



**FINAL MINUTES AND AGENDA
TOWN OF JUPITER
TOWN COUNCIL MEETING
TOWN COUNCIL CHAMBERS
TUESDAY, JULY 15, 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 Dan Guisinger; Councilor Malise Sundstrom; Town Manager Frank Kitzerow; Acting Town Attorney Brett Lashley; and Town Clerk Merriane Lahmeur.

PUBLIC HEARING

1. **Resolution 89-25**, Approving the Truth in Millage for the preliminary millage rate for fiscal year 2026.

Mr. Scott Reynolds, Director of Finance, gave a presentation regarding the FY26 Truth in Millage (TRIM), which included a review of the Property Valuation Increase and the Proposed Millage Rate of 2.3894 compared to the Rollback Rate of 2.2470. Mr. Reynolds recommended Council Approve Resolution 89-25 to set the TRIM at a flat millage rate of 2.3894 and set the first public hearing date for September 4, 2025.

Vice-Mayor Delaney moved to approve Resolution 89-25; seconded by Councilor Sundstrom; motion passed.

Kuretski
Yes

Delaney
Yes

Choy
Yes

Guisinger
Yes

Sundstrom
Yes

PROCLAMATION

2. Parks and Recreation Month – July 2025 – Ms. Kristin George, Director of Parks and Recreation.

Mayor Kuretski presented the proclamation to Ms. Kristen George, Director of Parks and Recreation. Ms. George thanked Council for recognizing the Parks and Recreation Department.

PRESENTATION

3. Palm Beach North Chamber of Commerce Presentation.

Mr. Noel Martinez, President & CEO of the Palm Beach North Chamber of Commerce, thanked the Town for its partnership, and introduced the launch of a new Local Business Resource Center, which is one of the Chamber's two new initiatives to support small businesses.

Ms. Caitlyn Bergman, Director of Strategic Initiatives, gave an overview of the Local Business Resource Center, a free public website that's a one-stop shop offering startup guides, licensing and zoning information, and other resources.

Ms. Sandra Marin Ruiz, Regional Director of the Small Business Development Center at Florida Atlantic University, explained that in the last five years over 3,000 hours of free professional business consulting have been provided to 188 Jupiter-based businesses. Ms. Ruiz gave an overview of the many types of services the Development Center provides.

Council Members expressed their strong support, appreciation, and interest in tracking the impact to local businesses and being able to celebrate successes.

4. Jupiter Fire Rescue Update (JFRD) update.

Deputy Fire Chief Shaw provided an update on Jupiter Fire Rescue's EMS Service Provider License, the JFRD Firefighter/EMT Sponsorship Program, and Fire Station construction. Deputy Fire Chief Shaw confirmed that JFRD remains on schedule and on budget.

Mayor Kuretski discussed Resolution 90-25, and the related improvement of traffic signalization to improve emergency responses and its significant impact on improving traffic. Deputy Fire Chief Shaw confirmed that it allowed for safe and efficient passage of emergency vehicles during emergency responses. Mr. Frank Kitzerow, Town Manager, explained that the Town was working on the synchronization of lights designed to support quicker response times while minimizing impacts on overall traffic flow.

Councilor Choy asked if there were any enhanced services that JFRD would be able to provide. Deputy Fire Chief Shaw stated that whole blood administration, ultrasound in the field, and blood analyzation would all be available on day one.

CITIZEN COMMENTS

Mr. Eric Weitze, resident of Ocean Grande Boulevard, thanked Council for their efforts to establish JFRD. He expressed concerns about the October 1, 2026, start date, and suggested coordination with Palm Beach County (County) Fire Rescue to ensure a smooth transition. He noted he contacted County Commissioner Maria Marino on June 26th requesting a joint transition period, but had not received a response.

MINUTES

5. June 17, 2025, Town Council Meeting Minutes and June 18, 2025, Town Council Workshop Meeting Minutes.

Councilor Guisinger moved to approve the June 17, 2025, Town Council Meeting Minutes, as amended, and the June 18, 2025, Town Council Workshop Meeting Minutes; seconded by Councilor Sundstrom; motion passed.

Kuretski
Yes

Delaney
Yes

Choy
Yes

Guisinger
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.

- Vice-Mayor Delaney pulled Item 17.
- Councilor Guisinger pulled Item 7.

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

Kuretski
Yes

Delaney
Yes

Choy
Yes

Guisinger
Yes

Sundstrom
Yes

PUBLIC HEARING

6. **Resolution 74-25**, *Quasi-judicial*, Smash HQ - Special Exception application for a business office exceeding 2,500 square feet, on a 2.2± acre property, located at 1251 Jupiter Park Drive, Suite 12.

PUBLIC BUSINESS

7. **Resolution 56-25**, Sawfish Bay Park approval of Work Order #40 with CGA to design a replacement seawall and new flushing channel at Sawfish Bay Park in an amount not to exceed \$257,238.16. **MOVED TO REGULAR AGENDA**
8. **Resolution 68-25**, Approving a contract to Allied Universal Corporation for Supplying Liquid Chlorine (W2604A) for an amount of \$1,546.90 per ton.
9. **Resolution 69-25**, Approving a contract to Shrieve Chemical Company, LLC for Supplying Sulfuric Acid (W2604B) for an amount of \$228.20 per ton.
10. **Resolution 70-25**, Approving a contract to Brenntag Mid-South, Inc. for Supplying Sodium Hydroxide (Caustic) (W2604C) for an amount of \$677.00 per dry ton.

11. **Resolution 71-25**, Approving a contract to Carus LLC for Supplying Corrosion Inhibitor (W2604D) for an amount of \$0.81 per pound.
12. **Resolution 72-25**, Approving a contract to Tanner Industries, Inc. for Supplying Anhydrous Ammonia (W2604G) for an amount of \$1.01 per pound.
13. **Resolution 73-25**, Approving a contract to Allied Universal Corporation for Supplying Sodium Hypochlorite (W2604H) for an amount of \$1.66 per gallon.
14. **Resolution 82-25**, Approving the award of contract for the North Pennock Lane Sidewalk and Drainage Improvements to BDI Marine Contractors, LLC. in the amount not to exceed \$568,560.
15. **Resolution 90-25**, Authorizing an Irrevocable Standby Letter of Credit through Wells Fargo relating to roadwork by the Town on an FDOT road.
16. **Resolution 92-25**, Approving the award of Contract EPW 2025-24, for Public Works Storage Building Phase II, Building B, to Ahrens Enterprises, Inc. d/b/a Ahrens Companies in an amount not to exceed \$1,098,251.00.
17. Approving Town Council Second Budget Workshop Meeting, August 13, 2025 at 6:30 PM. **MOVED TO REGULAR AGENDA**
18. Approving a purchase order to Merichem Technologies, LLC for FY2026 Reverse Osmosis Odor Control Treatment Chemicals (W2604J) for an amount of \$1.58 per pound.
19. Approving a purchase order to Village of Tequesta for reimbursement of construction and engineering services for the Dover Ditch Living Shoreline project (S2418) for an amount of \$76,057.96.
20. Approving Councilor Malise Sundstrom to be the Town's Voting Delegate at the Florida League of Cities Annual Business Meeting, August 16, 2025.

END OF CONSENT AGENDA

ITEMS REMOVED FROM CONSENT AGENDA TO REGULAR AGENDA

7. **Resolution 56-25**, Sawfish Bay Park approval of Work Order #40 with CGA to design a replacement seawall and new flushing channel at Sawfish Bay Park in an amount not to exceed \$257,238.16.

Councilor Guisinger asked if the construction of the replacement seawall was dependent on the Resilient Florida Grant (Grant) or if it was already funded under the Community Investment Program (CIP). Ms. Stephanie Thoburn, Assistant Director of Planning and Zoning, stated that it originally was not reliant on the Grant, but due to current increases in construction, additional funding from the Grant was being looked at. Councilor Guisinger and Ms. Thoburn discussed other funding options if the additional funding was not available, future closing of portions of the park during construction, and oyster beds.

Councilor Guisinger moved to approve Resolution 56-25; seconded by Vice-Mayor Delaney; motion passed.

Kuretski
Yes

Delaney
Yes

Choy
Yes

Guisinger
Yes

Sundstrom
Yes

17. Approving Town Council Second Budget Workshop Meeting, August 13, 2025 at 6:30 PM.

Vice-Mayor Delaney requested to reschedule the Workshop because he was going to be out of town. Mr. Kitzerow stated that Staff would reach out to Council to schedule a new date.

REGULAR AGENDA

PUBLIC HEARING

21. Ordinance 13-25, First Reading, Amending Chapter 20, Article V, of the Town's Municipal Code Pertaining to Backflow Prevention and Cross-Connection Control of the Town's Water System (Second Reading 8/7/25).

Ms. Amanda Barnes, Director of Utilities, gave an overview of the Ordinance and its purpose for Backflow Prevention and Cross-Connection Control of the Town's Water System. Ms. Barnes noted that the last time the Ordinance Code was updated was in 1992, and although it meets the intent of the 2014 Florida Statute update, it needed to be updated to clarify the benefits for residents and businesses. Ms. Barnes explained it also establishes a new procedure for a 90/60/30-day notice to all owners of backflow devices for recertification test dates.

Vice-Mayor Delaney asked how many backflow devices were located within the Town. Ms. Barnes stated that it varied and depended on the property and she provided examples.

Vice-Mayor Delaney asked if the Town inspected all of the backflow devices. Ms. Barnes clarified that the Town does not do inspections, and those non-residential owners are required to test and be recertified each year, and residential are every other year.

Mayor Kuretski expressed his support of the first reading of the Ordinance. He noted there was some confusion about the cost impacts to the public. He would like to see a dashboard for inspections and findings as a way for the Town to look out for the average resident.

Ms. Barnes discussed how double check valves can be installed above the ground or buried in boxes below the ground. She noted that those in Abacoa that were buried in the ground have had the most issues. Mayor Kuretski noted the Town should be advertising to the Homeowner Associations (HOAs) and the public about not burying devices.

Mayor Kuretski said he would like to have more information as a way to be able to find more efficient ways to correct and help HOAs be more cost-efficient. Ms. Barnes discussed the history of Water Service Agreements with HOAs and individual owners related to backflow devices.

Councilor Sundstrom agreed with the Mayor's suggestion. She noted she lives in Abacoa, and her HOA tests every other year, and that she was only notified if there was a problem. She stated she would share the information with her HOA, and believed the Town should share the information with all of Abacoa, so homeowners are prepared and there is an awareness.

Councilor Sundstrom said she noticed several items in the Ordinance were unique to the Town and not required in the Florida Statutes, such as the 90/60/30-day notice; the authority and flexibility for determinations to be brought to the Town Manager; and for appeals to go to Council. Ms. Barnes confirmed.

Councilor Choy asked how the Town would help educate the residents. Ms. Barnes said once the Ordinance was approved, the Town's website would be updated; Community Relations would send out communications to residents; and the Program within the Development Guide would be updated.

Councilor Choy asked at what point would water be shut off. Ms. Barnes stated residents would be notified 90/60/30-days before the certification deadline and then fifteen days after the certification deadline, if no action is taken, then water would be shut off. She said the Town does not want to shut off water and would work to try to prevent it, but the Town had an obligation to report to the State and an obligation to keep the Town's water safe.

Vice-Mayor Delaney asked if there was a mechanism for financial difficulty. Ms. Barnes said if needed, the Town could work with the residents. She said she knew of programs that provide assistance and would look into it.

Councilor Guisinger asked how a resident would know that their backflow devices were not functioning properly. Ms. Barnes stated the resident would not know until certification and the device was tested. She noted there are times when the Town does meter maintenance and catches problems. Councilor Guisinger asked if it presented a risk to the water system. Ms. Barnes said any backflow system not functioning properly presents a risk, but the Florida Statutes say every other year, and the Department of Environmental Protection (DEP) came up with that determination.

The Title was read by Mr. Lashley, Acting Town Attorney.

Vice-Mayor Delaney moved to approve Ordinance 13-25, First Reading; seconded by Councilor Sundstrom; motion passed.

Kuretski
Yes

Delaney
Yes

Choy
Yes

Guisinger
Yes

Sundstrom
Yes

ROUNDTABLE

22. Discussion of the Parks and Recreation Athletic Facility Usage Policy and Proposed Fee Schedule.

Mr. Adam Magun, Executive Director of Jupiter Tequesta Athletic Association (JTAA), spoke on facilities fees, travels sports and recreational fees and how they are associated with non-residential fees. He asked the Council to further review. Mr. Magun stated JTAA requests 30 to 45 permits annually, and the permitting process is very cumbersome. He would like to revisit the issue with Staff and compromise to still provide an excellent experience for the greater Jupiter. Mr. Magun asked that there be a pause to the fees so there could be continued discussion.

Mayor Kuretski asked if JTAA had merged with Palm Beach Gardens Youth Athletic League. Mr. Magun confirmed that they had not. Mayor Kuretski explained the Council would not pause tonight due to it only being a Roundtable discussion.

Ms. George started the Parks and Recreation Athletic Facility Usage Policy and Proposed Fee Schedule presentation. Ms. George stated the Policy was a Strategic Initiative that was identified in the current Strategic Plan. Ms. George gave a recap of the prior Roundtable discussion in 2024 and the key takeaways.

Mayor Kuretski stated the Town has always been grateful to have a partnership with JTAA. He stated that the parks are dated and were built on impact fees, and are falling behind on maintenance because fees have not been charged as others do. Mayor Kuretski gave an overview of the North County Park and placement in Palm Beach Gardens (Gardens), which is now being used by members of the public for benchmarking.

Mayor Kuretski spoke about a 2024 Memorandum from Ms. George, which provided answers to questions asked by the Council related to JTAA, Fees implemented by Gardens and parks.

Vice-Mayor Delaney noted that he had brought this issue up as a Strategic Initiative because of the outdated policy/system without the impact fees, and the desire to not burden residents or double charge them.

Ms. George stated the purpose of the policy was to provide a fair and equitable process for the use of the Town's facilities, while prioritizing resident usage. Ms. George noted other communities were looked at and benchmarked to ensure consistency.

Ms. George went on to discuss points for consideration during the Roundtable, and then began the presentation on the Proposed Athletic Facility Usage Policy Allocation Tiers.

Mayor Kuretski disclosed for transparency he had family members who participated in four of the categories. Mayor Kuretski wanted to ensure there was a distinction between travel sports and tournaments. Ms. George confirmed travel sports were considered separate from tournaments.

Ms. George continued with an overview of the Proposed Fee Structure categories and examples of same. Ms. George explained that for Seasonal Recreational Youth Sports there would be a residency discount (fee waived) if a seasonal sport comprised of fifty percent or greater of incorporated Town of Jupiter residents.

Mayor Kuretski stated JTAA had always had to indicate where people lived as an obligation to the Town, and a practical method would be to charge a non-resident participant registration fee that would go directly to the Town. He thought this would be the cleanest way to ensure the residents are not being burdened.

Councilor Guisinger asked if JTAA was collecting a fee. Ms. George explained that JTAA collects a fee from each participant for their programs, which range from \$150 to \$300, and does not come to the Town.

Councilor Sundstrom noted that this was an Administrative Policy and not a Council Policy, making it flexible. She said there may be tweaks made by Staff afterwards, but the Council was very interested. Ms. George confirmed. Councilor Sundstrom asked if she was right by saying there was no resident who was unable to play a sport in Jupiter due to waitlists. Ms. George confirmed.

Councilor Sundstrom spoke of nuances due to complimentary programs and explained that some sports may never get to fifty percent for the discount/incentive. She explained that the County was looking at fees. She noted that ninety-five percent of field space used in Jupiter was used by JTAA and asked if JTAA paid a fee to use County facilities. Ms. George said it was her understanding that they did not.

Councilor Sundstrom had concerns with the consistent application of the policy. She noted it was about finances and having a sustainable model that meets the needs and desires of residents and non-residents.

Mayor Kuretski also noted that the County was looking at establishing fees, and he understood the concerns of JTAA. Mayor Kuretski stated he would like something implemented this fall season or a transition into it. Mayor Kuretski was not in favor of the fifty percent waiver incentive, and he thought the registration fee would be the easiest to implement and would not be double taxing residents.

Ms. George continued to present on the impacts to Interlocal Agreements. Mayor Kuretski inquired about JTAA's request for help in the way their Interlocal Agreement works with the School Board. There was discussion on the charges paid by JTAA to the School Board. Councilor Sundstrom spoke about the importance to the community of having JTAA succeed, and would like the Town to assist on this issue if opportunities present themselves.

Ms. George continued to review the proposed fee structure for Seasonal/ Competitive/ Travel Youth Sports and other Athletic League Providers, and related examples. Ms. George stated that the Department felt the fees were reasonable and benchmarked with what other municipalities were charging.

Ms. George gave an overview of fees for One-Time, Miscellaneous Uses, Special Uses, and related examples. Ms. George then reviewed the proposed tournament fee structure. She explained the services provided related to tournaments.

Mayor Kuretski and Ms. George discussed birthday parties and use of facilities. Mayor Kuretski also noted that the Gardens has a laundry list of items that they are charging for when it comes to tournaments.

Councilor Sundstrom noted that the Town may lose some tournaments due to the implementation of fees, but it may free up space for families who may not have otherwise had the opportunity to use the facilities.

Councilor Choy inquired about the usage of facilities by tournaments and the costs. Ms. George gave an overview of the usage and resources utilized. Vice-Mayor Delaney noted that with tournaments there is a lot of wear and tear on the facilities.

Mayor Kuretski wanted to ensure they were cognizant of the impact on Staff, and all that has to take place for tournaments. Ms. George noted as an example that when JTAA host tournaments, they provide services that the Town is not able to. Mayor Kuretski noted that these types of services could be taken into account to offset some of the possible charges.

Ms. George stated that the overall estimated FY26 projection is \$55,000 in revenue, which was included in the most recent operating budget presentation. Ms. George believes that this revenue would help offset costs with maintenance, equipment and Staff hours, and would help ensure that the facilities are top notch when the community comes out to use them.

Mayor Kuretski discussed tournaments and the ability for the Town Manager to have authority to override the fees as long as it was for a higher-level economic benefit and for the greater good. Counselor Sundstrom concurred.

Ms. George went over the next steps in the process. She noted that PR 1.0 the Official Athletic Facility Usage Policy and Fee Schedule is requested to be an Administrative Policy, which will allow the Department to make changes as the policy is implemented. The Department will be asking for feedback from JTAA, and would like to implement the policy with the 2025-2026 winter season.

Mayor Kuretski summarized his position on the policy and possible options. He stated he would like it to start with nonresidents who register paying a fee. He believed this way would be clean and fair to the Town residents.

Vice-Mayor Delaney stated he believed the fifty percent was an abrupt cutoff, and he thought a tier/ratio could be done.

Councilor Sundstrom stated that it may take some experimentation and there is a need to keep it clean and as simple as possible. She noted that there will need to be an education component for nonresidents.

Councilor Choy concurred, the cleaner the better, and noted a fee has to be charged.

Council requested weekly updates and wanted to look at all opportunities for improvement, such as permitting and possible streamlining of processes. Councilor Sundstrom requested updates on the educational plans and discussions with community partners.

Ms. George confirmed she had the direction from Council. She thanked Derek Harse, Recreation Supervisor, who had been working on this process since 2021.

REPORTS

ACTING TOWN ATTORNEY

- Senate Bill 180 – Mr. Lashley stated that the legislation had been signed into law, and Jones Foster would provide a comprehensive memorandum on the bill and the implications to the Town. Mr. Lashley explained that the bill was a disaster relief bill that put restrictions on municipalities regarding certain properties that have been damaged by hurricanes.

TOWN MANAGER

- Parks and Recreation – Mr. Kitzerow thanked the Staff for all of the work that they do, as well as their work on the new policy.
- U.S. 1 Bridge Closure – Mr. Kitzerow stated the U.S. 1 Bridge was going to be closed to motorist, cyclist, and pedestrians from 11:00 p.m. on Friday, July 25, to 6:00 a.m. on Monday, July 28, so that the construction team could perform testing on the bridge.
- Upcoming Events – Mr. Kitzerow reminded everyone of the following events:
 - Friday, July 25, from 9:00 a.m. to 10:30 a.m. Connect with Council.
 - Tuesday, August 5, the annual National Night Out.
 - Wednesday, July 26, Staff will meet with the Inspector from the Federal Railway Administration (FRA) for the implementation of a Quiet Zone in the Town.
- Utilities Department – Mr. Kitzerow congratulated the Department on winning another pair of awards – Florida Stormwater Association Outstanding Achievement Award and the Utility of the Future Today Recognition.
- Top Dog Beach – Mr. Kitzerow stated that U.S. Today had named Jupiter's Dog Beach as the top dog friendly beach in the U.S.

- Playgrounds Construction Update – Mr. Kitzerow provide updates and dates for the completion/opening of the following playgrounds, which are currently being renovated:
 - Maplewood Park with a tentative ribbon cutting on Saturday, August 9.
 - Indian Creek Park with a tentative ribbon cutting on Saturday, August 23.
 - Jupiter Community Park with a tentative ribbon cutting on Saturday, September 6.

TOWN COUNCIL – LIAISON REPORTS AND COMMENTS

COUNCILOR CHOY

- Parks and Recreation – Councilor Choy thanked everyone for all of their hard work.
- Palm Beach North Chamber of Commerce – Councilor Choy was appreciative of the Chamber's presentation and was looking forward to focusing on Jupiter's small businesses.

VICE-MAYOR DELANEY

- Presentations – Vice-Mayor Delaney noted that the presentations were great, and also stated it was nice to drive around Jupiter and see all of the parks going up.
- Fire Stations – Vice-Mayor Delaney stated he visits the sites often, and there are great things happening in Jupiter.

COUNCILOR SUNDSTROM

- Palm Beach County League of Cities – Councilor Sundstrom noted the Executive Director, Richard Radcliff, was stepping down.
- Transportation Master Plan – Councilor Sundstrom stated that there is an opportunity for public input and a new contractor is working on the plan and it is in the very beginning stages.
- Water Resources Task Force – Councilor Sundstrom stated the Loxahatchee River District for the last two months has had really low flows, and she may request a meeting.

COUNCILOR GUISINGER

- Parks & Recreation & Utilities – Councilor Guisinger recognized both Departments for their recent awards and recognition.
- Charter Neighborhood Coalition Meeting – Council Guisinger thanked Staff and the phenomenal job they did in updating the community and noted how well attended it was by residents.

Mayor

- Stormwater Utility – Mayor Kuretski asked Staff to provide an updated copy of the monthly system inspection procedure. He noted it was important to keep an eye

on the key chokepoints to ensure they are maintained properly in case we have an event during hurricane season.

- Quiet Zone – Mayor Kuretski expressed interest in the results of the FRA inspection for the Town's Quiet Zone, and acknowledged possible hurdles and delays.
- Impact Fees – Mayor Kuretski asked for a Stet News article to be circulated to the Council. Mayor Kuretski explained that the article provided an update on the ongoing issue between the County and Gardens on impact fees. Mayor Kuretski asked for the Town Staff to check with the County regarding Donald Ross Road, which has been significantly impacted by Gardens development.

Mayor Kuretski explained the County Transportation Plan. Mayor Kuretski said he would like a list of all of the Town's transportation needs to provide input to the County.

There was discussion regarding the Town line on Donald Ross Road. Councilor Sundstrom noted it was important to look at the whole picture for Donald Ross Road.

Mayor Kuretski asked for an update from the Town Attorney on the impact fee issue or the 2023 state legislation and its impacts.

- Playgrounds - Mayor Kuretski said he would like to see the installation and removal procedures for the shade structures.

ADJOURNMENT – 9:35 P.M.

Merriane Lahmeur, Town Clerk