



**FINAL MINUTES AND AGENDA
TOWN OF JUPITER
COMMUNITY REDEVELOPMENT AGENCY (CRA) MEETING
COUNCIL CHAMBERS
THURSDAY, AUGUST 21, 2025**

Chair Jim Kuretski called the meeting to order at 6:00 P.M.

Roll Call: Chair Jim Kuretski; Vice-Chair Ron Delaney; Commissioner Phyllis Choy; Commissioner Dan Guisinger; Commissioner Malise Sundstrom; Executive Director Frank Kitzerow; Assistant Commission Attorney Brett Lashley and Board Clerk Merriane Lahmeur.

MINUTES

1. April 15, 2025, CRA Meeting Minutes.

Vice-Chair Delaney moved to approve the April 15, 2025, CRA Meeting Minutes; seconded by Commissioner Sundstrom; motion passed.

Kuretski	Delaney	Choy	Guisinger	Sundstrom
Yes	Yes	Yes	Yes	Yes

REGULAR AGENDA

PUBLIC BUSINESS

2. Presentation - CRA Fiscal Year 2026 Operating Budget/Community Investment Program.

Mr. Scott Reynolds, Director of Finance, provided a presentation that included Proposed Revenue, Expenditures, and a summary of the proposed Fiscal Year 2025/2026 Operating Budget. He then presented an overview of the Proposed CRA Community Investment Plan (CIP), which included the following CRA CIP Projects: the Riverwalk Living Shoreline and Stabilization, Love Street Sidewalk Construction, Piatt Place Park and Environmental Improvements. He additionally provided an overview of the CRA cash flow analysis.

Commissioner Sundstrom asked about the status of securing easements for the Love Street Project. Ms. Stephanie Thoburn, Assistant Director of Planning and Zoning, stated the Town had obtained four of the seven easements, with three more to finalize, and explained the process was lengthy.

Commissioner Choy asked if the kayak launches under Piatt Place had been removed and whether they would be replaced. Ms. Thoburn responded that a new site plan would be brought forward by the end of the year.

Commissioner Choy also asked for clarification on parking and other revenues under cash flow. Mr. Reynolds stated that those revenues were interest earnings.

Vice-Chair Delaney asked whether the Love Street Sidewalk would be constructed of pavers or concrete. Ms. Thoburn stated it would be concrete.

Chair Kuretski asked if the intention for the Living Shoreline was to complete the work in phases each year. Ms. Thoburn explained that the project was phased due to erosion issues. Chair Kuretski clarified that in 2026 work would be completed, funding would be consumed and we would keep moving along. Ms. Thoburn stated the permitting process would take about a year, and staff sought to combine projects under a single bid invitation to achieve cost savings. Chair Kuretski asked if Ms. Thoburn was the project manager for the project and if she would be the one putting the contracts together, and Ms. Thoburn confirmed she was but that she would also be working with Engineering and the Town Attorney on the contracts.

Chair Kuretski noted that a major CRA Plan update had been completed prior to the current members' service, which included the Piatt Place Park Project. He asked for proposed policy guidance in terms of planning for grants, including rolling projects to the next year if grant funding was not received. He suggested the policy practice should be to set a number for the grant that would be pursued and reduce the CRA funding accordingly. He noted that the Piatt Place Project could proceed with permitting, but it may need to be pushed back another year for funding.

Commissioner Sundstrom asked what was expected in terms of the policy for grant funding, and specifically what was expected for grants for the Piatt Place Project. Ms. Thoburn stated that Phase One was submitted for a fifty percent FIND grant, and once through permitting, the Town would submit for a Phase Two grant for implementation. She explained that environmental permitting could take up to a year.

Commissioner Sundstrom noted that some projects maybe be able to move forward regardless of grant funding, while others may wait for grant funding, and asked the Chair if they should distinguish between those. Chair Kuretski noted it is always the Commission's decision whether to proceed with or without a grant. As a practice, it would be helpful to know if a grant is possible, and if not received, the Commission could then decide whether to proceed.

Commissioner Sundstrom asked what that would mean for Staff when not all projects depend on grants. Mr. Reynolds noted that staff brings forward projects that are considered part of the Strategic Initiative (SI) that the Commission would like to see, and grants are not considered at that point but later when feasible. Mr. Reynolds noted that the grant funding could be noted, but then the question would be was the project reliant upon the grant or the SI of the Town.

Chair Kuretski emphasized that while SI projects are important, they may still be contingent upon grants. He asked that budget sheets reflect anticipated grants as to be determined (TBD), with Staff bringing items back to the Commission if no grant is awarded. Mr. Reynolds confirmed that Staff would identify potential grant funding as part of the funding plan and return to the Commission if funding was not secured.

Mr. Kitzerow, Executive Director, noted that SI projects come from Commission direction. He asked for confirmation that the Commission would provide a Strategic Initiative, and it would be classified that if you find a grant, the Commission would like to pursue, however, it does not reach the same level as the other Strategic Priorities that don't require a grant. He suggested the Commission prioritize among the fifty projects, and note which ones they would like to do contingent upon a grant. Chair Kuretski stressed the importance of exhausting all funding options.

Commissioner Sundstrom noted more grant information would be helpful. She was not prepared to support a blanket policy due to many variables. She noted Piatt Place appeared more grant dependent and agreed it was appropriate to delay that project by a year. Vice-Chair Delaney agreed in delaying this project, stating the project was not a high priority, but he opposed a blanket policy. Chair Kuretski clarified that the project would return to the Commission before a second grant application. Commissioner Sundstrom asked if this meant the project would be delayed a year. Chair Kuretski confirmed, stating it would be delayed one year, with grant funding listed as TBD, thereby reducing the general revenue requirement.

Commissioner Sundstrom noted the Commission retains flexibility to change their direction on initiatives.

Mr. Kitzerow clarified that project funds would be available only up to a certain level, and once those are expended, the project would stop and come back to the Commission once grant funding was secured to be able to utilize the grant. Chair Kuretski stated that is not necessarily the case, as amendments can be made during the current cycle and revisited in a year.

Commissioners Sundstrom and Choy expressed agreement.

Commissioner Guisinger asked if this approach would serve as a policy moving forward and whether a threshold dollar amount should be established. Chair Kuretski noted that he didn't know why the possible grant amounts wouldn't be included as TBD in the standard line items, so that it would at least come back so that a decision could be made whether to defer or put more money towards the project. He also noted he would not support approving a CIP that relies on General Funds while expecting grant funding. He emphasized it could be looked at case-by-case.

REPORTS

COMMISSION ATTORNEY – NONE

EXECUTIVE DIRECTOR – NONE

COMMISSIONER'S COMMENTS – NONE

ADJOURNEMENT – 6:37 P.M.

Merriane Lahmeur, Board Clerk