

# TOWN OF LOXAHATCHEE GROVES

TOWN HALL COUNCIL CHAMBERS

## TOWN COUNCIL SPECIAL MEETING

### AGENDA

JULY 22, 2025 – 6:00 PM



**Anita Kane, Mayor (Seat 3)**

**Todd McLendon, Councilmember (Seat 1) Lisa El-Ramey, Councilmember (Seat 2)**

**Paul T. Coleman II, Councilmember (Seat 4) Marge Herzog, Vice Mayor (Seat 5)**

### Administration

Town Manager, Francine L. Ramaglia

Town Attorney, Torcivia, Donlon, Goddeau & Rubin, P.A.

Town Clerk, Valerie Oakes

Public Works Director, Richard Gallant

**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.

**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 12:00 PM (Noon) 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 livestreamed and close-captioned for the general public via our website, instructions are posted there.*

**REGULAR AGENDA**

- 1. Consideration of Approval on Resolution No. 2025-58:** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA APPOINTING JEFFREY S. KURTZ, ESQ. TO BE EMPLOYED AS THE TOWN ATTORNEY AND PROVIDING AN EFFECTIVE DATE.

**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 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.

**TORCIVIA, DONLON,  
GODDEAU & RUBIN, P.A.**

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Tanya M. Earley  
Amelia Jadoo  
Daniel Harrell, Of Counsel

\*FLORIDA BAR BOARD CERTIFIED  
CITY COUNTY AND LOCAL GOVERNMENT ATTORNEY

July 16, 2025

***VIA ELECTRONIC MAIL ONLY***

Mayor and Town Council  
Town of Loxahatchee Groves  
155 F Road  
Loxahatchee Groves, FL 33470

RE: Proposed Town Attorney Agreement

Dear Mayor and Town Council:

In accordance with your direction at your July 8, 2025 meeting, Councilmember McLendon negotiated a potential agreement with Mr. Kurtz. Attached is a Resolution/Agreement to which would employ Mr. Kurtz as the Town Attorney. Mr. McLendon and Mr. Kurtz communicated and developed the basic terms of the employment of Mr. Kurtz as the Town Attorney as follows:

- Instead of a formal contract, they agreed on a simpler agreement.
- Mr. Kurtz will receive compensation of \$135,000 a year and his annual raises will be the same as any other town employee.
- Mr. Kurtz is not entitled to any severance pay upon the conclusion of his employment for any reason.
- His PTO, health insurance, life insurance, and other benefits will be what he's already receiving in his current position.
- As his position will change to Town Attorney, the town agrees that this makes him eligible for the senior management service class in the Florida Retirement System.

A Resolution was then developed to memorialize the above. It provides that upon passage by the Council and acceptance and signed by Mr. Kurtz, he would commence employment as the Town's in-house Town Attorney on July 23, 2025.

July 16, 2025

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If this Resolution is approved by Council, my tenure as Town Attorney would end on July 22, 2025. As I have indicated previously, I will remain available to assist in any transition pursuant to the terms of our current Agreement through July 31, 2025. I will be available at the meeting to answer any questions.

Sincerely,

A handwritten signature in blue ink, reading "Glen J. Torcivia". The signature is fluid and cursive, with the first name "Glen" and last name "Torcivia" clearly legible.

Glen J. Torcivia

cc: Francine Ramaglia, Town Manager  
Valerie Oakes, Town Clerk  
Jeff Kurtz

**TOWN OF LOXAHATCHEE GROVES****RESOLUTION NO. 2025-58****A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA APPOINTING JEFFREY S. KURTZ, ESQ. TO BE EMPLOYED AS THE TOWN ATTORNEY AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS,** the Town Council of the Town of Loxahatchee Groves (“Town”) has decided to move forward with primary legal services being provided the Town Attorney as an employee of the Town, reporting directly to the Town Council as provided by the Town Charter; and

**WHEREAS,** the Town Council desires to offer the position of Town Attorney to a current employee of the Town, Jeffrey S. Kurtz, Esq., and Mr. Kurtz desires to accept the position of Town Attorney under certain terms and conditions; and

**WHEREAS,** pursuant to Section 4(2)(a) of the Town’s Charter, the Town Attorney shall be appointed by majority vote of the Town Council; and

**WHEREAS,** this Resolution upon adoption by the Town Council and acceptance by Mr. Kurtz, shall constitute a binding agreement between the parties.

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

**Section 1.** The above recitals are hereby adopted as if fully set forth herein.

**Section 2.** The Town Council of the Town of Loxahatchee Groves, Florida hereby approves the appointment and employment of Mr. Kurtz as the Town Attorney.

**Section 3.** The Town Attorney shall also serve as the Attorney for the Loxahatchee Groves Water Control District.

**Section 4.** The employment of Mr. Kurtz as the Town Attorney as the Town Attorney shall be governed by the relevant portions of Section 4. “Administrative” of the Town Charter

**Section 5.** Mr. Kurtz shall receive an initial base salary of \$135,000 (One Hundred Thirty-Five Thousand Dollars and no cents) per year.

**Section 6.** Mr. Kurtz shall receive benefits in accordance with those granted to full time

exempt employees under the Town of Loxahatchee Groves Human Resources Policy Manual adopted on September 3, 2024 or as amended in the future. In terms of his tenure with the Town, he will retain his original employment date as a full-time employee as of October 1, 2023.

**Section 7.** Mr. Kurtz shall be awarded any and all cost of living or other across-the-board increases provided to other town employees. The Town may, at any time increase Mr. Kurtz's base salary beyond cost of living or other across-the-board increases given to other employees, as it may deem desirable to so do, in its sole discretion, by the vote of a majority of the Town Council in attendance at the meeting in favor of such increase.

**Section 8.** Town shall pay reasonable and appropriate professional dues and subscriptions on behalf of Mr. Kurtz for the purpose of allowing his participation in direct job-related associations including the Florida Bar and related sections. Town shall pay for Mr. Kurtz's reasonably necessary travel and training expenses to meet his ongoing continuing education requirements.

**Section 9.** Town shall designate the Town Attorney position at the Senior Management Service Class under the Florida Retirement System (FRS). Town Staff is authorized and directed to move forward and take any and all necessary actions to allow the Town Council to approve such designation in accordance applicable FRS rules and procedures to effectuate such designation within 60 days of the effective date of this Resolution.

**Section 10.** This Resolution shall take effect on July 24, 2025.

Council Member \_\_\_\_\_ offered the foregoing Resolution. Council Member \_\_\_\_\_ 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 JULY, 2025.**

**ATTEST:**

**TOWN OF LOXAHATCHEE GROVES,  
FLORIDA**

\_\_\_\_\_  
Valerie Oakes, Town Clerk

\_\_\_\_\_  
Mayor Anita Kane, Seat 3

*Voted:*

**APPROVED AS TO LEGAL FORM:**

\_\_\_\_\_  
*Voted:*  
Vice Mayor Margaret Herzog, Seat 5

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

\_\_\_\_\_  
*Voted:*  
Councilmember Todd McLendon, Seat 1

\_\_\_\_\_  
*Voted:*  
Councilmember Lisa El-Ramey, Seat 2

\_\_\_\_\_  
*Voted:*  
Councilmember Paul Coleman II, Seat 4

**THE APPOINTMENT TO THE POSITION OF TOWN ATTORNEY AND AGREEMENT OF CONTINUED EMPLOYMENT WITH THE TOWN, UNDER THE TERMS OF THIS RESOLUTION IS ACCEPTED BY JEFFREY S. KURTZ, ESQ. THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.**

\_\_\_\_\_  
Jeffrey S. Kurtz Esq.