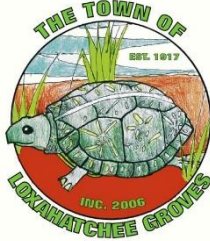


TOWN OF LOXAHATCHEE GROVES
TOWN HALL COUNCIL CHAMBERS
155 F. ROAD, LOXAHATCHEE GROVES, FL 33470
TOWN COUNCIL SPECIAL/WORKSHOP MEETING

AGENDA

JUNE 16, 2026 – 6:00 PM



Lisa El- Ramey, Mayor (Seat 2)

Manish Sood, Vice Mayor (Seat 5) William "Joe" Stephens, Councilmember (Seat 1)

Anita Kane, Councilmember (Seat 3) Paul T. Coleman II, Councilmember (Seat 4)

Administration

Acting Town Manager, Valerie Oakes

Town Attorney, Jeffrey S. Kurtz, Esq.

Acting Town Clerk, Kenthia White, FRP

Community Standards Director Caryn Gardner-Young

Public Works Director, Craig Lower

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 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. 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.

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 out completely with your full name and address so that your comments can be entered correctly in the minutes and give 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

comment. 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 accommodations in order to participate should contact the Town Clerk's Office (561-793-2418), at least 48 hours in advance to request such accommodation.

TOWN COUNCIL AGENDA ITEMS

CALL TO ORDER

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

ROLL CALL

ADDITIONS, DELETIONS AND MODIFICATIONS

SPECIAL MEETING AGENDA

1. Presentation by Treasure Coast Regional Council on the Southern Blvd Corridor Grant.
2. Proposed Resolution No. 2026-46- Carpet Replacement at Town Hall.
3. Proposed Resolution No. 2026-47- MacGibbon Agreement.
4. Proposed Resolution No. 2026-48- JW Cheatham Change Order.

DISCUSSION

Town Council open discussion on general matters pertaining to Town business.

5. Presentations will be given by the Town's Advisory Boards regarding Strategic Pillars.
6. Discussion and Direction on Town Council Rules and Procedures.

TOWN COUNCILMEMBER COMMENTS

William "Joe" Stephens (Seat 1)

Anita Kane (Seat 3)

Paul T. Coleman II (Seat 4)

Manish Sood, Vice Mayor (Seat 5)

Mayor Lisa El-Ramey (Seat 2)

ADJOURNMENT

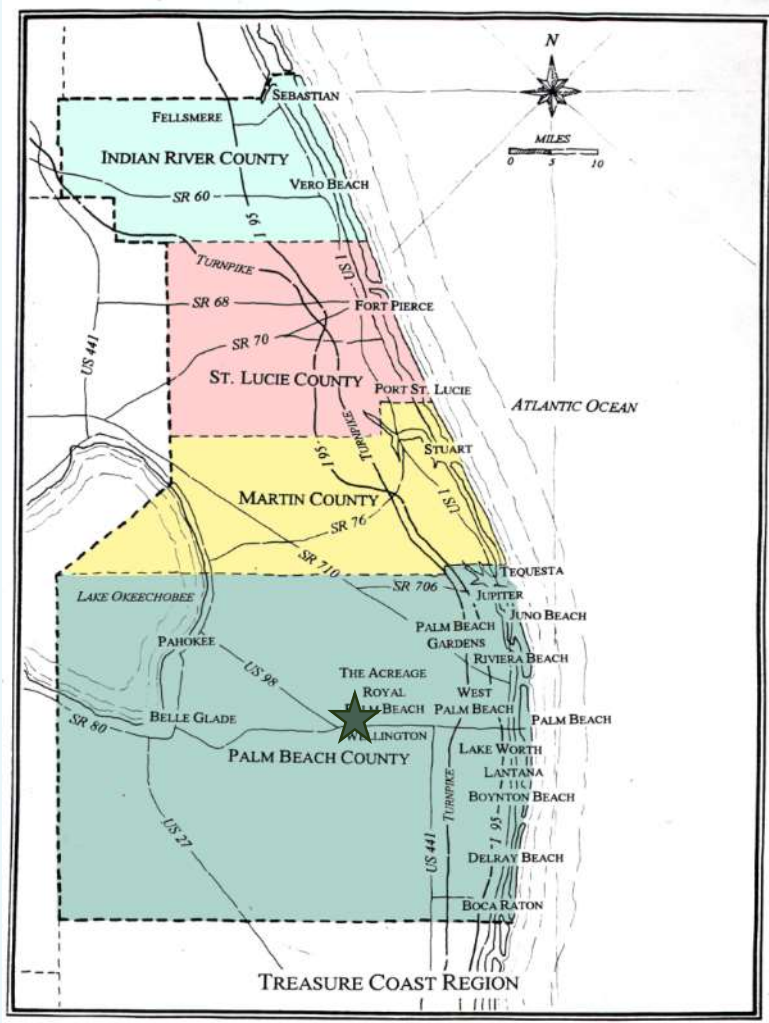


Town of Loxahatchee Groves Southern Boulevard Corridor Study

Community Planning Technical Assistance Grant
FloridaCommerce (State of Florida)

June 16, 2026

Who Are Regional Planning Councils?



- 4 Counties - 52 Municipalities
- 2.1 million people
- 105 miles of Atlantic Coastline
- 3,589 square miles
- 294 local elected officials
- 5 state senators
- 13 state house members
- Economic Development, Emergency Preparedness, Transportation Planning, Urban Design Studio



Town Request to FloridaCommerce

Item 1.

The Community Planning Technical Assistance Grant required analysis of the following:

- **Public Input**
- **Traffic & Infrastructure**
- **Public Safety & Drainage**
- **Equestrian-Pedestrian Safety & Gateway Identity**
- **Fiscal & Zoning Strategies**



Why are we here?

Item 1.



The community has concerns about loosing the Town's identity.

- Development has diluted the Town with generic architecture & landscaping
- Infrastructure is aging and facing new challenges
- Resulting in a general degradation of the quality of life in Loxahatchee Groves.



Propose Recommendations

The community has concerns about loosing the Town's identity. Recommended actions:

- Hold the Line: Follow the Comprehensive Plan and provide more consistency within Zoning
- Codify Standards: Adopted improved architectural & landscape standards
- Announce the Town Identity: Announce the Town values and character at every opportunity
- Invest in Infrastructure: Think long term & pursue grants strategically



Propose Recommendations

The community has concerns about loosing the Town's identity. Recommended actions:

- **Hold the Line:** Follow the Comprehensive Plan and provide more consistency within Zoning
- **Codify Standards:** Adopted improved architectural & landscape standards
- **Announce the Town Identity:** Announce the Town values and character at every opportunity
- **Invest in Infrastructure:** Think long term & pursue grants strategically



Hold the Line Comprehensive Plan: Future Land Use

Future Land Use in the Study Area



9. Should commercial uses be limited to south of Tangerine Drive?



The Town has two very important policies to set its Future.

- Policy 1.2 From East Cirtus Drive
- Commercial Low and Commercial Low Office FLU



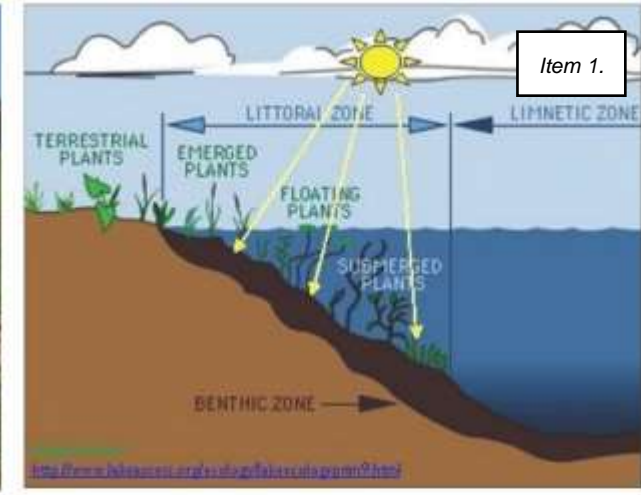
Propose Recommendations

The community has concerns about loosing the Town's identity. Recommended actions:

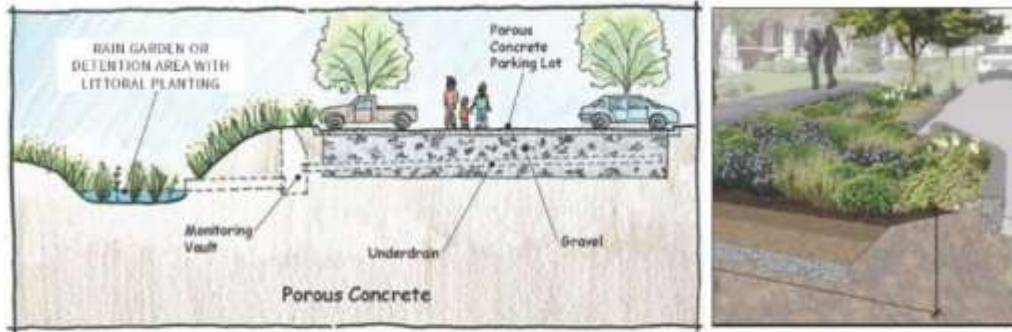
- Hold the Line: Follow the Comprehensive Plan and provide more consistency within Zoning
- **Codify Standards: Adopted improved architectural & landscape standards**
- Announce the Town Identity: Announce the Town values and character at every opportunity
- Invest in Infrastructure: Think long term & pursue grants strategically



Codify Standards Landscape Standards



Example of littoral shelves, Diagram of a littoral shelf Image sources: Collier County FL.gov



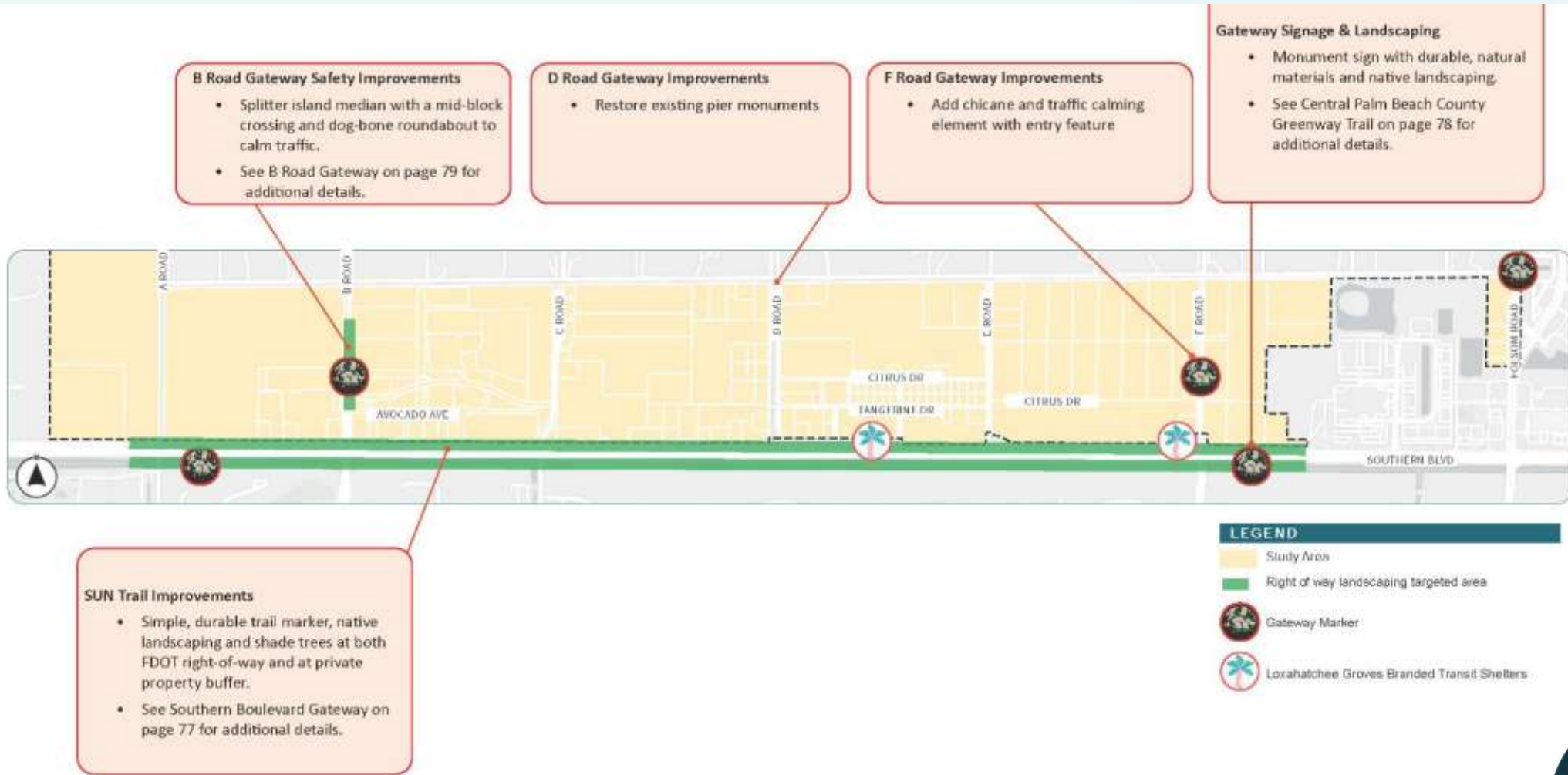
Propose Recommendations

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Announce the Town Identity Gateways

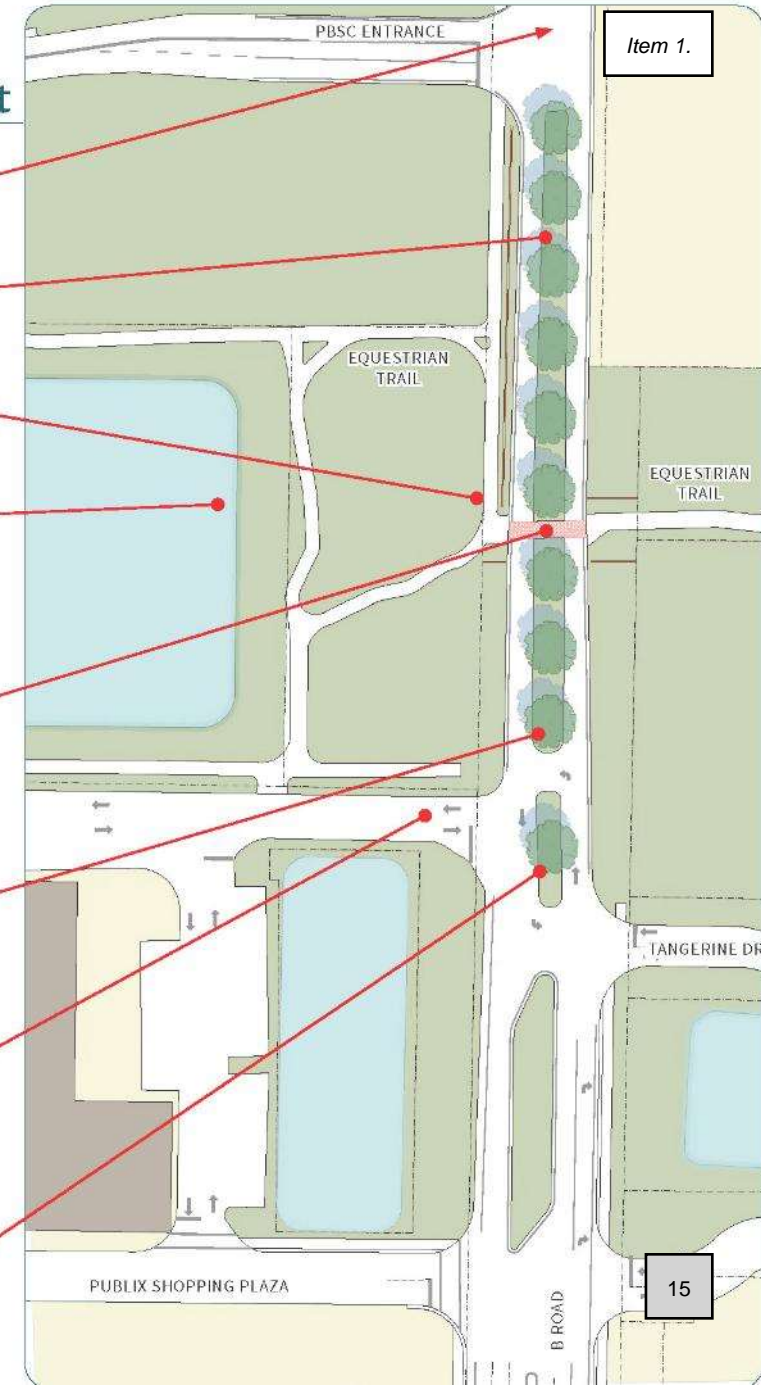


Announce the Town Identity Gateways



B Road Gateway Improvements Concept

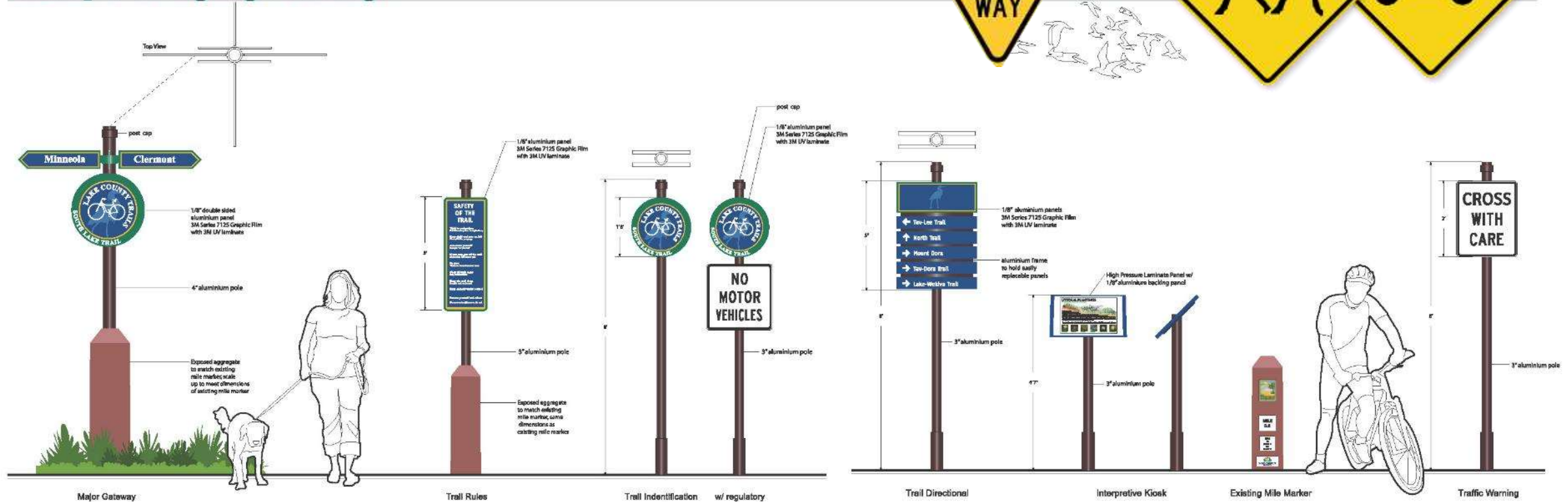
- Rumble strips beyond
- New landscaped median with shade trees.
- Add trail signage
- Add littoral planting at all stormwater retention areas.
- Improved equestrian crossing with speed table, push activated signal lights, and fenced waiting area on both sides.
- Landscaped splitting median with gateway signage.
- Re stripe to allow two-way traffic with existing curbs.
- Introduce an oblong roundabout or dogbone-shape to connect both Tangerine Drive and the rear drive behind Publix Plaza.



Announce the Town Identity Gateways

Item 1.

Example of Signage Package



Propose Recommendations

The community has concerns about loosing the Town's identity. Recommended actions:

- Hold the Line: Follow the Comprehensive Plan and provide more consistency within Zoning
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Invest in Infrastructure Grants

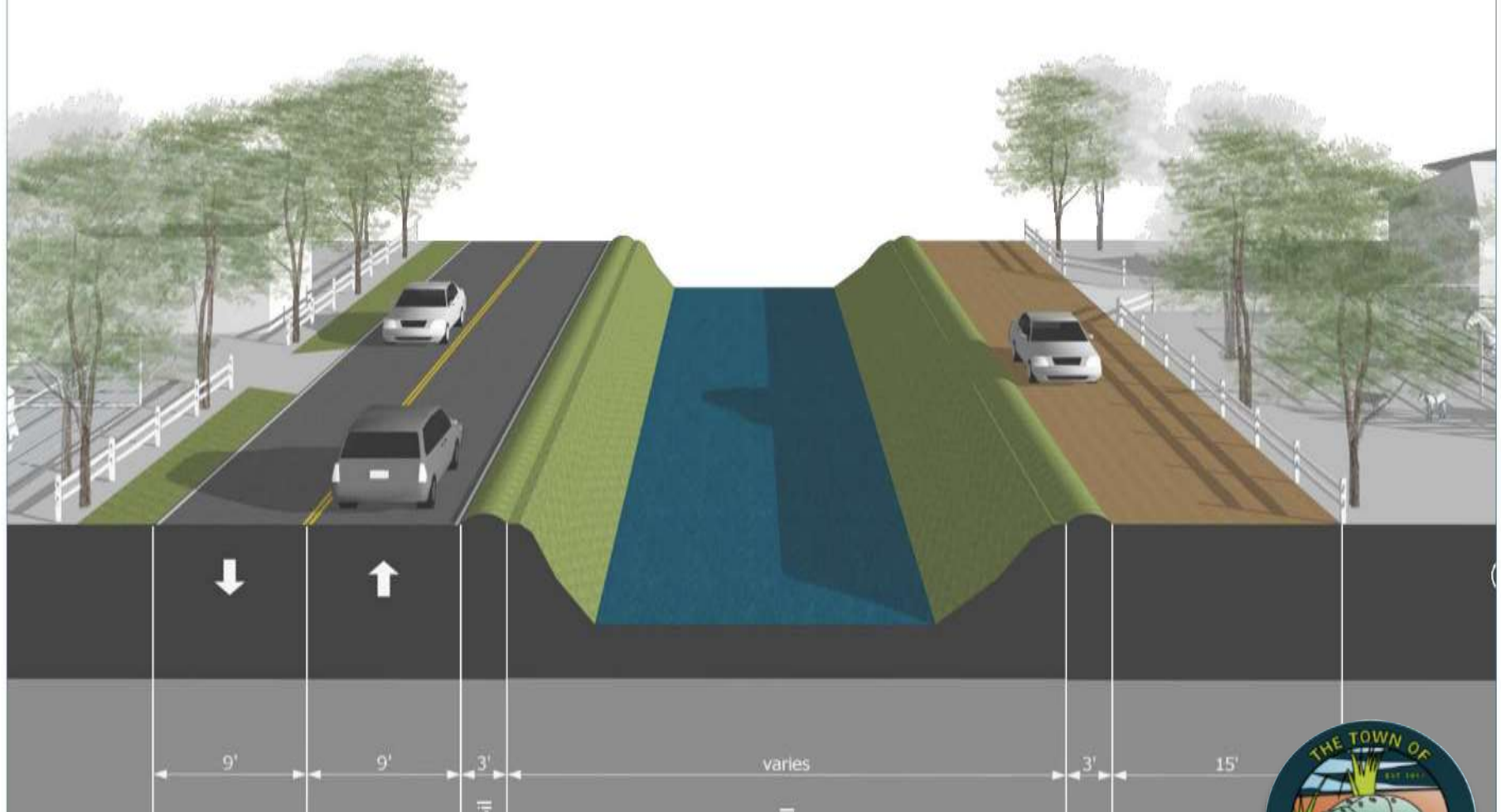
- Ensure there is a nexus to goals and implementation
- Be prepared to have matching funds available for when grant opportunities are available

Name	Description	Projects	Match (Y/N)
<i>Florida Urban and Community Forestry Grants</i>	<p>Public Tree Canopy Improvement (Tree Planting): This category is provided for the purchase and installation of community trees on public rights-of-way and in parks or other public spaces.</p> <p>Public Tree Inventory or Urban Tree Canopy Assessment: This category is provided for communities to develop or enhance inventories/assessments of public trees. Up-to-date inventories can assist communities in better managing their tree populations and provide data critical for more efficient and effective storm response.</p> <p>Urban Forest Management Planning: A community forest management plan serves as the guiding document for managing the tree resources in a community. A quality urban forest management plan identifies the current condition of the community's forest, describes the desired future state of the forest, and establishes strategies on how to achieve those goals.</p>	<ul style="list-style-type: none"> • <i>Groves Town Center Open Space on page 80</i> • <i>B Road Gateway on page 79</i> 	Yes (50%)
<i>Recreational Trails Program Grant Administration</i>	<p>The Recreational Trails Program (RTP) is a federal grant initiative funded by the Federal Highway Administration (FHWA) and administered at the state level by the Florida Department of Environmental Protection in coordination with the Florida Department of Transportation (FDOT). The purpose of the RTP is to provide financial assistance for the development and maintenance of recreational trails, trailheads and trailside facilities for both nonmotorized and motorized recreational trail uses.</p> <p>Grant funds are allocated by the Legislature and budgets are approved by July 1 of each year.</p>	<ul style="list-style-type: none"> • <i>Central Palm Beach County Greenway Trail on page 78 and adjacent connections.</i> 	Yes
<i>FDOT Beautification Grant</i>	<p>Consider FDOT Beautification Grant for landscaping within Southern Boulevard right-of-way including the median and at the Central Palm Beach County Greenway.</p> <p>Grant funds are allocated by the Legislature and budgets are approved by July 1 of each year.</p>	<ul style="list-style-type: none"> • <i>Southern Boulevard Gateway on page 77</i> • <i>Central Palm Beach County Greenway Trail on page 78</i> 	Yes



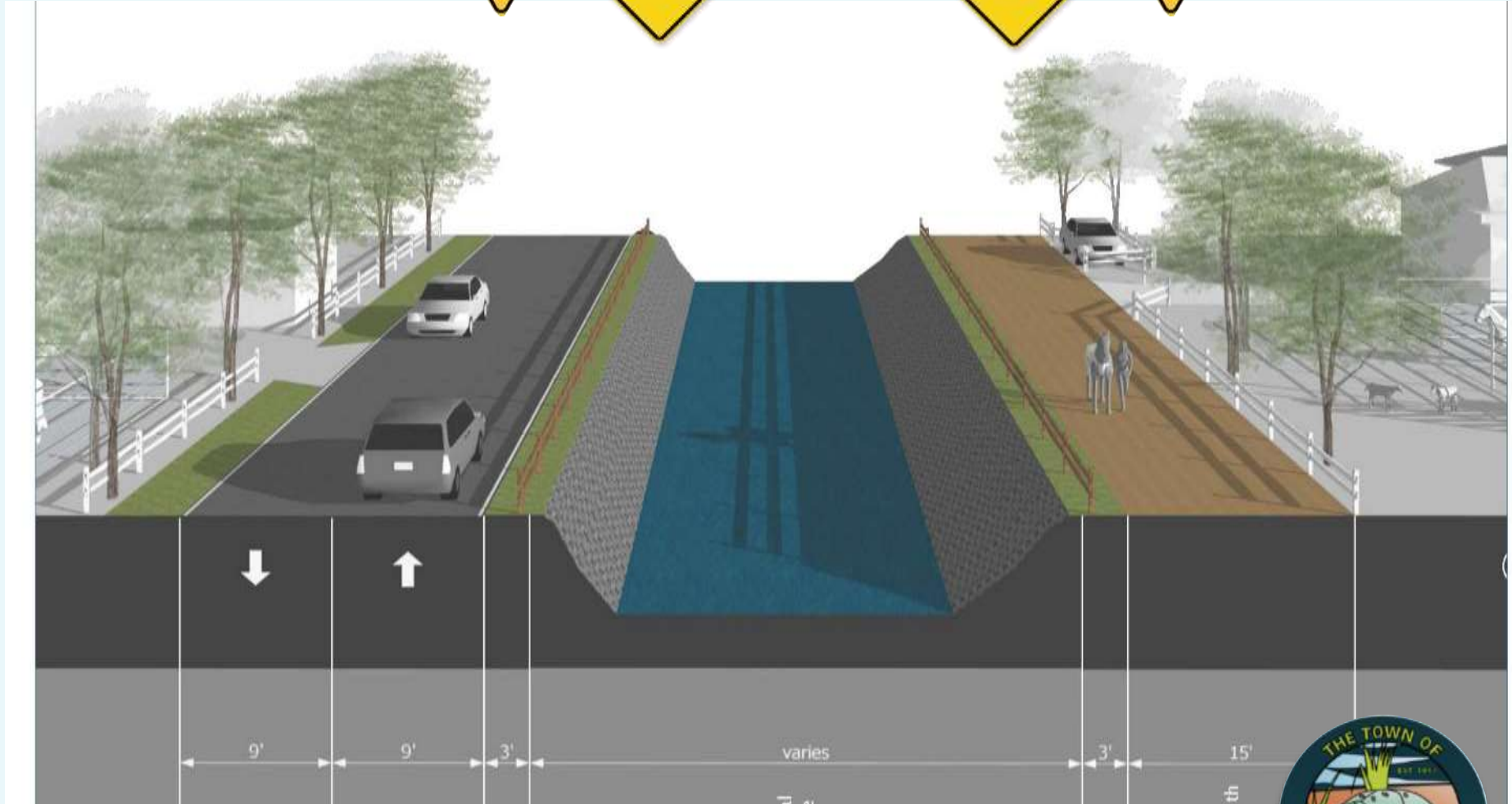
Invest in Infrastructure Collecting Canal

Item 1.



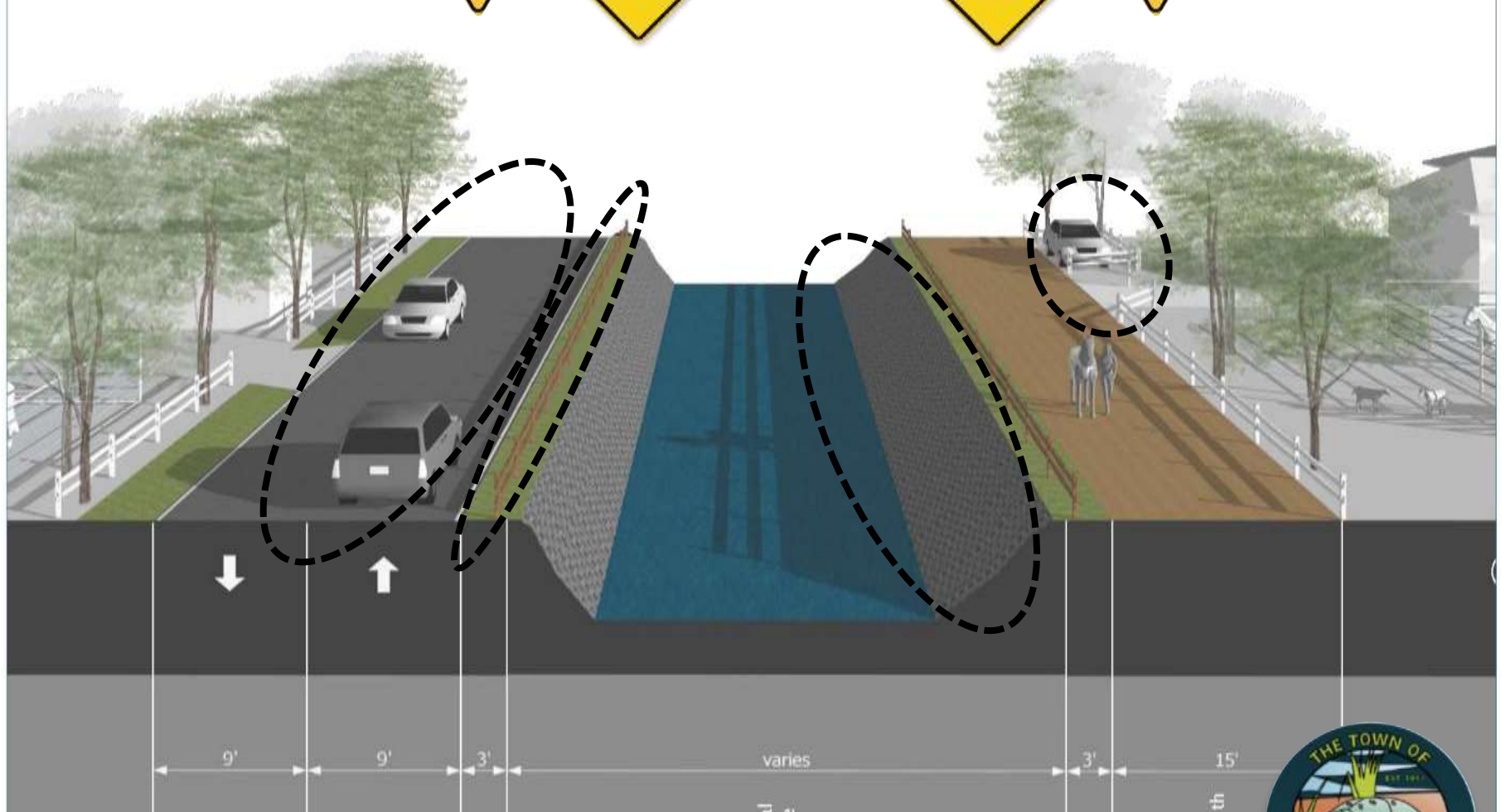
Invest in Infrastructure Collecting Canal

Item 1.



Invest in Infrastructure Collecting Canal

Item 1.



Invest in Infrastructure Business or Neighborhood Improvement District

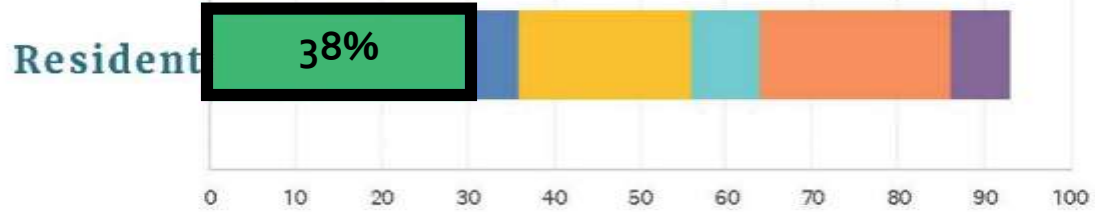
Item 1.

- Allows up to a 2 mil ad valorem tax within a district
- Funds must be spent within that business or neighborhood district and benefit that area
- District would need to have clear goals and a **governing body with representation from the property owners within that district**
 - **Goals may include preservation of open space, stormwater infrastructure, or innovative security**
- Established through voter referendum and may be re-established after 10 years



Invest in Infrastructure Business or Neighborhood Improvement District

19. To fund the Town's goals, including the ones listed above, which of the following would you support? Select all that apply.

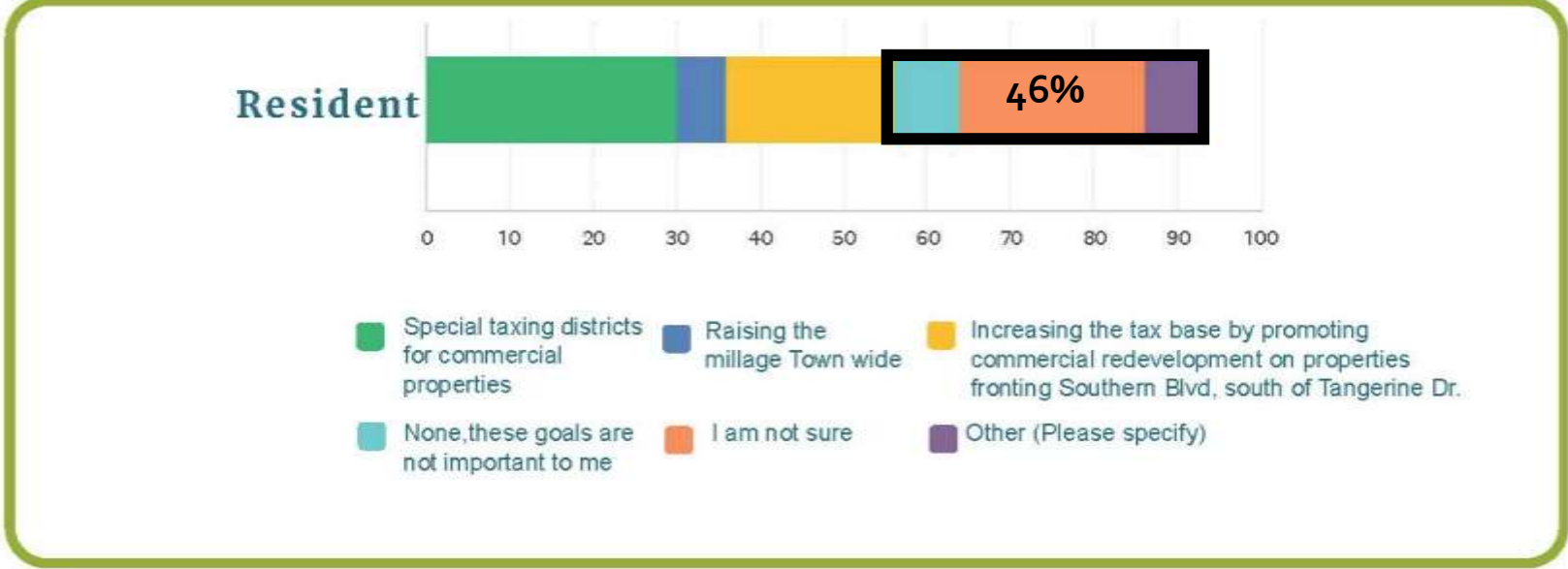


- Special taxing districts for commercial properties
- Raising the millage Town wide
- Increasing the tax base by promoting commercial redevelopment on properties fronting Southern Blvd, south of Tangerine Dr.
- None, these goals are not important to me
- I am not sure
- Other (Please specify)

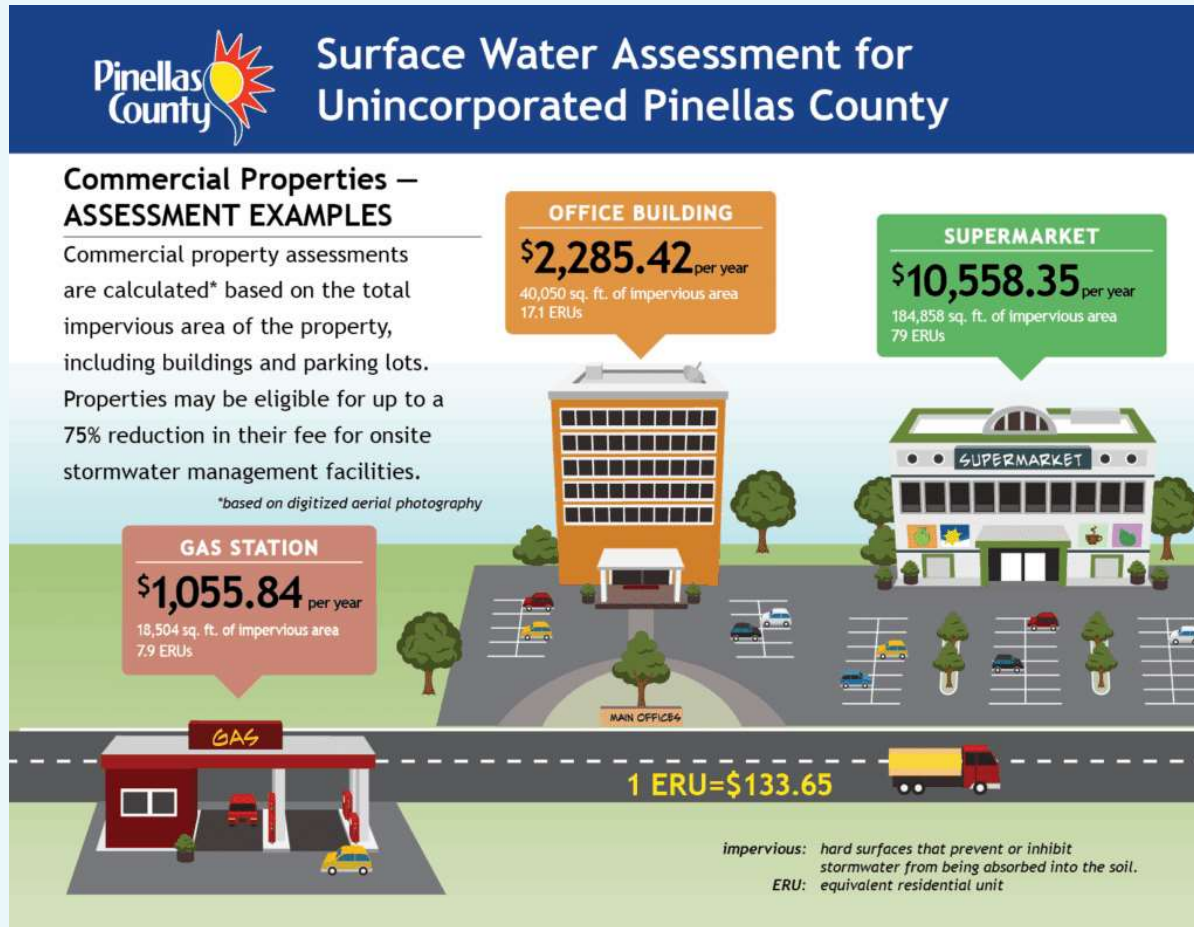


Invest in Infrastructure Business or Neighborhood Improvement District

19. To fund the Town's goals, including the ones listed above, which of the following would you support? Select all that apply.



Invest in Infrastructure Loxahatchee Groves Water Control District



- Analyze Loxahatchee Groves Water Control District assessment methodologies.
- Consider a study various assessment methodologies including the quantity of impervious area. To the right is an example from Pinellas County to address commercial properties .



Project Schedule

Item 1.

- ✓ **February 3** Town Council Approval of Scope of Work
- ✓ **March 28** Workshop #1
- ✓ **March 30** Workshop #2 & Launch of Online Public Survey
- ✓ **May 1** Online Survey Closed
- ✓ **June 2** Work in Progress with Town Council
- ☐ **June 16** Draft Southern Boulevard Corridor Study Receive & File



Thank You!

Jessica Seymour, RA, LEED AP
Principal Program Coordinator

Treasure Coast
Regional Planning Council
772.221.4060

jseymour@tcrpc.org



warranted given the proximity of the price to the \$25,000 threshold the specificity of the product being sought and the fact that competitive quotes were sought and received. A best interest determination requires four affirmative votes to pass.

Further, due to the unbudgeted nature of this facility improvement, the Town Council needs to authorize that funding for this Purchase Order be allocated from the Town's Contingency Fund. Such direction is included in the proposed Resolution.

Recommendation:

Approval of Resolution No. 2026-46 waiving formal competitive bidding and authorizing the Acting Town Manager to contract for the replacement of carpeting in Town Hall with Capitol Carpet & Tile and Window Fashions as being in the best interest of the Town.

Attachments:

Quote QR004208 – Capitol Carpet & Tile and Window Fashions

Quote 1364970 – Floor Coverings International

Quote 2010 – Six-S Flooring

Quote – Coastal Carpet

COASTAL CARPET
P. O. Box 31463
Palm Beach Gardens, FL 33420
(561) 863-7157
coastalcarpetinc@yahoo.com

Invoice

Commercial
Residential
Marine

Carpet
Porcelain Tile
Laminate

June 4, 2026

Town of Loxahatchee Groves
155 F Road
Loxahatchee Groves, Fl. 33470

Move furniture. Rip up old carpet. Prep floor. Install commercial carpet tiles 24x24;
Style: Kusa: Color: Sky 336 yds. Using pressure sensitive glue.
Customer Will move all misc. items and disconnect electronic, if needed.

Total	\$26,882.00
Deposit	\$13,441.00
Balance	\$13,441.00

ACCEPTANCE: I hereby accept the proposal outlined above and authorize work to commence on the date specified.

Invoice is good for 30 days. Subject to price increase for materials.

Customer Signature

Date

CAPITOL CARPET & TILE AND WINDOW FASHIONS
165 SOUTH STATE RD 7
WELLINGTON, FL 33414
Telephone: 561-792-3444

Item 2.
 Page 1
 QR004208

QUOTE

Sold To	Ship To
TOWN OF LOXAHATCHEE GROVES 155 F ROAD LOXAHATCHEE, FL 33470	TOWN OF LOXAHATCHEE GROVES 155 F ROAD LOXAHATCHEE, FL 33470

Quote Date	Mobile	PO Number	Quote Number
04/22/26	561-723-5323		QR004208

Inventory	Style/Item	Color/Description	Quantity Units	Price	Extension
5T194	KUSA TILE 24 X24'S	SKY	325.13 SY	60.00	19,507.80
	INSTALL IN MUNICIPAL CHAMBERS, CONFERENCE ROOM, CORRIDORS, HALL AND OFFICES				
	RIP UP GLUE CARPET		2,696.00 SF	0.50	1,348.00
	TAKE UP AND HAUL AWAY EXISTING GLUE DOWN CARPET				
	FLOOR PREP		2,696.00 SF	1.10	2,965.60
	PREP FLOORS ONE COAT OF FEATHER FINISH TO PREVENT LIPPAGE				
	INSTALL EVENINGS AND WEEKENDS		2,696.00 EA	0.50	1,348.00
	INSTALL CARPET AFTER HOURS AND WEEKEND				

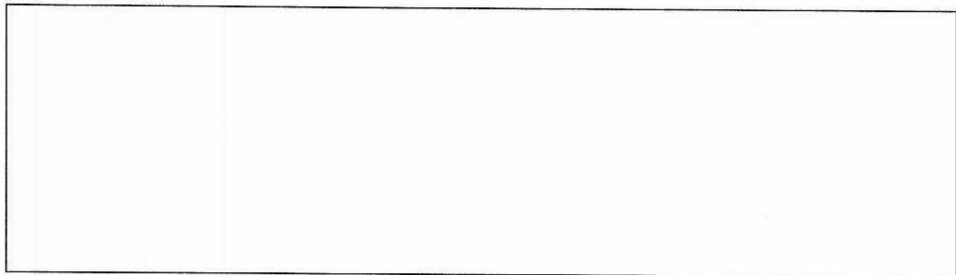
CAPITOL CARPET AND TILE WARRANTYS INSTALLATION FOR TWO YEARS
 CAPITOL CARPET AND TILE WILL MOVE ALL FURNITURE
 ALL PAPPERWORK AND COMPUTERS ARE TO BE MOVED BY TOWN OF LOXAHATCEE

— 06/05/26 — 10:01AM —

Sales Representative(s):
 ALLEN BLANE

Subtotal: 25,169.40
 Sales Tax: 0.00
 Misc. Tax: 0.00

QUOTE TOTAL: \$25,169.40





Six-S Flooring

500 NW University Blvd. #108
 Port St. Lucie, FL 34986
<https://www.sixsflooring.com/>
info@sixsflooring.com
Phone: (772) 207-7151
Fax: (561) 828-5799

Quote Number	Item 2.
2010	
Groves9638	

Type: Material and Labor
Date: 06/08/2026
Expires on: 07/08/2026

Customer Information
Company Name: Town of Loxahatchee Groves
Customer Name: Craig Lower
Address: 155 F Road, Loxahatchee Groves, FL 33470
Email: clower@loxahatcheegrovesfl.gov
Cell Phone: (561) 807-7763

Service Site Details
Address Title: Town of Loxahatchee Groves
Address: 155 F Road, Loxahatchee Groves, FL 33470
Contact Name: Craig Lower
Email: clower@loxahatcheegrovesfl.gov
Cell Phone: (561) 807-7763

Item	Description/Area	Amount
Carpet Service		
Carpet tiles	Shaw Contract. KUSA Tile color: SKY	\$17,058.80
Glues	Shaw N5000	\$401.55
Labor	Installation includes furniture handling, removal and disposal of the existing carpet.	\$9,000.00
Freight Fee	Manufacturers delivery charge to our warehouse	\$528.74
		Total
		\$26,989.09
		Sales Tax
		\$1,134.92
		Grand Total
		\$28,124.01

TOWN OF LOXAHATCHEE GROVES

Strategic Visioning & Priorities Worksheet

PURPOSE

The purpose of this worksheet is to assist the Town Council, advisory boards, and committees in identifying priorities, initiatives, and long-term goals for the future of the Town of Loxahatchee Groves. This exercise is intended to promote collaborative planning efforts focused on preserving the Town’s unique rural character and enhancing overall quality of life for current and future generations.

SECTION 1 — DEFINING “RURAL” IN LOXAHATCHEE GROVES

In your opinion, what does the term “rural” mean within the context of the Town of Loxahatchee Groves?

Consider: community identity, agriculture and equestrian lifestyle, open space preservation, roadway character, environmental preservation, density, and community values.

Response:

SECTION 2 — STRATEGIC PILLARS

Identify three (3) to four (4) major strategic pillars that support the Town’s overall vision, quality of life, and protection of resident property values.

Examples: Rural Preservation, Infrastructure & Drainage, Public Safety, Community Engagement, Agriculture & Equestrian Support, and Government Transparency.

Response:

SECTION 3 — COMMUNITY CONCEPTS & INITIATIVES

Identify one (1) to two (2) concepts, programs, initiatives, or ideas that could help promote or encourage the strategic pillars identified above.

Examples may include, equestrian trail systems, agricultural education, agritourism branding, historic preservation initiatives, or community events.

Concept / Initiative #1:

Concept / Initiative #2:

SECTION 4 — BOARD PRIORITIES & REQUESTS TO TOWN COUNCIL

Please identify projects, initiatives, policies, or priorities that your board or committee believes should be requested of the Town Council for consideration.

Priority Requests:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

SECTION 5 — ADDITIONAL COMMENTS OR IDEAS

Please provide any additional comments, recommendations, concerns, or ideas related to the future of Loxahatchee Groves.

SUBMITTED BY

Board/Committee: _____

Name: _____

Date: _____

Public comment on non-agenda items has been specifically allowed for a certain time, for example 6 pm to 6:30 pm, permitted for a non-specific time at the beginning of the meeting or moved to the end of the agenda after all regular business was concluded and encouraged to be part of the workshop format. This is a matter the staff is seeking directions on.

6. It has been suggested the Council’s policy on public records request limitation previously adopted be reviewed for possible revision, so that policy is before you.

In both the draft ordinance and rules and procedure language the proposed changes or sections for discussion are highlighted in yellow and the proposed language changes are shown in legislative format.

Recommendation:

Review and direction of the draft resolution and ordinance.

TOWN OF LOXAHATCHEE GROVES

TOWN COUNCIL RULES OF ORDER AND PROCEDURE Review and discussion of potential changes May 2026

Rule 1. Public Meetings.

- 1.1 All Town Council meetings shall be open to the public except as otherwise provided by law.

Rule 2. Regular Meetings.

2.1 The Town Council shall meet the first Tuesday of each month at 6:30 p.m. in Town Hall. This date may be changed from time to time as needed by a majority vote of the Town Council. In order to continue a meeting beyond 10:30 11:00 p.m. a vote to continue the meeting for each ½ hour thereafter must be approved by a majority of the Council. In accordance with Rule 4 the Council may adjourn and continue deliberation of matters on the agenda to another date and time of Council's choosing. If the meeting is not adjourned, Aagenda items scheduled but not considered during a meeting shall be automatically set over by the town clerk to the next town council meeting or may be considered at a special meeting called for that purpose in the manner provided herein. In setting matters over to the next meeting or a special meeting, the town clerk is directed to take into consideration all notice provisions relative to municipal ordinances and, specifically, F.S. § 166.041.

- 2.2 The Town Clerk or designee shall prepare the agenda, notices, and package materials for the meetings as required by Florida law.

2.3 Agenda Review Workshop Meetings – A draft agenda for an upcoming Regular Meeting will be published the Tuesday prior to the meeting. A publicly noticed Agenda Review Workshop Meeting shall be held on the Wednesday at 6 pm of that same week. The full draft agenda packet will be provided to the Council and published on the Town's website electronically. There shall be no hard copies, prepared for the Agenda Review Workshop Meeting. The meeting will be conducted via Zoom, be live-streamed to YouTube, include access links for Council, staff and the public. The public will be able to view the meetings, but there will be no opportunity for public comment. The purpose of the workshop meeting is strictly for Council Members to ask questions of staff and consultants, and for Council to request modifications and/or clarifications on the agenda items. Following the workshop the staff will finalize revisions to the agenda and the final agenda will be published on the Friday before the Regular meetings.

2.4 Workshop meetings – The Town Council shall hold regular workshop meetings on the third Tuesday of each month at 6:00 p.m. in Town Hall.

These meetings shall be for open discussion on subjects of interest to the Council and public. There will be time for public input, participation and comment. Typically the workshop meeting will not have a list of items to discuss and no votes by the Council will take place. Staff will not actively attend or participate in the meetings. Summary minutes of the meetings will be provided by an automated mechanism. The staff will not monitor or take direction from the Council discussion at the workshop meeting, rather the Mayor or other designated Councilmember will provide a summary of any consensus that may have been arrived at during the workshop meeting at the next regularly scheduled meeting. At a Regular Meeting the Council may by discussion and motion provide direction to the Town Manager and Town Attorney and their staffs with regard issues that were the subject of discussion at the workshop meeting. Staff may seek clarification of the direction during the course of the Regular Meeting. Direction that needs further Council action to implement will be scheduled for a future Regular Meeting.

Rule 3. Special Meetings

- 3.1 A Special Meeting may be called by the Mayor or a majority of the Town Council as necessary. The Town Clerk or designee shall prepare the agenda, notices, and package materials for the meetings as required by Florida law. Such notification shall be given no less than 72 hours before commencement of the special meeting and shall state the time, place, and subject of the meeting. **In the event a Council Member, preferable in writing, requests a special meeting, the Town Manager shall, as soon as practicable, confer with the Mayor and then Council members to determine if a special meeting should be scheduled.**
- 3.2 The Mayor, Town Manager, or a majority of the Council Members may call an Emergency Town Council meeting when a sudden, urgent event or situation arises necessitating immediate action and judgment. The Town Clerk or designee shall post the agenda and notify each Town Council Member, the Town Manager, and Town Attorney immediately. Such notification shall be given as soon as practicable before commencement of the meeting and shall state the time, place, and subject of the meeting. **In the event a Council Member, preferable in writing, requests an emergency meeting, the Town Manager shall, as soon as practicable, confer with the Mayor and then Council members to determine if an emergency meeting should be scheduled.**

Rule 4. Adjourned Meeting A Town Council session meeting may be adjourned or continued from day to day or for more than one day, but the adjournment shall not be extended beyond the next regular meeting. When a meeting is continued to a date and time certain by motion and approval of the majority of Council, on the date of the continuance agenda matters that have not been addressed will be addressed and matters that were addressed may be subject to reconsideration as the original

meeting, having been reconvened, is ongoing. The staff shall not create a new agenda for the continued meeting, rather they shall utilize the agenda from the original date of the meeting. It shall be in the discretion of the Mayor or presiding officer as to whether the Council will pledge allegiance to the flag and/or have a moment of silence at the beginning of the reconvened meeting. The Town Clerk shall call the roll of those in attendance at the beginning of the reconvened meeting.

Rule 5. Presiding Officer

- 5.1 The Mayor shall preside at Town Council meetings and shall be recognized as head of the Town government for ceremonial purposes and by the Governor for martial law purposes.
- 5.2 The Vice-Mayor shall act as Mayor during the absence or disability of the Mayor and if a vacancy in the office of the mayor occurs, shall become interim Mayor until a Mayor is selected by a majority vote of the Council at the next regular council meeting.
- 5.3 In the absence of the Mayor and Vice-Mayor the Council member with the most seniority shall act as the Presiding Officer. In the event there is more than one Council member with the most seniority the Council members shall select the Presiding Officer.

Rule 6. Corporate Seal The duly appointed Town Clerk shall keep in custody the Town's corporate seal and ensure its proper and lawful use on behalf of the Town. No person shall use the Town Seal for a purpose other than official Town business.

Rule 7. Presentations & Public Comment

- 7.1 Town Council meetings are business meetings of the Council and the right to limit discussion rests with the Council.
- 7.2 Except as otherwise set forth in these Rules, persons who make a presentation to the Town Council must limit the duration of their presentation to 15 minutes. Exceptions may be granted by the Presiding Officer.
- 7.3 Public Comments made by a member of the public will be limited to one time per subject matter for a total of three minutes. Exceptions may be granted by the Presiding Officer. Individuals addressing the Council on the same topic as an individual who has already spoken should attempt to provide new information and not repeat the comments of the previous speakers. Where possible, individual grievances should first be taken up with Town Staff before comments are made at a Town Council meeting. Persons desiring to speak on a topic shall submit a comment card to the Town Clerk. In the alternative, Public Comments may be sent in writing to the Town Clerk. Written Public Comments received by the Town Clerk by noon the day of the meeting will be made part of the record of the meeting. Written Public Comments received by the Town Clerk

will not be read aloud during the meeting. Written Public Comments may be read aloud by another member of the public and may not exceed the length of the comment but in no case longer than three (3) minutes and the written Public Comments must be provided to the Town Clerk by noon the day of the meeting, which must list the proxy to become part of the record of the meeting. All Public Comments will be directed to the Mayor. The Mayor reserves the right to stop comments aimed at individual councilmembers and/or staff as well as inflammatory comments and/or repetitive comments from the Public and/or Councilmembers. The Mayor will invite a staff member or others (including Councilmembers) to respond, if necessary and at his/her sole discretion.

- 7.4 The Town Council may withhold comment or direct the Town Manager to take action on requests or comments.
- 7.5 Each person addressing the Council shall step up to the podium and state his/her name in an audible tone of voice for the record. It is preferred that each person also state his/her address. All public comments must be addressed to the Council as a body and not to individuals. Personal verbal attacks upon Council members, staff, and/or members of the public will not be tolerated. Any person making impertinent obscene, personally insulting, defamatory, or slanderous remarks or who becomes boisterous or disruptive while addressing the Council shall be barred by the presiding officer from speaking further, unless permission to continue or again address the Council is granted by a majority vote of the Council members present.
- 7.6 Each person addressing the Council should refrain from advocating the election or defeat of a candidate for public office of the Town, either partisan or non-partisan: (1.) through the use of words, dates, signs, and/or props that convey a message of express advocacy for a person or group of persons; or (2) through comments that, when taken as a whole, can only be interpreted as advocating the election or defeat of one or more identified candidates.

Rule 8. Decorum and Order

- 8.1 The presiding officer shall preserve decorum and order and decide all questions of order subject to the Council's appeal.
- 8.2 During all meetings of the Town Council, Council members must preserve order and decorum and a Council member shall neither by conversation or otherwise, delay or interrupt the proceeding or the peace of the Council nor disturb any Council member while speaking, or refuse to obey the rules of the Council or its Presiding Officer, except as otherwise provided herein.
- 8.3 No member of the public shall, during a Council meeting, make or cause to be made any disruptive noise or sound, or display any sign or graphic material of any kind in the Council Chambers, except in connection with a presentation made to the Council by a speaker at the podium.

- 8.4 The presiding officer shall have the authority to recess a meeting in order to re-establish the decorum of the meeting.
- 8.5 The Town Council is committed to maintaining civility in public and political discourse and expects the public to do the same. All comments by members of the Council, advisory board members, staff, and/or the public shall respect the right of all citizens in our community to hold different opinions; avoid rhetoric intended to humiliate or question the wisdom of those whose opinions are different from ours; strive to understand differing perspectives; be truthful, not accusatory and avoid distortion; and avoid violence, prejudice and incivility towards citizens, employees, and officials of the Town of Loxahatchee Groves.
- 8.6 If it becomes necessary, the Presiding Officer may ~~recuse~~ **recess** the meeting in order to restore decorum and may request the Sheriff's Office assist in maintaining order and decorum at the meeting.

Rule 9. Rules of Debate

- 9.1 **Sequence of Debate:** With the exception of quasi-judicial matters, items before the Town Council shall be commenced by presentation of the item by a staff member, followed by public comment on the item. Once the presiding officer closes public comment, he or she shall call for a motion and a second on the item and then open debate by the Council. Once debate has concluded on the item, the presiding officer shall call for a vote on the item. A roll call vote may be requested by any Council member on any item.
- 9.2 **Presiding Officer May Move, Second & Debate:** The Presiding Officer may make a motion or second on any item subject only to such limitations of debate as are imposed by these rules on all Council members and shall not be deprived of any of the rights and privileges of a Council member by reason of the Council member acting as the Presiding Officer.
- 9.3 **Responsibility of Presiding Officer:** The Presiding Officer has the responsibility of controlling and expediting debate. A Council member who has been recognized to speak on a question has a right to the undivided attention of the Council. The Presiding Officer responsibility is to keep the subject clearly before the Council members, to rule out irrelevant discussion, and to restate the question whenever necessary.
- 9.4 **All Members Shall Vote:** No member of the Council who is present at any meeting of the Council at which an official decision, ruling or other official action is to be taken or adopted may abstain from voting in regard to such decision, ruling or act and a vote shall be recorded or counted for each such member present, except when, with respect to any such Council member, there is a conflict of interest under the provisions of Chapter 112, Florida Statutes. In such cases, such Council member shall comply with the disclosure requirements of

Section 112.313, Florida Statutes.

- 9.5 Getting the Floor; Improper References to be Avoided: Every Council member desiring to speak shall address the Presiding Officer and upon recognition by the Presiding Officer, shall confine comments to the item under debate, avoiding all personalities and indecorous language.
- 9.6 Interruptions: A Council member, once recognized, shall not be interrupted when speaking except to call the Council member to order or as herein otherwise provided. If a Council member while speaking is called to order, said Council member shall cease speaking until the question of order is determined, and if in order, the Council member shall be permitted to proceed.
- 9.7 Withdrawal of Motions: Any motion before the Council may be withdrawn at any time prior to a vote being taken thereon by the Council member making such motion, upon agreement by the Council member seconding said motion to withdraw the second.
- 9.8 Amending of Motions: At any time during discussion of a motion on the floor, a motion to amend said motion may be made. If the amending motion is seconded, the Council shall at the conclusion of discussion, first vote on the amending motion and then vote upon the original motion in its amended form. An amending motion may be withdrawn in the same manner as set forth in subparagraph 9.7 above.
- 9.9 Motion to Reconsider: A motion to reconsider any action taken by the Council may be made only during the meeting that such action was taken. Such motion must be made by one of the Council members on the prevailing side, but may be seconded by any Council member. The motion to reconsider may be made at any time and have precedence over all other motions. Nothing herein contained shall be construed to prevent any member of the Council from making or remaking the same or any other motion at a subsequent meeting of the Council. **If a meeting is continued to a second night, that is the next day, then this shall be deemed to be part of the initial meeting.**

Rule 10. Appointments to the Council and Boards & Committees

- 10.1 Vacancies on the Town Council of the Town of Loxahatchee Groves shall be announced on the Town Council agenda, and on the Town website. All interested persons shall submit their name and qualifications to the Town Clerk by the deadline stated in the announcement. The Town Clerk shall determine whether or not the interested person is a qualified elector of the Town and submit that information to the Town Council.
- 10.2 To fill a vacancy on the Town Council, pursuant to Section 3.(4)(d)(1) of the Town Charter, the Town Council shall vote by ballot. The Town Clerk shall prepare the ballots, listing the qualified candidates that submitted a letter of

interest and resume by the stated deadline. The Town Council may, by majority vote of the Council, change the voting process at any time.

- 10.3 Vacancies on any Board or Committee of the Town of Loxahatchee Groves shall be announced on the Town Council agenda, and on the Town website. All interested persons shall submit an application to the Town Clerk by the deadline stated in the announcement. The Town Clerk shall determine whether or not the interested person is eligible and qualified pursuant to the requirements of the Board or Committee and submit that information to the Town Council.
- 10.4 To fill a vacancy on any Board or Committee of the Town other than the Town Council, the Town Council shall vote on the appointment by motion and second.

Rule 11. Quorum A majority of the full Council shall constitute a quorum. No ordinance, resolution, or motion shall be adopted except by the affirmative vote of at least three members of the Town Council. If no quorum exists within fifteen(15) minutes after the time designated for the meeting of the Council to commence or if a quorum is lost, the Mayor or the Vice Mayor or, in their absence, the Council Member with the most seniority, shall adjourn the meeting. The names of the members present and the time of adjournment shall be recorded in the minutes by the Clerk.

Rule 12. Absent Member Participation by Telephone Conference

A member of the Town Council who is absent, with excuse, may participate and vote by telephone conference in a Council meeting where there is a physical quorum present at the physical meeting site and where the Council determines that extraordinary circumstances exist to justify the Council allowing the Member to participate by telephone. However, a Council member shall not be allowed to participate by phone in a quasi-judicial hearings.

Rule 13. Suspension and Amendment of these Rules

- 13.1 Suspension of Rules: Any provision of these rules not governed by the Town Charter or Town Code may be temporarily suspended by a vote of a majority of the Town Council.
- 13.2 Amendment of Rules: These rules may be amended, or new rules adopted, by a majority vote of the Town Council, provided that the proposed amendments or new rules shall have been introduced into the record.

Rule 14. Preparation/Delivery of Agenda The Town Manager, Town Clerk or designee shall prepare the agenda and make every effort to deliver a complete draft agenda kit to the Council Members no later than 5 :00 P.M. on the Wednesday Tuesday one week prior to the regular meeting. The final agenda package shall be published on Friday before the Regular Meeting. Agenda kits for special and emergency meetings will be distributed in as timely a manner as possible. The agenda, as well as lengthy reports and standard contracts that are part of the

agenda's back-up documentation, shall be available for review in Town Administration. Supplemental agenda materials provided to the Council at or prior to the meeting shall be published on the Town's website within 72 hours of them being made available to the Town Council

Rule 15. Special Presentations This is the segment of the meeting where positive recognition is expressed. Proclamations are typically presented at the beginning of the meeting. Should a Council Member desire a proclamation that will be delivered elsewhere, it should be brought up under their comments for Council authorization. A proclamation should always "proclaim" a day, week, or month as something specific. Certificates of Appreciation and Commendation should be done when honoring an individual or accomplishment. Whenever practical, the use of certificates is encouraged.

Rule 16. Council Member Comments

- 16.1 The purpose of Council Member Comments is to promote the public discussion of matters relating to Town business and to encourage the dissemination of information. Any Council Member may submit reports and information on items relating to Town business. When possible, the other Council Members, the Town Manager, and the Town Attorney should receive such materials in advance. Council Members may also request the preparation of proclamations, resolutions, ordinances, reports, and other actions of the Council during this portion of the agenda, subject to majority consensus. All such requests shall be referred to the Manager or the Attorney, as appropriate.
- 16.2 Official actions may not be taken under Council Member Comments other than by a majority of the Council to provide staff direction.
- 16.3 Council Members should refrain from advocating the election or defeat of a candidate for public office, either partisan or non-partisan: (1.) through the use of words, dates, signs, props and/or wearing apparel that convey a message of express advocacy for a person or group of persons; or (2) through comments that, when taken as a whole, can only be interpreted as advocating the election or defeat of one or more identified candidates.

Rule 17. Council Member Attendance at Other Meetings

- 17.1 Council Members may attend but may not speak at Town advisory board meetings.
- 17.2 Council Members may attend and speak at meetings of outside boards and committees. If speaking at such meetings, the Council Member speaks for Town Council and must accurately represent the position of Town Council and not that of the individual Council Member.