



**FINAL MINUTES AND AGENDA
TOWN OF JUPITER
TOWN COUNCIL MEETING
TOWN COUNCIL CHAMBERS
TUESDAY, APRIL 15, 2025**

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

ROLL CALL: Mayor Jim Kuretski; Vice-Mayor Malise Sundstrom; Councilor Phyllis Choy; Councilor Ron Delaney; Town Manager Frank Kitzerow; Town Attorney Thomas J. Baird and Town Clerk Laura Cahill.

PRESENTATION

1. Town of Jupiter's fiscal year 2024 Annual Comprehensive Financial Report (ACFR) by CBIZ CPA Firm.

Mr. Moises Ariza, representing the Marcum CPA firm, reviewed the Town's Annual Comprehensive Financial Report (ACFR) report which included an independent auditor's report; basic financial statements; required supplementary information; management discussion and analysis; and year over year comparison. He thanked Town Staff for their timeliness and assistance with the audit onsite.

Vice-Mayor Sundstrom asked how many hours were spent by the Marcum CPA Firm.

Mr. Ariza stated the firm spent approximately 500-600 hours to complete the audit not including the time it took for Town Staff to compile and supply the information.

Vice-Mayor Sundstrom noted the Town received a certificate of achievement for excellence in financial reporting for over 30 years and asked how many other municipalities chose to go through the more rigorous process.

Mr. Ariza said the Town of Jupiter went beyond the minimum standards required by Florida Statute and produced an ACFR. He mentioned he worked with 60 municipalities and half participated in the program and the remaining only adhere to the minimum standards of the Florida Statute.

Councilor Delaney said he appreciated the number of hours that went into the report and thanked the Finance department.

Councilor Choy agreed and said she was pleased the Town was going above what was required by statute. She thanked Staff.

Mayor Kuretski noted the Town once again achieved a clean audit and asked what percentage of audits achieved that.

PRESENTATION

1. Town of Jupiter's fiscal year 2024 Annual Comprehensive Financial Report (ACFR) by CBIZ CPA Firm.

Mr. Ariza said many clients receive a clean opinion; however, it was not unusual to receive deficiencies and said the Town received no deficiencies or material weaknesses and noted that was not very common.

Mayor Kuretski asked if they looked at the quarterly reports created by the Town and how many municipalities did them.

Mr. Ariza said they looked at the quarterly reports and compared to the budget and noted many municipalities only do semi-annual reports.

Mayor Kuretski said he was grateful for the Finance department and appreciated that Council received a quarterly report within a month of the quarter ending and thanked Mr. Ariza for all the hard work.

Mayor Kuretski noted the Audit Committee reviewed the ACFR and asked Mr. Reynolds, Director of Finance, what the outcome of their review was.

Vice-Mayor Sundstrom said she went to the recent meeting and said they had some great insight and wanted to add extra metrics for next time. She noted the Audit Committee is comprised of CPA's and residents of the Town.

Mr. Reynolds explained the history of the Audit Committee which started with one member, Susan Present, who was now the Chairperson for the committee and how the committee had grown over the years.

2. Jupiter Fire Rescue Department (JFRD) update.

Fire Chief Darrel Donatto, introduced Mr. Robert Ramirez, Division Chief of Training, Safety and Wellness.

Mr. Ramirez expressed his appreciation for the opportunity.

Fire Chief Donatto presented the JFRD proposed Transition of Services plan; status update on obtaining the Certificate of Public Convenience and Necessity (COPCN) for Emergency Medical Services; Construction update regarding Cinquez Park and Piatt Place; Abacoa Fire Station Transfer of Ownership; Fire Prevention Code; Firefighter Trainee Program; and fiscal year 2026 proposed budget and fiscal year 2027 projected budget.

Councilor Choy asked Staff to explain how Town employees would transition to become a firefighter.

Fire Chief Donatto explained that those employees were still in their current roles until the EMT program began in August.

PRESENTATION

2. Jupiter Fire Rescue Department (JFRD) update.

Councilor Delaney thanked Staff for their hard work.

Fire Chief Donatto and Mayor Kuretski discussed the Fire Prevention Code transition plan and the Fire Marshall involvement.

CITIZEN COMMENTS

Ms. Linda McDermott, resident of Chadwick Drive, thanked Staff for the JFRD update and discussed her concern regarding the budget.

Mr. Timothy Murphy, resident of Florence Drive, thanked Council for their efforts to avoid an increase in density for the Abacoa Town Center.

MINUTES

3. April 1, 2025 Town Council Meeting Minutes.

Councilor Delaney moved to approve April 1, 2025 Town Council Meeting Minutes, as amended; seconded by Vice-Mayor Sundstrom; motion passed.

Kuretski
Yes

Sundstrom
Yes

Choy
Yes

Delaney
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 7.
- Councilor Delaney pulled item 6.
- Vice- Mayor Sundstrom pulled item 10.

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

Kuretski
Yes

Sundstrom
Yes

Choy
Yes

Delaney
Yes

PUBLIC BUSINESS

4. Resolution 44-25, Authorizing the submittal of a FIND Grant application for the design of Piatt Place Park Riverwalk Loop and Public Access.

5. Resolution 45-25, Approving a 5-Year Update to the Town's Program for Public Information (PPI) for the Community Rating System Program (S2546).

CONSENT AGENDA

PUBLIC BUSINESS

6. Approving a purchase order to Treecycle Land Clearing, Inc. for exotic removal at the Town's Open Space property located at 500 North Delaware in an amount not to exceed \$72,600. **MOVED TO REGULAR AGENDA**
7. Authorizing a piggyback contract from the City of Deerfield Beach with Accenture for the proposed Fire Non-Ad Valorem assessment study and associated fees. **MOVED TO REGULAR AGENDA**
8. Approving the purchase of a Police Specialty vehicle in the amount of \$178,570.
9. Approving a purchase order to Peerson Audio, Inc. for audiovisual equipment and installation in the amount of \$59,351.84.
10. Approving the Town's 2025 Neighborhood Matching Grant Program in the amount of \$29,017. **MOVED TO REGULAR AGENDA**
11. Approving of the first amendment to the amended and restated Interlocal Agreement with Palm Beach County for Interoperable Radio Communication.

END OF CONSENT AGENDA

ITEMS REMOVED FROM CONSENT AGENDA TO REGULAR AGENDA

12. Approving a purchase order to Treecycle Land Clearing, Inc. for exotic removal at the Town's Open Space property located at 500 North Delaware in an amount not to exceed \$72,600.

Councilor Delaney noted he had not heard much recently about the Taylor Property and asked if the item was only clearing exotics or if there was more happening.

Ms. Stephanie Thoburn, Assistant Director of Public Works, said nothing was approved by Council and noted after getting the area cleared, they would have a better idea of what was there to look for potential restoration.

Mayor Kuretski asked when an improvement plan was underway, it would come through in the budget process.

Ms. Thoburn said yes.

Mayor Kuretski mentioned the property was purchased with Jupiter Inlet District and asked if the Town would have to collaborate with them over any improvements.

Ms. Thoburn said their participation was 20% and noted past collaboration with them over the years.

Vice-Mayor Sundstrom asked if there was a formal process that would happen when working with multiple partners.

Ms. Thoburn said she would have to review the agreement.

ITEMS REMOVED FROM CONSENT AGENDA TO REGULAR AGENDA

6. Approving a purchase order to Treecycle Land Clearing, Inc. for exotic removal at the Town's Open Space property located at 500 North Delaware in an amount not to exceed \$72,600.

Councilor Delaney moved to approve a purchase order to Treecycle Land Clearing, Inc. for exotic removal at the Town's Open Space property located at 500 North Delaware in an amount not to exceed \$72,600; seconded by Councilor Choy; motion passed.

Kuretski
Yes

Sundstrom
Yes

Choy
Yes

Delaney
Yes

7. Authorizing a piggyback contract from the City of Deerfield Beach with Accenture for the proposed Fire Non-Ad Valorem assessment study and associated fees.

Ms. Linda McDermott, resident of Chadwick Drive, stated she was pleased that the Town had selected Accenture. She asked for full transparency with the assessment reports and suggested something to be put out to the Community once completed.

Mayor Kuretski noted that Council was embarking on the assessment program not knowing where they would end up and it was considered part of the budget process.

Vice-Mayor Sundstrom moved to approve a piggyback contract from the City of Deerfield Beach with Accenture for the proposed Fire Non-Ad Valorem assessment study and associated fees; seconded by Councilor Choy; motion passed.

Kuretski
Yes

Sundstrom
Yes

Choy
Yes

Delaney
Yes

10. Approving the Town's 2025 Neighborhood Matching Grant Program in the amount of \$29,017.

Vice-Mayor Sundstrom stated she would be abstaining because her neighborhood was in the program.

Councilor Delaney stated he would be abstaining because his neighborhood was also and asked Mr. Baird if they needed to abstain.

Mr. Baird noted that was his advice.

Mayor Kuretski asked if he would have a quorum with only two Council Members and if this was something new.

Mr. Baird said it was up to a Council Member to determine if they were receiving a financial benefit from the approval of their neighborhood receiving a grant.

ITEMS REMOVED FROM CONSENT AGENDA TO REGULAR AGENDA

10. Approving the Town's 2025 Neighborhood Matching Grant Program in the amount of \$29,017.

Councilor Delaney moved to approve the Town's 2025 Neighborhood Matching Grant Program, as amended to exclude the neighborhoods with conflict until the vacancy was filled resulting in tabling the Egret Cove and Valencia neighborhoods; seconded by Councilor Choy; motion passed.

Kuretski
Yes

Sundstrom
Yes

Choy
Yes

Delaney
Yes

REGULAR AGENDA

PUBLIC HEARING

12. Resolution 36-25, U-Tiki - *Quasi-Judicial* - PUD Amendment to request a side corner setback waiver for accessory structures for Marine Max.

Ex-Parte Communications:

- Vice-Mayor Sundstrom stated she stopped by the site.
- Councilor Delaney mentioned he stopped by the site and spoke with Mr. Jack Thompson, Service Manager and a few other employees that were there.

Town Clerk swore in four people.

Mr. Zach Ciciera with Cotleur and Hearing and for the Applicant, gave a brief presentation which included proposal request; location; background; site plan proposal; elevations; and Reef Ball Foundation.

Mr. Garret Watson, Principal Planner, reviewed proposal and noted the Planning and Zoning Commission had approved with a few modifications which included limiting the location of the waiver's applicability; requiring additional screening along the fence and landscaping. He stated there was a container that was on the site which the Applicant stated they would move to underneath the dry rack. He said they were going to install reef balls to provide a public benefit in exchange for the waiver. He noted Staff had included a condition in the Resolution for a Marine Stewardship Plan.

Mr. Watson discussed the office occupancy and a hold on a site plan amendment which was able to be reviewed administratively. He stated if the Council wanted to see the site plan, it could come before them, but a condition to the Resolution would need to be added.

Councilor Delaney asked if the container had been moved.

Mr. Ciciera stated there were four that had been moved.

REGULAR AGENDA

PUBLIC HEARING

12. Resolution 36-25, U-Tiki

Councilor Delaney agreed with Staff and believed the occupied offices should be called ancillary structures. He asked if there were any concerns about safety when moving items.

Mr. Ciciera said they were anchored safely and did not believe there was a concern. Council discussed keeping the administrative process and were happy with Staffs reviewing process.

Vice-Mayor Sundstrom asked if the screening was regulated by the Florida Department of Transportation (FDOT).

Mr. Ciciera noted they were committed to installing landscaping unless it was prohibited by FDOT.

Mr. Watson stated the Staff would be reviewing FDOT standards because it was a drainage area.

Councilor Delaney moved to approve Resolution 36-25; seconded by Councilor Choy; motion passed.

Kuretski
Yes

Sundstrom
Yes

Choy
Yes

Delaney
Yes

PUBLIC BUSINESS

13. Resolution 50-25, Approving the Health Insurance Fund Premium Holiday.

Mr. Scott Reynolds, Finance Director, gave a brief presentation which included Insurance Fund history; claims expense vs. reserve balance; fund reaching reserve goals; policy and practice questions for premium holidays; what does the premium holiday mean for employees; and how it will affect fiscal year 2025 budget.

Mayor Kuretski discussed how the process worked prior to being self-insured.

Mr. Reynolds stated the Town had stop-loss insurance, and it helped stabilize the claims coming into the Town.

Councilor Choy asked what the criteria was for employees to qualify.

Mr. Reynolds stated if they were working and participating in health insurance, they would qualify.

Councilor Delaney discussed the \$10 million milestone.

REGULAR AGENDA

PUBLIC BUSINESS

13. Resolution 50-25, Approving the Health Insurance Fund Premium Holiday.

Mayor Kuretski stated the recommendation for the premium holiday came from the Staff and did not believe the milestone needed to be increased. He noted the Town offered this to all employees, even those in a bargaining unit.

Councilor Choy moved to approve Resolution 50-25; seconded by Councilor Delaney; motion passed.

Kuretski
Yes

Sundstrom
Yes

Choy
Yes

Delaney
Yes

14. Selecting the Town of Jupiter Vice-Mayor 2025-2026.

Vice-Mayor Sundstrom nominated Councilor Delaney for Vice-Mayor. She added she was grateful for this tradition and it had been a wonderful learning experience.

Vice-Mayor Sundstrom, moved to select Councilor Delaney as Town of Jupiter Vice-Mayor 2025-2026; seconded by Councilor Choy; motion passed.

Kuretski
Yes

Sundstrom
Yes

Choy
Yes

Delaney
Yes

15. Approving the Town's Charitable Donations for 2025.

Ms. Satu Oksanen reviewed the charitable donation process. She stated there were 20 organizations eligible to receive funding in the amount of \$179,300. She added the funding available was \$50,000.

Council discussed budget and the criteria. Council unanimously agreed to support Staff's recommendation.

Councilor Sundstrom moved to approve the Town's Charitable Donation Program for 2025; seconded by Vice-Mayor Delaney; motion passed.

Kuretski
Yes

Delaney
Yes

Choy
Yes

Sundstrom
Yes

REPORTS

TOWN ATTORNEY

- Council Vacancy – Mr. Baird stated he distributed a memo to Council regarding the appointment to fill the vacancy on Council. He mentioned the Charter provided Council two opportunities to discuss filling the vacancy by appointment. He added if Council could not reach a decision on who to appoint, then it would go to a special election for that seat.

REPORTS

TOWN MANAGER

- Audit – Mr. Kitzerow thanked Mr. Scott Reynolds and Staff for all their work on the audit.
- Annual Employee Award Ceremony - Mr. Kitzerow congratulated the Employee of the Year - Kevin Albone, Team of the Year – Building and Maintenance team, and Leader of the Year – Officer Diana Zeitz.
- 30 Years of Service - Mr. Kitzerow congratulated Mr. Roger Held, Director of Community Development, for his 30 years of service to the Town.
- US Highway One Bridge - Mr. Kitzerow announced that the Florida Department of Transportation (FDOT) opened all lanes of the US Highway One bridge yesterday.
- E-bike Safety - Mr. Kitzerow stated the Jupiter Police department has scheduled two e-bike safety information events on April 17th and April 24th from 5:00pm to 7:00pm, as a part of the ongoing education outreach plan. He added the Town was hosting a bike safety fest at Abacoa Community Park on May 17th.
- Centennial Celebration - Mr. Kitzerow stated the celebration continued this Friday at the historic Train Depot in Sawfish Bay Park which will have an open house and an archaeological dig for kids.
- Town Green - Mr. Kitzerow mentioned the Town Green was nearing completion and expected to open in about two weeks. He added the work for the Jupiter Police department memorial and the Town Council memorial had started.
- Connect with Council - Mr. Kitzerow stated the Connect with Council open house was scheduled for Wednesday, April 30th.
- Charitable Donations - Mr. Kitzerow thanked the Neighborhood Services team for all their work with the Charitable Donation Program.

TOWN COUNCIL – LIAISON REPORTS AND COMMENTS

COUNCILOR CHOY

- Town Departments – Councilor Choy stated she met with every department head in the Town and was proud to sit on the dais and represent the residents.

VICE-MAYOR DELANEY

- US Highway One Bridge – Vice-Mayor Delaney mentioned he was thrilled the bridge was completely open.

TOWN COUNCIL – LIAISON REPORTS AND COMMENTS

COUNCILOR SUNDSTROM

- Audit – Councilor Sundstrom thanked Finance for their efforts with the Audit, along with the Audit committee.
- E-bike Safety – Councilor Sundstrom stated she was proud of the Jupiter Police's e-bike safety program.
- District 1 Vacancy - Councilor Sundstrom specified the applicants need to be from District 1. She added additional criteria that included Community involvement, any volunteering, professional experience, an understanding of how the Town worked, some knowledge of the Town Code, an affection for the Town, and a willingness to listen and represent all residents.

Mayor Kuretski agreed with asking those only from District 1 to apply. He mentioned following the same time as the last appointment. He stated to have applicants to make their pitch in their resume or application letter on why they would be a good candidate.

Vice-Mayor Delaney agreed with everything that was stated.

Mr. Kitzerow confirmed for the advertisement that Council wanted a cover letter and a resume from District 1 residents only. He also confirmed the additional criteria included involvement in the community, professional experience, understanding how the Town worked, and showing awareness of the interoperability collaboration.

Councilor Sundstrom also asked to have the district map included in the advertisement.

MAYOR KURETSKI

- Neighborhood Grants – Mayor Kuretski asked if the two neighborhood grants that were not voted on tonight due to an ethics conflict standpoint, be brought back as two separate items to be voted on by Council. There was a consensus from Council (RD, PC, MS)
- At-Large Council – Mayor Kuretski emphasized that the Council districts were to make sure every Council member did not live in the same neighborhood and that each Council member represented the residents at-large.

TOWN COUNCIL – LIAISON REPORTS AND COMMENTS

MAYOR KURETSKI

- District Boundaries – Mayor Kuretski asked if Staff could give an update on the district boundaries. He stated that relatively 50 percent of the Town was in District 1 and 50 percent in District 2.

Council discussed the districts and possible need to change the district boundaries.

- US Highway One Bridge - Mayor Kuretski gave kudos to the FDOT on completing the bridge construction on schedule. He stated the bike lanes and sidewalks were a great amenity.
- Town Green – Mayor Kuretski asked about the parking around the Town Green.

Mr. Kitzerow stated the parking spaces around the Town Green would be open prior to the next Council meeting.

- E-bike Safety – Mayor Kuretski mentioned he appreciated the leadership the Town's Police have shown regarding e-bike safety. He added the Police department were starting to tow e-motos. He added he was thankful for the ongoing e-bike initiatives by the Police department and the Community Relations department.

ADJOURNMENT – 9:17 P.M.

Laura Cahill, Town Clerk