



# SPECIAL TOWN COUNCIL REGULAR MEETING AGENDA

December 12, 2024 at 4:30 PM

Council Chambers – 340 Ocean Drive and YouTube

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**NOTICE:** If any person decides to appeal any decision of the Town Council at this meeting, he or she will need a record of the proceedings and for that purpose, he or she may need to ensure that a verbatim record of the proceedings is made, such record includes the testimony and evidence upon which the appeal is to be based. The Town does not prepare or provide such record. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact Caitlin E. Copeland-Rodriguez, Town Clerk, at least 48 hours in advance to request such accommodations.*

The meeting will be broadcast live on The Town of Juno Beach YouTube page and can be viewed any time at: <https://www.youtube.com/@townofjuno-beach477/streams>

**HOW CITIZENS MAY BE HEARD:** Members of the public wishing to comment publicly on any matter, including items on the agenda may do so by: Submitting their comments through the Public Comments Webform at: [https://www.juno-beach.fl.us/towncouncil/webform/public-comments#\\_blank](https://www.juno-beach.fl.us/towncouncil/webform/public-comments#_blank) (all comments must be submitted by Noon on day of Meeting). Please be advised that all email addresses and submitted comments are public record pursuant to Chapter 119, Florida Statutes (Florida Public Records Law). The Town Clerk or designee will read public comments into the record at the appropriate time for no more than three (3) minutes; or make their comment in-person; or participate from a remote location using Zoom – please contact the Town Clerk at [ccopeland@juno-beach.fl.us](mailto:ccopeland@juno-beach.fl.us) by Noon on the day of the meeting to receive the Meeting ID and Access Code. (Please note that all members participating via Zoom must login at least 15 minutes prior to the meeting and will be muted upon entry until Public Comments is called).

***\*Please note that the Zoom meeting will lock for public comments at 4:30pm and no other entries will be permitted.***

*All matters listed under Consent Agenda, are considered to be routine by the Town Council and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

**CALL TO ORDER**

**PLEDGE ALLEGIANCE TO THE FLAG**

**ADDITIONS, DELETIONS, SUBSTITUTIONS TO THE AGENDA**

**COMMENTS FROM THE TOWN MANAGER, THE TOWN ATTORNEY, AND STAFF**

**COMMENTS FROM THE PUBLIC**

*All Non-Agenda items are limited to three (3) minutes. Anyone wishing to speak is asked to complete a comment card with their name and address prior to the start of the meeting as well as state their name and address for the record when called upon to speak (prior to addressing the Town Council). Town Council will not discuss these items at this time.*

**COUNCIL ACTION/DISCUSSION ITEMS**

1. Filling of Vacant Seat #3
2. Selection of Town Manager

**COMMENTS FROM THE COUNCIL**

**ADJOURNMENT**



**Meeting Name:** Special Town Council Meeting  
**Meeting Date:** December 12, 2024  
**Prepared By:** C. Copeland-Rodriguez, MMC, Town Clerk  
**Item Title:** Filling of Vacant Seat #3

#### **DISCUSSION:**

Mayor Wheeler called for a Special Town Council Meeting (*see attached notice*) to discuss additional options for filling the vacant Town Council Seat #3.

#### **Town Charter, Article III, Section 6(b) for Filling of Vacancies:**

*If there is a vacancy on the council, including both the office of mayor or any councilmember seat, the council by a majority vote of the remaining members may choose a successor mayor or councilmember as applicable, to serve until the next regular town election at which time an election shall be held regardless of whether an election of the seats in which the vacancy occurred is scheduled. If the election for the seats in which the vacancy occurred is not scheduled, the election for those seats shall be for the remainder of the term of the seat or seats in which the vacancy occurred. Any elector seeking appointment to the council including both the office of mayor or any councilmember seat, shall meet all of the requirements for election set forth in section 1(b) above and shall complete and submit the required affidavit and ethics commission form 1. The council shall consider such documentation when choosing a successor.*

Therefore, at the December 6, 2024, Special Town Council Meeting, Council was provided the following options based upon the Town Charter:

**OPTION #1:** The remaining four members of the Town Council may appoint a fifth member of the Council to serve until the next Town general election to be held in March 2026. The Town Charter does not prescribe any specific method for filling a vacancy on the Town Council. Other municipalities that have been faced with this task have generally proceeded in one of two ways:

- Appoint an experienced person (generally a former member of the Town Council) who does not wish to be a permanent member of the Council to serve until the next Town election. Under this scenario, the learning curve is much shorter and the seat is “open” in March.

- Appoint the person that the Council believes is most qualified to serve until the next Town election, irrespective of whether that person wishes to become an elected member of the Town Council in the future. If the Council chooses this scenario, it may but is not required to advertise the vacancy, solicit letters of interest, compile a list of finalists and conduct interviews.

**OPTION #2:** Leave the Seat vacant until the March 2026 Election. However, please be advised that failing to appoint or fill the vacancy can hamper the effective operation of the Town Council, introducing the possibility of tie votes on important matters of Town business and requiring unanimous votes for variances and administrative appeals when acting as the Board of Adjustment (and unanimous votes for ordinances in the event one member of the Town Council is absent or recused).

**ADDITIONAL INFORMATION:**

Also, at the December 6, the Council discussed the options of possibly reopening the qualifying period to include Seat #3 for the upcoming March 11, 2025, Municipal Election; or conduct a Special Election for Seat #3. Staff reached out to the Palm Beach County Supervisor of Elections office (SOE) to inquire about the above election options and received the following information:

-In order to be included in the upcoming March 11, 2025, Municipal Election, the SOE is willing to extend the ballot deadline until December 26, 2024. Unfortunately, due to the process of requiring approval of a resolution to reopen the qualifying period and advertising requirements (twice within a 30-day period), the deadline would not be reached for the March 11<sup>th</sup> election.

- If the Town is interested in conducting a Special Election for Seat #3, the SOE provided a ballpark figure of \$200,000. *Please note that this figure is just for the SOE's services to conduct the election and does not include paying poll workers, advertisements, delivery of equipment, or any other costs that may be involved.*

(See attached email.)

ccopeland@juno-beach.fl.us

**From:** Ann Jones <ajones@votepalmbeach.gov>  
**Sent:** Monday, December 9, 2024 4:46 PM  
**To:** Caitlin Copeland  
**Cc:** Alison Novoa  
**Subject:** RE: Stand alone Election Cost

The deadline for the March 11 election was December 6<sup>th</sup>. However, we could accommodate for your purposes if we receive ballot information BEFORE December 27<sup>th</sup>.

**Ann Jones**  
*Director, Business Affairs*

P: (561) 656-6200  
D: (561) 656-0339  
F: (561) 656-6220  
[ajones@votepalmbeach.gov](mailto:ajones@votepalmbeach.gov)

**WE'VE MOVED! Voting in Palm Beach County just got BETTER.**



**Wendy Sartory Link**  
Palm Beach County Supervisor of Elections






 @VotePalmBeach

 4301 Cherry Road, West Palm Beach, FL 33409
  561.656.6200

VotePalmBeach.gov



3X CLEARIE AWARDS WINNER



POLLIE AWARD WINNER



4X RI AWARDS

PLEASE NOTE: Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. Florida Statute 668.6076

**From:** Caitlin Copeland <ccopeland@juno-beach.fl.us>  
**Sent:** Monday, December 9, 2024 4:40 PM  
**To:** Ann Jones <ajones@votepalmbeach.gov>  
**Cc:** Alison Novoa <alison@votepalmbeach.gov>  
**Subject:** Re: Stand alone Election Cost

 **CAUTION!** 

**This is an external email!**

**Please BE CAREFUL when clicking links or opening attachments!**  
**Think before you click! When in doubt, contact your IT Department!**

**Remember: STOP! THINK! ACT!**

Good Afternoon:

Thank you for the information. If the Town reopens qualifying in January as a resignation took place recently for a Seat, what would be the latest date to prepare a ballot for the March 11, 2025 election?

Caitlin E. Copeland-Rodriguez, MMC  
Town Clerk  
Town of Juno Beach  
340 Ocean Drive  
Juno Beach, FL 33408  
[ccopeland@juno-beach.fl.us](mailto:ccopeland@juno-beach.fl.us)  
Phone: (561)656-0316

Please note: Florida has a very broad public records law. Most written communications to or from local officials regarding town business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

On Mon, Dec 9, 2024 at 3:35 PM Ann Jones <[ajones@votepalmbeach.gov](mailto:ajones@votepalmbeach.gov)> wrote:

Good Afternoon Ms. Copeland,

I understand you were inquiring about the cost of a stand-alone election for Juno Beach. While I cannot be exact, I can tell you the cost would be in the \$200,000 range. In the March election, the costs are shared with the other municipalities. In the stand-alone, Juno Beach would be solely responsible for the costs to manage the election.

I hope this helps in your decision.

Regards,

**Ann Jones**

*Director, Business Affairs*



P: (561) 656-6200

D: (561) 656-0339

F: (561) 656-6220

[ajones@votepalmbeach.gov](mailto:ajones@votepalmbeach.gov)

**WE'VE MOVED! Voting in Palm Beach County just got BETTER.**



**Meeting Name:** Special Town Council Meeting  
**Meeting Date:** December 12, 2024  
**Prepared By:** C. Copeland-Rodriguez, MMC, Town Clerk  
**Item Title:** Selection of Town Manager

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**DISCUSSION:**

Mayor Wheeler requested to have further discussions on the Town Manager candidates.

**Candidates in Alphabetical Order:**

Boodheshwar, Jay

Coldwell, Darren