

**MINUTES
TOWN OF JUPITER ISLAND
TOWN COMMISSION MEETING
WEDNESDAY, OCTOBER 29, 2025**

TIME: Wednesday, October 29, 2025 – 9:00 AM
PLACE: Town Hall Island Room – 2 Bridge Rd., Hobe Sound, FL
PRESENT: Present were Mayor Penny Townsend, Vice Mayor Anne Scott, and Commissioners Marshall Field, Patricia Warner and Joseph Taddeo. Also present were Town Manager Robert Garlo, Town Clerk Kimberly Kogos, Town Attorney Thomas Baird and IT Director Bill Sutton.

PLEDGE OF ALLEGIANCE

CALL TO ORDER AND ROLL CALL

Mayor Townsend called the meeting to order and read the Town Vision Statement.

AGENDA APPROVAL AND COMMENTS*

A. Mayor/Commissioner Comments

a. Town Coffee Update

Commissioner Warner reviewed the Town Coffee meeting discussion including: food collection program, e-bikes, beach erosion, comprehensive plan review, property tax reform, etc.

b. Commissioner Comments

Commissioner Field announced his absence in November and requested remote participation. The Town Commission agreed.

c. Agenda Approval

Mayor Townsend requested reordering the agenda, placing the Lethal Yellowing item after the Comprehensive Plan item.

MOTION: *Vice Mayor Scott/Commissioner Taddeo moved to amend the agenda order of the speakers.*

ACTION: *Motion Passed 5-0.*

The Town Commission meeting will recess at approximately 12:00pm (noon) to conduct a closed-door Attorney Client Session in the Town Hall Conference Room, which is estimated to last approximately one hour, but may continue as long as necessary to conduct required business. The Town Commission will reconvene once the Attorney Client Session has adjourned.

B. Public Comment

There were none.

Public Comment is an opportunity for the Mayor and Town Commissioners to listen to any issue(s) of importance to you. Public Comment is offered at the beginning of our meetings, in the event attendees cannot stay in chamber for the agenda item or meeting duration. If you elect to address an item on

today's agenda during opening Public Comment, we ask that you please refrain from re-addressing the item during Public Comment at the agenda item. Residents also may submit comments, at any time, to the Mayor and Commissioners into the public record: THMail@tji.martin.fl.us. (Please email Public Comment at least one business day prior to the meeting to ensure timely distribution to the Mayor and Commissioners.)

The Town Commission will recess at approximately (or as reasonably close to the time as possible) 10:30am, 12:00pm, and shortly before the conclusion of the meeting – timing dependent on the meeting's length – in order to review any public comments submitted during the meeting. All comments received will be read into the record following each scheduled recess.

CONSENT ITEMS

1. Consent Agenda

MOTION: *Commissioner Taddeo/Commissioner Warner moved to approve the consent agenda as presented.*
ACTION: *Motion Passed 5-0.*

Category A- To be reviewed and approved (as is or as edited) by the Town Commission

- a. Minutes of the September 16, 2025, Town Commission Meeting
- b. Minutes of September 16, 2025, 1st Budget Hearing – General Fund
- c. Minutes of September 19, 2025, 2nd Budget Hearing — General Fund
- d. Disposal of Property

Category B- Other Informational Materials (No Action Required)

- a. Minutes of August 7, 2025, Impact Review Committee Meeting

PRIORITY MATTERS AND PRESENTATIONS

2. Guest Speakers

- a. Supervisor of Elections — Vicki Davis*

Vice Mayor Scott introduced Martin County Supervisor of Election Vicki Davis. Supervisor Davis introduced her staff, Kherri Anderson Chief Deputy, and Vera Howe interning in the office working on her capstone project. Supervisor Davis provided background information celebrating 100 years of Democracy in Martin County. Ms. Anderson provided information regarding the campaign to educate voters, focusing on the youth and future voters, use of electronic message boards, and the "Adopt a Precinct" program. She reviewed the "Notice of Elections" dates and deadlines. Ms. Howe explained the tour program that she has initiated. Supervisor Davis summarized the presentation and highlighted that drivers' licenses will have a new number (per state mandate) and encouraged voters to call the office and update their driver's license number as the license is renewed.

Town Manager Garlo asked about law enforcement officers in the polling area on voting day. Ms. Davis confirmed that law enforcement are allowed to enter with their carry to vote but should not be within 150' of the polling area during the voting day.

b. Lethal Yellowing/Lethal Bronzing – Dr. Brian Bahder

1. Dr. Bahder Presentation*

This item was heard following agenda item # 3.

Town Manager Garlo explained Ordinance 118 and some inconsistencies, including historical threat of incarceration in the local jail.

Director Duchock introduced Dr. Brian Bahder and provided criteria. Dr. Bahder stated that lethal yellowing

has almost all but disappeared while lethal bronzing is still a problem. He provided historical information of both diseases and displayed photographs of both diseases in action. He noted that the primary host for lethal bronzing is cabbage palms and phoenix/date palms (21 total palm species are affected, along with sod, especially St. Augustine) and is widespread with great economic impact. He highlighted that the infection is always lethal.

Mayor Townsend was excused at 10:15 AM and passed the gavel to Vice Mayor Scott.

Dr. Bahder provided potential mitigation methods that affect the insect before the disease is injected and spread within the palm trees. He noted that the insect is primarily found in moist areas and around leaky sprinkler heads. He added that late summer is the best time to inoculate against lethal bronzing. He commented that the area is generally protected by natural areas that are not conducive to the insect, rather they prefer grassy areas with high numbers of palm trees.

Commissioner Taddeo asked what Dr. Bahder would recommend for the Town. Dr. Bahder stated the most important is to know the infection level of the surrounding area and understand the vector population in the community. He recommended using sticky traps to survey and monitor the vector population as an initial step.

Vice Mayor Scott summarized by stating that they are now aware of a potential problem and suggested Dr. Bahder work with staff to identify any risk and potentially eliminate any new plantings of cabbage and phoenix/date palms. The Town Commission asked staff to bring a draft ordinance for 1st reading.

Commissioner Field suggested staff work with Dr. Bahder for an ongoing solution for lethal yellowing and lethal bronzing, along with Ordinance 118.

2. ORD 118 Consideration

Town Manager Garlo spoke regarding Ordinance 118 and noted that this ordinance needs to be rescinded. Town Manager Garlo reiterated the Commission must decide eventually whether to continue incurring the cost of thrice-yearly Lethal Yellowing inoculations on private property.

There was consensus for the Town Manager/staff to work with Dr. Bahder to create an ongoing plan.

3. Comprehensive Plan Survey Questions and Timeline Review – Kimley Horn

This item was heard before agenda item #2b.

Director Duchock introduced Ms. Ali Palmer of Kimley Horn to review the draft comprehensive plan along with the sample survey questions requested by the Town Commission.

Ms. Palmer reviewed the timeline with the goal to confirm specific dates. Mayor Townsend stated that

she, staff and the Town Commission had read the draft plan and noted that comments have not been included at this time. She explained that the timeline will not be workable as the draft is not acceptable at this time. She expressed her disappointment of the first draft stating that it seems the draft plan is geared toward a town that approves of high rises, not customized for Jupiter Island. Commissioner Field agreed stating that the draft reads as a boiler plate plan used for multiple communities, not toward the Town individually. The Commission jointly agreed that the consulting firm does not seem to understand the Town's vision and concerns. Commissioner Field requested a redraft for the November meeting and suggested a new firm and starting over if the redraft does not meet expectations. It was agreed that the survey questions are not representative of the Town either. Commissioner Field summarized that the town is interested in preserving what the Town has, not in expanding and growing. Town Manager Garlo expressed concerns regarding increased pressures including growth, traffic, development, etc. and the comprehensive plan should address those concerns by incorporating protections against those pressures. The Town Commission collectively agreed that the current Comprehensive Plan should be used as the template and edited to incorporate the protections discussed.

Ms. Palmer apologized to the Town Commission and stated that her firm will work with staff to move forward and bring a new draft next month.

Town Manager Garlo confirmed that the timeline is not workable, and the LPA meeting is not ready to be scheduled at this time.

Public Comment:

There were none.

COMMISSION ACTION ITEMS

4. Resolution No. 945 – Amending Building Department Fee Schedule

The Town Commission recessed at 10:50 AM for a short break.

The Town Commission reconvened at 11:00 AM.

Director Harding explained Resolution No. 945 and noted the legal requirement to post fees; the schedule removes fees for discontinued boards, adds a Development Review Board fee, and increases the subdivision fee as the Town now handles subdivision review, with all other fees unchanged.

MOTION: *Commissioner Warner/Commissioner Taddeo moved to approve Resolution No. 945 as presented.*

ACTION: *Motion Passed 3-0; Commissioner Field and Mayor Townsend were absent and did not vote.*

5. Resolution No. 946 — Approving Amendment to Retirement Plans

Director Pazanski explained Resolution No. 946, proposing two amendments to the retirement plans: include overtime pay in pensionable compensation and reduce the normal retirement age from 65 to 62. The estimated FY 2025 cost of adding overtime for approximately 60 employees was about \$14,500 (roughly \$200–\$240 per employee), with a ten-year average of about \$9,000 annually. Director Pazanski noted minimal fiscal impact from the age change due to expected attrition and stated the amendments align with the new public safety plan.

MOTION: *Commissioner Taddeo/Commissioner Field moved to Approve Resolution No. 946 as*

presented.

ACTION: Motion Passed 4-0; Mayor Townsend absent for vote.

6. Spending Authorizations

a. Public Safety Vehicles (3)

Chief Ewing requested spending authorization to purchase three replacement patrol cars, including upfitting, totaling \$189,104.30. The base vehicle cost was approximately \$44,006 per car, and upfitting was \$18,004 per car.

Mayor Townsend returned to the meeting at 11:07 AM.

MOTION: Vice Mayor Scott/Commissioner Warner moved to approve spending authorization for three (3) Public Safety vehicles in the amount of \$189,489.30.

ACTION: Motion Passed 5-0.

b. Public Works Frontend Loader

Director Duchock explained the request for spending authorization and confirmed it was budgeted for FY 2025–26. Director Duchock and Commissioner Field discussed de-acquisition of the rusted unit, limited interim use, a 6-to-8-month delivery window, weekly operational need, new attachments due to incompatibility, and disposal via auction.

MOTION: Vice Mayor Scott/Commissioner Taddeo moved to approve spending authorization of \$121,252.00 for a Public Works frontend loader.

ACTION: Motion Passed 5-0.

c. Public Works Three-Quarter-Ton Pick Up Truck

Director Duchock explained the spending request to replace the heavily used F-250, noting rising maintenance costs and a rebuild estimate of about \$30,000 approaching replacement value. Staff obtained three contract quotes for a 2026 Dodge 2500 and recommended the lowest FSA price of \$44,813. The purchase was included in the budget.

Commissioner Field suggested mainstreaming brand and review the acquisition process for value add.

MOTION: Vice Mayor Scott/Commissioner Taddeo moved to approve spending authorization in the amount of \$44,813.00 for a three-quarter-ton Pick-up Truck.

ACTION: Motion Passed 5-0.

d. Public Works — Coastal Waste, Inc.

Director Duchock explained the spending request pertaining to brush disposal services. Staff compared Coastal Waste, Martin County Solid Waste, and the Solid Waste Authority of Palm Beach County. Coastal Waste remained most cost-effective due to proximity despite a higher per-ton rate. The request was up to \$50,000 on an as-needed basis.

MOTION: Vice Mayor Scott/Commissioner Field moved to approve spending up to \$50,000 for Coastal Waste, Inc.

ACTION: Motion Passed 5-0.

e. AGW Capital Advisors

Town Manager Garlo stated that he suggested an RFP but explained that the past chair of the pension

board suggested remaining with AGW as they conduct 1-on-1 meetings with staff and felt the relationships has great value.

Director Pazanski requested continuing AGW Capital Advisors for pension and retirement plan consulting. AGW was selected via a 2012 RFQ and meets quarterly with committees and employees, providing analyses and fee reviews.

MOTION: *Vice Mayor Scott/Commissioner Taddeo moved to approve continued engagement of AGW Capital Advisors in the amount of \$77,000.*

ACTION: *Motion Passed 5-0.*

7. Ordinance No. 408 – Amending Town Code regarding Criteria for Variances – 1st Reading
Town Attorney Baird read Ordinance No. 408 by title.

Mayor Townsend stated that this ordinance has been before the commission multiple times; this ordinance was requested by the Town Commission.

Commissioner Scott expressed concern that the ordinance should be 10 separate ordinances for 10 different areas of regulation. Mayor Townsend stated that the individual areas of regulation were discussed at prior commission meetings.

Commissioner Field suggested approving today and taking up areas of adjustment later.

Mayor Townsend asked why page 7, item 7b on docks, dunes, and crossovers still read “unless approved by the BOA” and requested “Development Review Board” instead. She also noted the fill depth was corrected to four feet as previously voted and asked staff to reconcile page 10 where F gives sign variance approval to the Town Commission while B assigns sign area to the Development Review board. Town Attorney Baird agreed to make the language consistent before the next reading.

Vice Mayor Scott requested the Development Review Board include explicit findings with each variance.

MOTION: *Commissioner Field/Commissioner Taddeo moved to approve Ordinance No. 408 on 1st reading with edits*

ACTION: *Motion 4-1; Vice Mayor Scott dissenting.*

8. Ordinance No. 413 – Designating an Administrative Official to Approve Plats and Replats – 1st Reading

Town Manager Garlo explained this ordinance was brought forward based on state mandate. It also included the fact that the Town Manager brings forth all administrative approvals. He noted that 404 SB was approved. He explained that the state mandate was approved via resolution and is now bringing an ordinance for codification purposes. Mayor Townsend further explained the item returned as an ordinance to place the process in the Town Code and stated commission discretion is minimal unless the LDRs are tightened. If a subdivision application meets the LDR criteria, it cannot be denied.

Town Attorney Baird read Ordinance No. 413 by title only.

MOTION: *Commissioner Field/Commissioner Taddeo moved to approve Ordinance no. 413 on 1st reading as presented.*

ACTION: *Motion Passed 5-0.*

ADDITIONAL COMMISSION MATTERS

9. Remote Participation Update

Town Manager Garlo explained that the Commission had discussed this topic many times. He explained that the new platform will provide a chat box for public comment during the meeting. Director Sutton provided a demonstration of the new platform for the commission.

Commissioner Field expressed concern regarding potential delays. It was suggested to include instructions to add a disclaimer regarding such. Town Manager Garlo confirmed an educational campaign will occur as well for residents.

The Town Commission agreed this is a positive step forward.

10. Private Road Construction and Maintenance Standards Discussion*

Director Harding reported the code did not address private roads and recommended adding standards in Article V by adopting Martin County and Town road standards for private roads, not shared driveways.

Mayor Townsend referred to shared driveways. Director Harding stated that shared driveways are not considered private roads.

Director Harding clarified a private road would be any named road or way not officially accepted that provides public access. Maintenance and compliance would rest with the owner, as in Riverview Road owned by the Jupiter Island Club. The standards would apply when a private road is substantially repaired or replaced, not for minor patching.

The Commission directed staff to return with a text amendment to the LDRs adopting these standards by ordinance at the next meeting.

11. Elected Official Legal Fees

Vice Mayor Scott recused herself.

Town Manager Garlo explained that the Town Commission requested an affidavit from Vice Mayor Scott's attorney for the submitted invoices. Mayor Townsend referred to the invoices as referenced to an apex motion but also stated that the Town needs to stand behind their volunteers.

MOTION: *Commissioner Field/Commissioner Warner moved to approve reimbursement as presented.*

ACTION: *Motion Passed 4-0*

Vice Mayor Scott returned to the dais.

The Town Commission recessed at this time for an Attorney-Client meeting at 11:55 AM.

The Town Commission reconvened at 1:34 PM.

STANDING REPORTS

12. Town Manager's Report*

a. State Legislative Items — Kelly Layman

1. Martin County Legislative Delegation Report*
2. Correspondence with Florida League of Cities
3. Property Tax Reform

Mayor Townsend provided comments regarding the Apollo School and suggested a proclamation recognizing the Apollo School and 100 years, that is located in Zeus Park.

Town Manager Garlo stated he will work with Town Consultant Kelly Layman and invite Kathy Spurgeon.

Town Consultant Kelly Layman provided a Year-to-Date review of the legislative session as well as a look forward to the 2026 session, January 13-March 13, 2026. She explained that a Select Committee on Property Tax Reform (PTR) was created in May 2025. She reviewed current 2026 legislative proposals released on October 16, 2025. She explained working closely with the Florida League of Cities on these matters and provided a millage rate breakdown for FY 2024, provided by the Florida League of Cities.

Town Manager Garlo added that the annual contract with the county EMS saves the Town \$9M each year.

b. Other Items*

Town Manager Garlo stated that regarding the Town Attorney's resignation, he is asking for guidance pertaining to the RFP for legal services as well as a timeline. He explained two scenarios for a timeline, either a compressed calendar (making a decision by December 17) or a longer timeframe

Mayor Townsend requested December availability for a special meeting. The Commission agreed to meet Friday, December 12, 2025 at 9:00 AM to shortlist candidates and hold interviews on December 16, 2025.

13. Town Attorney Report*

Town Attorney Baird requested an attorney-client session in the Slan Hanson case at a special called commission meeting on November 24, 2025, at 9:00 AM.

14. Finance Department Report

Director Pazanski reviewed the monthly financial report. He explained total revenues at \$15,523,869 and expenditures at \$13,443,903.

He added that based on SMRU and the bond issues, the Town has started working with Bond Counsel and more information is forthcoming.

15. Building Department Report

Director Harding reviewed the building department reports including 33 building permits issued, 476 inspections, and 2 certificates of occupancy issued. She explained 64 code violations and provided the breakdown.

Discussion ensued regarding short-term rental matters, and the Town Commission expressed interest in making the short-term rental regulations as strict as possible.

a. Development Review Board Workshop and Meeting Update

Director Harding reported on the Development Review Board (DRB) workshop and meeting. The DRB was formed with seven members and three alternates. Training would be held the next day with a resource booklet. The Town Commission requested a copy of the board manual. Commissioner Field encouraged clarification of hardship variance criteria for new members. Commissioner Warner suggested a clearer board name.

b. Building Department and Code Enforcement Reports

16. Public Safety Department Report

a. Electric Bicycles (E-Bikes) – Ordinance Suggestions and Discussion

Chief Ewing presented draft ordinance language to regulate electronic bicycles, to include defining e-bikes; identifying prohibited electric devices; setting a minimum operating age of 16 with a government-issued photo ID; establishing equipment and modification standards, including lights and speed/power limits; exempting ADA-compliant mobility devices; and removing outdated flag and mast requirements. The Town Commission agreed for Chief Ewing to bring forward a code text amendment to the existing ordinance.

b. Activity Report

Chief Ewing reported a second consecutive month with no major crimes. He provided an activity update. Commissioner Field asked about night-vision cameras and drones. Discussion followed. Chief Ewing suggested changing the report format going forward. The Commission agreed. He presented a draft bilingual construction-site sign for enforcement. Commissioner Warner noted unidentified personal vehicles on job sites. Discussion addressed dashboard identification. Chief Ewing also reported that two officers rendered aid at a fatal off-island roadway incident until emergency personnel arrived.

17. Public Works Department Report*

a. Isle Ridge Resurfacing

Director Duchock explained the status of the Isle Ridge Resurfacing project. He noted the timeline of construction starting on November 19 and lasting 10-14 days. He showed a 10'w x 100' standby lane to the roadway. He will reach out to each resident on Isle Ridge to keep them informed.

b. Ficus Allée and Town Hall Entrance Update

Director Duchock reviewed the "preliminary project" at Town Hall where the ficus trees were removed and replaced with young strangler fig trees. He noted that the Beautification Committee will meet on November 10, 2025 to discuss the Ficus Allee long-range plan. He provided photographs of the preliminary project. He commended the Public Works staff for the work they have completed to prepare for the upcoming season.

Commissioner Taddeo noted that Dr. Bahder is happy to assist with a community action plan.

OTHER ITEMS

18. Meeting Dates

October 28, 2025 – Town Coffee with Commissioner Warner – 9am

October 28, 2025 – Beach Protection – 10am

October 29, 2025 – Town Commission Meeting – 9am

November 19, 2025 – Town Coffee with Mayor Townsend – 9am

November 19, 2025 – SMRU and Beach District Meetings – 10am

November 20, 2025 – Town Commission Meeting – 9am

December 16, 2025 – Town Coffee with Commissioner Field – 9am

December 16, 2025 – Beach Protection – 10am

December 17, 2025 – Town Commission Meeting – 9am

December 17, 2025 – Annual Town Staff and Board/Committee Member Appreciation Luncheon
– 12pm

Discussion ensued regarding January dates. Commissioner Taddeo agreed to host a Town Coffee on January 20, 2026.

19. Other Items*

No other topics were discussed.

The Town Commission meeting adjourned at 3:21 PM.

Respectfully submitted,

Kimberly Kogos, Town Clerk