to purchase and equip a fully operational shaved ice trailer in the amount of \$46,585.

Vice-Mayor Sundstrom asked how Staff came up with the unique idea.

Police Chief England said the intent was to use the shaved ice trailer to create another mechanism to engage with the community and could be used by many departments within the Town.

Councilor Fore thought it was a great idea and noted he was told that it was not the same level as local vendors that sell shaved ice.

Police Chief England explained there was no intention to make money and it would not be used at any function that currently had local vendor that provide shaved ice. He added it was not competing with the private sector.

Councilor Fore asked if there were any concerns for cleaning or health concerns.

Police Chief England stated Staff would adhere to any regulations regarding health and safety.

Mayor Kuretski asked where the funds would come from if the Town used an outside vendor.

Police Chief England stated it would come through the general fund.

Vice-Mayor Sundstrom asked if the funding needed to be used within a certain time period.

Police Chief England stated yes.

Ms. Linda McDermott, resident of Chadwick Drive, had concerns with buying a shaved ice trailer from forfeiture funds and that the funds should be used for Police Department education programs.

Mr. Craig Mowrey, resident of Blanca Isles Lane, thanked Staff for the explanation of how forfeiture fund could be used but had a concern with it competing with private enterprise.

Vice-Mayor Sundstrom said she understood there would be separate events, and she believed we needed to be careful with having it at the Jupiter Jubilee while making space for vendors.

ITEMS REMOVED FROM CONSENT AGENDA TO REGULAR AGENDA

PUBLIC BUSINESS

- 12.** Approving the use of Federal Forfeiture funds to purchase and equip a fully operational shaved ice trailer in the amount of \$46,585.

Police Chief England stated it would only be used at Jupiter Jubilee if other vendors were not available. He reiterated it would not displace any businesses currently or in the future.

Vice-Mayor Sundstrom felt for the larger events, the Town should approach the vendors first, and this would be the mechanism we could use to ensure that there would be no competition.

Police Chief England explained it was not a commercial sized trailer that could compete with a vendor.

Vice-Mayor Sundstrom said the Police Department was requesting a trailer for their use to do outreach with the community and public safety. She felt that building that relationship was very important and supported the purchase.

Vice-Mayor Sundstrom moved to approve the use of Federal Forfeiture funds to purchase and equip a fully operational shaved ice trailer in the amount of \$46,585; seconded by Councilor Fore; motion passed.

Kuretski
Yes

Sundstrom
Yes

Delaney
Yes

Fore
Yes

May
Yes

REPORTS

TOWN ATTORNEY

- PAC – Mr. Baird stated the parties in the lawsuit that involved the referendum question submitted their proposed orders last Friday. He noted there wasn't a timeframe for the judge to rule but he only had before him, the motion for the Town's motion for summary judgement and the political committee's motion for leave to amend their complaint from last week. He expected the judge to rule on both orders at the same time.

TOWN MANAGER

- Automated External Defibrillators (AED) – Mr. Kitzerow stated Jupiter Fire Recuse Department and Parks and Recreation were working closely to enhance some of the safety features in Town parks including adding AEDs and life rings. The AEDs would be installed in six Town parks including Jupiter Community Park, Abacoa Community Park, Cinquez Park, Lighthouse Park, Maplewood and Jupiter Village Park. He stated the Town had partnered with the Aden Perry Foundation to have life rings and signage installed at parks with bodies of water.

REPORTS

TOWN MANAGER

- Veteran's Memorial Brick Program – Mr. Kitzerow stated the third round of brick orders closed on Saturday. He mentioned 88 bricks were ordered and would be installed by Veteran's day. The Veterans would be honored at the Veteran's day Ceremony on November 11, 2024. The Town would reopen orders again in October.
- Old Town Hall Demolition – Mr. Kitzerow mentioned the demolition to old Town Hall had started and would be completed within 25 days. He noted the oak trees would be protected.
- New FEMA Flood Zone Maps – Mr. Kitzerow stated there would be a public outreach open house event at the Jupiter Community Center Auditorium, Thursday, September 26, 2024, 5:00 pm to 8:00 pm to discuss the new FEMA flood zone maps.
- Bruce St. Laurent Tree Re-dedication Ceremony – Mr. Kitzerow mentioned there would be a memorial tree rededication and placing of a new plaque on the 12th Anniversary of Bruce St. Laurent's end of watch on September 9, 2024, 9:00am to 10:00am in the Jupiter Police department Community Room.

TOWN COUNCIL – LIAISON REPORTS AND COMMENTS

COUNCILOR MAY

- Waste Management – Councilor May asked for clarification regarding their proposed schedule change. He asked what the timeframe was for them to change the schedule of their work week and to come into compliance with the contractual obligations.

Council discussed Waste Management contract compliance and when they could start notifying the public on the changes to the schedule. Council agreed that Waste Management would need to come into compliance prior to changing their schedule and asked them to provide a date and timeline of how long it will take them to come into compliance.

Mr. Kitzerow confirmed that coming into compliance related to HOA communications, signage, online map, website updates, mailers, social media, contract compliance letter, quarterly reports, and web-based tracking system.

Councilor May stated yes that sounded like the direction being taken.

- Johnathan Dickinson State Park – Councilor May thanked Staff for the great letter sent to the Governor opposing the proposed plan amendment for future park development. He also mentioned the park was raising money to repair the Tower.

TOWN COUNCIL – LIAISON REPORTS AND COMMENTS
VICE-MAYOR SUNDSTROM

- Johnathan Dickinson State Park – Vice-Mayor Sundstrom mentioned there was some movement in the State Legislature and Florida State Senator, Gayle Harrell was looking to propose legislation. She stated it was the second time the parks plan amendment for development item had come up and discussed protecting preserve areas. She also mentioned the State paying for the tower repairs.
- Palm Beach North Chamber of Commerce Smart and Connected Task Force – Vice-Mayor Sundstrom stated the Smart and Connected Task Force would be announcing a digital resource for small businesses.

COUNCILOR DELANEY

- US Highway One Bridge – Councilor Delaney noted the progress of the US Highway One Bridge. Council discussed the improvements to the bridge.

COUNCILOR FORE

- Johnathan Dickinson State Park – Councilor Fore spoke about the park and that it was one of nine parks included in the proposed plan amendment for development. He thanked everyone who stood up for the park.
- Automated External Defibrillators (AED) – Councilor Fore thanked the Town Manager for the AED updates at the park and also asked about the status of the lightning detection systems installed at several of the parks.

Mr. Kitzerow stated it was in the plan and would give an update in the Friday report.

ADJOURNMENT – 9:14 P.M.

Laura Cahill, Town Clerk