

**TOWN OF LOXAHATCHEE GROVES**  
TOWN HALL COUNCIL CHAMBERS  
**TOWN COUNCIL REGULAR MEETING AGENDA**

**MAY 2, 2023**

**Community Discussion Meeting 6:00-6:30 PM (Non-Agenda Items Workshop)**



**Laura Danowski, Mayor (Seat 2)**

**Phillis Maniglia, Councilmember (Seat 1)**

**Robert Shorr, Vice Mayor (Seat 4)**

**Marianne Miles, Councilmember (Seat 3)**

**Margaret Herzog, Councilmember (Seat 5)**

**Administration**

Town Manager, Francine L. Ramaglia

Town Attorney, Elizabeth Lenihan, Esq.

Town Clerk, Lakisha Q. Burch

Public Works Director, Larry A. Peters, P.E.

**Civility:** Being "civil" is not a restraint on the First Amendment right to speak out, but it is more than just being polite. Civility is stating your opinions and beliefs, without degrading someone else in the process. Civility requires a person to respect other people's opinions and beliefs even if he or she strongly disagrees. It is finding a common ground for dialogue with others. It is being patient, graceful, and having a strong character. That is why we say "Character Counts" in the Town of Loxahatchee. Civility is practiced at all Town meetings.

**Special Needs:** In accordance with the provisions of the American with Disabilities Act (ADA), persons in need of a special accommodation to participate in this proceeding shall within three business days prior to any proceeding, contact the Town Clerk's Office, 155 F Road, Loxahatchee Groves, Florida, (561) 793-2418.

**Quasi-Judicial Hearings:** Some of the matters on the agenda may be "quasi-judicial" in nature. Town Council Members are required to disclose all ex-parte communications regarding these items and are subject to voir dire (a preliminary examination of a witness or a juror by a judge or council) by any affected party regarding those communications. All witnesses testifying will be "sworn" prior to their testimony. However, the public is permitted to comment, without being sworn. An unsworn comment will be given its appropriate weight by the Town Council.

**Appeal of Decision:** If a person decides to appeal any decision made by the Town Council with respect to any matter considered at this meeting, he or she will need a record of the proceeding, and for that purpose, may need to ensure that a verbatim record of the proceeding is made, which record includes any testimony and evidence upon which the appeal will be based.

**Consent Calendar:** Those matters included under the Consent Calendar are typically self-explanatory, non-controversial, and are not expected to require review or discussion. All items will be enacted by a single motion. If discussion on an item is desired, any Town Council Member, without a motion, may "pull" or remove the item to be considered separately. If any item is quasi-judicial, it may be removed from the Consent Calendar to be heard separately, by a Town Council Member, or by any member of the public desiring it to be heard, without a motion.

**TOWN COUNCIL AGENDA ITEMS**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

**ROLL CALL**

**ADDITIONS, DELETIONS AND MODIFICATIONS**

**COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

Public Comments for all meetings may be received by email, or in writing to the Town Clerk's Office until 6:00 PM on the day of the meeting. Comments will be "received and filed" to be acknowledged as part of the official public record of the meeting. Town Council meetings are live-streamed and close-captioned for the general public via our website, instructions are posted there.

**PRESENTATION**

1. Presentation by Palm Beach County District 6, Commissioner Sara Baxter.

**QUASI-JUDICIAL PUBLIC HEARING**

2. Consideration of **Resolution No. 2023-22** approving the proposed Big Dog Ranch Site Plan.

**CONSENT AGENDA**

3. Consideration of approval of Meeting Minutes.
  - a. September 8, 2022                      Community Resident Workshop Meeting Minutes
  - b. September 20, 2022                    Community Resident Workshop Meeting Minutes
  - c. September 20, 2022                    Town Council Final Budget Hearing Meeting Minutes
  - d. April 4, 2023                            Community Resident Workshop Meeting Minutes
  - e. April 4, 2023                            Town Council Regular Meeting Minutes
  - f. April 11, 2023                            Town Council Special Meeting Minutes
4. Consideration of **Resolution No. 2023-13** extending the Interlocal Cooperation Agreement with Board of County Commissioner regarding Urban County Qualification Process FYs 2024-2026.
5. Consideration of **Resolution No. 2023-16** authorization expenditure to Great Southern Equipment in excess of \$ 25,000.000.
6. Consideration of **Resolution No. 2023-25** approval of Finance Audit and Advisory Committee (FAAC).
7. Consideration of **Resolution No. 2023-26** approval of Planning and Zoning Board (PZB).

**REGULAR AGENDA**

8. Consideration of **Resolution No. 2023-36** reconciliation of Paid Time Off (PTO) accrual.
9. Consideration of **Resolution No. 2023-38** Scholarship Fund Donation Policy.
10. Consideration of **Resolution No. 2023-39** adopting Volunteer Policy and Procedures.

**DISCUSSION**

11. Discussion of Council Participation and Communication with Surrounding Communities, and Other Agencies and Local Organizations.
12. Update on Road Paving Project.
13. Discussion of Council Priorities.
14. Consideration by Town Council of Settlement of Litigation Pata, et. al v. Town of Loxahatchee Groves.

**RECESS TOWN COUNCIL MEETING  
CALL TO ORDER DEPENDENT WATER CONTROL DISTRICT**

15. Consideration by District Board of Settlement of Litigation Pata et. al v. Town of Loxahatchee Groves.

**RECONVENE TOWN COUNCIL MEETING**

**TOWN STAFF COMMENTS**

**Town Manager**

**Town Attorney**

**Public Works Director**

**Town Clerk**

**TOWN COUNCILMEMBER COMMENTS**

**Councilmember Phillis Maniglia (Seat 1)**

**Councilmember Marianne Miles (Seat 3)**

**Councilmember Margaret Herzog (Seat 5)**

**Vice Mayor Robert Shorr (Seat 4)**

**Mayor Laura Danowski (Seat 2)**

## **ADJOURNMENT**

### **Comment Cards**

Anyone from the public wishing to address the Town Council, it is requested that you complete a Comment Card before speaking. Please fill it out completely with your full name and address so that your comments can be entered correctly in the minutes and given to the Town Clerk. During the agenda item portion of the meeting, you may only address the item on the agenda being discussed at the time of your comment. During public comments, you may address any item you desire. Please remember that there is a three (3) minute time limit on all public comments. Any person who decides to appeal any decision of the Council with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose, may need to ensure that a verbatim record of the proceedings is made which included testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodation in order to participate should contact the Town Clerk's Office (561-793-2418), at least 48 hours in advance to request such accommodation.



155 F Road Loxahatchee Groves, FL 33470

**Agenda Item # 1**

**TO: Town Council of Town of Loxahatchee Groves**  
**FROM: Francine L. Ramaglia, Town Manager**  
**DATE: April 18, 2023**  
**SUBJECT: Presentation and discussion from Palm Beach County District 6  
Commissioner Sara Baxter**

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Presentation and discussion from Palm Beach County District 6 Commissioner Sara Baxter.

**Town of Loxahatchee Groves, Florida**  
**Town Council Agenda Item Report**  
**Big Dog Ranch Site Plan Amendment Application SP(A) 2023-01**  
**Agenda Item # 2**

**PREPARED BY:** Jim Fleischmann

**May 2, 2023**

**SUBJECT:** Approval of the proposed Big Dog Ranch Site Plan

Amendment.

**1. BACKGROUND/HISTORY**

**History:** Big Dog Ranch was granted Special Exception and Site Plan approval by Loxahatchee Groves (Resolutions 2015-09, 2017-66, and 2018-07 and Administrative Site Plan Amendment SP (A) 2022-01) to permit a Rescued Animal Care Facility, subject to conditions of approval.

**Issue Statement:** The Applicant has requested a site plan amendment to address the changing needs of Big Dog Ranch after five years of operation. The principal revision will increase the previously approved maximum development potential of the facility from 65,804.5 sq. ft. to 75,263 sq. ft. The change will redesign, and increase the size of, the Boarding Dog Housing from 6,581 sq. ft. to 15,301 sq. ft.; an increase of 8,720 sq. ft. in order to allow individual dogs more living space

**Issue Resolution:** The Town Council should consider approval, approval with conditions, or denial of Resolution 2023-22, the subject of which is Site Plan Amendment Application SP(A) 2023-01.

**2. CURRENT ACTIVITY**

The Planning and Zoning Board (PZB), recommended approval of the Big Dog Ranch Site Plan Amendment Application SP(A) 2023-01 at its March 23, 2023 meeting by a 2 – 1 vote.

Based upon the review of Application SP(A) 2023-01 within the report titled “ Big Dog Ranch Site Plan Amendment Staff Summary ” (May 2, 2023), Staff finds the proposed Big Dog Ranch Site Plan Amendment consistent with the Town’s Comprehensive Plan and land development regulations. Further, Staff recommends approval of Resolution 2023-22 subject to the Site Plan dated January 16, 2023 and Conditions of Approval included therein.

**3. ATTACHMENTS**

1. Resolution 2023-22
2. Big Dog Ranch Site Plan Amendment Staff Summary

**4. RECOMMENDED ACTION:** Approval of Resolution 2021-19, as recommended by PZB and Staff.

TOWN OF LOXAHATCHEE GROVES  
TOWN COUNCIL  
May 2, 2023

**BIG DOG RANCH SITE PLAN AMENDMENT STAFF SUMMARY:**

**A. Site and Applicant Information**

**1. Site Plan Amendment Application SP (A) 2023-01 Big Dog Ranch Rescue**

**Project Name:** Big Dog Ranch Rescue Site Plan Amendment SP (A) 2023-01.

**Agent:** Lauren Simmons, Registered Agent.

**Applicant:** Lauren R. Simmons, Manager.

**Owner:** Big Dog Ranch Rescue, Inc.

**Parcel Control Numbers (PCN):** 41-41-43-29-01-001-0000.

**Project Location:** Southeast corner of Okeechobee Boulevard and "D" Road.

**Street Address:** 14444 Okeechobee Boulevard

**Size of Property:** 32.1 acres.

**FLU Map Designation:** Rural Residential 5 (RR 5)

**Zoning Designation:** Agricultural Residential (AR) with a Special Exception and Site Plan approval for a Rescued Animal Care Facility.

**Existing Use:** Big Dog Ranch Rescued Animal Care Facility.

**Current Maximum Development Potential:** 65,804.5 sq. ft.; 0.045 F.A.R. (Resolution 2018-07).

**Proposed Maximum Development Potential:** 75,263 sq. ft.; 0.052 F.A.R.

**2. Approval History**

The subject site was granted Special Exception and Site Plan approval by Loxahatchee Groves (Resolutions 2015-09, 2017-66, and 2018-07 and Administrative Site Plan Amendment SP (A) 2022-01) to permit a Rescued Animal Care Facility, subject to conditions of approval.

Big Dog Ranch Rescue  
Site Plan Amendment SP (A) 2023-01  
May 2, 2023

Among the current principal use and design conditions of the approvals are the following:

1. Approval of a maximum of 65,804.5 sq. ft. of building and enclosed structure area; a floor-area-ratio not to exceed 0.041.
2. Veterinary services and dog boarding as accessory uses may be provided by a licensed veterinarian for adopted or previously adopted animals. Such services shall not be available to the general public.
3. The number of dogs allowed shall be based upon square footage of the facility and PBC Animal Control Center and Florida Fish and Wildlife Conservation Commission regulations; however, in no event, shall the number of dogs exceed the following maximums: puppies – 100; and adult dogs – 400.

### 3. Application Summary

The Applicant has requested a site plan amendment to address the changing needs of Big Dog Ranch after five years of operation. Proposed revisions will increase the previously approved maximum development potential of the facility from 65,804.5 sq. ft. to 75,263 sq. ft. The following is a summary of proposed changes:

1. Redesign of, and Increase in size of, the Boarding Dog Housing from 6,581 sq. ft. to 15,301 sq. ft.; an increase of 8,720 sq. ft. in order to allow individual dogs more living space.
2. The following minor modifications: Education Center Building (increase by 506 sq. ft.); Senior Sanctuary Large Dog Support (increase by 288 sq. ft.); and Senior Sanctuary Large Dogs (decrease by 56 sq. ft.). A total increase of 9,459 sq. ft.
3. Addition of a 20' x 20' open air gazebo within the interior of the Puppy Land facility.
4. Realignment of the Education Building (no increase in the size).

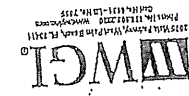
The proposed Site Plan will not result in the housing of additional dogs or additional employees.

The current approved Site Plan (May 31, 2022) is presented as Exhibit 1. The proposed Site Plan (SP (A) 2023-01) is presented as Exhibit 2. Approved Site Plan versus Proposed Site Plan uses and structure space allocations are summarized in Table 1.



**Exhibit 1**  
**Approved Site Plan**  
**(Refer to the following page)**

Big Dog Ranch Rescue  
Site Plan Amendment SP (A) 2023-01  
May 2, 2023



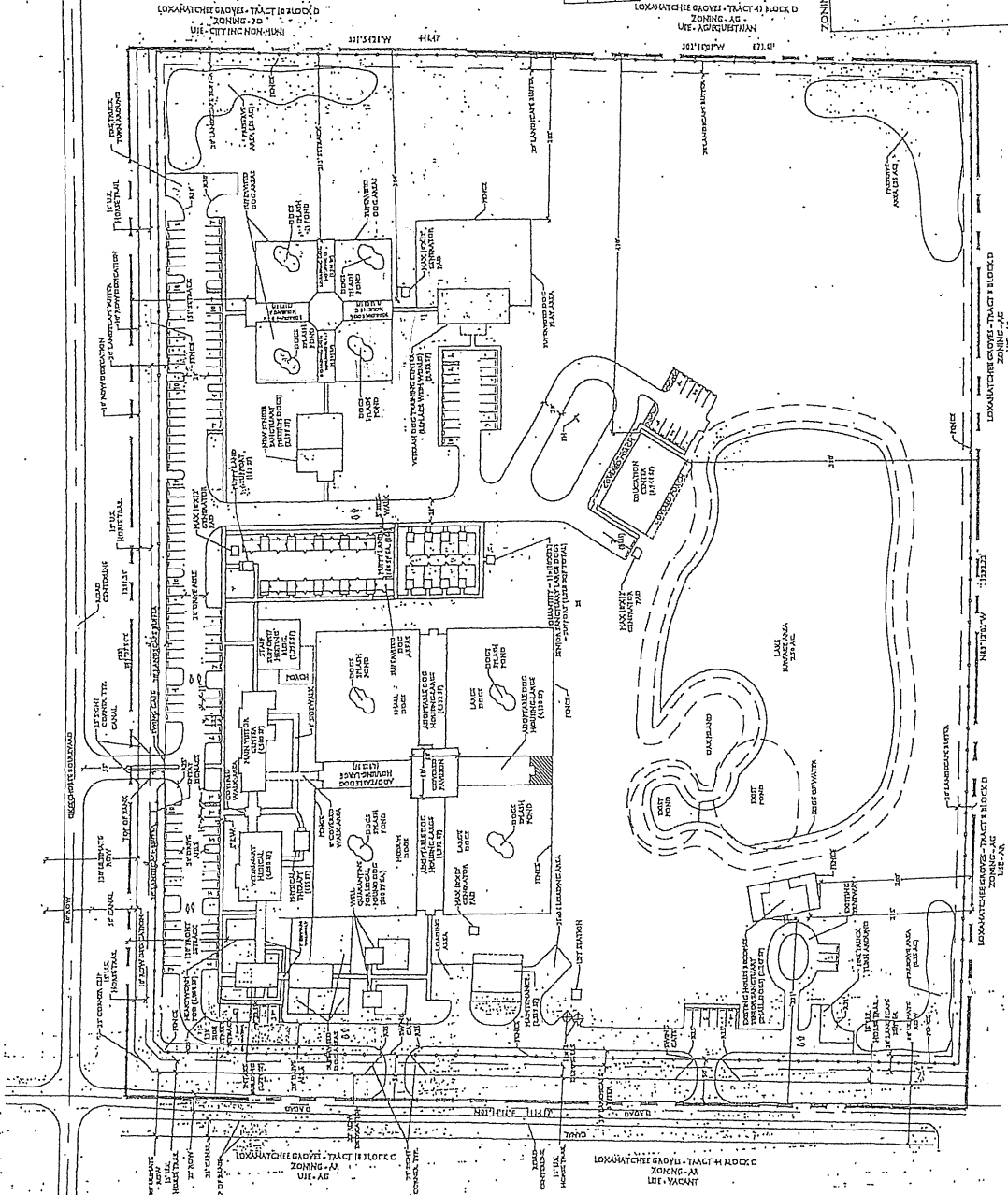
LOCATION MAP

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FINAL SITE PLAN  
PREPARED FOR BIG DOG RANCH  
LOXAHATCHEE GROVES, FLORIDA

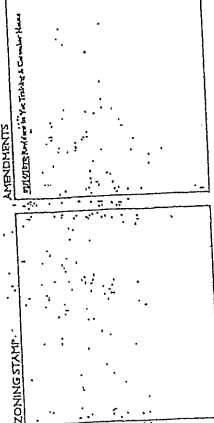
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ADDITIONAL NOTES

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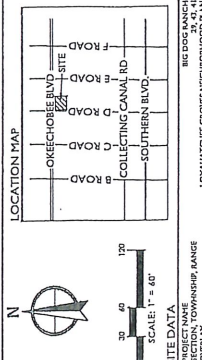
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FSP.1

Big Dog Ranch Rescue  
Site Plan Amendment SP (A) 2023-01  
February 23, 2023

**Exhibit 2**  
**Proposed Site Plan**  
**(Refer to the following page)**

Big Dog Ranch Rescue  
Site Plan Amendment SP (A) 2023-01  
May 2, 2023

5



**REVISIONS**

NO.	DATE	DESCRIPTION
1	1-16-2023	DATE
2	02/02/23	ADDED
3	02/02/23	ADDED
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**ADDITIONAL INFORMATION**

DATE: 1-16-2023

CHECK BY: M.B.

DRAWN BY: R.C.

JOB NO.: 7320.00

PROJECT NAME: BIG DOG RANCH

PROJECT LOCATION: LOXAHATCHEE GROVES, FLORIDA

PREPARED FOR: BIG DOG RANCH

FINAL SITE PLAN

SHEET: FSP-1

**AMENDMENTS**

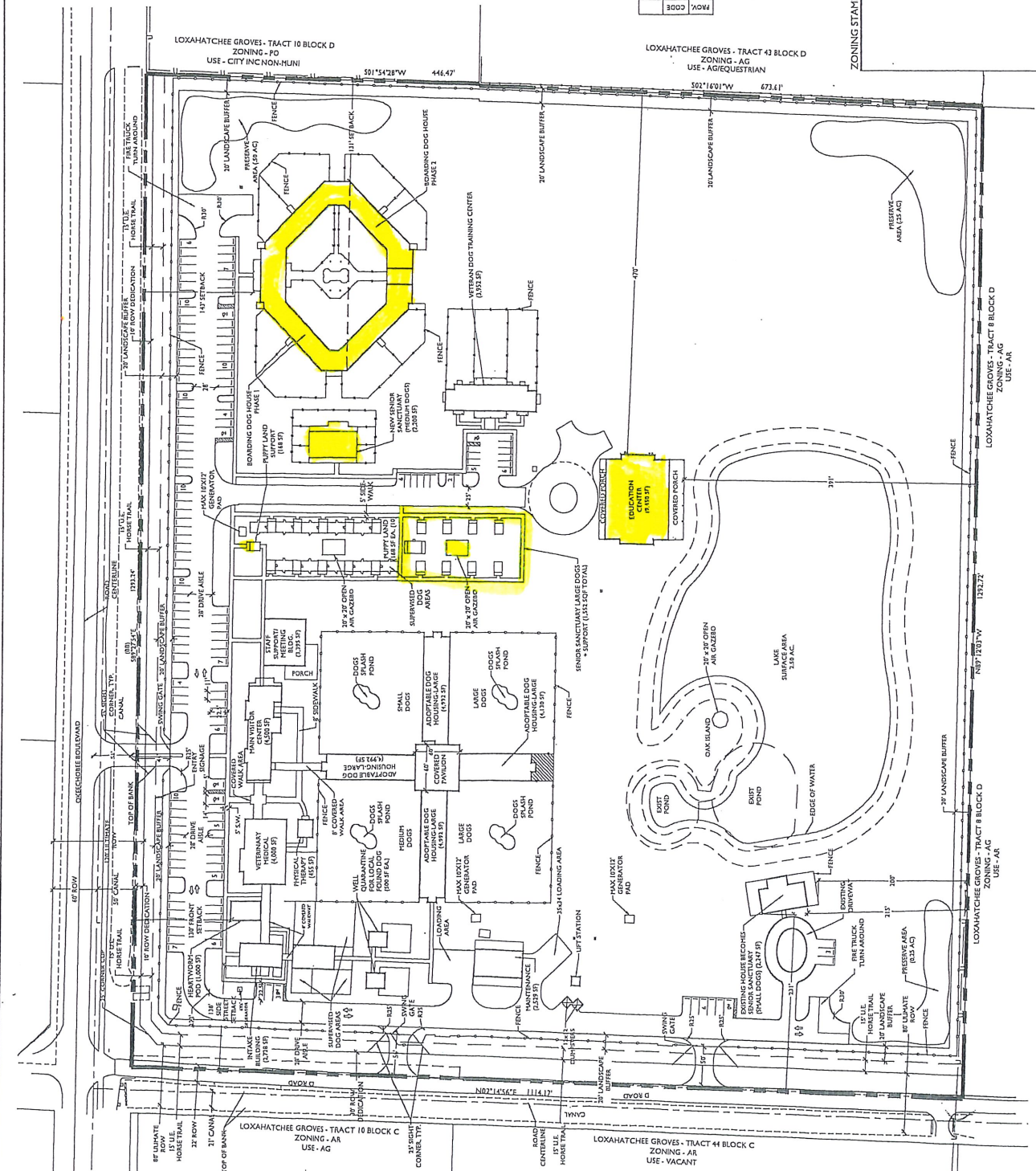
EDUCATION CENTER (11,913 SF)

ADDITIONAL INFORMATION

ZONING DISTRICT	MAX. BLDG. AREA	MAX. BLDG. HEIGHT	MIN. FRONT YARD SETBACK	MIN. SIDE YARD SETBACK	MIN. REAR YARD SETBACK
AR	750	15	30'	5'	5'
AR	750	15	30'	5'	5'

**ADDITIONAL INFORMATION**

NO.	DATE	DESCRIPTION
1	1-16-2023	DATE
2	02/02/23	ADDED
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50	02/02/23	ADDED



Big Dog Ranch  
 Site Plan Amendment SP (A) 2023-01  
 February 23, 2023

LOXAHATCHEE GROVES - TRACT 10 BLOCK D  
 ZONING - AR  
 USE - AG

LOXAHATCHEE GROVES - TRACT 41 BLOCK C  
 ZONING - AR  
 USE - VACANT

LOXAHATCHEE GROVES - TRACT 42 BLOCK D  
 ZONING - AG  
 USE - AGRESTRIAN

LOXAHATCHEE GROVES - TRACT 8 BLOCK D  
 ZONING - AG  
 USE - AR

**Table 1**  
**Big Dog Ranch Approved Versus Proposed Site Plan**

Building	Building Sq. Ft.		Increase or (Decrease) in Sq. Ft.
	Approved Site Plan	Proposed Site Plan	
Veterinary Medical Building	4,000	4,000	0
Main Visitor Center	4,500	4,500	0
Puppy Land Support	168	168	0
Puppy Land Pods	1,680	1,680	0
Adoptable Dog Housing - Large	19,106	19,106	0
Staff Support and Meeting Building	3,395	3,395	0
Maintenance Facility	2,529	2,529	0
Intake Building	2,728	2,728	0
Veteran Dog Training Center (aka Wiem World)	3,952	3,952	0
Senior Sanctuary (Small Dog)	2,247	2,247	0
Senior Sanctuary (Medium Dog)	2,199	2,200	1
Senior Sanctuary (Large Dog + Support)	1,320	1,552	232
Education Center	8,944	9,450	506
Boarding Dog Housing	6,581	0	(6,581)
Boarding Dog House (Phase I)	0	8,827	8,827
Boarding Dog House (Phase II)	0	6,474	6,474
Heartworm Recovery Cabins	1,000	1,000	0
Well Quarantine Building For Local Found Dogs	1,000	1,000	0
Physical Therapy	455	455	0
<b>Totals</b>	<b>65,804</b>	<b>75,263</b>	<b>9,459</b>

### C. Submitted Support Documents

Item	Content
Resolution 2018-07 and Administrative Site Plan Amendment SP(A) 2022-01	Previous Site Plan and Conditions of Approval
Proposed Amended Site Plan and table of itemized changes	Proposed revised Site Plan and description of proposed changes indicating an increase in the approved square footage from 65,804 to 75,263 and F.A.R from 0.045 to 0.052.

Big Dog Ranch Rescue  
Site Plan Amendment SP (A) 2023-01  
May 2, 2023

Item (continued)	Content (continued)
Justification Statement	Proposed Site Plan revisions are necessary to address Changed facility needs based upon operating experience.
Notification of Extension and Town acknowledgement	Extended buildout date to February 14, 2024
Updated Traffic counts and Traffic Statement	1. Traffic counts at Okeechobee Boulevard entrance January 31st – February 2nd, 2023. 2. A Traffic Statement, based upon the updated traffic counts, prepared by JFO Group, Inc. determined compliance with Palm Beach County Traffic Performance Standards.

**D. Staff Finding and Recommendation**

Proposed SP(A) 2023-01 increases the current Site Plan approval by 9,459 sq. ft. of building area and the Floor-Area-Ratio (F.A.R.) from 0.41 to 0.52. The proposed increase in building space is well within the maximum F.A.R. of 0.15 allowed in the AR zoning district.

The principal proposed addition of square footage (8,720 sq. ft. or 92% of the total) consists of an increase in the size of the Dog Boarding Houses to allow for additional area for each housed dog. The proposed Site Plan, according to the Applicant, will not result in the boarding of additional dogs or increase the current staffing level.

Staff finds the proposed Site Plan Amendment SP (A) 2023-01 generally consistent with the Town’s previous Site Plan Approvals (i.e. (Resolutions 2015-09, 2017-66, and 2018-07 and Administrative Site Plan Amendment SP (A) 2022-01.) and recommends approval. All Conditions of Approval stated in Town Resolution 2015-09 as amended by Town Resolutions 2017-66 and 2018-097 and Administrative Site Plan Amendment SP(A) 22-01 dated May 26, 2022 remain in full force and effect unless specifically amended by the approval of SP (A) 2023-01.

Further, development of the site shall be limited to that depicted in the Final Site Plan dated January 16, 2023. All modifications to the Final Site Plan shall be approved by the Town Council unless the proposed changes are required to meet conditions of approval or are in accordance with the ULDC, as determined by the Town Manager.

**E. Planning and Zoning Board (PZB) Recommendation:** The PZB recommended approval of Big Dog Ranch Site Plan amendment SP(A) 2023-01 at its March 23, 2023 meeting by a 2 – 1 vote.

**F. Town Council Action:** To be determined

**TOWN OF LOXAHATCHEE GROVES**

**RESOLUTION NO. 2023-22**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, APPROVING THE BIG DOG RANCH SITE PLAN AMENDMENT, FOR LAND OWNED BY BIG DOG RANCH REAL ESTATE HOLDINGS LLC CONSISTING OF 33.16 ACRES MORE OR LESS, LOCATED AT THE SOUTHEAST CORNER OF OKEECHOBEE BOULEVARD AND "D" ROAD LOXAHATCHEE GROVES, FLORIDA, LEGALLY DESCRIBED IN EXHIBIT "A" TO THIS RESOLUTION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the Town Council, as the governing body of the Town of Loxahatchee Groves, Florida ("Town"), pursuant to the authority vested in Chapter 163 and Chapter 166, Florida Statutes, is authorized and empowered to consider applications relating to site plans and site plan amendments for development on property within the Town; and

**WHEREAS**, the Council, pursuant to Part V (Development Review Procedures and Requirements) Article 155 (Site Plans), of the Town of Loxahatchee Groves Unified Land Development Code is authorized and empowered to consider, approve, approve with conditions or deny site plans and site plan amendments; and

**WHEREAS**, the notice and hearing requirements, as provided for in Article 115 (Public Hearing Notices) and Article 120 (Quasi-Judicial Hearings) of the Town of Loxahatchee Groves Unified Land Development Code have been satisfied; and

**WHEREAS**, the Town Planning and Zoning Board (P&Z Board), at its meeting of March 23, 2023 recommended approval of the Big Dog Ranch Site Plan Amendment Application SP(A) 2023-01; and

**WHEREAS**, the Big Dog Ranch Site Plan Amendment Application SP(A) 2023-01, was presented to the Town Council at a quasi-judicial public hearing conducted on May 2, 2023; and

**WHEREAS**, the Town Council has considered the evidence and testimony presented by the applicant and other interested parties and the recommendations of Town staff and Town P&Z Board; and

**WHEREAS**, this approval is subject to Article 2.E (Monitoring) of the Town of Loxahatchee Groves Unified Land Development Code (Town ULDC) and other provisions requiring that development commence in a timely manner.

**NOW, THEREFORE**, be it resolved by the Town Council of the Town of Loxahatchee Groves as follows:

**Section 1.** Each "WHEREAS" clause set forth above is true and correct and herein incorporated by this reference.

**Section 2.** The Town Council has considered the findings in the staff report dated May 2, 2023 and Town Planning and Zoning Board recommendation and makes the following findings of fact:

1. The Site Plan Amendment is consistent with the purposes, goals, objectives and policies of the Town of Loxahatchee Groves Comprehensive Plan, including standards for intensity of use.
2. This Site Plan Amendment as presented in Exhibit B hereto, complies with relevant and appropriate portions of applicable Town of Loxahatchee Groves land development regulations. The Town Council finds the conditions, as presented in Exhibit C hereto, to be reasonable, and rationally related to the proposed development, and consistent with the Town's character.
3. This Site Plan Amendment, as presented in Exhibit B hereto, along with conditions of approval, as adopted and presented in Exhibit C hereto, is compatible and generally consistent with the uses and character of the land surrounding and in the vicinity of the land proposed for development.
4. This Site Plan Amendment, as presented in Exhibit B hereto, along with conditions of approval, as adopted and presented in Exhibit C hereto, will result in logical, timely and orderly development patterns.

**Section 3.** The Town of Loxahatchee Groves Unified Land Development Code requires that the Site Plan Amendment action of the Town Council of Loxahatchee Groves be adopted by resolution. Therefore, the Town Council of the Town of Loxahatchee Groves approves the Big Dog Ranch Site Plan Amendment SP(A) 2023-01 for the parcel of land legally described in Exhibit "A", attached hereto and made a part hereof, and generally located as shown on a vicinity sketch as indicated in Exhibit "A", attached hereto and made a part hereof. A copy of the Site Plan Amendment, subject to the approved conditions presented in Exhibit C, is attached hereto as Exhibit B and made a part hereof.

**Section 4.** All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**Section 5.** If any clause, section, other part or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

**Section 6.** This Resolution shall become effective upon adoption.



Council Member \_\_\_\_\_ offered the foregoing resolution. Council Member \_\_\_\_\_ seconded the motion, and upon being put to a vote, the vote was as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Laura Danowski, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Shorr, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phillis Maniglia, COUNCIL MEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Margaret Herzog, COUNCIL MEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marianne Miles, COUNCIL MEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**RESOLVED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA THIS 2<sup>ND</sup> DAY OF MAY 2013.**

**TOWN OF LOXAHATCHEE GROVES,  
FLORIDA**

ATTEST:

\_\_\_\_\_  
Mayor Laura Danowski

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Vice Mayor Robert Shorr

\_\_\_\_\_  
Council Member Phillis Maniglia

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Council Member Margaret Herzog

\_\_\_\_\_  
Town Attorney

\_\_\_\_\_  
Council Member Marianne Miles

**EXHIBIT A**

**LEGAL DESCRIPTION AND LOCATION MAP**

Parcel Control Number: 41-41-43-29-01-000-0000

PARCEL I:

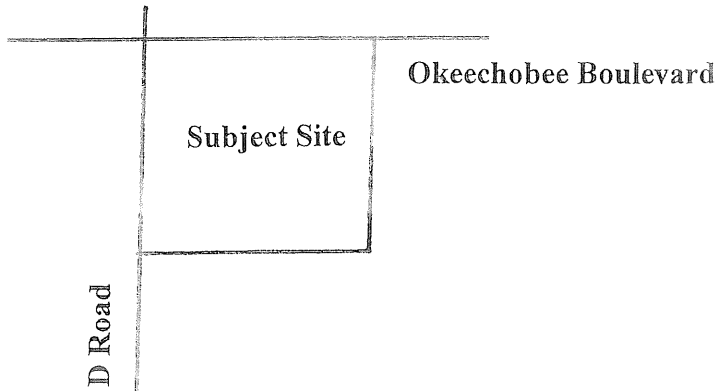
TRACT 11, BLOCK D, LOXAHATCHEE GROVES, ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 12, PAGE 29, OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA.

PARCEL II:

TRACT 9, BLOCK D, LOXAHATCHEE GROVES, ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 12, PAGE 29, OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA.

CONTAINING: 1,444,527 SQUARE FEET OR 33.162 ACRE, MORE OR LESS, SUBJECT TO EASEMENTS, RESTRICTIONS, RESERVATIONS, AND RIGHT OF WAY OF RECORD.

**LOCATION MAP**



**EXHIBIT B**

**BIG DOG RANCH FINAL SITE PLAN AMENDMENT SP (A) 2023-01; May 2, 2020**

**(REFER TO THE FOLLOWING PAGE)**



**EXHIBIT C**  
**SITE PLAN AMENDMENT SP (A) 2023-01 CONDITIONS OF APPROVAL**

**GENERAL**

1. Conditions of Approval presented herein shall retain, replace or amend Conditions of Approval adopted by the Town Council in Town Resolutions 2015-09, 2017-01 and 2018-87. Previous Conditions of Approval that have been satisfied, or are no longer required are deleted by ~~striketrough~~ herein. New or revised Conditions are underlined.
2. The conditions of approval herein shall apply to the Owner, Applicant and their successors and assigns.
3. Development of the site is limited to the uses approved by the Town of Loxahatchee Groves in Exhibit A hereto (Big Dog Ranch Amended Final Site Plan). The Amended Final Site Plan is dated ~~April 10, 2015~~ January 16, 2023. All modifications to the Amended Final Site Plan must be approved by the Town Council unless the proposed changes are required to meet conditions of approval or are in accordance with ULDC Section 155-005(B), as determined by the Town Manager.
4. Prior to submittal of any building permit applications for processing by the Town of Loxahatchee Groves, the Town Engineer shall review and the Town Manager shall approve the following plans for consistency with the ULDC: Schematic water, sewer, paving and drainage plan, landscape plan, parking facility lighting plan and floor plans.
5. The location of 1.0 acres of preserve area shall be identified on the Amended Final Site Plan.
6. Pursuant to the Municipal Services Payment Agreement (Town Resolution 2017-42) , an annual payment in lieu of taxes (PILOT) contribution to the Town of Loxahatchee Groves shall be made in the amount of \$7,000 in the initial year for Fiscal Year (FY) 2016, to escalate at a rate of 3% per year.

**USE LIMITATIONS AND REQUIREMENTS**

1. The floor-area-ratio of all buildings and enclosed structures shall not exceed ~~0.045~~ 0.052.
2. Veterinary services and dog boarding as accessory uses may be provided by a licensed veterinarian for adopted or previously adopted animals and dogs from deployed military personnel or first responders. Such services shall not be available to the general public.
3. An accessory caretaker unit may be provided.
4. The number of dogs allowed shall be based upon square footage of the facility and PBC Animal Control Center and Florida Fish and Wildlife Conservation Commission regulations; however, in no event, shall the number of dogs exceed the following maximums: puppies – 100; and adult dogs – 400. An exception to exceed these numbers may be made for the temporary emergency sheltering for dogs during a disaster situation until such time that they are relocated to foster homes.
5. Outdoor animal runs shall be located a minimum of 200 feet from a directly abutting residential zoning district, be permeable hard surfaced or grassed with drains every 10 feet and be connected to a central or individual sanitary facility approved by the PBCHD.

6. A minimum 6-foot high vinyl chain-link fence enclosing the entire property shall be provided, as indicated on the Amended Final Site Plan dated ~~April 10, 2015~~ January 16, 2023.
7. Separate, minimum 6-foot high vinyl opaque fences shall be required around each outdoor run area, with the exception that a six-foot high wood-framed welded wire fence shall be permitted around each Puppy Land Pod outdoor run area depicted in the Amended Final Site Plan dated ~~April 10, 2015~~ January 16, 2023.
8. Outdoor runs shall not be used earlier than 7:00 a.m. or later than 8:00 p.m. seven days per week.
9. Swing gates shall be installed at the Okeechobee Boulevard and “D” Road entrances.
  - a. The gate along Okeechobee Boulevard shall be used as the primary facility access and open to the public from 10am to 6pm. Said gate shall be accessed after hours only by managerial and veterinary staff.
  - b. The gates along D Road shall be located a minimum of 35 feet from the western property line.
- ~~10. A periodic sound monitoring program shall be approved by the Town Council prior to issuance of the initial Certificate of Occupancy.~~
11. A 15-foot horse trail easement shall be dedicated to the Town of Loxahatchee Groves along the Okeechobee Boulevard and “D” Road frontages of the property.
12. The facility shall contain a designated “quarantine” area or space for dogs that, due to illness or temperament, need to be separated from the general population.
13. No more than 15 dogs, accompanied by handlers, shall be allowed in an individual dog run area at any given time.
14. Generators shall comply with the maximum sound levels for non-residential permanent generators per Palm Beach County ULDC Article 5 *Supplementary Standards*, Chapter E *Performance Standards*, Section 4 *Nuisances*, Subsection B.2. *Maximum Sound Levels* and Table 5.E.4.B.
15. Generators may be operated for exercising purposed one time per week, excluding Sundays, for a period not exceeding 30 minutes between the hours of 10:00 a.m. and 5:00 p.m.

## ARCHITECTURAL

1. Building sidings and signs materials shall mimic wood lap siding.
2. Trim shall be applied at the corners of buildings.
3. Wall breaks on the larger buildings shall be enhanced by using arcades, banding, and projections.
4. Arcades (porch) shall be used as a means of creating human scale along the fronts of buildings.
5. Metal roofing shall be used on all buildings.
6. Mansard roofs and other vertical elements shall be used to break up the roof line.

7. Integration of complex window elements on buildings shall be used.
8. Mechanical and service areas shall be screened from public view.
9. Signage shall mimic building architecture.
10. The acoustic design guidelines recommended by Edward Dugger Associated, P.A. (EDA) in the report entitled “Big Dog Ranch – New Facility Acoustic Report – p2”, dated April 1, 2015 shall be incorporated within the construction of the project.

## ENGINEERING

1. Consistent with the Palm Beach County Mandatory Traffic Performance Standards criteria in place at the time of this approval, no building permits for the site shall be issued after ~~December 31, 2020.~~ February 24, 2024. A time extension for this condition may be approved by ~~the Town Engineer~~ based upon an approved traffic study which complies with Mandatory Traffic Performance Standards in place at the time of the request or acknowledged by the Town as a the result of an effective Emergency Declaration by the Governor of Florida.
2. During the plat process the Okeechobee Boulevard and ”D” Road rights-of-way, as indicated on the Amended Final Site Plan shall be dedicated to Palm Beach County and the Town, respectively.
3. An Irrigation plan shall, to be reviewed by the Town Engineer and approved by the Town Manager shall be included with documents submitted to The Town of Loxahatchee Groves for building permit approval.
4. A 30-foot roadway right-of-way dedication shall be made to the Town of Loxahatchee Groves along the “D” Road frontage, including a 25-foot corner clip at the intersection of “D” Road and Okeechobee Boulevard.
5. In the event that additional right-of-way is required, over and above that which is required by Engineering Condition 4, sufficient additional right-of-way on “D” Road shall be dedicated to the Town for a northbound right turn lane at its intersection with Okeechobee Boulevard.
6. ~~A contribution in the amount of \$100,000 shall be made to the Town of Loxahatchee Groves for improvements to “D” Road from Okeechobee Boulevard to the southern property line of the property.~~

## LAND CLEARING AND LANDSCAPING

1. Any land clearing activities shall comply with the permit requirements of Article 87 “Native Tree Preservation, Soil Stabilization and Invasive Exotic Removal” of the Loxahatchee Groves Unified Land Development Code. Included in the required land clearing permit application, a “Created Ecological Community Installation and Management Plan” shall be submitted for the 1.0 acre “Preserve” area to satisfy the requirements of ULDC Section 85-025 (C) “*Preserved/created ecological communities.*” If an Alternative Mitigation plan is proposed, such plan shall be approved by the Town Council prior to the issuance of a General Permit.
2. Project landscaping shall conform to the Landscape Plan dated December 30, 2014.
3. Prior to demolition of any structures, the Florida Dept. of Health shall be contacted regarding Asbestos

removal.

4. The Agility Course and all Dog Runs and Supervised Dog Areas shall be covered by natural turf grass or permeable artificial surface.

5. A continuous solid opaque hedge, a minimum 4-feet high at installation, shall be required around the perimeter and outside of the fence of the entire 33.16 acre property. All hedging shall be permanently maintained at a height of 6-feet.

6. Landscape Plan installation inspections shall be coordinated with Temporary and final Certificate of Occupancy inspections conducted by Town staff or consultants according to the Big dog Ranch phasing plan dated July 17, 2017, incorporated herein by reference. A final complete property landscape inspection shall be coordinated with the Final Certificate of Occupancy for development of Phase 4 of the phasing plan.

### **EXTERIOR LIGHTING**

~~1. A Photometric Plan shall be submitted for review by the Town Engineer and approved by the Town Engineer and Town Manager prior to submittal of the initial building permit application.~~

2. All exterior lighting shall be directed downward and contain shields to contain lighting within the property boundaries.

### **PALM TRAN**

1. Not Applicable.

### **PARKING AND LOADING**

1. All parking and loading shall occur on site as indicated on the Amended Final Site Plan dated ~~April 10, 2015~~ January 16, 2023.

~~2. Prior to the issue of the initial building permit, the Final Site Plan shall be revised to indicate loading area dimensions that meet the ULDC minimum requirement of 12 feet x 45 feet.~~

### **SIGNS**

1. Sign permit applications shall be submitted to the Town as required by ULDC Section 90-070 *Sign permit requirements*

2. Mandatory building identification signs (maximum sign face of 4 sq. ft.) shall be attached to each structure.

3. One permanent monument or panel sign, not to exceed 60 sq. ft., is permitted at the entrance to the facility on Okeechobee Boulevard subject to the issuance of a sign permit by the Town of Loxahatchee Groves pursuant to ULCD Article 90 *Signs*.



## UTILITIES AND SERVICES

1. A Developer's Agreement with the Palm Beach County Water Utility Department is required for the provision of central water and wastewater services to the project. It shall first be approved by the Town Council prior to becoming effective.
2. Solid waste collection and disposal shall be accomplished by contract between the Property Owner and a third-party hauler prior to issuance of the initial certificate of occupancy.
3. The on-site animal waste collection and disposal system shall consist of the following:
  - a. Indoor Program: Built-in pressure washers and drains tied directly to the sewer system. All fecal matter and urine from inside the buildings shall be sprayed into the drains. Drains shall be periodically flushed into the sewer system. Kennel cleaners and sanitizing agents shall be used daily.
  - b. Out-of-Doors Program: "DogiPot" stations (i.e. covered metal trash cans with a supply of collection bags shall be placed around the property. Fecal matter will be collected and placed in "DogiPot" receptacles. "DogiPot" bags shall be collected and placed in covered trash dumpsters up to four times daily by Big Dog staff. Dumpsters shall be emptied and removed from the property a minimum of three times per week by the contracted third-hauler for ultimate disposal.
4. The operation shall comply with the following waste disposal standards, as appropriate: (1) PBC ECR 1 and ECR 2 and (2) rules of FDEP, FFWCC, PBCHD and PBCSWA.
- ~~5. Prior to a Certificate of Occupancy for Phase 1, the Florida Dept. of Health shall be contacted regarding the need for bio-medical hazardous waste permits.~~
6. Buildings of 5,000 sq. ft. and larger shall contain automatic sprinkler systems.



155 F Road Loxahatchee Groves, FL 33470

**Agenda Item # 3**

**TO: Town Council of Town of Loxahatchee Groves**

**FROM: Lakisha Burch, Town Clerk**

**VIA: Francine Ramaglia, Town Manager**

**DATE: May 2, 2023**

**SUBJECT: Meeting Minutes**

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Staff recommends approval of the attached meeting minutes.



**TOWN OF LOXAHATCHEE GROVES  
TOWN COUNCIL MINUTES OF COMMUNITY RESIDENT WORKSHOP  
SEPTEMBER 8, 2022**

*Meeting audio available in Town Clerk's Office*

**CALL TO ORDER**

Mayor Robert Shorr, Vice Mayor Laura Danowski, Councilmembers Margaret Herzog Phillis Maniglia, and Marianne Miles, Town Manager Francine L. Ramaglia, Town Attorney Elizabeth Lenihan, Public Works Director Larry Peters, Assistant Public Works Director Mario Matos, Town Planning Consultant James Fleischman, and Town Clerk Lakisha Burch.

**COMMENTS FROM THE PUBLIC/TOWN COUNCIL**

There were public comments from Councilmember Maniglia, Cassie Suchy, and Karen Plante.

Councilmember Maniglia stated that sometimes discussion among Town Council may get a little heated and when this happens, she feels as if she is cut off, and can't complete her comments. So, she suggests that they all get 3 minutes to have their comment be made and not interrupted. Mayor Shorr responded to Councilmember Maniglia's comment. Vice Mayor Danowski also commented on Councilmember Maniglia's concerns. There was discussion among the Town Council and Town Staff. Vice Mayor Danowski also asked how does the Town Council like the lights. There was discussion among the Town Council and Town Staff.

Cassie Suchy:

- Address to Town Council about Agenda Review Meetings and the procedures regarding comments from the public.
- Code Enforcement-are we prepared at some of the code enforcement meetings to do follow through of people who are not coming into compliance in a timely manner.
- Spoke about Big Dog Ranch site plan. There was discussion among the Town Council, Mr. Fleischman, and Ms. Suchy.
- Roads widen into private property.

Karen Plante:

- Town cutting on her private property and other residents' private property.

**ADJOURNMENT:**

There being no further business meeting adjourned at 6:25 p.m.

**TOWN OF LOXAHATCHEE GROVES,  
FLORIDA**

ATTEST:

\_\_\_\_\_  
Lakisha Burch, Town Clerk

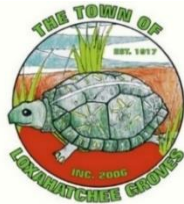
\_\_\_\_\_  
Mayor Robert Shorr

\_\_\_\_\_  
Vice Mayor Laura Danowski

\_\_\_\_\_  
Councilmember Margaret Herzog

\_\_\_\_\_  
Councilmember Marianne Miles

\_\_\_\_\_  
Councilmember Phillis Maniglia



**TOWN OF LOXAHATCHEE GROVES  
TOWN COUNCIL MINUTES OF COMMUNITY RESIDENT WORKSHOP  
SEPTEMBER 20, 2022**

*Meeting audio available in Town Clerk's Office*

**CALL TO ORDER**

Mayor Robert Shorr, Vice Mayor Laura Danowski, Councilmembers Margaret Herzog Phillis Maniglia (absent) and Marianne Miles, Town Manager Francine L. Ramaglia, Town Attorney Elizabeth Lenihan, Public Works Director Larry Peters, Asst. Public Works Director Mario Matos, and Town Clerk Lakisha Burch.

**COMMENTS FROM THE PUBLIC/TOWN COUNCIL**

There were public comments from Mr. and Mrs. Hosford, and Virginia Standish.

Mr. Hosford asked if code enforcement cases be discussed. Mayor Shorr responded that the Town Council does not discuss code enforcement cases. He then asked if he could distribute literature that has been passed out. Mr. Hosford gave a copy to the Town Manager, Town Attorney, and Town Clerk. Town Manager Ramaglia stated that she would not be discussing code enforcement cases.

**ADJOURNMENT:**

There being no further business meeting adjourned at 6:30 p.m.

**TOWN OF LOXAHATCHEE GROVES,  
FLORIDA**

ATTEST:

\_\_\_\_\_  
Mayor Robert Shorr

\_\_\_\_\_  
Lakisha Burch, Town Clerk

\_\_\_\_\_  
Vice Mayor Laura Danowski

\_\_\_\_\_  
Councilmember Margaret Herzog

Councilmember Marianne Miles

---

Councilmember Phillis Maniglia



**TOWN OF LOXAHATCHEE GROVES  
TOWN COUNCIL MINUTES OF FINAL BUDGET HEARING AND REGULAR  
MEETING**

**SEPTEMBER 20, 2022**

*Meeting audio available in Town Clerk's Office*

**CALL TO ORDER**

Mayor Shorr called the meeting to order at 6:30 p.m.

**PLEDGE OF ALLEGIANCE**

Mayor Shorr led the Pledge of Allegiance.

**MOMENT OF SILENCE**

Mayor Shorr led a prayer.

**ROLL CALL**

Mayor Robert Shorr, Vice Mayor Laura Danowski, Councilmembers Margaret Herzog, Phillis Maniglia (absent) and Marianne Miles, Town Manager Francine L. Ramaglia, Town Attorney Elizabeth Lenihan, Public Works Director Larry Peters, and Town Clerk Lakisha Burch.

**ADDITIONS/DELETIONS/MODIFICATIONS OF AGENDA**

**Motion was made by Vice Mayor Danowski seconded by Councilmember Miles to approve the agenda as is it was voted as follows: Ayes: Mayor Shorr, Vice Mayor Danowski, Councilmembers Herzog and Miles. Motion passed unanimously.**

**COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS:**

There were no public comments.

**CONSENT AGENDA**

1. Approval of Meeting Minutes.
  - a. May 5, 2020, Town Council Regular Meeting Minutes
2. Consideration of **Resolution No. 2022-60** accepting of easements.
3. Consideration of **Resolution No. 2022-65** amending the 4<sup>th</sup> addendum to the Coastal Recycling and Waste Contract.

Councilmember Miles asked if item # 4 (Consideration of **Resolution No. 2022-66** appointing Tracy Rafterowitz and Cassie Suchy to the Finance Audit and Advisory Committee (FAAC) could be pulled from the Consent Agenda.

**Motion was made by Councilmember Miles seconded by Vice Mayor Danowski to approve the Consent Agenda items 1, 2 and 3; it was voted as follows: Ayes: Mayor Shorr, Vice Mayor Danowski, Councilmembers Herzog and Miles. Motion passed unanimously.**

4. Consideration of **Resolution No. 2022-66** appointing Tracy Raflowitz and Cassie Suchy to the Finance Audit and Advisory Committee (FAAC). **PULLED FROM THE CONSENT AGENDA**

Mayor Shorr stated that this is the Finance Committee and the members that are currently on the committee he is aware of their financial background, he asked Vice Mayor Danowski and Councilmember Herzog what is the financial qualification of your appointees and asked Vice Mayor Danowski would she like to go first. Vice Mayor Danowski stated that Ms. Raflowitz is married to Brett Raflowitz. They both own and operate Equestrian Service International (ESI) and they have multiple accounts all over the country. Tracy is the Chief Financial Officer (CFO) is does accounts payable, accounts receivable, she is the collector of receipts, she has to deal with outside vendors with permitting, flood plans, EPA, municipalities, and their regulations, with trucking and any kind of regulations and regulatory efforts that comes with that, the projects that they work on are multiple millions of dollars projects with equestrian footings and have been doing this for about 15 years that she can vouch for, she continued to state that they are survivors of persecutory code from two management companies ago here in Town, so they are pretty savvy with code and knowing how to work within the law and survived two IRS tax audits, so she feels that they are more than qualified to be helpful to this Town in a financial capacity. Councilmember Herzog stated that Cassie is a PBSO officer, she has worked in our Town and is currently working in North County. Councilmember Herzog continued by stating that she has had equestrian involvement for many years, she was involved in charge of the barrel racing when it was at Belvedere and State Road 7 and manly run by those who participated, they had officers and so forth, Cassie and her mother and the whole family has been involved for years and years and feels that she is more than qualified.

Mayor Shorr asked could two motions be made.

**Motion was made by Councilmember Miles seconded by Mayor Shorr to modify Resolution No. 2022-66 to appoint Tracy Raflowitz to the Finance Audit and Advisory Committee (FAAC); it was voted as follows: Ayes: Mayor Shorr, Vice Mayor Danowski, and Councilmember Miles. Nay: Councilmember Herzog. Motion passed 3-1.**

**Motion was made by Councilmember Herzog seconded by Vice Mayor Danowski to appoint Cassie Suchy to the Finance Audit and Advisory Committee (FAAC) as part as Resolution No. 2022-66; it was voted as follows: Ayes: Vice Mayor Danowski and Councilmember Herzog. Nays: Mayor Shorr and Councilmember Miles. Motion failed 2-2.**

#### REGULAR AGENDA

5. Consideration of **Contracts**.
  - a. Consideration of **Resolution No. 2022-55** for Land Research Management, Inc. (Jim Fleishmann) for Planning Consulting.

Town Attorney Lenihan presented the item to Town Council regarding an agreement for professional services with Land Research Management, Inc. for planning and zoning and related services, The term of the proposed agreement is for three (3) years, commencing October 1,



2022, with the option of two (2) additional one (1) year terms. She also stated that the contract is very similar to the contract that the Town currently have with this vendor, for services the services provided for things that are directed by Town Council for code revisions, reviewing code changes and things like that also the comprehensive plan air-based amendments and maybe other comprehensive amendments plans that come forward and things that come forward by landowners that come forward through cost recovery. There are set fee items that the planner does like planning confirmation letters, and certain permit reviews and the planner also offers on call services where staff and property owners can call and be asked random questions.

Councilmember Herzog asked are we going to bring in extra help for him and how we are handling that discussion. Town Attorney Lenihan responded to her question. There was discussion among the Town Council and Town Staff.

**Motion was made by Vice Mayor Danowski seconded by Councilmember Miles to approve Resolution 2022-55 related to the Agreement with Land Research Management, Inc. it was voted as follows: Ayes: Mayor Shorr, Vice Mayor Danowski, Councilmembers Herzog, and Miles. Motion passed unanimously.**

- b. Consideration of *Resolution No. 2022- 56* for Keshavarz & Associates for Engineering Services.

Town Attorney Lenihan presented the item to Town Council relating to an Extension of the Agreement with Keshavarz & Associates, Inc. for Professional Engineering Services. The term of the proposed Extension is through December 31, 2022, to provide the Town with a continuity of services as it proceeds through the competitive procurement process for such services. There was discussion among the Town Council and Town Staff.

**Motion was made by Vice Mayor Danowski seconded by Councilmember Miles to approve Resolution No. 2022-56 for Keshavarz & Associates for Engineering Services extension through December 31, 2022; it was voted as follows: Ayes: Mayor Shorr, Vice Mayor Danowski, Councilmembers Herzog and Miles. Motion passed unanimously.**

- c. Consideration of *Resolution No. 2022-57* for Davis-Ashton (Mitty Bernard) for Special Magistrate Services.

Town Attorney Lenihan presented the item to Town Council relating to an Agreement with Davis & Associates, P.A. for special magistrate services. The term of the proposed Agreement is for three (3) years, with the option for two (2) additional one (1) year terms. The Agreement will commence on the date approved by Town Council.

**Motion was made by Vice Mayor Danowski seconded by Councilmember Herzog to approve Resolution No. 2022-57 for Davis-Ashton (Mitty Bernard) for special magistrate services; it was voted as follows: Ayes: Mayor Shorr, Vice Mayor Danowski, Councilmembers Herzog and Miles. Motion passed unanimously.**

### FINAL BUDGET AND PUBLIC HEARING

- 6. Pursuant to F.S. 200.065(2)(d) & (e), the following announcement must be made:

“The Town of Loxahatchee Groves, Florida’s rolled back rate is 2.6694 The percentage increase in property taxes for Fiscal Year 2022/2023 is 12.38% and the Town’s millage rate to be adopted is 3.0000 mills”.

Town Manager Ramaglia presented the item to the Town Council she also announced the following “The Town of Loxahatchee Groves, Florida’s rolled back rate is 2.6694 The percentage increase in property taxes for Fiscal Year 2022/2023 is 12.38% and the Town’s millage rate to be adopted is 3.0000 mills”. She also gave the Town Council updates on other Town business.

- a. Approval of **Resolution No. 2022-63** adopting the final 2022-2023 millage rate.

**Motion was made by Vice Mayor Danowski seconded by Councilmember Herzog to approve Resolution No. 2022-63 adopting the final 2022-2023 millage rate; it was voted as follows: Ayes: Mayor Shorr, Vice Mayor Danowski, Councilmembers Herzog and Miles. Motion passed unanimously.**

- b. Approval of **Resolution No. 2022-64** adopting the final 2022-2023 operating budget.

**Motion was made by Vice Mayor Danowski seconded by Councilmember Miles to approve Resolution No. 2022-64 adopting the final 2022-2023 operating budget; it was voted as follows: Ayes: Mayor Shorr, Vice Mayor Danowski, Councilmembers Herzog and Miles. Motion passed unanimously.**

### TOWN STAFF COMMENTS

#### Town Manager

- Thanked the Town Council and for a great meeting.

#### Town Attorney

- Gave an update on the Briar/Smiley and Underwood case.

#### Public Works Director

- Thank HR for the several applicants that we have received for the available openings in Public Works.

#### Town Clerk

No Comment.

### TOWN COUNCILMEMBER COMMENTS

#### Margaret Herzog (Seat 5)

- Asked are we going to hear from PBSO or Fire Department.
  - Lt. Robert DeMarco from the Palm Beach County Sheriff’s Office Districts 1517 and 18 gave a brief update on monthly stats and there was discussion among the Town Council and Lt. DeMarco.
  - District Chief William Rowley from Palm Beach County Fire Rescue District 28 gave a brief update.

**There was consensus from the Town Council to put information given by District Chief Rowley on the website.**

#### Phillis Maniglia (Seat 1)

**Marianne Miles (Seat 3)**

- Stated that it is great we are accomplishing a lot of things.
- Stated that we are still in hurricane season, so please stay safe and happy.

**Vice Mayor Laura Danowski (Seat 2)**

- Asked about the number of people who have signed up for CodeRed and encouraged people to sign up for CodeRed.
- Spoke about the Flood Management Program.

**Mayor Robert Shorr (Seat 4)**

- Spoke about Invitation for Bid “IFB” for paving and giving staff a deadline for getting the bid out. Town Attorney Lenihan responded. The Town Council asked for it to be on the street by October 7, 2022.
- Thank you all regarding the budget.

**ADJOURNMENT**

There being no further business meeting adjourned at 7:20 p.m.

**TOWN OF LOXAHATCHEE GROVES,  
FLORIDA**

ATTEST:

\_\_\_\_\_  
Lakisha Burch, Town Clerk

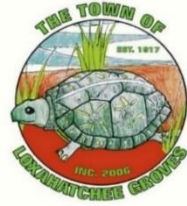
\_\_\_\_\_  
Mayor Robert Shorr

\_\_\_\_\_  
Vice Mayor Laura Danowski

\_\_\_\_\_  
Councilmember Margaret Herzog

\_\_\_\_\_  
Councilmember Marianne Miles

\_\_\_\_\_  
Councilmember Phillis Maniglia



**TOWN OF LOXAHATCHEE GROVES  
TOWN COUNCIL MINUTES OF COMMUNITY RESIDENT WORKSHOP  
APRIL 4, 2023**

*Meeting audio available in Town Clerk's Office*

**CALL TO ORDER**

Mayor Shorr called the meeting to order at 6:00 p.m.

**PRESENT**

Mayor Robert Shorr, Vice Mayor Laura Danowski, Councilmembers Margaret Herzog, Phillis Maniglia, and Marianne Miles, Town Attorney Elizabeth Lenihan, Public Works Director Larry Peters, and Town Clerk Lakisha Burch.

**COMMENTS FROM THE PUBLIC**

There were public comments from Robert Austin, Susan Clubb, David DeMaris, John Ryan, Virginia Standish, and Mayor Shorr.

Ms. Virginia Standish made the following statement:

- Asked Mayor Shorr was he aware that his information such as cell phone was in a recent realty listing to contact him or Town staff if there were questions regarding zoning and allowable businesses.
- Thanked Coastal (Juliann) regarding huge piles.

Mr. John Ryan made the following statement:

- Canals look good.
- Southern Blvd. is blossoming as the commercial part of Loxahatchee Groves.
- Also stated that he would like to thank the Mayor, Vice Mayor, and other Council members for what looked like good decisions and good results.
- Spoke about the electric bill for the Water Control Dependent District. Mayor Shorr responded to Mr. Ryan's concern. There continued to be discussions among the Town Council and Town Staff regarding the canals.

Ms. Susan Clubb made the following statement:

- She addressed the Council stating that she feels that Groves looks in better shape and thanked the Council regarding the paving of roads, and to continue the good works.

Mr. Robert Austin made the following statement:

- Spoke about Hyde Park Road becoming a speed track.

- Apologize for missing the Hyde Park Community Workshop.
- Paving of Collecting Canal.

Mayor Shorr spoke about the Hyde Park Community Workshop. Vice Mayor Danowski spoke about signs at the end of Southern Blvd. and F and posting signs on Town’s property.

Mr. David DeMarios made the following statement:

- Congratulations to the Town Council.
- Paving
- Canals
- Maintenance on the Town and the improvements that are making the living here more enjoyable.

Mayor Shorr inquired about the pump at the Water District. There was a discussion between Mayor Shorr and Mr. Peters.

Public Works Director Peters introduced the new Code Enforcement Officer. Asst. Public Works Director/Code Official Mario Matos addressed the Town Council giving a brief description of the new Code Enforcement Officer Andrew Amienti. There was a discussion between the Town Council and Mr. Matos.

There continued to be discussions between the Town Council and Mr. Peters regarding issues with our canals which included water being pumped, straws, etc.

**ADJOURNMENT:**

There being no further business the meeting adjourned at 6:24 p.m.

**TOWN OF LOXAHATCHEE GROVES,  
FLORIDA**

ATTEST:

\_\_\_\_\_  
Lakisha Burch, Town Clerk

\_\_\_\_\_  
Mayor Robert Shorr

\_\_\_\_\_  
Vice Mayor Laura Danowski

\_\_\_\_\_  
Councilmember Margaret Herzog

\_\_\_\_\_  
Councilmember Marianne Miles

\_\_\_\_\_  
Councilmember Phillis Maniglia



**TOWN OF LOXAHATCHEE GROVES  
TOWN COUNCIL MINUTES REGULAR MEETING  
APRIL 4, 2023**

*Meeting audio available in Town Clerk's Office*

**CALL TO ORDER**

Mayor Shorr called the meeting to order at 6:30 p.m.

**PLEDGE OF ALLEGIANCE**

Mayor Shorr and his grandchildren led the Pledge of Allegiance.

**MOMENT OF SILENCE**

Mayor Shorr led a prayer.

**ROLL CALL**

Mayor Robert Shorr, Vice Mayor Laura Danowski, Councilmembers Margaret Herzog, Phillis Maniglia, and Marianne Miles, Town Attorney Elizabeth Lenihan, Public Works Director Larry Peters, and Town Clerk Lakisha Burch.

**ADDITIONS, DELETIONS AND MODIFICATIONS**

**Motion was made by Vice Mayor Danowski seconded by Councilmember Maniglia to approve the agenda as is; it was voted as follows: Ayes: Mayor Shorr, Vice Mayor Danowski, Councilmembers Herzog, Maniglia, and Miles. Motion passed unanimously.**

**APPOINT SEAT OF MAYOR- RESOLUTION NO. 2023-34**

**Councilmember Maniglia nominated Laura Danowski for Mayor seconded by Councilmember Miles; it was accepted by Vice Mayor Danowski with there being no further nominations. It was voted by all of the Town Council to accept Vice Mayor Danowski as Mayor.**

**APPOINT SEAT OF VICE MAYOR- RESOLUTION NO. 2023-35**

**Councilmember Maniglia nominated Margaret Herzog for Vice Mayor; Councilmember Herzog accepted the nomination.**

**Councilmember Miles nominated Robert Shorr for Vice Mayor; Robert Shorr accepted the nomination.**

**There were two votes for Margaret Herzog for Vice Mayor which were Councilmember Maniglia and Councilmember Herzog.**

**There were three votes for Robert Shorr for Vice Mayor which were Mayor Danowski, Councilmember Miles, and Robert Shorr.**

**There was a 2 (Herzog and Maniglia) to 3 (Danowski, Miles, and Shorr) vote for Robert Shorr to become Vice Mayor.**

**RECESS TOWN COUNCIL MEETING &  
CALL TO ORDER DEPENDENT WATER CONTROL DISTRICT**

**Motion was made Councilmember Maniglia seconded by Vice Mayor Shorr to recess the Town Council meeting at 6:35 p.m. and Call to Order the Dependent Water Control District; it was voted as follows: Ayes: Chair Danowski, Treasure Herzog, and Board of Supervisors Maniglia, Miles, and Shorr. Motion was passed unanimously.**

Chair Danowski called to order the Dependent Water Control District to order at 6:36 p.m.

**APPOINT CHAIR OF BOARD OF SUPERVISORS- RESOLUTION NO. 2023-DD01**

**Board of Supervisor Maniglia nominated Laura Danowski as Chair of the Dependent Water Control District; Chair Danowski declined the nomination.**

**Chair Danowski nominated Board of Supervisor Shorr for Chair of the Dependent Water Control District; Board of Supervisor Shorr accepted the nomination.**

**Board of Supervisor Maniglia nominated herself and accepted her nomination.**

**There was a 2 (Herzog and Maniglia) to 3 (Danowski, Miles, and Shorr) vote for Phillis Maniglia for Chair of the Board of Supervisors.**

**There was a 3 (Danowski, Miles, and Shorr) to 2 (Herzog and Maniglia) votes for Robert Shorr becoming Chair of the Board of Supervisors.**

**APPOINT TREASURER OF BOARD OF SUPERVISORS-RESOLUTION NO. 2023 DD02**

**Board of Supervisor Maniglia nominated Margaret Herzog for Treasurer of the Dependent Water Control District; Treasurer Herzog accepted the nomination.**

**Chair Shorr nominated Marianne Miles for Treasurer of the Dependent Water Control District; Board of Supervisor Miles accepted the nomination.**

**There was a 3 (Danowski, Herzog, and Maniglia) to 2 (Shorr and Miles) votes for Margaret Herzog to be Treasurer of the Dependent Water Control District.**

There being no further business the meeting was adjourned at 6:38 p.m.

**RECONVENE TOWN COUNCIL MEETING**

Mayor Danowski reconvened the Town Council Regular Meeting at 6:55 p.m.

**COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

There was no public comment on non-agenda items.

**CONSENT AGENDA**

Councilmember Maniglia asked could items 2, 3, and 5 from the Consent Agenda.

1. Consideration of approval of Meeting Minutes.
  - a. August 2, 2022                      Town Council Regular Meeting
  - b. February 7, 2023                    Town Council Community Workshop Meeting
  - c. February 7, 2023                    Town Council Workshop/Special Meeting

- d. February 21, 2023                      Town Council Community Workshop Meeting
  - e. February 21, 2023                      Town Council Workshop/Special Meeting
  - f. March 21, 2023                         Town Council Community Workshop Meeting
  - g. March 21, 2023                         Town Council Regular Meeting
4. Consideration of **Resolution No. 2023-32** approving the schedule for the Town Council Regular and Workshop Meetings for April to December 2023.

**Motion was made by Vice Mayor Shorr seconded by Councilmember Herzog to approve Consent Agenda which includes items 1 and 4; it was voted as follows: Ayes: Mayor Danowski, Vice Mayor Shorr, Councilmembers Herzog, Maniglia, and Miles. Motion passed unanimously.**

2. Consideration of **Resolution No. 2023-29** approval of scope and pricing for culvert repair at 24<sup>th</sup> and “E” Road. **PULLED FROM THE AGENDA**

The existing bridge culvert at 24th Court North and East of E Road is in a failing condition and needs to be replaced. This bridge culvert is within the Town’s right-of-way and is the only access to seven parcels. Johnson-Davis, Inc. has a continuing contract with the Town, and has provided a proposal to replace this bridge culvert. Staff are requesting approval of scope and pricing for the replacement of the culvert. A proposal in the amount of \$110,830.00 was submitted by Johnson-Davis, Inc. for this culvert replacement.

Councilmember Maniglia stated that she would have to recuse herself from this item due to her having a real estate listing on 24<sup>th</sup> Court.

**Motion was made Vice Mayor Shorr seconded by Councilmember Herzog to approve Resolution No. 2023-29 approving the scope and pricing for replacements of a bridge culvert at 24<sup>th</sup> Court North and E Road; it was voted as follows: Ayes: Mayor Danowski, Vice Mayor Shorr, Councilmembers Herzog, Maniglia, and Miles. Motion passed 4-0 (Maniglia obtained).**

3. Consideration of **Resolution No. 2023-31** authorizing the expenditure to Level Land Grading in excess of \$25,000. **PULLED FROM THE AGENDA**

Public Works Director Peters addressed the Town Council stating that Level Land Grading, Inc. has been installing culverts for the Town. The Town provides the materials (rock and pipe) and Level Land Grading, Inc. supplies the manpower and equipment. Level Land Grading, Inc. is doing the work for \$1,850 per culvert. This price was substantially less than the two other quotes received by the Town for the same scope of work. The culverts are installed according to Town specifications and the quality of the work has been good.

In this fiscal year Level Land Grading, Inc. has installed 9 culverts for a total price of \$16,650. The public works director has identified a need for 6 additional culverts and believes as many as 13 more may be needed. The Town has budgeted \$100,000 for miscellaneous culverts in its Capital Improvement Plan for 2023. The cost of rock and pipe for each of the culverts is approximately \$2,000, which brings the cost per culvert to \$3,850. In addition, the delivery of materials to the site is done by Town employees using Town equipment.



Pursuant to Section 2-134(c) of the Town’s Code, Town staff is seeking authority to utilize Level Land Grading, Inc. for the additional culvert work, which will result in aggregate payments to the contractor in excess of \$25,000 during this fiscal year. There was discussion among the Town Council and Town Staff.

**Motion was made by Councilmember Maniglia seconded by Councilmember Herzog to not approve Resolution No. 2023-31 authorizing the expenditure to Level Land Grading, Inc. in excess of \$25,000. for fiscal year 2023 for culvert construction/installation services; it was voted as follows: Ayes: Councilmembers Herzog and Maniglia. Nays: Mayor Danowski, Vice Mayor Shorr, and Councilmember Miles. Motion failed 2-3.**

**Motion was made by Vice Mayor Shorr seconded by Councilmember Miles to approve Resolution No. 2023-31 authorizing the expenditure to Level Land Grading, Inc. in excess of \$25,000. for fiscal year 2023 for culvert construction/installation services; it was voted as follows: Ayes: Mayor Danowski, Vice Mayor Shorr, Councilmembers Herzog, Maniglia, and Miles. Motion passed unanimously.**

5. Consideration of *Resolution No. 2023-33* approving of easements. **PULLED FROM THE AGENDA**

This item was brought before the Town Council because in moving forward with the FY23 Town Paving Program it is beneficial for the Town to secure certain Roadway and/or Drainage and/or Utility easements along some segments of the road paving project. Specifically, easements are needed along North E Road, Folsom Road, and West G Road. In addition, while there is an existing 20-foot roadway easement along Collecting Canal Road, drainage and utility easements would be useful in this area.

Town staff has been working with property owners to acquire the easements and have identified properties upon which easements are needed or available. Those property locations are identified in Exhibit “A” to Resolution No. 2023-33 and the form of the proposed easement is the Town’s standard easement form which was previously approved by Town Council. The nature and extent of the easement will vary depending on the particular location.

The Town Council must accept the easements in accordance with Section 05-085 of Article 05” Administrative and Legal Provisions” of Part I “Administration and Definitions of the Town’s ULDC. With the pendency of the FY23 Town Road Paving Program and the award of the contract for the construction work and in order to minimize and delay or stoppage of the work, the Town Manager and Town Attorney are suggesting the Town Council approve and accept the easements at the identified locations, authorize the Mayor to execute the easements and Town staff to record the easements, without the necessity of bringing them back individually to the Town Council for acceptance and approval, under the following conditions:

1. That the easements will be in the standard form approved by Town Council or with non-monetary changes subject to approval by the Town Manager and Town Attorney;
2. Authorizing the Mayor (or Town Manager) to execute the acceptance of the easements identified in the Resolution upon approval by the Town Attorney;
3. Require that the easement for each property be fully executed and recorded before work on the project takes place within the easement area for that property.

There was discussion among the Town Council and Town Staff regarding this item.

**Motion was made by Vice Mayor Shorr seconded by Councilmember Maniglia to approve Resolution No. 2023-33 accepting easements; it was voted as follows: Ayes: Mavor Danowski, Vice Mayor Shorr, Councilmembers Herzog, Maniglia, and Miles. Motion passed unanimously.**

### REGULAR AGENDA

6. Consideration of *Resolution No. 2023-30* approving the awarding of IFB # 2023-01 paving project.

Town Attorney Lenihan addressed the Town Council stating that the agenda was supposed to include a budget amendment then went to explain to Town Council other options.

**There was a consensus to have this item moved to the April 18, 2023, meeting.**

**Motion was made by Councilmember Maniglia seconded by Councilmember Herzog to remove item # 6 (IFB # 2023-01) from the agenda and have it on the April 18, 2023 agenda; it was voted as follows: Ayes: Mavor Danowski, Vice Mayor Shorr, Councilmembers Herzog, Maniglia, and Miles. Motion passed unanimously.**

### DISCUSSION

7. Discussion of *Ordinance No. 2023-01* adopting Chapter 2 “Administration” Article VII “Town Advisory Boards” to provide for the applicability, composition, quorum, eligibility and qualifications, appointment, terms, removal, and vacancies, officers, compensation, and procedures regarding Town Advisory Boards.

Town Attorney Lenihan presented the item to the Town Council stating over the years, the Town Council has adopted several resolutions dealing with various Town advisory boards, including, but not limited to, the Scholarship Fund Committee, Charter Review Committee, Unified Land Development Code Review Committee, Finance Advisory and Audit Committee, and the Roadway, Equestrian Trails and Greenway Advisory Committee. Each resolution provides for the composition, term, appointment procedure, removal, etc. To ensure consistency and a more efficient procedure, the Town Attorney has drafted Ordinance No. 2023-01, an advisory board ordinance that applies to all Town advisory boards, committees, and commissions unless otherwise set forth in the Code.

The ordinance provides uniformity for its advisory boards in composition, quorums, eligibility, appointment, terms, removal, vacancies, officers, procedures, and meetings. The ordinance also provides the Town Council with the authority to adopt other resolutions (or ordinances) that address the particular qualifications for members of each board and the time and frequency of meetings. It provides for an application process for potential board members, and the Town Council will review the applications and vote on the members and alternates for each board. Board members will serve two-year staggered terms and will continue to serve until successors are appointed.

There was discussion among the Town Council and Town Staff regarding this item which included appointments of committee members, date, and time of meetings, coming before Council for approval of Town Council’s appointee, etc.

**There was consensus by the Town Council that they would continue to appoint their representative to Advisory Boards, their appointee will serve the same term on the committee as the Councilmember servers on the and be able to remove their own appointee without coming before Town Council.**

8. Discussion of *Ordinance No. 2023-02* amending Chapter 34 “Planning and Development”, Article II “Planning and Zoning Board” to amend the appointment process and terms and for other purposes.

Town Attorney Lenihan presented the item to the Town Council stating that by separate ordinance, the Town Council is considering adopting uniform requirements for its Town advisory boards which have, over the years, included, but not been limited to, the Planning and Zoning Board, the Scholarship Fund Committee, Charter Review Committee, Unified Land Development Code Review Committee, Finance Advisory and Audit Committee, and the Roadway, Equestrian Trails and Greenway Advisory Committee. That separate ordinance provides uniformity for the advisory boards in composition, quorums, eligibility, appointment, terms, removal, vacancies, officers, procedures, and meetings (“Advisory Board Ordinance”). The Advisory Board Ordinance provides for an application process for potential board members, and the Town Council will review the applications and vote on the members and alternates for each board. Board members will serve two- year staggered terms and will continue to serve until successors are appointed.

If the Town Council adopts the Advisory Board Ordinance, it will also consider Ordinance No. 2023-01 which provides for the removal of certain provisions from the Planning and Zoning Board ordinance that are already addressed in the new Advisory Board Ordinance (Ordinance No.2023-01) including the following: nomination process, quorum requirement, vacancies, removal of members, compensation, and the organizational meeting.

There was discussion among the Town Council and Town Staff.

9. Discussion of Town Council Rules and Procedures.

The ground rules for Town Council behavior and conduct of meetings are governed by the Code of Ordinances and the Council’s adopted rules. Section 2-23 of Article II “Town Council” of Chapter 2 “Administration” of the Code sets forth the codified regulations. The Town Council Approved Resolution No. 2019-65 “Town Council Rules of Engagement” and the Town Attorney has provided training on the role and conduct of being a member of Council. Copies of Section 2-23, Resolution No. 2019-65, and the training materials are attached for your review and discussion.

In addition to the general review of the guidelines, there has been interest expressed in addressing modifications and adjustments to the rules and procedures to include, but not necessarily be limited to the following topics:

1. Which meetings (including board and committee meetings) get live streamed, or otherwise disseminated.
2. Who and how many council members sign ordinances, resolutions, contracts, checks, and other official documents of the Town.
3. The use and. placement of lights.

4. Cellphone use.
5. Roll call procedures and acknowledgements.
6. Appropriate manner of addressing each other during meeting discussions.
7. The extent and limitation, tone, and tenor of Councilmember comments.
8. One on ones prior to Council Meetings.
9. Effective use of Agenda Review meetings on Mondays.

There was discussion among the Town Council and Town Staff regarding the above-mentioned items.

**There was consensus by the Town Council to stream all meetings, to continue Agenda Reviews until June on the Monday before the Regular Town Council Meeting, Councilmember Maniglia stated that she would reach out to Sarah Palmer to see if you would be available to facilitate a training among Town Councilmembers.**

10. Discussion of Town Council Priorities.

There was discussion among the Town Council and Town Staff. Mayor Danowski expressed that she loved the Council priorities schedule in the agenda.

#### **TOWN STAFF COMMENTS**

##### **Town Manager**

No comment.

##### **Town Attorney**

No comment.

##### **Public Works Director**

No comment.

##### **Town Clerk**

No comment.

#### **TOWN COUNCILMEMBER COMMENTS**

##### **Phillis Maniglia (Seat 1)**

- Congratulated everyone on their appointments.

##### **Marianne Miles (Seat 3)**

- Also congratulated everyone on their appointments.

##### **Margaret Herzog (Seat 5)**

- Also congratulated everyone on their appointments.
- Inquired about Building Projects
- Thanked Town Council and Staff for gifts/notes during her time of loss.

##### **Robert Shorr (Seat 4)**

- Commented on the Agenda

- Term limits for the Mayor
- Thanked Town Manager Ramaglia for putting together the Hyde Park Meeting.
- Paving Project

**Laura Danowski (Seat 2)**

- Town Council’s homework as a group
- Cyber Training
- RV program
- Thank you everyone.
- Having guest speakers- to update on issues surrounding our community.
- Loxahatchee Groves Landowners Association (LGLA)

**ADJOURNMENT**

There being no further business meeting adjourned at 9:42 p.m.

**TOWN OF LOXAHATCHEE GROVES,  
FLORIDA**

ATTEST:

\_\_\_\_\_  
Lakisha Burch, Town Clerk

\_\_\_\_\_  
Mayor Laura Danowski

\_\_\_\_\_  
Vice Mayor Robert Shorr

\_\_\_\_\_  
Councilmember Margaret Herzog

\_\_\_\_\_  
Councilmember Marianne Miles

\_\_\_\_\_  
Councilmember Phillis Maniglia



**TOWN OF LOXAHATCHEE GROVES  
TOWN COUNCIL MINUTES OF SPECIAL MEETING  
APRIL 11, 2023**

*Meeting audio available in Town Clerk's Office*

**CALL TO ORDER**

Mayor Danowski called the meeting to order at 9:01a.m.

**PLEDGE OF ALLEGIANCE**

Mayor Danowski led the Pledge of Allegiance.

**MOMENT OF SILENCE**

Mayor Danowski led a prayer.

**ROLL CALL**

Mayor Laura Danowski, Vice Mayor Robert Shorr, Councilmembers Margaret Herzog, Phillis Maniglia, and Marianne Miles (via Zoom), Town Attorney Elizabeth Lenihan, Public Works Director Larry Peters, and Town Clerk Lakisha Burch.

**There was consensus to allow Councilmember Miles to join the meeting by Zoom.**

**ADDITIONS, DELETIONS AND MODIFICATIONS**

**Motion was made by Councilmember Maniglia seconded by Vice Mayor Shorr to approve agenda as is; it was voted as follows: Ayes: Mayor Danowski, Vice Mayor Shorr, Councilmembers Herzog, Maniglia, and Miles. Motion passed unanimously.**

**COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

There was no public comment.

**PUBLIC HEARING AND REGULAR AGENDA**

1. Approval of **Resolution No. 2023-30** the award of a contract to J.W. Cheatham, LLC for the Town FY23 Road Paving Program, IFB#2023-01

Town Attorney Lenihan presented the item to the Town Council stating that before them is the contract for the paving project. It covers the entire road paving schedule that was approved for the year, and it is awarded to a single contractor or proposed for award for a single contractor, it was

based on a competitive bid, and it was awarded to the lowest responsive bid which was J. W. Cheatham, and the contract documents will proposed in the bid, and they have not requested any changes to the proposed contract. So, all this is ready to move forward.

There were public comments made by the following: Robert Austin and Virginia Standish.

**There was a consensus of 5 to 0 to bring forth change orders for culvert replacements at the May 2, 2023, Town Council Regular Meeting.**

**There was a consensus of 5 to 0 for no east/west paving on South North Road at the intersection of F Road.**

**Motion was made Vice Mayor Shorr seconded by Councilmember Maniglia to approve Resolution No. 2023-30 approving a contract for construction services with J. W. Cheatham, LLC., for Town's FY 23 Road Paving Program; it was voted as follows: Ayes: Mayor Danowski, Vice Mayor Shorr, Councilmembers Herzog, Maniglia, and Miles. Motion passed unanimously.**

### **TOWN STAFF COMMENTS**

#### **Town Manager**

- Stated she was sorry for being ill for the April 4<sup>th</sup> meeting.
- Stated that the mics were turned on before the meeting.
- Hoped all enjoyed their Easter Holiday.
- Stated that there will be a Groves Town Center/Town of Loxahatchee Groves Master Plan Discussion on Tuesday, April 18, 2023, at 5:00 p.m.

#### **Town Attorney**

- Announced that there would be a Client-Attorney Closed Session on Monday, April 17, 2023, at 4:00 p.m. – Councilmember Miles rescued herself for this meeting (will not be weighing in on the Client-Attorney Session)

#### **Public Works Director Town**

- Stated he appreciated the Town Council patience in the paving matter.

#### **Clerk**

- Stated that there were documents that needed Town Council signatures.

### **TOWN COUNCILMEMBER COMMENTS**

#### **Marianne Miles (Seat 3)**

- Glad we are moving on.

#### **Margaret Herzog (Seat 5)**

- Glad the project includes all roads.

#### **Phillis Maniglia (Seat 1)**

- Mentioned the 50/50 that was voted for-hopefully paving get through the Town.

**Robert Shorr (Seat 4)**

- Spoke about the paving contract being a 60-day contract.
- Thanked Mayor Danowski and Councilmember Miles for their support.

**Laura Danowski (Seat 2)**

- Thanked staff for putting the Special meeting together.

**ADJOURNMENT:**

There being no further business the meeting adjourned at 10:05 a.m.

**TOWN OF LOXAHATCHEE GROVES,  
FLORIDA**

ATTEST:

\_\_\_\_\_

Lakisha Burch, Town Clerk

\_\_\_\_\_

Mayor Laura Danowski

\_\_\_\_\_

Vice Mayor Robert Shorr

\_\_\_\_\_

Councilmember Margaret Herzog

\_\_\_\_\_

Councilmember Phillis Maniglia

\_\_\_\_\_

Councilmember Marianne Miles





155 F Road Loxahatchee Groves, FL 33470

## Agenda Item # 4

**TO:** Town Council of Town of Loxahatchee Groves

**FROM:** Francine L. Ramaglia, Town Manager

**DATE:** April 26, 2023

**SUBJECT:** Consideration of *Resolution No. 2023- 13* authorizing the amendment of an Interlocal Agreement with Palm Beach County for participation in the Urban County Qualification Process for Community Development Block Grant Funding.

---

### Background:

On August 19, 2014, the Board of County Commissioners (BCC) executed an interlocal cooperation agreement (R2014-1160) and amended August 25, 2020 (R2020-1213) with the Town of Loxahatchee Groves as part of the Urban County Qualification Process for Federal Fiscal Years 2015-2017. Under this Agreement, the Town of Loxahatchee Groves agreed to participate with the County in the creation of the Urban County Program jurisdiction for the receipt of federal community development funds from the U.S. Department of Housing and Urban Development (HUD).

At the August 4, 2020 Town Council Regular Meeting the Town Council voted unanimously to re-enter Amendment 001 between the Town of Loxahatchee Groves and Palm Beach County. See below:

### Recommendations:

Move to approve *Resolution No. 2023-13* authorizing the amendment of an Interlocal Agreement with Palm Beach County for participation in the Urban County Qualification Process for Community Development Block Grant Funding.



April 20, 2023

Francine Ramaglia, Town Manager  
Town of Loxahatchee Groves  
155 F Road  
Loxahatchee, FL 33470

RE: Urban County Qualification Process FYs 2024 - 2026

Dear Ms.: Ramaglia

On August 19, 2014, the Board of County Commissioners (BCC) executed an interlocal cooperation agreement (R2014-1160) and amended August 25, 2020 (R2020-1213) with the Town of Loxahatchee Groves as part of the Urban County Qualification Process for Federal Fiscal Years 2015-2017. Under this Agreement, the Town of Loxahatchee Groves agreed to participate with the County in the creation of the Urban County Program jurisdiction for the receipt of federal community development funds from the U.S. Department of Housing and Urban Development (HUD).

The Agreement states, *"The agreement shall be automatically renewed at the end of the qualification period and at the end of each subsequent qualification period unless either party provides a written notice in which it elects to not participate in a new qualification period."* The current three year qualifying period will expire on September 30, 2024 and will require your renewal to cover the October 1, 2024 to September 30, 2027 time period.

In order to continue participation in the Urban County Program and renew the Agreement, please execute the enclosed four (4) copies of the amendment to our interlocal cooperation agreement, and return them to HED no later than May 19, 2023. This is necessary because HUD has amended one of the clauses in the original agreement to promote adherence to regulations pertaining to non-discrimination in HUD programs or activities receiving Federal Financial Assistance.

In addition, please provide written confirmation of your continued participation in the Urban County Program utilizing the enclosed letter template. Please send your letter to the PBC Department of Housing and Economic Development, and also to HUD's Miami Field Office addressed as follows:

Lisa Johnson, Director  
Community Planning & Development Division  
U.S. Department of Housing and Urban Development  
909 SE 1st Avenue, Room 500  
Miami, FL 33131

Department of  
Housing & Economic  
Development

Strategic Planning Division

100 Australian Avenue - Suite 500

West Palm Beach, FL 33406

(561) 233-3600

[www.pbcgov.com/hed](http://www.pbcgov.com/hed)

Palm Beach County  
Board of County  
Commissioners

Gregg K. Weiss, Mayor

Maria Sachs, Vice Mayor

Maria G. Marino

Michael A. Barnett

Marci Woodward

Sara Baxter

Mack Bernard

County Administrator

Verdenia C. Baker

*"An Equal Opportunity  
Affirmative Action Employer"*



Please contact Sheila Brown, Senior Planner, at (561) 233-3688 or [sabrown@pbcgov.org](mailto:sabrown@pbcgov.org), if you have any questions concerning this letter.

Sincerely,

A handwritten signature in blue ink that reads "Jonathan B. Brown".

Jonathan B. Brown, Director  
Department of Housing and Economic Development

Enclosures

CC: Lakisha Q. Burch, Town Clerk, Town of Loxahatchee Groves  
Sherry Howard, Deputy Director, PBC HED  
Carlos Serrano, SPO Director, PBC HED

**RESOLUTION NO. 2023- 13**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, AUTHORIZING THE AMENDMENT OF AN INTERLOCAL AGREEMENT WITH PALM BEACH COUNTY FOR PARTICIPATION IN THE URBAN COUNTY QUALIFICATION PROCESS FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Section 163.01, Florida Statutes, authorizes local governments to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities that will harmonize geographic, economic, population and other factors influencing the needs and development of local communities; and

**WHEREAS**, the Town of Loxahatchee Groves (Town) and Palm Beach County (County) entered into an Interlocal Agreement on August 19, 2014, to formalize the Town's participation in the urban county qualification process for Community Development Block Grant funding (Agreement); and

**WHEREAS**, the Town and the County amended the Agreement August 25, 2020; and

**WHEREAS**, HUD has amended its requirements for the Community Development Block Grant Program to require certain language in related Interlocal Agreements; and

**WHEREAS**, the Town and the County desire to amend the Agreement to include the new language required by HUD; and

**WHEREAS**, the Town Council has determined that this amendment serves a public purpose.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THAT:**

**Section 1.** The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution.

**Section 2.** The Town Council of the Town of Loxahatchee Groves hereby approves Amendment 002 to the Interlocal Agreement with Palm Beach County, attached hereto as Exhibit "A".

**Section 3.** This Resolution shall become effective immediately upon its passage and adoption.

Councilmember \_\_\_\_\_ offered the foregoing Resolution. Councilmember seconded the Motion, and upon being put to a vote, the vote was as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
LAURA DANOWSKI, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBERT SHORR, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARGE HERZOG, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARIANNE MILES, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHILLIS MANIGLIA, COUNCILMEMEBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

TOWN OF LOXAHATCHEE GROVES,  
FLORIDA

ATTEST:

\_\_\_\_\_  
Mayor Laura Danowski

\_\_\_\_\_  
Lakisha Burch, Town Clerk

\_\_\_\_\_  
Vice Mayor Robert Shorr

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Councilmember Margaret Herzog

\_\_\_\_\_  
Office of the Town Attorney

\_\_\_\_\_  
Councilmember Marianne Miles

\_\_\_\_\_  
Councilmember Phillis Maniglia

**AMENDMENT 002 TO THE AGREEMENT WITH  
TOWN OF LOXAHATCHEE GROVES**

**Amendment 002**, effective as of \_\_\_\_\_, by and between **Palm Beach County** (County), and the **Town of Loxahatchee Groves** (Municipality).

WITNESSETH:

**WHEREAS**, Palm Beach County entered into an Interlocal Cooperation Agreement (R2014-1160) (the "Agreement") with the Municipality on August 19, 2014, to formalize the Municipality's participation in the urban county qualification process for Federal Fiscal Years 2014, 2016, and 2017, and amended August 25, 2020 (R2020-1213) (the "Amendment"); and

**WHEREAS**, the Agreement is automatically renewed every three years at the end of the qualification period and is now due for renewal; and

**WHEREAS**, the Amendment provided for revised specific language as requested by the Department of Housing and Urban Development (HUD); and

**WHEREAS**, HUD has expressed in its most recent Instructions for Urban County Participation in Community Development Block Grant (CDBG) Program for FY 2024-2026 that all interlocal agreements should contain specific language; and

**WHEREAS**, the Agreements between Palm Beach County and the municipalities participating in the urban county program did not contain this specific language; and

**WHEREAS**, both parties desire to amend the Agreement, and Amended to comply with HUD's requirements.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements hereinafter set forth, and various other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

The foregoing recitals are true and correct and incorporated herein by reference. Terms not defined herein shall have the same meaning as ascribed to them in the Agreement.

**A. DELETE THE FOLLOWING CLAUSE 11:**

The Municipality and the County shall take all actions necessary to assure compliance with the County's certification required by Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, regarding Title VI of the Civil Rights Act of 1964, the Fair Housing Act, and affirmatively furthering fair housing. The Municipality and the County shall comply with Section 109 of Title I of the Housing and Community Development Act of 1974, which incorporates Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, Section 3 of the Housing and Urban Development Act of 1968, and other applicable laws. The County shall not fund any activities in, or in support of, the Municipality should the Municipality not affirmatively further fair housing within its jurisdiction or should the Municipality impede the County's actions to comply with the County's fair housing certification.

**B. REPLACE DELETED CLAUSE WITH REVISED CLAUSE 11:**

The Municipality and the County shall take all actions necessary to assure compliance with the County's certification required by Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, regarding Title VI of the Civil Rights Act of 1964, and the implementing regulations at 24 CFR part 1, the Fair Housing Act, and the implementing regulations at 24 CFR part 100, and affirmatively furthering fair housing. The Municipality and the County shall comply with Section 109 of Title I of the Housing and Community Development Act of 1974, and the implementing regulations at

24 CFR part 6, which incorporates Section 504 of the Rehabilitation Act of 1973, and the implementing regulations at 24 CFR part 8, Title II of the Americans with Disabilities Act, and the implementing regulations at 28 CFR part 35, the Age Discrimination Act of 1975, and the implementing regulations at 24 CFR part 146, Section 3 of the Housing and Urban Development Act of 1968, and other applicable laws. The County shall not fund any activities in, or in support of, the Municipality should the Municipality not affirmatively further fair housing within its jurisdiction or should the Municipality impede the County's actions to comply with the County's fair housing certification. The Municipality agrees to sign the assurances and certifications in the HUD 424-B.

IN WITNESS HEREOF, the Municipality and the County have caused this Amendment 002 to be executed on the date first written above:

(MUNICIPAL SEAL BELOW)

**TOWN OF LOXAHATCHEE GROVES, a municipality duly organized and existing by virtue of the laws of the State of Florida**

ATTEST: By: \_\_\_\_\_  
Laura Danowski, Mayor

By: \_\_\_\_\_  
Lakisha Q. Burch, Town Clerk

By: \_\_\_\_\_  
Francine Ramaglia, Town Manager

(COUNTY SEAL BELOW)

**PALM BEACH COUNTY, FLORIDA, a Political Subdivision of the State of Florida**  
**BOARD OF COUNTY COMMISSIONERS**

ATTEST: JOSEPH ABRUZZO, Clerk of the Circuit Court & Comptroller By: \_\_\_\_\_  
Gregg K. Weiss, Mayor

By: \_\_\_\_\_  
Deputy Clerk

Document No.: \_\_\_\_\_

Approved as to Form and Legal Sufficiency

Approved as to Terms and Conditions  
Dept. of Housing and Economic Sustainability

By: \_\_\_\_\_  
Howard J. Falcon, III,  
Chief Assistant County Attorney

By: \_\_\_\_\_  
Sherry Howard  
Deputy Director





## Town of Loxahatchee Groves

155 F Road • Loxahatchee Groves, Florida 33470 • (561) 793-2418 Phone • (561) 793-2420 www.loxahatcheegrovesfl.gov

April 26, 2023

Lisa Johnson, Director  
Community Planning and Development Division  
U.S. Department of Housing & Urban Development  
909 SE 1<sup>st</sup> Avenue, Room 500  
Miami, FL 33131

Jonathan B. Brown, Director  
Housing & Economic Development  
100 S. Australian Avenue, Suite 500  
West Palm Beach, FL 33406

Re: Palm Beach County Urban County Qualification FYs 2024-2027  
Participation by Town of Loxahatchee Groves

Dear Ms. Johnson:

The purpose of this letter is to confirm the Town of Loxahatchee Groves agreement to continue to participate in Palm Beach County's Urban County Program for Fiscal Years 2024-2027.

If you have questions, please contact the Town of Loxahatchee Groves at lburch@loxahatcheegrovesfl.gov or by telephone 561-793-2418.

Sincerely,

Francine L. Ramaglia, Town Manager  
Town of Loxahatchee Groves

cc: Jill Smolen, CPD Representative, US HUD  
Jonathan Brown, Director, PBC HED  
Sherry Howard, Deputy Director, PBC HED  
Carlos Serrano, SPO Director, PBC HED



155 F Road Loxahatchee Groves, FL 33470

**Agenda Item # 5**

**TO:** Town Council of Town of Loxahatchee Groves

**FROM:** Francine Ramaglia, Town Manager

**DATE:** May 2, 2023

**SUBJECT:** Consideration of *Resolution No. 2023-16* authorizing the expenditure to Great Southern Equipment, LLC. in excess of \$25,000

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**Background:**

Upon inspection of the Town's recently purchased excavator machine, repair needs were identified only as maintenance due to its age (2010 model). The machine's manufacturer, Gradall Industries, Inc., has provided the attached certification that Great Southern Equipment, LLC is the sole authorized distributor for parts and service in Palm Beach County.

Pursuant to Section 2-134(c) of the Town's Code, Town staff is seeking authority to utilize Great Southern Equipment, LLC for the service and maintenance, which will result in payment to the contractor in excess of \$25,000 during this fiscal year.

Resolution No. 2023-16 authorizes payment to Great Southern Equipment, LLC for work done in excess of \$25,000 during this fiscal year for excavator repair, maintenance and parts at a total price of \$32,304.46.

**Recommendation:**

Move that Town Council adopt *Resolution No. 2023-16* authorizing the expenditure to Great Southern Equipment, LLC in excess of \$25,000 for fiscal year 2023 for excavator machine repair and maintenance services.

**TOWN OF LOXAHATCHEE GROVES  
RESOLUTION NO. 2023-16**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, APPROVING THE EXPENDITURE OF FUNDS TO GREAT SOUTHERN EQUIPMENT, LLC IN EXCESS OF \$25,000 FOR EXCAVATOR MACHINE REPAIR AND MAINTENANCE SERVICES DURING FISCAL YEAR 2023; AUTHORIZING THE TOWN MANAGER TO EXECUTE NECESSARY DOCUMENTS IN FORMS ACCEPTABLE TO THE TOWN ATTORNEY TO IMPLEMENT THE INTENT OF THIS RESOLUTION; AUTHORIZING THE TOWN MANAGER AND THE TOWN ATTORNEY TO TAKE SUCH ACTIONS AS ARE NECESSARY TO IMPLEMENT THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town recently purchased a 2010 model excavator machine that is in need of maintenance and repair; and

**WHEREAS**, the machine manufacturer, Gradall Industries, Inc., has provided the Town with a certification that Great Southern Equipment, LLC is the sole authorized distributor for parts and service of the machine in Palm Beach County; and

**WHEREAS**, Great Southern Equipment, LLC, (“Contractor”) has provided the Town an invoice for the necessary maintenance and repairs for a total price of \$32,304.46; and

**WHEREAS**, Section 2-134(c) of the Town’s Code requires approval of Town Council for acquisitions and expenditures to a single vendor equal to or exceeding the aggregate of \$25,000, per project, during the course of a fiscal year; and

**WHEREAS**, the Town Council has determined that authorizing the expenditure of more than \$25,000.00 to Contractor for excavator machine repair and maintenance services in fiscal year 2023 serves a public purpose.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THAT:**

**Section 1.** The foregoing “WHEREAS” clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution; and

**Section 2.** The Town Council of the Town of Loxahatchee Groves hereby approves the aggregate expenditure of more than \$25,000.00 in fiscal year 2023 to Great Southern Equipment, LLC, for the excavator machine repair and maintenance services. The Town Manager is authorized to execute any and all documents necessary to implement the intent of this Resolution, in forms acceptable to the Town Attorney. The Town Manager and Town Attorney are authorized to take such actions as are necessary to implement this Resolution.

**Section 3.** This Resolution shall become effective immediately upon its passage and adoption.

Councilmember \_\_\_\_\_ offered the foregoing resolution. Councilmember \_\_\_\_\_ seconded the motion, and upon being put to a vote, the vote was as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
LAURA DANOWSKI, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBERT SHORR, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARGARET HERZOG, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARIANNE MILES, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHILLIS MANIGLIA, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THIS \_\_\_ DAY OF MAY 2023.**

TOWN OF LOXAHATCHEE GROVES,  
FLORIDA

ATTEST:

\_\_\_\_\_  
Mayor Laura Danowski

\_\_\_\_\_  
Lakisha Burch, Town Clerk

\_\_\_\_\_  
Vice Mayor Robert Shorr

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Councilmember Margaret Herzog

\_\_\_\_\_  
Office of the Town Attorney

\_\_\_\_\_  
Councilmember Marianne Miles

\_\_\_\_\_  
Councilmember Phillis Maniglia



GREAT SOUTHERN EQUIPMENT LLC  
 REMIT TO: 1023 SOUTH 50TH STREET  
 TAMPA, FL 33619  
 SERVICE BRANCH: 2480 NW 16TH STREET  
 POMPANO BEACH FL 33069  
 (954) 327-8808 (954) 327-8646

Tampa 813-248-4971  
 Ft Myers 239-334-6666  
 Pompano 954-327-Item 5.  
 Orlando 407-859-9160  
 Jacksonville 904-268-4400  
 Tallahassee 850-574-0862

Account#	Work Ord	Br	Sls	*** P R O F O R M A ***	Date	Invoice #	Page
A46927	DS256739	30	CG	W O R K O R D E R	04-17-23	Pro Forma	1
				I N V O I C E			

Sold To:

TOWN OF LOXAHATCHEE GROVES  
 155 F ROAD

Ship To:

TOWN OF LOXAHATCEE GROVES  
 155 F ROAD

LOAXHATCHEE

FL 33470-4949 LOXAHATCHEE

FL 33470-4949

Ship Via:			
Purchase order	Date	Job Number	Job Contact
736	12-14-22	GRADALL	MARIO MATOS

THIS INVOICE IS PAYABLE BY DUE DATE SHOWN. PLEASE REVIEW PROMPTLY AND NOTIFY US IMMEDIATELY IF THERE ARE ANY DISCREPANCIES.

AFTER DUE DATE, IT WILL BE CONSIDERED PAYABLE AS RENDERED.

Seg# 000 Mfr:GRA Model:XL5100 S/N:5100000579 Meter: 1332  
 Equip ID:XL510579G

12/14/2022

Complaint:

- Machine needs inspection

Cause:

- Machine was just bought

Correction:

- Perform machine inspection, advise customer of findings, and quote

01/05/2023 ~ 03/15/2023

- Order parts to perform repairs

\* Quote approved by customer

- Reseal boom telescope cylinder and replace spider pads w/ bushings

- Reseal both boom hoist cylinders

- Replace leaking a/c hose line

- Replace leaking hydraulic tube at

PLEASE NOTIFY GREAT SOUTHERN WITHIN 5 BUSINESS DAYS IF THERE IS A PROBLEM WITH YOUR INVOICE. AFTER THIS TIME, THE INVOICE IS CONSIDERED PAYABLE. NO RETURNS ARE ALLOWED WITHOUT PRIOR APPROVAL. RETURNS ARE ALLOWED 25 DAYS FROM DATE OF DELIVERY. RESTOCK FEE MAY APPLY.

Amount

Continued



GREAT SOUTHERN EQUIPMENT LLC  
 REMIT TO: 1023 SOUTH 50TH STREET  
 TAMPA, FL 33619  
 SERVICE BRANCH: 2480 NW 16TH STREET  
 POMPANO BEACH FL 33069  
 (954) 327-8808 (954) 327-8646

Tampa 813-248-4971  
 Ft Myers 239-334-6666  
 Pompano 954-327-Item 5.  
 Orlando 407-859-9160  
 Jacksonville 904-268-4400  
 Tallahassee 850-574-0862

main function manifold with updated  
 version kit

--	--	--

- Replace failed grading mode & auto-idle rocker switches
- Replace broken safety alarm device at upper cabin
- Replace desiccant cartridge for the

\*\*\* P R O F O R M A \*\*\*

Account#	Work Ord Br	Sls	W O R K O R D E R	Date	Invoice #	Page
A46927	DS256739 30	CG	I N V O I C E	04-17-23	Pro Forma	2

Sold To:

TOWN OF LOXAHATCHEE GROVES  
 155 F ROAD

Ship To:

TOWN OF LOXAHATCEE GROVES  
 155 F ROAD

LOAXHATCHEE

FL 33470-4949 LOXAHATCHEE

FL 33470-4949

Ship Via:

Purchase order  
 736

Date Job Number  
 12-14-22 GRADALL

Job Contact  
 MARIO MATOS

THIS INVOICE IS PAYABLE BY DUE DATE SHOWN. PLEASE REVIEW PROMPTLY AND NOTIFY US IMMEDIATELY IF THERE ARE ANY DISCREPANCIES. AFTER DUE DATE, IT WILL BE CONSIDERED PAYABLE AS RENDERED.

air system that operates truck side  
 brakes

- Replace upper cabin wiper motor assy and wiper blade
- Replace lower cabin wiper blade
- Refill hydraulic fluid level

\*\*Note\*\*

- Mario Matos 561-985-2778 (request and approved repairs)

1	77383433	MINI-SIREN 12V	83.60	83.60
1	80003009	BEARING - SPHERI	270.75	270.75
1	80263081	WIPER MOTOR	255.83	255.83

PLEASE NOTIFY GREAT SOUTHERN WITHIN 5 BUSINESS DAYS IF THERE IS A PROBLEM WITH YOUR INVOICE. AFTER THIS TIME, THE INVOICE IS CONSIDERED PAYABLE. NO RETURNS ARE ALLOWED WITHOUT PRIOR APPROVAL. RETURNS ARE ALLOWED 25 DAYS FROM DATE OF DELIVERY. RESTOCK FEE MAY APPLY.

Amount

Continued



GREAT SOUTHERN EQUIPMENT LLC  
 REMIT TO: 1023 SOUTH 50TH STREET  
 TAMPA, FL 33619  
 SERVICE BRANCH: 2480 NW 16TH STREET  
 POMPANO BEACH FL 33069  
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 Ft Myers 239-334-6666  
 Pompano 954-327-Item 5.  
 Orlando 407-859-9160  
 Jacksonville 904-268-4400  
 Tallahassee 850-574-0862

6	80323039	SPIDER PAD	71.43	428.58
2	80363030	MINI-ROCKER SWIT	4.33	8.66
2	80363033	SCREW	0.81	1.62
1	80363046	WIPER BLADE	36.64	36.64
2	80363102	#6 - O-RING	0.64	1.28
1	80384213	WIPER BLADE SEE	61.48	61.48
1	80433193S	SER KIT, SUPPLY	839.40	839.40
8	80514006	X-MAS TREE FASTE	1.46	11.68
1	80524032	BOOM CYL. SEAL K	963.00	963.00
2	80544015	HOIST CYL. SEAL	1,040.34	2,080.68
1	80563001	AC HOSE ASSEMBLY	72.56	72.56
1	80784177	CARTRIDGE KIT Rp	539.40	539.40
2	80963050S	SER KIT, UTILITY	230.76	461.52
1	80963234	REC. DRIER	49.56	49.56

\*\*\* P R O F O R M A \*\*\*

Account#	Work Ord Br	Sls	W O R K O R D E R	Date	Invoice #	Page
A46927	DS256739	30 CG	I N V O I C E	04-17-23	Pro Forma	3

Sold To:

TOWN OF LOXAHATCHEE GROVES  
 155 F ROAD

Ship To:

TOWN OF LOXAHATCEE GROVES  
 155 F ROAD

LOAXHATCHEE

FL 33470-4949 LOXAHATCHEE

FL 33470-4949

Ship Via:

Purchase order  
 736

Date Job Number  
 12-14-22 GRADALL

Job Contact  
 MARIO MATOS

THIS INVOICE IS PAYABLE BY DUE DATE SHOWN. PLEASE REVIEW  
 PROMPTLY AND NOTIFY US IMMEDIATELY IF THERE ARE ANY DISCREPANCIES.  
 AFTER DUE DATE, IT WILL BE CONSIDERED PAYABLE AS RENDERED.

4	UTF-5G	160-73474-25/5G	82.10	328.40
1	SUPPLY & ENVIRONMENTAL CHARGE		327.10	327.10
			Total Labor	18,150.00
	Total for segment			24,971.74

PLEASE NOTIFY GREAT SOUTHERN WITHIN 5 BUSINESS  
 DAYS IF THERE IS A PROBLEM WITH YOUR INVOICE.  
 AFTER THIS TIME, THE INVOICE IS CONSIDERED  
 PAYABLE. NO RETURNS ARE ALLOWED WITHOUT PRIOR  
 APPROVAL. RETURNS ARE ALLOWED 25 DAYS FROM DATE  
 OF DELIVERY. RESTOCK FEE MAY APPLY.

Amount

Continued



GREAT SOUTHERN EQUIPMENT LLC  
 REMIT TO: 1023 SOUTH 50TH STREET  
 TAMPA, FL 33619  
 SERVICE BRANCH: 2480 NW 16TH STREET  
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 Ft Myers 239-334-6666  
 Pompano 954-327-Item 5.  
 Orlando 407-859-9160  
 Jacksonville 904-268-4400  
 Tallahassee 850-574-0862

Seg# 020	Mfr:GRA	Model:XL5100	S/N:5100000579	Meter: 1332
Equip ID:XL510579G				

03/16/2023

Additional Repairs:

- Machine has hydraulic leak

Cause:

~~Several hydraulic hoses are dry rotted~~

Correction:

Diagnose, advise customer of findings, and quote

- Order parts to perform repairs
  - \* Quote approved by customer
- Remove and replace 7 (seven) hydraulic hoses
- Remove and replace broken tail/swing lamp
  - \* Safety issue
- Refill hydraulic fluid level, clean contaminated area, and test
  - \* OK
- Secure carrier headliner
- Adjust hoist up proximity limit switch
- \*\*Note\*\*
- Mario Matos 561-985-2778 (approved additional repairs)

PLEASE NOTIFY GREAT SOUTHERN WITHIN 5 BUSINESS DAYS IF THERE IS A PROBLEM WITH YOUR INVOICE. AFTER THIS TIME, THE INVOICE IS CONSIDERED PAYABLE. NO RETURNS ARE ALLOWED WITHOUT PRIOR APPROVAL. RETURNS ARE ALLOWED 25 DAYS FROM DATE OF DELIVERY. RESTOCK FEE MAY APPLY.

Amount

Continued





GREAT SOUTHERN EQUIPMENT LLC  
 REMIT TO: 1023 SOUTH 50TH STREET  
 TAMPA, FL 33619  
 SERVICE BRANCH: 2480 NW 16TH STREET  
 POMPANO BEACH FL 33069  
 (954) 327-8808 (954) 327-8646

Tampa 813-248-4971  
 Ft Myers 239-334-6666  
 Pompano 954-327-Item 5.  
 Orlando 407-859-9160  
 Jacksonville 904-268-4400  
 Tallahassee 850-574-0862

\*\*\* P R O F O R M A \*\*\*

Account#	Work Ord	Br	Sls	W O R K O R D E R	Date	Invoice #	Page
A46927	DS256739	30	CG	I N V O I C E	04-17-23	Pro Forma	4
Sold To:				Ship To:			
TOWN OF LOXAHATCHEE GROVES				TOWN OF LOXAHATCEE GROVES			
155 F ROAD				155 F ROAD			
LOAXHATCHEE		FL 33470-4949		LOXAHATCHEE		FL 33470-4949	

Ship Via:

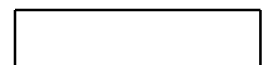
Purchase order	Date	Job Number	Job Contact
736	12-14-22	GRADALL	MARIO MATOS

THIS INVOICE IS PAYABLE BY DUE DATE SHOWN. PLEASE REVIEW PROMPTLY AND NOTIFY US IMMEDIATELY IF THERE ARE ANY DISCREPANCIES. AFTER DUE DATE, IT WILL BE CONSIDERED PAYABLE AS RENDERED.

1	2920194		LAMP, TAIL/SWING	255.71	255.71	
	1	80363142	#8 HOSE ASSY.	75.37	75.37	
	4	88591207	O-RING	1.35	5.40	
	8	88591508	O-RING	2.06	16.48	
	10	88591509	O-RING - AS-568-	1.33	13.30	
	3	HOSE ASSY	HYD HOSE 1ST SET	455.88	1,367.64	
	3	HOSE ASSY	HYD HOSE 2ND SET	455.88	1,367.64	
2	MINERAL SPIRIT - 5G	MINERAL SPIRIT -		124.49	248.98	
	7	05089	BRAKLEEN	7.47	52.29	
	6	UTF-5G	160-73474-25/5G	82.10	492.60	
	1	FREIGHT		280.92	280.92	
	-1	PARTS GOODWILL CREDIT		500.00	500.00-	
	-1	SERVICE GOODWILL CREDIT		500.00	500.00-	
	1	SUPPLY & ENVIRONMENTAL CHARGE		196.39	196.39	
			Total Labor		3,960.00	
		Total for segment			7,332.72	

Sales Tax Number - 8013836013C8

AFTER THIS TIME, THE INVOICE IS CONSIDERED PAYABLE. NO RETURNS ARE ALLOWED WITHOUT PRIOR APPROVAL. RETURNS ARE ALLOWED 25 DAYS FROM DATE OF DELIVERY. RESTOCK FEE MAY APPLY.





GREAT SOUTHERN EQUIPMENT LLC  
 REMIT TO: 1023 SOUTH 50TH STREET  
 TAMPA, FL 33619  
 SERVICE BRANCH: 2480 NW 16TH STREET  
 POMPANO BEACH FL 33069  
 (954) 327-8808 (954) 327-8646

Tampa 813-248-4971  
 Ft Myers 239-334-6666  
 Pompano 954-327-Item 5.  
 Orlando 407-859-9160  
 Jacksonville 904-268-4400  
 Tallahassee 850-574-0862

PLEASE NOTIFY GREAT SOUTHERN WITHIN 5 BUSINESS  
 DAYS IF THERE IS A PROBLEM WITH YOUR INVOICE.

Amount 32,304.46

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AFTER THIS TIME, THE INVOICE IS CONSIDERED  
 PAYABLE. NO RETURNS ARE ALLOWED WITHOUT PRIOR  
 APPROVAL. RETURNS ARE ALLOWED 25 DAYS FROM DATE  
 OF DELIVERY. RESTOCK FEE MAY APPLY.

--

Item 5.

TOWN OF LOXAHATCHEE GROVES  
155 F ROAD  
LOXAHATCHEE GROVES, FL 33470

# PURCHASE ORDER

PURCHASE ORDER #	736
VENDOR ID	1029
12/30/2022	Page 1

VENDOR

SHIP TO

Attention:

Great Southern Equipment  
1023 South 50th St  
Tampa, FL 33619

Town of Loxahatchee  
155 F Rd  
Loxahatchee Groves, FL 33470

Attention: Bev Kuipers  
Phone: (561) 793-2418

SHIP VIA	F.O.B.	TERMS	PO DATE	BUYER
	destination	Due Upon Receipt	12/30/2022	Town of Loxahatchee Groves
			DEPARTMENT	CONFIRM TO
			Public Works	Mario Matos

LINE #	OUR PRODUCT ID	VENDOR PART NUMBER	REQUIRED	UNIT	QUANTITY	EXTENDED PRICE
DESCRIPTION			PROMISED		UNIT PRICE	
1	Gradall Model XL5100 Serial #5100000579 Equip ID XL510579G - Gradall Model XL5100 Serial #5100000579 Equip ID XL510579G - Quote #137667 Service and Maintenance needed due to age of machine (2010)			Flat Rate	1	\$24,971.25
						\$24,971.250
<b>TOTAL</b>						\$24,971.25

Gradall Model XL5100 Serial #5100000579 Equip ID XL510579G - Quote #137667 Service and Maintenance needed due to age of machine (2010)



AUTHORIZED SIGNATURE

736

1029

12/30/2022

Page 1

**Attention:**

**Great Southern Equipment  
1023 South 50th St  
Tampa, FL 33619**

**Town of Loxahatchee  
155 F Rd  
Loxahatchee Groves, FL 33470**

**Attention: Bev Kuipers  
Phone: (561) 793-2418**

**destination**

**Due Upon Receipt**

**12/30/2022**

**Town of Loxahatchee Grov**

**Public Works**

**Mario Matos**

1

Gradall Model XL5100 Serial #5100000579 Equip ID XL510579G -  
Gradall Model XL5100 Serial #5100000579 Equip ID XL510579G - Quote  
#137667 Service and Maintenance needed due to age of machine (2010)

Flat Rate

1

\$24,971.25

\$24,971.250

Gradall Model XL5100 Serial #5100000579 Equip ID XL510579G - Quote #137667 Service and  
Maintenance needed due to age of machine (2010)

**\$24,971.25**

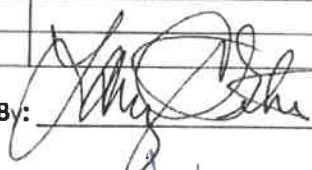
# Purchase Requisition Form

<b>Name:</b> Mario Matos	<b>Date:</b> 12/19/2022
<b>Vendor:</b> GSE – Great Southern Equipment LLC – SOLE SOURCE VENDOR	
<b>Address:</b> 2480 NW 16 <sup>th</sup> Street, Pompano Beach, FL 33069	
_____	<b>Phone:</b> 954-327-8808
<b>W-9:</b> _____	<b>Fax:</b> _____
<b>ACH/EFT:</b> _____	<b>Email:</b> alexr@gsequipment.net
<b>Account#:</b> 105-50-53-538-54680	

3 Quotes attached if over \$ 1,000.00 \_\_\_\_\_ Date Required: \_\_\_\_\_

Description of the work to be done/ product to be purchases /services to be performed

Quantity	Description/Location	Price	Total
	GRADALL MODEL: XL5100 SERIAL#5100000579 EQUIP ID: XL510579G - QUOTE#137667		
	Service and maintenance needed due to age of the machine (2010)		\$24,971.75
	<b>Purchase Requisition Total</b>		<b>\$24,971.75</b>

Approved By: 

Date: 12/20/22

Town Manager Signature: 

Date: \_\_\_\_\_



GREAT SOUTHERN EQUIPMENT LLC  
2480 NW 16TH STREET  
POMPANO BEACH, FL 33069

Tampa 813-248-4971  
Ft Myers 239-334-6063  
Pompano 954-327-8808  
Orlando 407-859-9160  
Jacksonville 904-268-4400  
Tallahassee 850-574-0862

(954) 327-8808

(954) 327-8646

Account#	Work Ord	Brc	Sls
AC2710		30	CG

S A L E S O R D E R  
E S T I M A T E

Date	Time	Order #	Page
12-16-22	13:40	137667	1

Sold To: 000  
TOWN OF LOXAHATCEE GROVES  
155 F ROAD

Ship To: \* C Hour Mtr:1332D \*  
TOWN OF LOXAHATCEE GROVES  
155 F ROAD

LOXAHATCHEE

FL 33470-4949 LOXAHATCHEE  
Ship Via

FL 33470-4949

Entered By alexr	Customer Purchase Order QUOTE	Customer Contact MARIO MATOS	Ord Date 12-16-22
Model XL5100	Serial Number 5100000579	Equip ID XL510579G	Customer Job # GRADALL
			Customer Phone # 305-469-2710

Ord	Ship	B/O	Mfg	Part Number	Description	Bin	Unit Price	UM	Extended
-----	------	-----	-----	-------------	-------------	-----	------------	----	----------

- This service estimate is for:
- Reseal boom telescope cylinder and replace spider pads w/ bushings
  - Reseal both boom hoist cylinders
  - Replace leaking a/c hose line
  - Replace leaking hydraulic tube at main function manifold with updated version kit
  - Replace failed grading mode & auto-idle rocker switches
  - Replace broken safety alarm device at upper cabin
  - Replace desiccant cartridge for the air system that operates truck side brakes
  - Replace upper cabin wiper motor assy and wiper blade
  - Replace lower cabin wiper blade
  - Refill hydraulic fluid level

Total Amount

Continued



GREAT SOUTHERN EQUIPMENT LLC  
 2480 NW 16TH STREET  
 POMPANO BEACH, FL 33069

Tampa 813-248-4971  
 Ft Myers 239-334-6063  
 Pompano 954-327-8908  
 Orlando 407-859-9160  
 Jacksonville 904-268-4400  
 Tallahassee 850-574-0862

(954) 327-8808

(954) 327-8646

Account# AC2710	Work Ord	Enc 30	Sls CG
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S A L E S O R D E R  
 E S T I M A T E

Date 12-16-22	Time 13:40	Order # 137667	Page 3
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Sold To: 000  
 TOWN OF LOXAHATCEE GROVES  
 155 F ROAD

Ship To: \* C Hour Mtr:1332D \*  
 TOWN OF LOXAHATCEE GROVES  
 155 F ROAD

LOXAHATCHEE

FL 33470-4949 LOXAHATCHEE  
 Ship Via

FL 33470-4949

Entered By alexr	Customer Purchase Order QUOTE	Customer Contact MARIO MATOS	Ord Date 12-16-22
Model XL5100	Serial Number 5100000579	Equip ID XL510579G	Customer Job # GRADALL
			Customer Phone # 305-469-2710

Ord	Ship	B/O	Mfg Part Number	Description	Bin	Unit Price	UM	Extended	
1	1	Y	80433193S	SER KIT, SUPPLY TUBE (S3/4 WHL)		839.40Ea		839.40	
1	1	Y	80263081	WIPER MOTOR		255.83Ea		255.83	
1	1	Y	80384213	WIPER BLADE SEE QQ		61.48Ea		61.48	
2	2	Y	80363033	SCREW	Z6B01B	0.81Ea		1.62	
6	6	Y	80323039	SPIDER PAD	Z6G01A	71.43Ea		428.58	
1	1	Y	77383433	MINI-SIREN 12V	Z7A01A	83.60Ea		83.60	
2	2		80363030	MINI-ROCKER SWITCH	Z7F04A	4.33Ea		8.66	
4	4		UTF-5G	ZZOIL		82.10Ea		328.40	
1			160-73474-25/5G	AMALIE ULTRA ALL TRAC					
1			SHOP LABOR -110 HRS @ \$165			18,150.00		18,150.00	
1			SUPPLY & ENVIRONMENTAL CHARGE			327.10		327.10	
1			FREIGHT (T.B.D.)			0.01		0.01	
			MBeach Sales Tax Number - 8013836013C8						0.00

Total Amount 24,971.75

Total Weight  
29.5

# GRADALL®

GRADALL INDUSTRIES, INC

April 1, 2022

As the manufacturer of GRADALL Excavators, Gradall Industries certifies that

Great Southern Equipment  
1023 S 50<sup>th</sup> St  
Tampa FL 33619

And its branches in Ft Myers, Jacksonville, Orlando, Pompano and Tallahassee in the sole authorized distributor for GRADALL Excavators, Parts and Service in the following Florida Counties—

Alachua, Baker, Bradford, Brevard, Broward, Charlotte, Citrus, Clay, Columbia, Desoto, Dixie, Duval, Flagler, Gadsden, Gilchrist, Hardee, Hernando, Highlands, Hillsborough, Indian River, Jefferson, Lake, Lee, Leon, Levy, Madison, Manatee, Marion, Miami-Dade, Monroe, Nassau, Okeechobee, Orange, Osceola, Palm Beach, Pasco, Pinellas, Polk, Putnam, Sarasota, Seminole, St Johns, St Lucie, Sumter, Taylor, Union, Volusia and Wakulla.

Any questions can be directed to myself of Mark Allison at 330-339-2211.

Thank You,



**STEVE BERUBE**  
**REGIONAL MANAGER**  
**6913 BEARGRASS ROAD**  
**HARMONY, FL 34773**  
**407-491-3469**  
**spberube@gradall.com**





**Tina Stinson**

---

**From:** Francine Ramaglia  
**Sent:** Friday, December 16, 2022 2:26 PM  
**To:** Mario Matos  
**Cc:** Larry Peters; Tina Stinson  
**Subject:** Re: Service Estimate - Gradall XL5100/3 s# 0579 - DS256739

Please do PO

Sent from my iPhone

On Dec 16, 2022, at 1:57 PM, Mario Matos <[mmatos@loxahatcheegrovesfl.gov](mailto:mmatos@loxahatcheegrovesfl.gov)> wrote:

Please see attached sole source letter.

**From:** Francine Ramaglia <[FRamaglia@loxahatcheegrovesfl.gov](mailto:FRamaglia@loxahatcheegrovesfl.gov)>  
**Sent:** Friday, December 16, 2022 1:54 PM  
**To:** Mario Matos <[mmatos@loxahatcheegrovesfl.gov](mailto:mmatos@loxahatcheegrovesfl.gov)>  
**Cc:** Larry Peters <[LPeters@loxahatcheegrovesfl.gov](mailto:LPeters@loxahatcheegrovesfl.gov)>; Tina Stinson <[publicworkscoordinator@loxahatcheegrovesfl.gov](mailto:publicworkscoordinator@loxahatcheegrovesfl.gov)>  
**Subject:** Re: Service Estimate - Gradall XL5100/3 s# 0579 - DS256739

How is it sole source?

Sent from my iPhone

On Dec 16, 2022, at 1:46 PM, Mario Matos <[mmatos@loxahatcheegrovesfl.gov](mailto:mmatos@loxahatcheegrovesfl.gov)> wrote:

Good afternoon, all, please see attached the quote for all the repairs needed on the Gradall. They are sole source.

Thank you and have a wonderful weekend.

Sent from [Mail](#) for Windows

**From:** [Alex Ribera](#)  
**Sent:** Friday, December 16, 2022 1:42 PM  
**To:** [Mario Matos](#)  
**Subject:** Service Estimate - Gradall XL5100/3 s# 0579 - DS256739

Hi Mario, please see attached Service Estimate.  
Machine is in good shape.  
This machine prior owner was Palm Beach Fleet, and they took good care of it.  
All repairs the machine needs are just maintenance due to the age.  
This machine is from the year 2010 and it has low hours too.





155 F Road Loxahatchee Groves, FL 33470

**Agenda Item # 6**

**TO:** Town Council of Town of Loxahatchee Groves

**FROM:** Francine Ramaglia, Town Manager

**DATE:** May 2, 2023

**SUBJECT:** Consideration of Resolution No. 2023-25 approval of Finance Audit and Advisory Committee (FAAC).

---

**Background:**

Each year the Town Council appoints members of the community to represent them by serving on advisory committees for the Town. Bruce Cunningham, Janet Eick, Anita Kane, Tracey Raflowitz, and Casey Suchy has been nominated to represent the Town Council as the Finance Audit and Advisory Committee.

**Recommendations:**

Move to approve *Resolution No. 2023-25* appointing members to the Finance Audit and Advisory Committee.

**TOWN OF LOXAHATCHEE GROVES  
RESOLUTION NO. 2023-25**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, APPOINTING VOTING MEMBERS OF THE FINANCE AUDIT AND ADVISORY COMMITTEE (FAAC) TO SERVE A TERM OF ONE (1) YEAR, PROVIDING FOR CONFLICT, SEVERABILITY, AND AN EFFECTIVE DATE.**

**WHEREAS**, on May 19, 2009, the Town Council of the Town of Loxahatchee Groves (Town Council) adopted Resolution No. 2009-008, establishing the “Finance Advisory Board” to advise the Town Council as to issues related to the Town’s budget, financial activities and performance, and other matters as Town Council deems appropriate; and

**WHEREAS**, over time Town Council adopted various Resolutions amending and renaming the “Finance Advisory Board” as the “Finance and Audit Committee” (FAAC); and

**WHEREAS**, on April 3, 2018, the Town Council adopted Resolution No. 2018-17, repealing and replacing all prior Resolutions related to the FAAC and re-establishing the FAAC; and

**WHEREAS**, on March 3, 2020, the Town Council adopted Resolution No. 2020-01, amending Resolution No. 2018-17, related to the composition of the Committee, term of appointment and determination of absences; and

**WHEREAS**, it is the desire of the Town Council to appoint members of the FAAC for the term stated herein.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA**, as follows:

**Section 1.** That the foregoing “WHEREAS” clauses are confirmed and ratified as being true and correct and are hereby made a specific part of this Resolution.

**Section 2.** The Town Council hereby appoints the following persons to serve as voting members of the Town’s Finance Audit and Advisory Committee (FAAC) for the term of May 2, 2023 through May 1, 2024, or until Town Council adopts new Code, rules or regulations regarding advisory boards and opts to appoint members under the new provisions, whichever is sooner:

Laura Danowski, Mayor  
Robert Shorr, Vice Mayor

Tracey Raflowitz  
Bruce Cunningham

Phillis Maniglia, Council Member  
Marianne Miles, Council Member  
Margaret Herzog, Council Member

Anita Kane  
Janet Eick  
Cassie Suchy

**Section 3.** All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**Section 4.** If any clause, section, other part, or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

**Section 5.** This Resolution shall become effective immediately upon its passage and adoption.

Councilmember \_\_\_\_\_ offered the foregoing resolution. Councilmember \_\_\_\_\_ seconded the motion, and upon being put to a vote, the vote was as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
LAURA DANOWSKI, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBERT SHORR, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHILLIS MANIGLIA, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARINANNE MILES, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARGARET HERZOG, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THIS \_\_\_ DAY OF \_\_\_\_\_, 2023.**

**TOWN OF LOXAHATCHEE GROVES FLORIDA**

ATTEST:

\_\_\_\_\_  
Laura Danowski, Mayor

\_\_\_\_\_  
Lakisha Burch, Town Clerk

\_\_\_\_\_  
Robert Shorr, Vice Mayor

\_\_\_\_\_  
Phillis Maniglia, Councilmember

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Marianne Miles, Councilmember

\_\_\_\_\_  
Town Attorney

\_\_\_\_\_  
Margaret Herzog, Councilmember



155 F Road Loxahatchee Groves, FL 33470

**Agenda Item # 7**

**TO: Town Council of Town of Loxahatchee Groves**  
**FROM: Francine Ramaglia, Town Manager**  
**DATE: May 2, 2023**  
**SUBJECT: Resolution No. 2023-26 approval of the Planning and Zoning Board**

---

**Background:**

Each year the Town Council appoints members of the community to represent them by serving on advisory committees for the Town. Lisa El-Ramey, William Ford, Audrey Friedrich, Neil O'Neil, and Brett Raflowitz have been nominated to represent the Town Council as the Planning and Zoning Board.

**Recommendations:**

Move to approve Resolution No. 2023- 26 appointing members to the Planning and Zoning Board.

## RESOLUTION NO. 2023-26

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, APPOINTING REGULAR MEMBERS OF THE TOWN'S PLANNING AND ZONING BOARD, PROVIDING FOR CONFLICT, SEVERABILITY, AND AN EFFECTIVE DATE.**

**WHEREAS**, the Planning and Zoning Board is established under Chapter 34, Article II, Loxahatchee Groves Code to provide the Town Council with recommendations as an advisory board on planning and zoning related matters; and

**WHEREAS**, the Town Council, through adoption of Ordinance No. 2019-04, amended Section 34-1(a) of the Loxahatchee Groves Code, designating the Planning and Zoning Board as the Local Planning Agency for the Town of Loxahatchee Groves pursuant to Section 163.3174(1), Florida Statutes and assigning the duty to hear and make recommendations on amendments to the Town's Unified Land Development Code; and

**WHEREAS**, the current term for all appointed members of the Planning and Zoning Board expire on May 1, 2023; and

**WHEREAS**, Town Council is contemplating amending its codes, rules, and regulations regarding board and committee appointments; and

**WHEREAS**, it is the desire of the Town Council to appoint members of the Planning and Zoning Board, who also sit as the Local Planning Agency and the Unified Land Development Code Review Committee, for the term stated herein.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THAT:**

**Section 1.** The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution.

**Section 2.** The Town Council hereby appoints the following persons to serve as regular members of the Town's Planning and Zoning Board and Unified Land Development Code Review Committee for the term of May 2, 2023 through May 1, 2024, or until Town Council

Resolution No. 2023-26

adopts revised codes, rules or regulations regarding board and committee appointments and reappoints members to the Planning and Zoning Board in accordance with those changes:

- |                                 |                  |
|---------------------------------|------------------|
| Laura Danowski, Vice Mayor      | Brett Raflowitz  |
| Robert Shorr, Vice Mayor        | Neil O’Neil III  |
| Margaret Herzog, Councilmember  | Lisa El-Ramey    |
| Marianne Miles, Councilmember   | Audrey Friedrich |
| Phillis Maniglia, Councilmember | William Ford     |

**Section 3.** All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**Section 4.** If any clause, section, other part, or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

**Section 5.** This Resolution shall become effective immediately upon its passage and adoption.

Councilmember \_\_\_\_\_ offered the foregoing resolution. Councilmember \_\_\_\_\_ seconded the motion, and upon being put to a vote, the vote was as follows:

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
LAURA DANOWSKI, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBERT SHORR, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARIANNE MILES, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHILLIS MANIGLIA, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARGARET HERZOG, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**TOWN OF LOXAHATCHEE GROVES,  
FLORIDA**

ATTEST:

\_\_\_\_\_  
Laura Danowski, Mayor

\_\_\_\_\_  
Lakisha Burch, Town Clerk

\_\_\_\_\_  
Robert Shorr, Vice Mayor

APPROVED AS T LEGAL FORM:

\_\_\_\_\_  
Phillis Maniglia, Councilmember

\_\_\_\_\_  
Office of the Town Attorney

\_\_\_\_\_  
Marianne Miles, Councilmember

\_\_\_\_\_  
Margaret Herzog, Councilmember



155 F Road Loxahatchee Groves, FL 33470

**Agenda Item # 8**

**TO: Town Council of Town of Loxahatchee Groves**

**FROM: Francine Ramaglia, Town Manager**

**DATE: May 2, 2023**

**SUBJECT: Resolution No. 2023-36 reconciliation of Paid Time Off (PTO) accrual**

---

**Background:**

On August 16, 2022, Town Council adopted Resolution No. 2022-48, reconciling a discrepancy between the accrual and carryover of paid time off (PTO) for employees who were hired prior to January 7, 2020, when the current Human Resources Policy Manual was adopted. The Resolution also directed that those employees be subject to the Town’s Human Resources Policy Manual, including the accrual and carryover rates for PTO, as amended from time to time, and consistent with all other employees beginning October 1, 2022. To date, this adjustment in accrual and carryover rates has not been made. As such, the following employees are accruing PTO at the listed rates with a balance as of April 12, 2023:

Name	Bi-Weekly Accrual Rate	Annual Accrual Rate	Total Hours Available
Lakisha Burch	5.539	144	20.34
Larry Peters	5.539	144	26.56
Linda Waddell	5.539	144	50.09

At the time of adoption of Resolution No. 2022-48, it was anticipated that a revised Human Resources Policy Manual would be adopted on or around October 1, 2022. The revised Human Resources Policy Manual proposed to adjust PTO accrual and carryover rates, which would not result in a lower rate for any employees, including those who fall under the adjustment provision in Resolution No. 2022-48. The revised Human Resources Policy Manual has not yet been adopted.

**Recommendations:**

Move that the Town Council adopt **Resolution 2023-36**, amending Resolution No. 2022-48 regarding PTO accrual and carryover rates for certain employees.

**RESOLUTION NO. 2023-36****A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, AMENDING RESOLUTION NO. 2022-48 REGARDING EMPLOYMENT TERMS INCLUDING ACCRUAL AND CARRYOVER OF PAID TIME OFF; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council adopted revisions to the Human Resources Policy Manual in January of 2020, which set the accrual amount of Paid Time Off (PTO) and the amount of PTO that may be rolled over from year to year; and

**WHEREAS**, the revisions to the Human Resources Policy Manual adopted in January of 2020, did not address PTO accrued prior to the revisions; and

**WHEREAS**, there were Town staff who were hired prior to January 2020 and accrued PTO in excess of the amounts in the adopted Human Resources Policy Manual; and

**WHEREAS**, the Town Council of the Town of Loxahatchee Groves, by Resolution 2022-48, reconciled accrual and carryover of PTO for such staff through September 30, 2022 and declared such employees be subject to the Town's Human Resources Policy Manual, including the accrual and carryover rates for PTO, as amended from time to time, and consistent with all other employees beginning October 1, 2022; and

**WHEREAS**, there are employees who continue to accrue PTO in excess of the amounts authorized in the Human Resources Policy Manual; and

**WHEREAS**, the Town Council has determined that amending Resolution No. 2022-48 regarding the timeframe for changing the accrual and carryover of PTO serves a public purpose.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THAT:**

**Section 1.** The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution; and

**Section 2.** The Town Council of the Town of Loxahatchee Groves hereby amends Section 5 of Resolution 2022-48 to read as follows:

**Section 5.** The Town Council of the Town of Loxahatchee Groves hereby declares that the above-listed employees in Section 2 shall be subject to the Town’s Human Resources Policy Manual, including the accrual and carryover rates for PTO, as amended from time to time, and consistent with all other employees upon adoption of a revised Human Resources Policy Manual, but no later than \_\_\_\_\_, 2023.

Specifically, however, the Interim Town Manager or Town Manager, as the case may be, previously provided to the one employee currently subject to an “Employment Letter” a notice of status change indicating that the employee shall be governed in full by the Town’s Human Resources Policy Manual with respect to PTO and all other benefits and terms and conditions of employment, including insurance coverages, and the provisions of the Employment Letter shall be no longer in effect. With respect to PTO only, this employee shall also be subject to the Town’s Human Resources Policy Manual, including the accrual and carryover rates for PTO, as amended from time to time, and consistent with all other employees upon adoption of a revised Human Resources Policy Manual, but no later than \_\_\_\_\_, 2023.

**Section 3.** This Resolution shall become effective immediately upon its passage and adoption.

Councilmember \_\_\_\_\_ offered the foregoing Resolution. Councilmember seconded the Motion, and upon being put to a vote, the vote was as follows:

Aye    Nay    Absent

LAURA DANOWSKI, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBERT SHORR, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARGARET HERZOG, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARIANNE MILES, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHILLIS MANIGLIA, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THIS \_\_ DAY OF \_\_\_\_\_ 2023.**

TOWN OF LOXAHATCHEE GROVES,  
FLORIDA

ATTEST:

\_\_\_\_\_  
Mayor Laura Danowski

\_\_\_\_\_  
Lakisha Burch, Town Clerk

\_\_\_\_\_  
Vice Mayor Robert Shorr

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Councilmember Margaret Herzog

\_\_\_\_\_  
Office of the Town Attorney

\_\_\_\_\_  
Councilmember Marianne Miles

\_\_\_\_\_  
Councilmember Phillis Maniglia



155 F Road Loxahatchee Groves, FL 33470

**Agenda Item # 9**

**TO:** Town Council of Town of Loxahatchee Groves  
**FROM:** Town Attorney's Office  
**VIA:** Francine L. Ramaglia, Town Manager  
**DATE:** May 2, 2023  
**SUBJECT:** Consideration of *Resolution No. 2023-38* adopting a Scholarship Fund Donation Policy

---

**Background:**

Town Council has established a scholarship program. Residents and businesses donate funds to the Town to contribute to the scholarships. The proposed policy establishes a formal process for receiving and handling of the donated funds.

**Recommendation:**

Move that Town Council adopt *Resolution No. 2023-38* adopting the Scholarship Fund Donation Policy.

**RESOLUTION NO. 2023-38**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ADOPTING THE SCHOLARSHIP FUND POLICY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, scholarships for educational opportunities help improve the availability of such opportunities; and

**WHEREAS**, education provides economic empowerment and provides individuals with the opportunity, choice, and power to make health decisions for themselves and their families; and

**WHEREAS**, the Town Council has determined that increasing the availability of educational opportunities by providing scholarships for residents of the Town provides a benefit to the Town and serves a public purpose; and

**WHEREAS**, the Town Council has reviewed the Scholarship Fund Policy and has determined that adopting the Policy is in the best interest of the citizens of the Town of Loxahatchee Groves, Florida.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THAT:**

**Section 1.** The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution; and

**Section 2.** The Town Council of the Town of Loxahatchee Groves hereby adopts the Scholarship Fund Policy as attached hereto.

**Section 3.** This Resolution shall become effective immediately upon its passage and adoption.

Councilmember \_\_\_\_ offered the foregoing Resolution. Councilmember \_\_\_\_\_ seconded the Motion, and upon being put to a vote, the vote was as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
LAURA DANOWSKI, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBERT SHORR, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARGARET HERZOG, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARIANNE MILES, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHILLIS MANIGLIA, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2023.**

TOWN OF LOXAHATCHEE GROVES,  
FLORIDA

ATTEST:

\_\_\_\_\_  
Mayor Laura Danowski

\_\_\_\_\_  
Lakisha Burch, Town Clerk

\_\_\_\_\_  
Vice Mayor Robert Shorr

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Councilmember Margaret Herzog

\_\_\_\_\_  
Office of the Town Attorney

\_\_\_\_\_  
Councilmember Marianne Miles

\_\_\_\_\_  
Councilmember Phillis Maniglia



TOWN OF LOXAHATCHEE GROVES  
SCHOLARSHIP FUND POLICY

**PURPOSE:** The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the Town for the Town’s Scholarship Fund and the use the Scholarship Fund. The Town has determined that the Scholarship Fund serves a public purpose.

**POLICY:** It is the policy of the Town Council of the Town of Loxahatchee Groves that the Town shall maintain a Scholarship Fund. The Town Manager shall manage the Scholarship Fund in accordance with this policy. The Town Manager may accept donations to the Scholarship Fund. Donations to the Scholarship Fund must be in adherence with this policy. Donations to the Scholarship Fund shall not be considered gifts to elected officials or Town employees. Donations to the Scholarship Fund may not be accepted if they require the Town provide matching funds. The Town may decline any donation determined, in the sole discretion of the Town, not to be in the best interests of the Town.

**USE OF FUNDS:** Funds from the Town’s Scholarship Fund may be used solely for scholarship awards and the operation of the scholarship program. Operational expenses include, but are not limited to, printing and advertising costs for notification of scholarship availability, scholarship applications and certificates of award.

**PROCEDURES:**

1. All donations will be formally acknowledged and accepted using the Donation Acceptance Form, attached hereto as Exhibit “A”.
2. A copy of the Donation Acceptance Form will be provided to the donor and the original maintained with the Scholarship Fund records held by the Town Clerk.
3. Monetary donations shall be deposited as soon as possible, and kept in a secure location until that time.
4. Tangible items donated to the Scholarship Fund may be used as auction items to raise funds for the Scholarship Fund.
5. All funds donated to the Scholarship Fund shall be accounted for in the Town’s accounting system and shown as a line item in the Town’s annual budget for appropriation.
6. Anonymous donations are permitted.

**Exhibit "A"**  
TOWN OF LOXAHATCHEE GROVES  
SCHOLARSHIP FUND  
DONATION ACCEPTANCE FORM

Name of Donor: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Description of donation: \_\_\_\_\_

\_\_\_\_\_

Donor estimates of current value: \_\_\_\_\_

Intended use: SCHOLARSHIP FUND

Conditions of acceptance or donor donation: DONATED FUNDS ARE INTENDED TO BE USED FOR THE SCHOLARSHIP FUND, BUT MAY BE USED FOR ANY LEGITIMATE PUBLIC PURPOSE AS DETERMINED BY THE TOWN COUNCIL IN ACCORDANCE WITH FLORIDA LAW.

The donation is hereby accepted by the Town.

\_\_\_\_\_  
Town Manager

Date: \_\_\_\_\_



155 F Road Loxahatchee Groves, FL 33470

**Agenda Item # 10**

**TO:** Town Council of Town of Loxahatchee Groves

**FROM:** Town Attorney’s Office

**VIA:** Francine L. Ramaglia, Town Manager

**DATE:** May 2, 2023

**SUBJECT:** *Consideration of Resolution No. 2023-39 adopting Volunteer Policy and Procedures*

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**Background:**

Town Council has expressed the desire to establish a volunteer program. The program generally allows individuals over the age of 16 to volunteer service hours for civic purposes without compensation. Pursuant to Florida Statute, volunteers will need to be covered by the Town’s Workers’ Compensation insurance program.

The proposed Volunteer Policy and Procedures provide a basic framework to ensure staff and volunteers understand the parameters applicable to volunteer service. The proposed Volunteer Policy and Procedures contemplate that:

- Volunteers will be at least 16 years old
- Volunteers are not guaranteed any hours, but shall not perform more than 20 hours of service in any week
- Volunteers shall not displace regularly employed workers or perform work otherwise performed by regular employees
- Volunteers are protected from harassment and discrimination and are prohibited from engaging in similar misconduct
- Volunteers will be subject to the Town’s background screening process
- Volunteers may utilize the Americans With Disabilities Act Grievance Procedure required by Title VII of the ADA
- Volunteers are prohibited from operating Town equipment that requires a license or skill such as motor vehicles, trucks, tractors, mowers, loaders, graders, excavators, table saw, hedge trimmer, etc.
- Volunteers are subject to the Town’s Drug Free Workplace policy



155 F Road Loxahatchee Groves, FL 33470

Additionally, a volunteer application has been prepared for use with the volunteer program.

**Recommendation:**

Move that Town Council adopt *Resolution No. 2023-39* adopting the Volunteer Policy and Procedures.

**RESOLUTION NO. 2023-39**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ADOPTING THE VOLUNTEER POLICY AND PROCEDURES; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council has determined that individuals seeking to fulfill a civic purpose may desire to provide hours of service on a volunteer basis;

**WHEREAS**, the Town Council has determined that providing volunteer opportunities with the Town provides a benefit to the Town; and

**WHEREAS**, the Town Council has reviewed the Volunteer Policy and Procedures and has determined that adopting the Volunteer Policy and Procedures serves a public purpose.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THAT:**

**Section 1.** The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution; and

**Section 2.** The Town Council of the Town of Loxahatchee Groves hereby adopts the Volunteer Policy and Procedures as attached hereto.

**Section 3.** This Resolution shall become effective immediately upon its passage and adoption.

Councilmember \_\_\_\_\_ offered the foregoing Resolution. Councilmember seconded the Motion, and upon being put to a vote, the vote was as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
LAURA DANOWSKI, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBERT SHORR, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARGARET HERZOG, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MARIANNE MILES, COUNCILMEMBER

PHILLIS MANIGLIA, COUNCILMEMBER

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THIS \_\_ DAY OF \_\_\_\_\_ 2023.**

TOWN OF LOXAHATCHEE GROVES,  
FLORIDA

ATTEST:

\_\_\_\_\_  
Mayor Laura Danowski

\_\_\_\_\_  
Lakisha Burch, Town Clerk

\_\_\_\_\_  
Vice Mayor Robert Shorr

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Councilmember Margaret Herzog

\_\_\_\_\_  
Office of the Town Attorney

\_\_\_\_\_  
Councilmember Marianne Miles

\_\_\_\_\_  
Councilmember Phillis Maniglia

# Town of Loxahatchee Groves Volunteer Policy and Procedures

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  - PLACEMENT INTERVIEWS AND SELECTION PROCESS.....2
  - VOLUNTEER POLICIES.....2
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- VOLUNTEER MANAGEMENT..... 3**
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## INTRODUCTION

### PURPOSE OF THIS MANUAL

This manual is intended to be used by the Town's staff as well as volunteers as a guideline and reference source for legal and administrative advice. It does not provide technical guidance or job descriptions related to a particular department or program. Questions regarding policy or practice are to be directed to the Town Manager.

### VOLUNTEER ELIGIBILITY

Only Individuals over the age of sixteen (16) years are eligible to participate in the Town's Volunteer programs.

Volunteers are not considered employees because they are volunteering or donating services:

- Freely for public service, religious, or humanitarian objectives.
- Usually on a part-time basis.
- Without contemplation or receipt of compensation.

The work performed by the volunteer shall not:

- Displace regularly employed workers.
- Be work otherwise performed by regular employees.

### PLACEMENT INTERVIEWS AND SELECTION PROCESS

All volunteer candidates will have a placement interview with the supervisor and Town Manager prior to assignment and must meet the required minimal skill sets.

Selected volunteer candidates will also be required to pass our civil and criminal background checks. Approval for final selection will rest with the Town Manager. Upon meeting all requirements, the volunteer will be scheduled for the onboarding process.

### VOLUNTEER POLICIES

The following are basic policies that apply to all of volunteers. Volunteers:

- Must perform duties within the rules set by the responsible Town employee.
- Must perform tasks assigned by their supervisor and approved by the Town Manager.
- Must maintain strict confidentiality concerning any information to which they may have access within their volunteer duties. If asked for records or information under the Public Records Act, must promptly refer such requests to their supervisor.
- May not use information generally unavailable to the public or obtained as a result of their volunteer position for their personal benefit or for the benefit of others.
- Shall sign in and out on a log sheet, as provided by the Town. This record will be maintained by the Town and include the volunteer's name, dates of service, hours of service and tasks assigned.
- All service volunteers must pass a civil and criminal background check.
- Individuals who are Town employees cannot volunteer to perform services at



the Town.

- Must read and agree to abide by the Town's Workers' Compensation Program.

All Town volunteers must be able to perform the duties on all tasks assigned.

### **COMPLIANCE ACKNOWLEDGEMENT FOR VOLUNTEERS**

- Review and acknowledgement of the Town's Volunteer Manual.

## **VOLUNTEER MANAGEMENT**

### **ASSIGNMENT AND TRAINING**

The Town will provide appropriate training for the volunteer services, expected schedule, safety procedures to be followed, and any Town administrative guidelines that apply.

### **SIGN-IN AND SIGN-OUT DOCUMENTATION**

All volunteers are required to sign in and sign out when performing duties for the Town. This may be done either electronically or by utilizing a log sheet and turning it in to their supervisor.

### **PERFORMANCE AND DISCIPLINE**

As representatives of the Town, volunteers are expected to maintain a suitable level of behavior and appearance. Volunteers will be expected to comply with all Town policies and procedures.

Additional standards may be established by a department as long as it does not conflict with the Town's directives.

Supervisors are encouraged to provide volunteers with explicit expectations of required performance and to review levels of performance to ensure that quality work is recognized, and that inferior work is corrected and improved as the incidence occurs.

### **RESPONSE TO UNFAVORABLE VOLUNTEER PERFORMANCE OR BEHAVIOR**

If a problem should arise in the volunteer's assignment, we encourage the volunteer to first work with their supervisor to resolve the issue. If the problem still cannot be resolved, they are encouraged to contact the Town Manager who can serve as a liaison and provide various options for improving communication and/or performance concerns for all parties.

In the event the unfavorable performance or behavior cannot be resolved, the Town Manager will either provide additional assistance in correcting the performance/behavior or to terminate the volunteer service relationship.

### **ENDING VOLUNTEER ASSIGNMENTS**

While notice of ending a volunteer assignment is appreciated, it is not required. Consistent with this rule, the Town also reserves the right to end a volunteer's service at any time with or without cause or notice.

## **ANTI DISCRIMINATION, HARASSMENT, AND RETALIATION POLICY**

The Town does not tolerate unlawful discrimination, harassment, or retaliation of any of our employees, customers, vendors, suppliers, **volunteers**, or independent contractors. Any form of discrimination, harassment, or retaliation which violates applicable federal, state, or local law, including, but not limited to discrimination or harassment related to same sex harassment or an individual's race, color, religion, sex, age, national origin, ancestry, marital, veterans or military status, disability, genetic information, sexual orientation, gender identity or expression, pregnancy, or any other protected status in accordance with applicable law is a violation of this policy and will be treated as a disciplinary matter. For these purposes the term "harassment" is based upon any categories protected by law and generally includes (without limitation): slurs and any other offensive remarks; jokes other verbal, graphic, or physical conduct; leering, making offensive gestures, display objects or pictures, cartoons, or posters degrading a protected category; sexual advances, propositions, or requests; verbal abuse, graphic verbal commentaries or degrading words used to describe an individual's protected category; suggestive or obscene letters, notes or invitations; physical conduct, such as touching, assault, battery, impeding, or blocking movements. Concerns about what constitutes harassing or discriminatory behavior should be directed to the Town Clerk or Town Manager.

Violation of this policy will subject an employee to disciplinary action, up to and including discharge. Violation of this policy by a volunteer may result in ending the volunteer assignment. If you feel that you are being discriminated against, harassed, or retaliated against by another employee, you must immediately contact Town Clerk or the Town Manager. You may be assured that you will not be penalized in any way for reporting a harassment problem in good faith.

All complaints of unlawful discrimination, harassment, or retaliation which are reported to management will be investigated as promptly as possible and corrective action will be taken where warranted. The Town prohibits employees or volunteers from hindering internal investigations and internal complaint procedure. All complaints of unlawful harassment, discrimination, or retaliation which are reported as provided herein will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation.

Discrimination, harassment, or retaliation of employees in connection with their work or volunteers by non-employees may also be a violation of this policy. Any employee or volunteer who experiences harassment by a non-employee, or who observes harassment of an employee or volunteer by a non-employee must immediately report such discrimination or harassment to the Town Clerk or the Town Manager. Appropriate action will be taken against violation of this policy by any non-employee.

Discrimination or harassment of our customers or employees of our customers, vendors, suppliers, or independent contractors, by our employees or volunteers is also strictly prohibited. Such harassment includes sexual advances, offensive verbal or physical conduct based on a protected category, inappropriate comments based on a protected category, and insults based on a protected category. Any such harassment will subject an employee to disciplinary action, up to and including immediate discharge, and may result in ending a volunteer assignment.

Your notification of the problem is essential. The Town cannot resolve a discrimination or harassment problem without becoming aware of the situation. Therefore, it is your responsibility to bring those kinds of problems to our attention immediately so that the Town can take appropriate steps to correct the problem.

Allegations of discrimination, harassment, or retaliation against the Town Clerk shall be reported to the Town Manager. Allegations of discrimination or harassment against the Town Manager shall be reported to the Town Attorney who shall notify the Town Council.

If the Town finds that an employee or volunteer has violated the Town policy, appropriate disciplinary action will be taken, up to and including termination of employment or ending a volunteer assignment.

**AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE**

The Town encourages qualified individuals with disabilities to participate in the volunteer program. If a volunteer believes they have been excluded from participation or subjected to discrimination in the volunteer program, the volunteer may initiate a formal complaint.

Complaints should be addressed to:

The Town Clerk, 155 F Road, Loxahatchee Groves, FL 33470 (561-793-2418).

1. A complaint may be filed in writing or verbally. It must contain the name and address of the person filing it and a brief description of the alleged violation of the regulations.
2. A complaint must be filed within ten (10) calendar days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow the filing of a complaint. The Town Manager shall select the appropriate party to conduct the investigation. These rules contemplate informal but thorough investigation, affording all interested persons and their representatives, if any, an opportunity to submit information and/or documents relevant to a complaint.
4. A written determination as to validity of the complaint and a description of the resolution shall be issued by the Town Clerk and a copy forwarded to the complainant no later than thirty (30) calendar days after its filing.
5. The Town Clerk shall maintain the files and records relating to the complaints filed.
6. The complainant may request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made in writing within five (5) working days to the Town Clerk.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that the

## **RETALIATION**

No person shall be retaliated against, harassed, intimidated, threatened, coerced or discriminated against for making a charge, testifying, assisting, or participating in any manner in an investigation, proceeding or hearing, or opposing alleged unlawful discriminatory practices prohibited by relevant federal, state and local laws, ordinances, regulations, and statutes.

## **SAFETY AND LOSS CONTROL PROCEDURES**

Volunteers **are not** permitted to operate Town of Loxahatchee Groves equipment that requires a license or skill, including but not limited to: motor vehicles, trucks, tractors, mowers, loaders, graders, excavators, table saw, hedge trimmer, etc.

## **WORKERS' COMPENSATION FOR VOLUNTEERS**

Volunteers may be eligible for workers' compensation medical benefits only, in accordance with Chapter 440, Florida Statutes. If an injury occurs, the department supervisor must be notified immediately. The supervisor will direct the volunteer to an approved medical emergency facility in order to receive prompt medical attention.

## **REPORTING AN INJURY OF A VOLUNTEER**

If a volunteer is injured while performing their assigned task:

- The supervisor shall be notified immediately.
- The supervisor and volunteer must document the injury in writing to the Town's Human Resources Department and the Town Manager within twenty-four (24) hours by submitting a First Report of Injury form.
- Even if the volunteer does not think medical attention is needed, written documentation of the incident must still be submitted. If the volunteer should require medical attention at a later date, the volunteer must utilize the Town's preferred medical facility. The only exception is in the case of an emergency situation where the volunteer needs to seek immediate medical treatment from the nearest hospital.

## **DRUG-FREE WORKPLACE**

Volunteers are expected and required to report to work on time and in an appropriate mental and physical condition for work. The Town strictly prohibits the illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner. In addition, the Town strictly prohibits the abuse of alcohol or prescription drugs. Any violation of this policy will result in termination of the volunteer. Volunteers should read the Town's Drug-Free Workplace Policy for more information.

# VOLUNTEER IN PUBLIC SERVICE RECEIPT OF UNDERSTANDING

Item 10.

I have received a copy of the Town of Loxahatchee Groves Volunteer Manual, and I agree to its conditions and terms. I also understand that the Manual is a statement of policies and is not an express or implied contract of employment. I understand that both the Town and I are free to terminate the volunteer service arrangement at our discretion, and that no supervisor or other employee of the Town has the authority to alter this relationship. I recognize that the Town is a public employer under the laws of the State of Florida.

I hereby authorize the Town to verify any and all information contained in my application including, but not limited to, a criminal background check and to inquire about my ability and qualifications from former employers and others. In addition, I understand that should I be considered for the opportunity to provide volunteer services with the Town, I will be required to provide my social security number and date of birth for the purposes of conducting a criminal background check. As such, I hereby release all concerned from any liability in connection with the gathering of such information. I understand that any falsification of information provided by me herein may cause the Town to immediately end the volunteer service or halt the onboarding process.

I understand that the provisions that are outlined are not conditions of employment and that the policies and procedures may be modified, revoked, or changed at any time with or without notice. Nothing in this Manual is intended to create nor is it to be construed to constitute a contract between the Town and any of its volunteers. I also understand that occasions may arise where the Town will revise or change rules or give existing rules a different interpretation than was previously made and that the Town retains the sole right to take such action at any time.

In consideration of my volunteer service, I agree to abide by all of the policies, procedures, regulations, practices, and directives of the Town of Loxahatchee Groves. I also understand that my volunteer service may and can be ended with or without cause and with or without notice, by myself, or at any time at the discretion of the Town.

Volunteer Full Name (please print)

---

Volunteer Signature

Date Signed

---

Witness (print & sign)

Date Signed



# VOLUNTEER APPLICATION

155 F Road, Loxahatchee Groves, FL 33470

561-793-2418

		<b>Date:</b>
<b>First Name:</b>	<b>Middle Name:</b>	<b>Last Name:</b>
<b>Email Address:</b>		
<b>Home Address:</b> _____		<b>City:</b> _____
<b>State:</b> _____	<b>Zip Code:</b> _____	
<b>Home Phone:</b>		<b>Cell Phone:</b>
<b>Are you a student?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>If yes, are you under 18?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Highest Level of Education (Please check)</b>		
<input type="checkbox"/> High School/GED <input type="checkbox"/> Associates Degree <input type="checkbox"/> Undergraduate Degree <input type="checkbox"/> Graduate/Post-Graduate Degree <input type="checkbox"/> Other _____		
<b>Days/Times you are available to volunteer:</b>		
Monday: _____ AM/PM until _____ AM/PM	Saturday: _____ AM/PM until _____ AM/PM	
Tuesday: _____ AM/PM until _____ AM/PM	Sunday: _____ AM/PM until _____ AM/PM	
Wednesday: _____ AM/PM until _____ AM/PM		
Thursday: _____ AM/PM until _____ AM/PM		
Friday: _____ AM/PM until _____ AM/PM		
<b><u>Please place a check mark by all activities of interest:</u></b>		
<input type="checkbox"/> Cleaning up debris / garbage in public park or natural area <input type="checkbox"/> Data Entry <input type="checkbox"/> Disaster Clean up <input type="checkbox"/> Filing <input type="checkbox"/> Reception / Telephone Assistance <input type="checkbox"/> Special Event <input type="checkbox"/> Town Beautification (planting trees, external painting of buildings, minor landscaping)		
<b><u>Briefly describe relevant work and/or volunteer experience:</u></b>		
_____ _____ _____		

<b>Emergency Contact</b>	
<b>Name</b> _____	<b>Phone</b> _____
<b>IF UNDER 18 Adult References (other than relatives)</b>	
<b>Name</b> _____	<b>Phone</b> _____
<b>Name</b> _____	<b>Phone</b> _____
<b>Background Information</b>	
<b>Have you ever been convicted of a misdemeanor or felony?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>*Note:</b> conviction may not disqualify you from some volunteer services depending on the nature of the duties and the actions underlying the conviction.	
<b>If yes, provide the following for each offense (attach additional pages as necessary):</b> Date of offense: _____ Charge: _____ Location of Offense and Court: _____ Outcome of conviction _____	
<b>Are you seeking volunteer hours that are court ordered or required by probation?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

I hereby certify that the answers given to the foregoing questions and statements are true. I understand that any misrepresentation or omission of facts will be cause for dismissal or may disqualify me from consideration. Further, I understand and agree that any volunteer service is for no definite period and may be terminated without previous notice or cause.

APPLICANT'S SIGNATURE:

\_\_\_\_\_

**If under 18 years of age:**

\_\_\_\_\_  
PARENT OR LEGAL GUARDIAN PRINT FIRST AND LAST NAME:

\_\_\_\_\_  
PARENT OR LEGAL GUARDIAN SIGNATURE:

\_\_\_\_\_  
DATE

**PARENT/GUARDIAN'S WRITTEN CONSENT TO PARTICIPATE IN VOLUNTEER PROGRAM**

I hereby consent to and give permission to my child/ward, \_\_\_\_\_, to participate as a Volunteer at the Town of Loxahatchee Groves. I understand that my child/ward will be placed under the supervision of a Town employee and may be provided up to **20** volunteer hours per week but is not guaranteed any volunteer hours. My child/ward **will not** be paid any compensation by the Town and is volunteering his/her time for civic and public purposes. My child/ward is responsible for complying with all practices and policies required by the Town.

\_\_\_\_\_  
SIGNATURE OF PARENT OR GUARDIAN

\_\_\_\_\_  
DATE



Town of Loxahatchee Groves  
155 F Road, Loxahatchee Groves, FL 33470  
561-793-2418

### Volunteer Background Screen Consent & Release Form

Applicant's Name (printed): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

I, \_\_\_\_\_, authorize and give consent for the above-named organization to obtain information regarding myself. This includes the following:

- Criminal background records/information
- Sex Offender Registry Checks
- Current and previous addresses
- Reference checks

I, \_\_\_\_\_, the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my volunteer application. Any person, firm, or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(For applicants under the age of 18)

## **Confidential Release of Social Security Number and Statement of Purpose**

Pursuant to Section 119.071 (5), Florida Statutes, social security numbers collected by the Town of Loxahatchee Groves are confidential and exempt. The requirement to request the social security number must be relevant to the purpose for which collected and must be clearly documented. The social security numbers must be segregated on a separate page from the rest of the record. The requirement for your social security number is mandatory.

Name: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Section 119.071 (5), Florida Statutes, gives authority for the Town of Loxahatchee Groves to collect social security numbers if it is stated in writing the purpose for its collection and is specifically authorized by law to do so or it is imperative for the performance of the Town's duties and responsibilities as prescribed by law. There are many individuals with the same name; therefore, without this identifying social security number, it would be difficult, if not impossible, to be reasonably sure that the correct individual(s) are identified and to verify they meet the requirements of the statutes. The Town of Loxahatchee Groves requires the release of your social security number for one (1) or more of the following purposes or reasons:

- to perform background investigation checks for volunteer service;
- to enroll in specific training courses and classes that require a social security number;
- to provide F.S. required information for Police/Fire/EMS purposes; or
- for reporting necessary to administer workers' compensation claims,



## VOLUNTEER SERVICES RELEASE AND ACKNOWLEDGMENT

I, \_\_\_\_\_, the undersigned, do hereby acknowledge and agree as follows:

In consideration for being permitted by the Town of Loxahatchee Groves ("TOWN") to perform tasks for and on behalf of TOWN in a volunteer capacity, I hereby agree to the following:

1. That the hours of service provided to TOWN are provided by me with no promise, expectation, or receipt of compensation for the services rendered;
2. That I **will not** be paid any compensation for the hours of service provided;
3. That I **am not** entitled to any benefits based upon the hours of service provided;
4. That I am not entitled to a job at the conclusion of my volunteer service;
5. That my services are offered freely and without pressure or coercion, direct or implied, from TOWN;
6. That I am not employed by TOWN;
7. That to the extent my actions are not covered by Florida Statute Section 768.1355 (Florida Volunteer Protection Act), I indemnify and hold harmless TOWN, its agents, officers, insurers, and employees ("released parties") from and against any and all claims, suits, actions, damages and/or causes of action arising while performing these services for and on behalf of TOWN, and from and against any order, judgments, and/or decrees which may be entered thereon, and from and against all costs, attorneys' fees, expenses and liabilities incurred in and about the defense of any such claim. I also agree that in the event that TOWN is made a party to any litigation commenced against me or by me against any third party, I agree to protect and hold TOWN harmless and pay all costs and attorney fees incurred by TOWN in connection with such litigation and for any appeals thereof;
8. That I HEREBY RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the TOWN, its officers, directors, council members, employees, agents, representatives, successors and assigns, herein known as the "released parties", of and from all liabilities, any and all claims, demands, actions, damages, causes of action, suits in equity of whatever kind or nature, costs or expenses of any nature, arising out of or in any way connected with my participation as a volunteer. I understand that this release includes any and all claims based on the negligence, actions or inactions of any of the released parties and property damage, whether suffered by me, my child or ward, before, during, or after such participation; and
9. That I assume full responsibility for any property damage due to the negligence of the released parties or otherwise before, during, or after my participation as a volunteer; and further authorize medical treatment for myself at my cost, if the need

arises.

I, the undersigned, have read and voluntarily sign this release and waiver of liability, assumption of risk agreement, and further agree that no oral representations, statements or inducements apart from the foregoing written agreement have been made.

I agree that this Release and Acknowledgement, including the release, waiver, and indemnification provisions, is intended to be as broad and inclusive as permitted by the Laws of the State of Florida and that if any portion of this Release and Acknowledgment is held invalid, I agree that the remaining provisions shall continue in full force and effect.

This Release and Acknowledgment contains the entire agreement between me and TOWN and the terms of this Release and Acknowledgement are contractual and not a mere recital.

EXECUTED THIS \_\_\_\_\_ Day \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Volunteer Printed Name

\_\_\_\_\_  
Parents / Guardian Signature  
(if Volunteer under 18)

\_\_\_\_\_  
Volunteer Date of Birth

Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

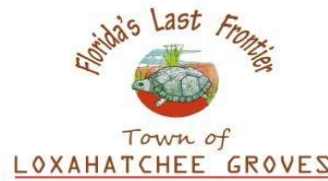
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates  b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552  b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580

<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>



155 F Road Loxahatchee Groves, FL 33470

## Agenda Item # 11

**TO: Town Council of Town of Loxahatchee Groves**

**FROM: Francine Ramaglia, Town Manager**

**DATE: May 2, 2023**

**SUBJECT: Discussion of Council Participation and Communications with Surrounding Communities, Other Agencies and Local Organizations**

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### Background:

In an effort to enhance communications, coordination and cooperation on areas of common concern between neighboring governments, local agencies and community groups, the Town can serve to facilitate the process in several ways (below are solely examples to start the discussion):

- Include most recent agenda summaries from surrounding local governments in Council agenda package for informational purposes (for instance, ITID, Royal Palm Beach, Wellington, and Westlake)
- Invite guest speakers to Council Meetings and hold more frequent Meet & Greets prior to Council Meetings. In addition to our County Commissioner being invited to join us quarterly, some potential speakers would include Palm Beach State College & Keiser University; Executive Director of the Central Palm Beach Chamber; Executive Director of the Indian Trail Improvement District (and a resident of the Groves); Chair of the Wellington Equestrian Committee (and a Groves property owner); Executive Directors from the Board of Realtors, Business Development Board/Realtors Association; Property Appraiser & Tax Collector; University of Florida IFAS program & Department of Agricultural & Consumer Affairs, etc. We will continue to invite our State Senator and Representative at least annually.
- Identify or appoint Town Council or at large community members as liaisons to specific organizations, agencies or groups. Liaisons would represent Town positions on issues, report relevant Town activities and actions, provide education/support regarding relevant Town policies and regulations, etc when attending face-to-face and/or virtual meetings of the organization, agency or group. The Liaison would then make a brief report as part of a recurring informational agenda item at the Town Council meetings.
- Take advantage of Council members' (and potentially at large resident) existing board memberships, appointments and current volunteering similar to liaisons roles above. *(Please provide list to staff in order to provide complete list of representation)*

The Council may wish to also discuss the potential structure and definition for liaison roles as well as volunteer and appointed board memberships. Some of the organizations, agencies and/or groups that likely should be represented/reported on include but are not limited to the following:



- Treasure Coast Regional Planning Council (TCRPC)
- Transportation Planning Agency (TPA)
- Western Communities Council
- Various County Boards & Committees
- PBC League of Cities (full membership and smaller district lunches)
- Florida League of Cities (annual meeting voting delegate and various committees & boards)
- Central Palm Beach County Chamber (monthly meetings and related boards and committees)
- Loxahatchee Groves Landowners Association

We can add the recurring informational and reporting agenda items either to the Council's monthly voting meeting or to the workshop meeting.

**Recommendation:**

Review, discuss and direct Staff.



155 F Road Loxahatchee Groves, FL 33470

**Agenda Item # 12**

**TO: Town Council of Town of Loxahatchee Groves**  
**FROM: Larry Peters, Public Works Director**  
**VIA: Francine L. Ramaglia, Town Manager**  
**DATE: April 27, 2023**  
**SUBJECT: Update on Paving Project**

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**Background:**

Town Council asked staff that at the next meeting of the Town Council could Town Council be given an update on the paving project.

**Recommendations:**

Town Council and Town Staff discuss.



155 F Road Loxahatchee Groves, FL 33470

**Agenda Item # 13**

**TO: Town Council of Town of Loxahatchee Groves**  
**FROM: Francine Ramaglia, Town Manager**  
**DATE: May 2, 2023**  
**SUBJECT: Council Priorities Scheduled for Discussion**

**Background:**

Below is a proposed schedule for discussions and action as noted for upcoming agenda workshops and regular council meetings in April through September:

May 16	Recreational Vehicles Housing Advisory Boards and Committees
June 6	-HR Manual -Travel Policy -PTO Changes -Additional Road Work contract amendment (repairs) -Towing & other piggybacks -TRIM rates (jeff has resos in email) -Rules of Procedure - Civic Plus and NextRequest -Quarterly reports-code, bldg., PBSO, Fire, IT, Planning, PW, Finance, Atty -1st Reading Committees
June 20	Livestock waste Solid waste
August 1	1 <sup>st</sup> Reading unauthorized projections/signs (PBSO) -Community Partnerships (LGLA/Interfaith) -Publix turn on B Road -ITID Mutual Aid Agreement for Emergencies -2 <sup>nd</sup> Reading Committees 1 <sup>st</sup> Reading RVs

August 15	<ul style="list-style-type: none"> <li>-Assessments:               <ul style="list-style-type: none"> <li>-Methodology</li> <li>-Village of Royal Palm drainage assessment</li> <li>-Culvert replacement assessment</li> </ul> </li> <li>-Mobility fees and impact fees – possibilities and limitations</li> <li>-Cost sharing policy</li> <li>-Capital funding &amp; borrowing</li> <li>BTR committee report</li> </ul>
September 6	<ul style="list-style-type: none"> <li>-1<sup>st</sup> Budget Hearing</li> <li>-Assessment Resolutions</li> <li>-2<sup>nd</sup> Reading RVs               <ul style="list-style-type: none"> <li>1<sup>st</sup> reading livestock waste</li> <li>1<sup>st</sup> reading agritourism</li> </ul> </li> <li>2<sup>nd</sup> Reading unauthorized projections/signs (PBSO)</li> </ul>
September 19	<ul style="list-style-type: none"> <li>-2<sup>nd</sup> Budget Hearing</li> <li>-Fine reduction code amendments</li> <li>-Citation program for code enforcement</li> <li>-Amendments to Article 87 (land clearing)</li> <li>-Tree mitigation receiver sites</li> </ul>
October 3	<ul style="list-style-type: none"> <li>Assessment Methodology RFP</li> <li>1<sup>st</sup> reading BTRs</li> <li>2<sup>nd</sup> reading livestock waste</li> <li>2<sup>nd</sup> reading agritourism</li> </ul>
October 17	<ul style="list-style-type: none"> <li>-Noise code amendments – remove dB measurements</li> <li>-Nuisance abatement amendments</li> <li>-Sign code amendments</li> </ul>
November 7	<ul style="list-style-type: none"> <li>-1<sup>st</sup> Reading Article 87</li> <li>2<sup>nd</sup> reading BTRs</li> <li>1<sup>st</sup> reading fine reductions</li> <li>1<sup>st</sup> reading citations</li> </ul>
November 21	<ul style="list-style-type: none"> <li>-Unrecorded plats</li> <li>-Nonconformities</li> <li>-ROW and easement corrections</li> </ul>
December 5	<ul style="list-style-type: none"> <li>2<sup>nd</sup> Reading Article 87</li> <li>2<sup>nd</sup> reading fine reductions</li> <li>2<sup>nd</sup> reading citations</li> <li>-1<sup>st</sup> Reading Sign Code</li> <li>1<sup>st</sup> reading nuisance abatement</li> <li>1<sup>st</sup> reading noise code</li> </ul>

The above is primarily an ordinance driven priority list and does not really account for any of the contracting and other work of the Town. Some of the other items not on the list include necessary follow up items from workshop discussions, NPDES Compliance, Assessment Methodology

adoption, etc. We may need to space things out a bit more and we continue to implement a more complete agenda tracking system.

**Recommendation:**

Review, discuss and direct Staff.



155 F Road Loxahatchee Groves, FL 33470

**Agenda Item # 14**

**TO: Town Council of Town of Loxahatchee Groves**

**FROM: Town Attorney’s Office**

**VIA: Francine L. Ramaglia, Town Manager**

**DATE: May 2, 2023**

**SUBJECT: Consideration by Town Council of Settlement of Litigation Pata, et. al v. Town of Loxahatchee Groves**

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**Background:**

In February, 2022, the Town was served in the case of John Pata, Regina Maria Christina Burgio as Trustee of the Torchia Family Trust u/a/d July 6, 2016, Vanessa A. Montoya and Andrew Somar, PBCL, LLC, Brian McNeil and Judy L. Westlake, and Ramachandra Bhat and Nagalaxmi R. Bhat v. Town of Loxahatchee Groves, Florida, Case No. 502021-CA-011838, in the circuit court of the 15th Judicial Circuit, in and for Palm Beach County, Florida. The District was added as a named Defendant in the case in June 2022.

The premise of the case is that the Town and/or District have taken private property for road purposes.

The parties to the case, as required by the Court, participated in mediation on October 4, 2022, and have continued to negotiate towards settlement of the case.

**Recommendation:**

Move that approve settlement as presented.



155 F Road Loxahatchee Groves, FL 33470

**Agenda Item # 15**

**TO: Town Council of Town of Loxahatchee Groves**

**FROM: Town Attorney’s Office**

**VIA: Francine L. Ramaglia, Town Manager**

**DATE: May 2, 2023**

**SUBJECT: Consideration by District Board of Supervisors of Settlement of Litigation Pata, et. al v. Town of Loxahatchee Groves**

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**Background:**

In February, 2022, the Town was served in the case of John Pata, Regina Maria Christina Burgio as Trustee of the Torchia Family Trust u/a/d July 6, 2016, Vanessa A. Montoya and Andrew Somar, PBCL, LLC, Brian McNeil and Judy L. Westlake, and Ramachandra Bhat and Nagalaxmi R. Bhat v. Town of Loxahatchee Groves, Florida, Case No. 502021-CA-011838, in the circuit court of the 15th Judicial Circuit, in and for Palm Beach County, Florida. The District was added as a named Defendant in the case in June 2022.

The premise of the case is that the Town and/or District have taken private property for road purposes.

The parties to the case, as required by the Court, participated in mediation on October 4, 2022, and have continued to negotiate towards settlement of the case.

**Recommendation:**

Move that approve settlement as presented.