



**FINAL MINUTES AND AGENDA  
TOWN OF JUPITER  
TOWN COUNCIL MEETING  
TOWN COUNCIL CHAMBERS  
TUESDAY, MAY 6, 2025**

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

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

**PROCLAMATION**

1. National Police Week, May 11 – 17, 2025 and Peace Officers Memorial Day, May 15, 2025 – Chief Michael Barbera, Chief of Police.

Mayor Kuretski presented the proclamation to Police Chief Michael Barbera.

Police Chief Barbera thanked Council and the residents for their continued support.

2. Arbor Day, May 17, 2025.

Mayor Kuretski presented the proclamation to Ms. Ashley Reeves, Natural Resources Coordinator, Ms. Stephanie Thoburn, Assistant Planning and Zoning Director, and Mr. Jeffrey Buck, Senior Natural Resource Coordinator.

Ms. Thoburn thanked the Town for supporting the environment and introduced Mr. Jeffrey Buck, Senior Natural Resource Coordinator. She also invited residents and Council to the upcoming Arbor Day Event.

3. National Drinking Water Week, May 4 – May 10, 2025 - Mrs. Amanda Barnes, Director of Utilities.

Mayor Kuretski presented the proclamation to Mrs. Amanda Barnes, Director of Utilities.

Mrs. Barnes stated she was honored to accept proclamation on behalf of the Utilities Department and thanked Council for their support.

**PRESENTATION**

4. “Drop Savers” Water Conservation Poster Contest Awards.

Ms. Haley Johnson, Special Projects Coordinator, gave an overview of the Drop Savers Conservation Poster Contest and National Drinking Water Week.

Mayor Kuretski and Ms. Johnson recognized the 2025 Drop Savers Poster

### **PRESENTATION**

#### **4. “Drop Savers” Water Conservation Poster Contest Awards.**

Mayor Kuretski and Ms. Johnson recognized the 2025 Drop Savers Poster Contest winners:

Division 1 - Kindergarten & 1st grade; Emma Mears; Lyla Donham; Elaina Li.  
Division 2 - 2nd and 3rd grades; Ella Kissner; Evelyn Foy; Samantha Sheehan.  
Division 3 - 4th and 5th grades; Vivien Stankiewicz; Astrid Vasquez; Jocelyn Li.  
Division 4 - Middle School; Alice Lin; Leona Low; Peyton Lau.

#### **5. Annual overview of the Palm Beach County Commission on Ethics (COE) by Gina Levesque, Intake and Compliance Manager, Palm Beach County Commission on Ethics.**

Ms. Gina Levesque, Intake and Compliance Manager representing the Palm Beach County Commission on Ethics (PBCCOE), reviewed the annual overview and highlighted the department’s history and importance.

### **CITIZEN COMMENTS**

Ms. Jennifer Ball, resident of Chasewood Drive, asked Council if Cinquez dog park could be open earlier.

Ms. Linda Smithe, resident of Via Rio, discussed commercial recycling, proposed solar panels on the new fire stations, stormwater diversion, and single use plastics.

Mr. Pat Connors, resident of Clocktower Drive, stated that Cinquez dog park was a well-maintained park and asked if it could be opened earlier.

Mr. Wayne Posner, resident of Carina Drive, mentioned that he did not support the idea of any new bar or restaurant projects within the Town. However, he stated that he supported the Sims House obtaining a liquor license.

Mr. Eric Weitze, resident of Ocean Grande, spoke regarding beach access 46 and updating the water stations.

Mayor Kuretski said farewell to the Town Clerk, Ms. Laura Cahill. He noted that Ms. Cahill began her journey with the Town Clerk’s Department in August 2015 as an Administrative Assistant III, and it did not take long for her hard work and dedication to stand out. Four years later, she was promoted to Deputy Town Clerk, and in January 2021, she was appointed to the Town Clerk.

Throughout her tenure, Ms. Cahill brought precision, consistency, and a deep sense of responsibility to the role. Her contributions have left a lasting impact on the Town’s government, and she will be deeply missed.

Mayor Kuretski on behalf of the Town thanked Ms. Cahill for ten years of outstanding service.

## **MINUTES**

### **6. April 15, 2025 Town Council Meeting Minutes.**

Councilor Sundstrom moved to approve April 15, 2025 Town Council Meeting Minutes; seconded by Vice-Mayor Delaney; motion passed.

Kuretski  
Yes

Delaney  
Yes

Choy  
Yes

Sundstrom  
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.

- Mayor Kuretski pulled item 9.

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

Kuretski  
Yes

Delaney  
Yes

Choy  
Yes

Sundstrom  
Yes

## **PUBLIC BUSINESS**

- 7. Resolution 33-25**, Approving contracts to Betsy Lindsay, a division of Haley Ward, Inc. (WS2520A), Engenuity Group, Inc. (WS2520B), NorthStar Geomatics, Inc. (WS2520C), and Zeman Consulting Group, LLC (WS2520D) for Surveying and Mapping Services.
- 8. Resolution 35-25**, Approving a contract to Midwest Alarm Company, Inc. (dba BCI Integrated Solutions) for Nanofiltration (NF) Building Fire Alarm Panel Replacement (W2511) for an amount of \$131,772.
- 9. Resolution 48-25**, Approving the EPW 2025-19 Annual Striping contract to McShea Contracting, LLC in the amount not to exceed \$178,116.81. **MOVED TO REGULAR AGENDA**
- 10. Resolution 49-25**, Approving the fiscal year 2025 Mid-Year Budget Amendment.
- 11. Resolution 53-25**, Approving the second renewal of agreement CR 2023-001, Printing, Binding, and/or Mailing Services with Southeastern Printing Co., Inc. estimated to be in the amount of \$85,266.
- 12. Resolution 55-25**, Approving the contract award EPW 2025-14, Barracks Building Foundation Repair to A Thomas Construction, Inc. in an amount not to exceed \$217,000.

## **CONSENT AGENDA**

### **PUBLIC BUSINESS**

13. Authorizing a piggyback contract from the City of Fort Lauderdale with Tropic Fence, Inc. for removal and installation of fencing at Abacoa Community Park in the amount of \$205,953.25.
14. Approving a purchase order to Duval Ford for a Fire Command Staff vehicle for \$63,695.

## **END OF CONSENT AGENDA**

### **ITEMS REMOVED FROM CONSENT AGENDA TO REGULAR AGENDA**

9. **Resolution 48-25**, Approving the EPW 2025-19 Annual Striping contract to McShea Contracting, LLC in the amount not to exceed \$178,116.81.

Mayor Kuretski stated he supported the item *and noted that the current criteria for establishing the scope of annual re-striping does not appear to prioritize school area crosswalks. Mayor Kuretski requested that be added to the criteria and specifically requested Staff inspect the Jerry Thomas Elementary (JTE) school area crosswalks which he believed were in need of restriping. SP 5/20/25*

Mr. Roger Held, Senior Director of Community Services, said he would take a look at all crosswalks.

Councilor Choy asked Staff to look into the crosswalk at Indiantown Road and Central Boulevard.

Vice-Mayor Delaney moved to approve Resolution 48-25; seconded by Councilor Choy; motion passed.

Kuretski  
Yes

Delaney  
Yes

Choy  
Yes

Sundstrom  
Yes

## **REGULAR AGENDA**

### **PUBLIC BUSINESS**

15. Approving the Town's 2025 Neighborhood Matching Grant for Egret Cove at Maplewood in the amount of \$5,000.

Vice-Mayor Delaney stated he would abstain from voting due to residing in the neighborhood.

Councilor Sundstrom moved to approve the Town's 2025 Neighborhood Matching Grant for Egret Cove at Maplewood in the amount of \$5,000; seconded by Councilor Choy; motion passed.

Kuretski  
Yes

Delaney  
Abstained

Choy  
Yes

Sundstrom  
Yes

## **REGULAR AGENDA**

### **PUBLIC BUSINESS**

- 16. Resolution 64-25,** Authorizing the second amendment to the employment contract with Town Manager Frank J. Kitzerow.

Mr. Kitzerow excused himself from the dais. Ms. Kate Moretto, Assistant Town Manager, took his place as a representative.

Mayor Kuretski stated the contract with the Town Manager would expire on May 17, 2025, and it did not have an easy renewal provision. He noted he had brought it up under Council Reports at the March 18, 2025, meeting and was authorized to provide a letter with the intent to extend the contract. He said at that point, since the contract did not have a provision for renewal, he believed it would have to be a new contract, but could be done as an amendment per legal opinion.

Mayor Kuretski explained he requested benchmarks from 12 other municipalities and believed an adjustment to salary should be considered according to those benchmarks. He said Council was still obligated to do a performance review. He noted that normally the mayor took the lead, working with the Town Attorney to bring back an amended or new contract for the Town Manager. He stated he recommended an appropriate annual number and said it was subject to discussion and consensus of Council.

Councilor Sundstrom remembered from a previous Council meeting where Council discussed the Town Managers performance evaluation that the Human Resources Department would remind Council of the June 1<sup>st</sup> deadline each year. She suggested that Council be notified the first week of April or May and asked if that could be added to Section 14 and stated another potential option was to have an informal discussion through Council comments. She explained she liked what the Town currently had for the evaluation process and it should continue. She proposed Council comments be used to discuss bonuses or additional compensation. Councilor Sundstrom recommended adding to Section 14 that each June the Council would discuss the evaluation, which allowed the process to stay the same and keep everything on schedule.

Vice-Mayor Delaney agreed it would assist with keeping everything on schedule.

Mayor Kuretski stated that he agreed with Councilor Sundstrom Human Resources should notify Council. He said he was not sure if it needed to be included during a Town Council meeting or an internal meeting. He asked Ms. Moretto, where she recommended the suggestion be memorialized and if she thought the contract, was the correct place.

Ms. Moretto said she would defer to the Town Attorney to see if it needed to be in the contract or Council could set a simple policy for contract management evaluation.

## **REGULAR AGENDA**

### **PUBLIC BUSINESS**

- 16. Resolution 64-25,** Authorizing the second amendment to the employment contract with Town Manager Frank J. Kitzerow.

Mr. Baird stated he did not believe it should be in the contract but it was a Staff process to prepare the item and notify the Council.

Councilor Sundstrom asked for a consensus to add the process for Staff and Council unanimously agreed.

Councilor Choy suggested the contract should be extended from three to four years. She believed the four years may be more advantageous for a seasoned Council.

Mayor Kuretski mentioned he had no intention to run for Council again and was inclined to support Councilor Choy's suggestion for four years. He asked if there was a consensus and the Council unanimously agreed.

Vice-Mayor Delaney asked if the term length of the contracts for the other town managers could be added for comparison.

Mayor Kuretski stated the contract expired before the next Town Council meeting, and it would need to be approved this evening. He noted that the Council had done the housekeeping now they needed to discuss salary.

Ms. Moretto explained to Vice-Mayor Delaney that the information he requested had not been collected. She noted they could collect and update Council if so desired.

Mayor Kuretski said there was a provision in the contract where the Council could opt to terminate and also the Town Manager. He stated the Town's contract was the standard of what other municipalities use.

Mr. Baird explained there was a notice provision in Section 1 which would require a 60-day notice.

Vice-Mayor Delaney stated he understood the notice provision and inquired about the age of the term for each town manager on the spreadsheet.

Mayor Kuretski said the Human Resources Department provided 12 municipalities, which included the number of employees and town managers tenure in years and felt our Town Manager had many more leadership years in Palm Beach County than others. He thought Mr. Kitzerow was not being compensated to the level he should be and had a number in mind but was open to discussion.

## **REGULAR AGENDA**

### **PUBLIC BUSINESS**

- 16. Resolution 64-25,** Authorizing the second amendment to the employment contract with Town Manager Frank J. Kitzerow.

Vice-Mayor Delaney stated Mr. Kitzerow had leadership experience over the three years and had familiarity with the Town operations.

Councilor Sundstrom said she was thinking about population, budget, median, mean in terms of salary and agreed that Council should increase his base pay. She noted this was an executive position which needed to be treated differently and noted he was given a hefty bonus last year which spoke to the specific accomplishments of that year. Councilor Sundstrom said she wanted to focus on how they would structure compensation. She felt they should go for \$260,000 or \$275,000 and then reserve additional funding for a bonus, so it could speak to the year and the performance. She said she wanted to keep it in line with something more like Wellington.

Mayor Kuretski said he recommended a \$300,000 salary, and noted Council was making an adjustment so close to his review, and he would not be getting an additional adjustment this year. He stated his number included any adjustment that would be given in July. He asked if the Town Manager of Palm Beach went up a significant amount.

Ms. Moretto stated any adjustments made to the numbers were a correction of data and had no verification of the terms on those contracts.

Vice-Mayor Delaney agreed with the \$300,000 base salary and the four-year term.

Councilor Sundstrom said she understood that he had a track record with three of the four Council members. She stated the contract was only being renewed once for the next couple of years, so it would only be a one-time compensation bump and asked if the bonuses would then play a smaller role.

Vice-Mayor Delaney said a bonus would be at the discretion of Council and dependent on the circumstances of the Town at the time and items achieved.

Mayor Kuretski stated this year there would be no adjustment for performance review but would expect one next year and would be subject to the majority of the Council.

Councilor Sundstrom discussed the change to Section 4A from the original contract to the new contract.

Councilor Choy believed it was all in the structure that the Council ended up with. She asked if the bonus was part of what the end salary would be or was that a bonus just on performance.

## **REGULAR AGENDA**

### **PUBLIC BUSINESS**

**16. Resolution 64-25,** Authorizing the second amendment to the employment contract with Town Manager Frank J. Kitzerow.

Mayor Kuretski stated he believed the bonus had only been done twice and it was done as a consensus of the Council.

Councilor Choy asked if it was something that could go into a pension plan or was it more important to go into a monthly salary. She felt that things the Town Manager needed to accomplish in the next two years were way beyond what the Town could compensate him. She noted he had brought with him multiple professional backgrounds which lent itself to navigating and negotiating with so many leaders in Palm Beach County.

Councilor Sundstrom had a problem with \$300,000 because the other four municipalities benchmarked were very large. She felt \$275,000 or \$280,000 would still be above everyone else. She thought the others would increase but did not feel they would substantially.

Mayor Kuretski felt the Town was blessed with our Town Manager's leadership.

Vice-Mayor Delaney wanted to retain Mr. Kitzerow's services and was good with the \$300,000.

Councilor Sundstrom said she would agree with \$300,000 if there was a consensus of the Council and would be more comfortable with there being a provision in Section 4 for adjustments.

Councilor Choy said what was difficult with this analysis was that the Town's budget did not correlate with salaries and the Council needed to look at what we had here in Jupiter. She was comfortable with the \$300,000.

Councilor Sundstrom moved to approve Resolution 64-25 with the following amendments to the employment contract: revise Section 4 to set the base salary at \$300,000; amend Section 1 to change the term from three years to four years; and strike the second sentence in Section 14.; seconded by Vice-Mayor Delaney; motion passed.

Kuretski  
Yes

Delaney  
Yes

Choy  
Yes

Sundstrom  
Yes

### **REPORTS**

#### **TOWN ATTORNEY –**

- Town Clerk– Mr. Baird spoke highly of his time working alongside Ms. Cahill to include timely document retrieval and public record request management. He congratulated her on her future endeavors.

## **REPORTS**

### **TOWN MANAGER –**

- Community Relations Department – Ms. Kate Moretto said the Community Relations Department attended the Florida Municipal Communication Association (FMCA) Conference and won best in state for the communication plan for the Town's Centennial Celebration. She explained for the second year in a row each member, department and Town as a whole received the FMCA local government certificate of excellence award.
- Crosswalks – Ms. Moretto mentioned the Town completed construction on two more of the pedestrians' activated crosswalks, which made 11 total completed in Town.
- Employee Anniversaries – Ms. Moretto recognized Gary Schulze, water plant operator who celebrated 20 years of service and Sergeant Andrew Burrows of Jupiter Police Department celebrated 15 years of service.
- Employee Retirement – Ms. Moretto said the Town bid farewell to Drew Sharp of the Jupiter Police Department after serving nearly 18 years.
- Annual Water Quality Report – Ms. Moretto stated the report was available online and would be mailed to customers and residents. She said the report confirmed that the Town's drinking water was excellent and met or exceeded all state or federal quality standards.
- Town Green Project – Ms. Moretto said the new Town Green would be open next Friday and more parking would be made available.
- Playground Groundbreakings – Ms. Moretto mentioned several playground groundbreakings over the next several of weeks starting with Indian Creek Park followed by Maplewood Park.
- Jupiter U Event – Ms. Moretto said the Town would host the event at the Maltz Theatre on Thursday.
- Arbor Day Celebration – Ms. Moretto announced Saturday May 17, on the municipal campus the Town would hold an Arbor Day celebration where the Planning and Zoning Department and students from Jupiter High School would be handing out live oak saplings grown from the Cabot Oak tree at Sawfish Bay Park.

## **REPORTS**

### **TOWN MANAGER –**

- Town Clerk– Ms. Moretto thanked Ms. Cahill for her work and said it was a pleasure working with her for almost a decade.

Ms. Cahill expressed gratitude to the Town and its leadership, she stated it was a privilege to serve the community throughout her roles leading up to the position of Town Clerk. She acknowledged the Town's welcoming spirit and the invaluable opportunities for professional growth, for which she was grateful. She extended heartfelt thanks to the Town Council and staff and noted the inspiration drawn from their guidance, leadership, and collaborative efforts. Ms. Cahill gave special recognition to her team—Stephanie, Karen, and Miya—for their consistent hard work, camaraderie, and reliability. She emphasized her appreciation for their teamwork and professionalism, noting it was an honor to work alongside them. Ms. Cahill thanked her family for their unwavering love and support, she acknowledged them as a constant source of strength throughout her journey with the Town.

Councilor Sundstrom said she would miss Laura and commended her for her infinite patience, grace and professionalism during her time as Town Clerk. She said she was excited for her next chapter.

Vice-Mayor Delaney said he appreciated Ms. Cahill's helpfulness through the election process. He noted leaving to raise a family was the best part of her career as you never got the years back.

Councilor Choy said she agreed and would not have made it through the election process without her calm collective guidance during the election cycle.

Mayor Kuretski agreed with everyone and mentioned the Town Clerk has kept him on a straight path and gave guidance and reminders over the years. He mentioned the number of records requests the Clerks department manages and was grateful for her leadership and development of the Staff and said she would be missed

### **TOWN COUNCIL – LIAISON REPORTS AND COMMENTS –**

#### **MAYOR**

- Arbor Day – Mayor Kuretski asked how many saplings from the 300-year-old Cabot Oak tree would be available.

Ms. Moretto said there would be 100 saplings available.

Mayor Kuretski thanked Staff and the students for their work.

- Community Relations – Mayor Kuretski gave kudos to the department and said it was incredible to be number one in the entire state and said it should be celebrated.

**TOWN COUNCIL – LIAISON REPORTS AND COMMENTS –**  
**VICE-MAYOR DELANEY**

- Citizen Comment – Vice-Mayor Delaney mentioned the Sims house which was looking to acquire a liquor license for an adaptive reuse property. He noted the small business owner loses money by not being able to offer the full complement of liquor and wanted Council to look at the code and potentially look at making an exception for adaptive reuse.

Mayor Kuretski said he was educating himself with the potential good and bad consequences and was not yet ready to move on the request.

Councilor Choy asked why they did not have a liquor license.

Mayor Kuretski said it was not in the original agreement. He did say he was open to learning more and educating himself.

Councilor Sundstrom agreed and said she learned about the issue recently and wanted to understand the policy issues. Councilor Sundstrom noted the use was predominantly outdoors but was sensitive to help small businesses. She said overall the item would require a bit of research in terms of policy and code changes.

Mayor Kuretski mentioned he recently went to the COE and had fruitful conversation after the election.

Councilor Sundstrom mentioned the Town could make their own Code of Ethics as long as it was more stringent than the County and something the Town could look at in the future.

**ADJOURNMENT – 9:00 P.M.**

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Stephanie Proffer, Acting Town Clerk