



Southwest Ranches Town Council

REGULAR MEETING Agenda of February 22, 2024

Southwest Ranches Council Chambers
7:00 PM Thursday

13400 Griffin Road
Southwest Ranches, FL 33330

<u>Mayor</u>	<u>Town Council</u>	<u>Town Administrator</u>	<u>Town Attorney</u>
Steve Breitkreuz	Jim Allbritton	Russell C. Muniz, MBA, MPA	Keith M. Poliakoff, J.D.
<u>Vice Mayor</u>	Bob Hartmann	<u>Town Financial</u>	<u>Town Clerk</u>
David S. Kuczenski, Esq.	Gary Jablonski	<u>Administrator</u>	Debra M. Ruesga, CMC
		Emil C. Lopez, CPM	

In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodation, a sign language interpreter or hearing impaired to participate in this proceeding should contact the Town Clerk at (954) 434-0008 for assistance no later than four days prior to the meeting.

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance**

Presentations

3. **Proclamation: George Morris Day**
4. **Public Comment**

- All Speakers are limited to 3 minutes.
- Public Comment will last for 30 minutes.
- All comments must be on non-agenda items.
- All Speakers must fill out a request card prior to speaking.
- All Speakers must state first name, last name, and mailing address.
- Speakers will be called in the order the request cards were received.
- Request cards will only be received until the first five minutes of public comment have concluded.

5. **Board Reports**
6. **Council Member Comments**
7. **Legal Comments**
8. **Administration Comments**

9. **A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PURCHASE ORDER IN THE AMOUNT OF THIRTY-SIX THOUSAND FOUR HUNDRED NINETY-NINE DOLLARS AND TWENTY-SIX CENTS (\$36,499.26) WITH HUURR HOMES, LLC FOR THE ROLLING OAKS PARK DRIVEWAY AND PARKING LOT IMPROVEMENTS; AUTHORIZING THE EXECUTION OF THE PURCHASE ORDER; AND PROVIDING AN EFFECTIVE DATE.**

Discussion

- 10. FY 2024-2025 Proposed Budget Calendar**
- 11. Prohibition of Additional Proactive Code Enforcement Items - Council Member Kuczenski**
- 12. Approval of Minutes**
 - a. January 11, 2024 Special Meeting Minutes**
 - b. January 25, 2024 Regular Meeting Minutes**
- 13. Adjournment**

PURSUANT TO FLORIDA STATUTES 286.0105, THE TOWN HEREBY ADVISES THE PUBLIC THAT IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THIS COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT ITS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT FOR SUCH PURPOSE, THE AFFECTED PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDING IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE TOWN FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE OR IRRELEVANT EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.



Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL
33330-2628
(954) 434-0008 Town Hall
(954) 434-1490 Fax

Town Council
Steve Breitkreuz, *Mayor*
David S. Kuczenski, Esq., *Vice Mayor*
Jim Allbritton, *Council Member*
Bob Hartmann, *Council Member*
Gary Jablonski, *Council Member*

Russell C. Muniz, MBA, MPA, *Town Administrator*
Keith M. Poliakoff, JD, *Town Attorney*
Debra M. Ruesga, CMC, *Town Clerk*
Emil C. Lopez, CPM, *Town Financial Administrator*

COUNCIL MEMORANDUM

TO: Honorable Mayor Breitkreuz and Town Council
VIA: Russell Muniz, Town Administrator
FROM: Emily Aceti, Community Services Manager
DATE: 2/22/2024
SUBJECT: Purchase Order to Huurr Homes, LLC for the Rolling Oaks Driveway and Parking Lot Improvements

Recommendation

Town Council consideration for a motion to approve the resolution.

Unanimous Vote of the Town Council Required?

No

Strategic Priorities

- A. Sound Governance
- D. Improved Infrastructure

Background

The Rolling Oaks Barn driveway and parking lot are in poor condition.

On January 14, 2022, the Town advertised IFB 22-003. It was determined that Huurr Homes, LLC was the lowest and most responsible bidder that met the requirements of the IFB. Pursuant to Resolution 2022-042, the Town entered into a continuing contract with Huurr Homes, LLC. The bid includes prices for roadway repairs, signage, pavement markings, drainage, earthwork and general labor.

This continuing contract allows the Town to use Huurr Homes, LLC on an as-needed basis to

repair roads and to maintain traffic signage as directed by formal work orders issued by the Town.

Fiscal Impact/Analysis

The Town received a proposal from Huurr Homes, LLC resurfacing the Rolling Oaks Park driveway (\$22,928.48) and parking lot (\$13,571.26) for a total of \$36,499.26.

Funds are available in the FY 2023-2024 Budget Municipal Transportation Fund accounts #101-5100-541-53100 (Road Materials – Gen. & / Emergencies).

Staff Contact:

Rod Ley, P.E., Public Works Director
Emil C. Lopez, Town Financial Administrator

ATTACHMENTS:

Description	Upload Date	Type
Reso - Huurr Homes - Rolling Oaks Park Driveway and Parking Lot	2/13/2024	Resolution
Huurr Homes Proposal - Driveway	2/12/2024	Exhibit
Huurr Homes Proposal - Parking Lot	2/12/2024	Exhibit

RESOLUTION NO.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PURCHASE ORDER IN THE AMOUNT OF THIRTY-SIX THOUSAND FOUR HUNDRED NINETY-NINE DOLLARS AND TWENTY-SIX CENTS (\$36,499.26) WITH HUURR HOMES, LLC FOR THE ROLLING OAKS PARK DRIVEWAY AND PARKING LOT IMPROVEMENTS; AUTHORIZING THE EXECUTION OF THE PURCHASE ORDER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Resolution 2022-042, the Town has a continuing contract for roadway repairs and traffic sign maintenance with Huurr Homes, LLC; and

WHEREAS, the Town received a proposal from Huurr Homes, LLC for the resurfacing of the Rolling Oaks Park driveway and parking lot in the amount of Thirty-Six Thousand Four Hundred Ninety-Nine Dollars and Twenty-Six Cents (\$36,499.26); and

WHEREAS, funds are available in the FY2023-2024 Budget Municipal Transportation Fund accounts #101-5100-541-53100 (Road Materials – Gen. & / Emergencies); and

WHEREAS, the Town Council believes that the Purchase Order is in the best interest of the health, safety, and welfare of its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA:

Section 1. The recitals above are true and correct and are incorporated herein by reference.

Section 2. The Town Council hereby approves a Purchase Order with Huurr Homes, LLC in the amount of Thirty-Six Thousand Four Hundred Ninety-Nine Dollars and Twenty-Six Cents (\$36,499.26) for the resurfacing of the Rolling Oaks Park driveway and parking lot, in substantially the same form as that attached hereto as Exhibit "A".

Section 3. The Town Council hereby authorizes the Town Administrator to execute the Purchase Order in substantially the same form as that attached hereto as Exhibit "A" and to make such modifications, additions and/or deletions which they deem necessary to effectuate the intent of this Resolution.

Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the Town Council of the Town of Southwest Ranches, Florida, this _____ day of _____ 2024 on a motion by _____ and seconded by _____.

Breitkreuz _____
Kuczenski _____
Allbritton _____
Hartmann _____
Jablonski _____

Ayes _____
Nays _____
Absent _____
Abstaining _____

Steve Breitkreuz, Mayor

Attest:

Debra M. Ruesga, Town Clerk

Approved as to Form and Correctness:

Keith Poliakoff, Town Attorney
1001.2024.11

Estimate

H Huurr Homes LLC.
 2705 Burriss Rd
 Unit 4A
 Davie, FL 33314

Date	Estimate #
1/16/2024	3328

Phone #	954-270-1121
---------	--------------

Name / Address
Town of Southwest Ranches 13400 Griffin Road Town of Southwest Ranches, FL 33330

Project
24-13328 Rolling O...

Description	Qty	Rate	Total
Project: 24-13328 Rolling Oaks Overlay			0.00
Scope: Asphalt Overlay			
Location: Rolling Oaks Passive Open Space Park - Southwest Ranches			
No Plans Provided. Take off Attached			
General Conditions Section			0.00
ITEM No. 116: : Cones, Orange, 36" w/ reflective tapes, Usage Only; Unit Each/Day	32	13.39	428.48
Asphalt Paving Section			0.00
ITEM No. 5: Asphalt, Structural/Leveling, per FDOT Flexible Pavement Design Manual.; Unit/Ton	150	150.00	22,500.00
Final Invoice will Reflect Tonnage installed			
Exclusions Sections			0.00
Exclusions.		0.00	0.00
1. All Surveying			
2. Unforeseen soil conditions			
3. All Permit Fees			
4. Excluding all damages to unmarked conduits			

Please sign below in agreement with above terms Authorized Signature and Date Print	Total
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Huurr Homes LLC.

2705 Burriss Rd

Unit 4A

Davie, FL 33314

Estimate

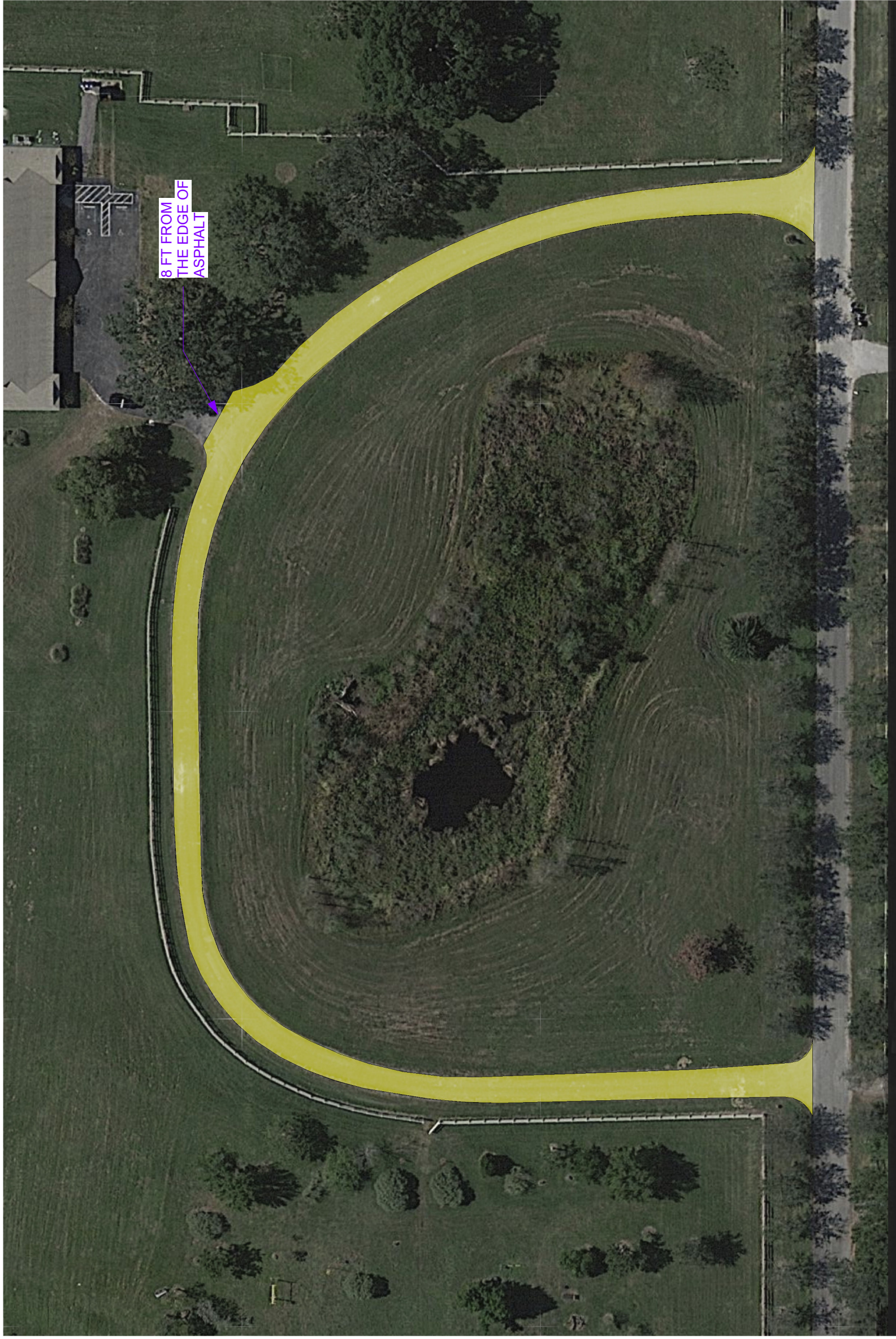
Date	Estimate #
1/16/2024	3328

Phone #	954-270-1121
---------	--------------

Name / Address
Town of Southwest Ranches 13400 Griffin Road Town of Southwest Ranches, FL 33330

Project
24-13328 Rolling O...

Description	Qty	Rate	Total
All materials guaranteed to be completely installed in a workman like manner according to standard practices. Any alteration from terms above will involve extra costs. New work will be executed only upon written and signed Change Order. All agreements continged upon strikes, accidents or delays beyond our control. This estimate subject to acceptance within 30 Days and is void thereafter at the option of undersigned. In connection with any non-payment arising out of this proposal, Huurr Homes, LLC shall be entitled to recover all costs incurred, including attorney's fees for services rendered with any enforcement of breach of contract, including appellate proceeding and post judgment proceedings. This estimate shall constitute a contract between the parties when fully executed or added within a master agreement. The above prices, specification are hereby accepted. You are authorized to do the work as specified.			0.00
Please sign below in agreement with above terms Authorized Signature and Date Print		Total	\$22,928.48



8 FT FROM THE EDGE OF ASPHALT

PROJECT

Rolling Oaks Passive Open Space Park
 Southwest Ranches

Roadway

PROJECT NUMBER -

DATE 1/16/2024

DRAWN BY B.S.

REVISION J.S.

A101

SCALE

AS NOTED

2705 BURRIS RD.
 UNIT 4A
 DAVIE, FL
 33314

Office: (954) 270 1121
 Direct: (954) 815 0036
 jaime@huurhomes.com



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Huurr Homes LLC.

2705 Burriss Rd

Unit 4A

Davie, FL 33314

Estimate

Date	Estimate #
1/30/2024	3331

Phone #	954-270-1121
---------	--------------

Name / Address
Town of Southwest Ranches 13400 Griffin Road Town of Southwest Ranches, FL 33330

Project
24-13331 Rolling Oa...

Description	Qty	Rate	Total
Project: 24-13331 Rolling Oaks Additional Overlay at Parking Lot			0.00
Scope: Asphalt Overlay, Striping and Markings			
Location: Rolling Oaks Passive Open Space Park - Southwest Ranches			
No Plans Provided. Take off Attached			
Asphalt Paving Section		0.00	0.00
ITEM No. 5: Asphalt, Structural/Leveling, per FDOT Flexible Pavement Design Manual.; Unit/Ton	60	150.00	9,000.00
Final Invoice will Reflect Tonnage Installed			
Pavement Markings - Signage Section			0.00
ITEM No. 82: F&I New Misc. Sign (Not Included as a Separate Bid Item) and Single U-Channel Post (Less than 12 SF); Unit/Assembly	2	685.63	1,371.26
Handicap Signs ITEMS NOT IN CONTRACT: Crosswalk Soild White Paint; Supply and Install Two New Concrete Parking Stoppers, Rebar Staked; Handicap Parking Lot Stencils Paint; Qty Lump Sum	1	3,200.00	3,200.00
Exclusions Sections			0.00

Please sign below in agreement with above terms Authorized Signature and Date Print	Total
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Huurr Homes LLC.

2705 Burriss Rd

Unit 4A

Davie, FL 33314

Estimate

Date	Estimate #
1/30/2024	3331

Phone #	954-270-1121
---------	--------------

Name / Address
Town of Southwest Ranches 13400 Griffin Road Town of Southwest Ranches, FL 33330

Project
24-13331 Rolling Oa...

Description	Qty	Rate	Total
Exclusions.		0.00	0.00
1. All Surveying			
2. Unforeseen soil conditions			
3. All Permit Fees			
4. Excluding all damages to unmarked conduits			
All materials guaranteed to be completely installed in a workman like manner according to standard practices. Any alteration from terms above will involve extra costs. New work will be executed only upon written and signed Change Order. All agreements continged upon strikes, accidents or delays beyond our control. This estimate subject to acceptance within 30 Days and is void thereafter at the option of undersigned. In connection with any non-payment arising out of this proposal, Huurr Homes, LLC shall be entitled to recover all costs incurred, including attorney's fees for services rendered with any enforcement of breach of contract, including appellate proceeding and post judgment proceedings. This estimate shall constitute a contract between the parties when fully executed or added within a master agreement. The above prices, specification are hereby accepted. You are authorized to do the work as specified..			0.00
Please sign below in agreement with above terms		Total	\$13,571.26
Authorized Signature and Date			
Print			



2705 BURRIS RD.
UNIT 4A
DAVIE, FL
33314

Office: (954) 270 1121
Direct: (954) 815 0036
jaime@hurrhomes.com

PROJECT
Rolling Oaks Passive Open Space Park
Southwest Ranches

Parking Lot

PROJECT NUMBER	-	A101
DATE	2/6/2024	
DRAWN BY	B.S.	
REVISION	J.S.	SCALE AS NOTED

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Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL
33330-2628
(954) 434-0008 Town Hall
(954) 434-1490 Fax

Town Council
Steve Breitkreuz, *Mayor*
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Bob Hartmann, *Council Member*
Gary Jablonski, *Council Member*

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Debra M. Ruesga, CMC, *Town Clerk*
Emil C. Lopez, CPM, *Town Financial Administrator*

COUNCIL MEMORANDUM

TO: Honorable Mayor Breitkreuz and Town Council
VIA: Russell Muñiz, Town Administrator
FROM: Emil C. Lopez, Town Financial Administrator
DATE: 2/22/2024
SUBJECT: FY 2024-2025 Proposed Budget Calendar

Recommendation

It is recommended that the Town Council approves the FY2024-2025 Budget Calendar, subject to comment and discussion. See Exhibit A.

Unanimous Vote of the Town Council Required?

No

Strategic Priorities

A. Sound Governance

Background

For the past eleven (11) years, the Town of Southwest Ranches has developed operating costs based on a zero-based budget model. Budget preparation is designed to assist the Town's Management in the development of short-term and long-term plans to meet policy and legal directives. Appropriately, the Town Council provides policy directives which are the principal focus of each budget process. Further, there is a need to recognize our residents, Advisory Boards, and commercial business concerns relative to the budget and obtain their input to the maximum extent feasible.

Fiscal Impact/Analysis

Budget preparation begins with the development of instructions and general policy directives to Department heads as well as Advisory Board liaisons. Documents and policies resulting

from these discussions are then shared with all participants as a means of soliciting their identified needs and resources. Departments are ultimately responsible for identifying, researching, developing, and submitting requests for operating funds, new programs, capital improvements, and personnel changes. Board liaisons are requested to provide feedback as well. Departments are encouraged to review prior spending as a way of identifying on-going operations, however, each request for funding must be accompanied by a detailed justification. Further, revenue projections must be based on factual information, reflect current economic conditions, and meet reasonable expectations.

The proposed Budget Calendar contemplates for the Town Administrator and Town Financial Administrator to schedule meetings with all Departments during the month of April, to go over their core services, one-time needs (Program Modifications / PMs) and available funding sources. It is during this time that funding sources are assembled, reviewed, and aligned with operations. Once this process is completed and after presenting the Proposed Fire Budget to the Fire Advisory Board in May, the Town Administrator and Town Financial Administrator meet individually with Town Council members to obtain policy direction and guidance.

On July 1st the Town receives its certified taxable value. Thereafter, the budget documents are assembled, and the Proposed Budget Book is prepared and distributed to Council members and all pertinent personnel. A preliminary Millage rate and the initial Fire Assessment and Solid Waste Assessment rates are adopted at the second July regular Council meeting.

During the month of August, a public budget workshop is held in which Council members are updated and further policy direction and guidance is requested as deemed necessary. This is another opportunity for the Town Council to seek clarification on proposed items and/or to provide further direction to the Town Administrator and Town Financial Administrator. It is important to note that even though the public is invited to attend and participate, the meeting is not considered a formal Public Hearing.

In accordance with statutory requirements, two “formal” Public Hearings are conducted in September. At the first Public Hearing (Thursday, September 12th @ 6:00PM) the Town Council is to adopt a tentative millage rate and set a final Fire Assessment and Solid Waste Assessment rates. Additional community comments are obtained. Town will continue to take advantage of the Broward Property Appraisers twenty-day notice guarantee pertaining to our non-ad-valorem Fire Protection and Solid Waste Special Assessments and also adopt a final resolution pertaining to rate adjustments, as deemed necessary by our independent rate consultants. Please note that the first Public Hearing cannot be held prior to September 12th nor later than September 15th, per Florida Statutes.

At the second Public Hearing (Thursday, September 26th @ 6:00pm), the final budget and Millage rate is adopted by ordinance. At this meeting the budget document becomes the agreed resource allocation plan for the coming fiscal year (FY2024-2025). A summary budget document is adopted by the Town Council to provide appropriations to fund the budget allocation plan.

Staff Contact:

Emil C. Lopez, Town Financial Administrator

ATTACHMENTS:

Description	Upload Date	Type
Exhibit A - FY24-25 Proposed Budget Calendar	2/12/2024	Exhibit

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**TOWN OF SOUTHWEST RANCHES
Proposed Budget Calendar for FY 2024-2025**

Thursday, February 22, 2024	Memo to Town Council proposing Budget Calendar for FY 2024-2025 presented at regular Council meeting
Friday, February 23, 2024	Budget Kick-Off with Town staff including Advisory Board liaisons email correspondence
Friday, March 8, 2024	Department's accomplishments, goals and objectives are DUE from Department Heads
Wednesday, March 20, 2024	Departmental and Advisory Boards operating, program modifications, and capital outlay requests and justification are DUE
Friday, March 29, 2024	Department revenue estimates from Department Heads are DUE
Tuesday, April 9, 2024	Departmental Meetings (10:00-11:30AM; 1:00-2:30PM; 3:00-4:30PM)
Wednesday, April 10, 2024	Departmental Meetings (10:00-11:30AM; 1:00-2:30PM; 3:00-4:30PM)
Thursday, April 11, 2024	Departmental Meetings (10:00-11:30AM; 1:00-2:30PM; 3:00-4:30PM)
Monday, April 15, 2024	Departmental Meetings (1:00-2:30PM; 3:00-4:30PM)
Friday, May 10, 2024	Town Financial Administrator meets with Town Administrator and Town Attorney (preliminary condition assessment/recommendations/modifications)
Wednesday, May 15, 2024	FY2024-2025 Volunteer Fire Department Budget presentation to the Fire Advisory Board
May 16th to June 7th, 2024	Town Administrator and Town Financial Administrator to meet individually with Town Council members to obtain policy direction and guidance
Friday, May 31, 2024	Estimated Tax roll information available from Broward County Property Appraiser
Monday, June 3, 2024	Comments and feedback from Town Administrator, Town Attorney, and Departments are DUE
Thursday, June 27, 2024	Presents FY2024-2025 Volunteer Fire Department Budget to SWR Fire Board of Directors for approval
Monday, July 1, 2024	Town's certified taxable values received from Broward County Property Appraiser
Monday, July 15, 2024	Final Proposed Budget finished. Printing & distribution commences
Thursday, July 25, 2024	Preliminary Millage Rate and Initial FY2024-2025 Fire Protection and Solid Waste (SW) special assessment adoption at July Regular Council Meeting (all via resolutions)
Tuesday, July 30, 2024	First Budget Hearing for Broward County School Board
Friday, August 2, 2024	Deadline to send the Preliminary Millage Rate and Initial FY 2024-2025 Fire Protection and SW special assessment to the Broward County Property Appraiser Office and the Broward County Treasury Division
Tuesday, August 13, 2024	Budget Workshop on Proposed Budget (7 PM)- Mayor and Town Council (Community Invited)
On or prior to August 24, 2024	Notice for First Public Hearing through TRIM notice sent by Property Appraisers' office
On or prior to August 24, 2023	Town advertises its non-ad valorem Special Assessments. Advertisement must run at least 20 days prior to final public hearing (09/12/2023) for assessment adoption.
Thursday, September 5, 2024	First Budget Hearing for Broward County Government
Tuesday, September 10, 2024	Second Budget Hearing for Broward County School Board
Thursday, September 12, 2024	First Public Hearing for Tentative Millage and Budget Adoption introduced for FY2024-2025 (via resolution and ordinance, respectively). Final Fire Protection and Solid Waste special assessment Adoption (via resolutions) at 6:00PM. Regular Council meeting begins at 7:30PM.
Friday, September 13, 2024	Deadline to send the adopted Final Fire Protection and Solid Waste special assessments to the Broward County Property Appraiser Office and the Broward County Treasury Division
Tuesday, September 17, 2024	Second Budget Hearing for Broward County Government
Saturday, September 21, 2024	First Date: advertisement can run for second public hearing
Tuesday, September 24, 2024	Last Date: advertisement can run for second public hearing
Thursday, September 26, 2024	Second Public Hearing for Final Millage and Budget Adoption (via resolution and ordinance, respectively) @ 6:00 PM. Regular Council meeting begins at 7:00PM
Sunday, September 29, 2024	Deadline to send the adopted Final Millage and Budget Adoption to the Broward County Property Appraiser Office and the Broward County Treasury Division
Friday, October 18, 2024	Deadline to send the adopted Final Millage and Budget Adoption to the Broward County Property Appraiser Office and the Broward County Treasury Division

Council Driven
Departments Driven
Executive Team Driven
Volunteer Fire Driven
Other
Finance Driven

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SPECIAL MEETING MINUTES OF THE TOWN COUNCIL
Southwest Ranches, Florida

Thursday 6:30 PM

January 11, 2023

13400 Griffin Road

Present:

Mayor Steve Breitkreuz

Vice Mayor David S. Kuczenski, Esq.

Council Member Jim Allbritton

Council Member Bob Hartmann

Council Member Gary Jablonski

Russell Muñiz, Town Administrator

Debra Ruesga, Town Clerk

Emil C. Lopez, Town Financial Administrator

Keith Poliakoff, Town Attorney

Special Meeting of the Town Council of Southwest Ranches was held at 13400 Griffin Road in the Southwest Ranches Grand Oaks Conference Room. The meeting, having been properly noticed, was called to order by Mayor Breitkreuz at 6:43 PM. Attendance was noted by roll call and was followed by the Pledge of Allegiance.

Council Member Jablonski requested "Council Member Comments" be added prior to the end of the meeting.

Next, Town Attorney Poliakoff requested a reconsideration of Ordinance 2024-004 due to scrivener's error and clarification of recommended amendments.

Walk on Item

AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA; AMENDING THE TOWN OF SOUTHWEST RANCHES UNIFIED LAND DEVELOPMENT CODE ("ULDC"), ARTICLE 35, "CONDITIONAL USES," SECTION 035-080, "INDOOR AND OUTDOOR ASSEMBLY IN RURAL AND AGRICULTURAL DISTRICTS," TO AMEND THE LIST OF EXEMPTIONS; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

The following motion was made by Vice Mayor Kuczenski and seconded by Council Member Hartmann and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Hartmann, Jablonski, Vice Mayor Kuczenski and Mayor Breitkreuz voting Yes.

MOTION: TO RECONSIDER THE ORDINANCE.

The following motion was then made by Vice Mayor Kuczenski and seconded by Council Member Hartmann and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Hartmann, Jablonski, Vice Mayor Kuczenski and Mayor Breitkreuz voting Yes.

MOTION: TO TABLE THE ORDINANCE TO JANUARY 25, 2024 TOWN COUNCIL MEETING.

Discussion

3a. Charter Officer Evaluations

Mayor Breitreuz opened the discussion and explained since the Town Administrator and Town Clerk's position had just been filled, there isn't a need to evaluate them for compensation. The only Charter Officer that needs to be discussed is Town Financial Administrator Emil Lopez. Mayor Breitreuz asked Town Administrator Muñiz if he received any evaluation forms from any members of the Town Council besides his, to which Town Administrator Muñiz answered no. He did mention there were some concerns about the form. He then summarized the email that was sent to Town Council the previous day that encapsulated what was requested by Town Financial Administrator Lopez. Mayor Breitreuz inquired if Town Administrator Muñiz was able to get information on what the average tenure was for a midrange salary of \$153,264.80 to which he answered no and he will work on getting that information. Mayor Breitreuz opened the discussion to the Town Council for their thoughts on Town Financial Administrator Lopez's performance. He clarified that they must give feedback on items that went well and items that may need improvement. He then went on to address Town Financial Administrator Lopez to say, overall, he has done a fantastic job. He stated that he more than paid for his salary with the refinancing of a loan that ended up saving the Town money on the interest. He stated that even though former Town Financial Administrator Sherwood did a fantastic job, the transitioning from one leader to another was seamless. Council Member Hartmann stated the Town Financial Administrator has done an excellent job and he echoed Mayor Breitreuz's sentiments. He stated the form isn't geared towards evaluating administration, he suggested for the following year to possibly have a sit-down feedback session with each of the Charter Officers to review their performance. He stated he is a tough reviewer which helps spur continual improvement. He is satisfied with Town Financial Administrator Lopez's performance and a key factor for Council Member Hartmann's approval is he always has an answer whenever a question is put to him. Council Member Allbritton stated he was very happy with Town Financial Administrator Lopez's performance. Council Member Jablonski also stated Town Financial Administrator Lopez is doing an excellent job. He spoke about his dislike of the evaluation form and explained why. One reason is the evaluation is a public record and will follow a person and evaluator for many years and he felt it could be hurtful. He stated he would not fill out the form. Vice Mayor Kuczynski was impressed with Town Financial Administrator Lopez's performance as well. He also expressed his dislike of the evaluation form. Council Member Hartmann inquired about the origin of the evaluation form. Town Administrator Muñiz explained it was a result of multiple discussions regarding the need for an evaluation tool for the Charter Officers. However, due to the Town Council's comments the evaluation form will not be utilized in the future.

Mayor Breitreuz opened the discussion of the salary increase for Town Financial Administrator Lopez. He was concerned about the percentage amount; he was worried how that will impact staff who may not receive that large of an increase. He then wondered about the midpoint of the salary range. He wasn't sure if the experience equals the midpoint of a salary range. He wanted to ensure the Town Council can justify whatever decision they make. He stated Town Financial Administrator Lopez's performance has been stellar and has gone beyond expectations and he wouldn't have a problem going beyond a year or two required to earn a higher salary increase. Town Financial Administrator Lopez stated he has enjoyed working at the Town, he explained he has 20 years of experience and 10 - 15 years of experience working in government. He further

explained why he chose the midpoint salary range. He wanted to be fair to the Town as well as himself. Council Member Jablonski spoke about the midrange amount of \$153,264.80 and how he didn't like the odd number. He preferred round figures. He inquired if it was too early to make a proposal, to which Mayor Breitkreuz asked him to wait until the rest of Town Council had a chance to speak. Mayor Breitkreuz then asked Council Member Jablonski what his thoughts were on the number, whether it was higher or lower, without making a formal proposal. Council Member Jablonski then stated he would like to give Town Financial Administrator Lopez \$150,000 plus a \$5,000 bonus. Council Member Hartmann spoke about his experience with different salary study consultants and his preference would be to hire people with a salary range, usually at the lower end, which gives the employee an opportunity to grow. He has never used a midpoint as a number to get to. He has never given more than a 5% raise. They are generally between 3% - 5% and it seems extraordinary to award a 9% raise. He liked Council Member Jablonski's suggestion of rounding up his salary a little bit, but he isn't too sure about adding a bonus. He didn't support a 9% salary increase. Council Member Hartmann also requested for the upcoming year to include the total compensation package of the Charter Officer. Council Member Allbritton stated he has never dealt with salary amounts as he is seeing although he had never worked in the public sector. He also stated that he understands government salaries are what they are and he can get behind it if everyone else does. He says Town Financial Administrator Lopez is worth it. Vice Mayor Kuczenski stated he would give Town Financial Administrator Lopez what he asked for as he believes he has earned it. Mayor Breitkreuz ran the numbers and the amount of \$150,000 is about a 7.3% increase which is substantial. He has personally never been a proponent of a bonus unless it was tied to a specific project. Further discussion ensued regarding the final salary increase with Mayor Breitkreuz offering \$152,500 or \$153,000, a more even and regular number and Council Member Jablonski offering \$155,000. Council Member Hartmann argued that the salary increases as opposed to a bonus would follow to the next year and then the next increase would be on top of the previous year's increase. Mayor Breitkreuz stated that is the argument for giving the increase. He believed the reward for doing an exceptional job is an increase in salary, not a bonus. Council Member Jablonski stated employee retention is paramount, especially for a small town.

The following motion was made by Council Member Jablonski and seconded by Vice Mayor Kuczenski and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Hartmann, Jablonski, Vice Mayor Kuczenski and Mayor Breitkreuz voting Yes.

MOTION: TO APPROVE A SALARY INCREASE OF \$155,000 FOR TOWN FINANCIAL ADMINISTRATOR EMIL LOPEZ RETROACTIVE TO JANUARY 1, 2024.

3b. Retirement Contribution from the Town for Charter Officers

Town Administrator Muñiz provided history regarding the 12% to 15% Town contribution to the Charter Officer's retirement fund. A discussion ensued and questions were asked and answered. Town Attorney Poliakoff advised Town Financial Administrator Lopez that even though the increase was previously budgeted and approved, a Budget Amendment is required to pull the funds from the contingency fund balance and move it into the correct category.

The following motion was made by Council Member Hartmann and seconded by Council Member Jablonski and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Hartmann, Jablonski, Vice Mayor Kuczenski and Mayor Breitreuz voting Yes.

MOTION: TO APPROVE THE TOWN'S CONTRIBUTION TO THE CHARTER OFFICER'S RETIREMENT FUND FROM 12% TO 15% RETROACTIVE TO JANUARY 1, 2024.

Town Attorney Poliakoff advised a resolution will be created to reflect the increase from 12% to 15% of the Town's contribution to all Charter Officer's retirement funds as well as the budget amendment for the increase. He also advised a resolution will be created for Town Financial Administrator's salary increase.

Town Administrator Muñiz offered his gratitude to the Mayor and Town Council for their consideration to the items voted on and then clarified the evaluation process going forward. The Town Council will first meet with the Charter Officers individually and then carry the discussions forward to a meeting such as the Special Meeting. Council Member Hartmann requested meeting with the Charter Officers monthly.

Council Member Jablonski advised he had a few items he wanted to discuss. First, he wanted to mention there were citations that were written by Davie Police Department in the Town of Southwest Ranches that become Code Enforcement cases. In those instances, Davie Police Department becomes the complainant. He would like the officer who wrote the citation to appear as the complainant at the Code Hearings. Council Member Hartmann inquired about any logistical issues as well as is it covered in the Town's contract with Davie PD. Town Administrator Muñiz advised that their appearance is covered in their contract with the Town. Council Member Jablonski emailed Town Administrator Muñiz Form 6 instructions from the Florida League of Cities and asked that he email to the remainder of the Town Council. He then spoke about the meeting with the Town of Sunrise regarding providing water to the Town of Southwest Ranches. Town Attorney Poliakoff provided background information on how the meeting came to be. The Town and the City of Sunrise had originally met about 4 years ago and then talks stalled. Former Town Administrator Berns had set up the meeting between the Town and the City of Sunrise prior to his leaving to start the discussions again, providing for the future need of municipal water. Mayor Breitreuz was very disappointed that he had no idea the discussions were happening. He requested to see the presentation from the City of Sunrise. He also felt Southwest Ranches is in a unique position, and he would like to bring in the City of Pembroke Pines to see what they have to offer. He wanted to make sure to get the very best deal for the Town's residents. Town Attorney Poliakoff mentioned that Town Administrator Muñiz received a call after his meeting with the City of Sunrise to find out if any decisions had been made to which he advised he no decisions had

been made. Town Attorney Poliakoff followed up by saying both the City of Sunrise and the City of Pembroke Pines want to cover the west side of the Town for water services. Council Member Allbritton expressed concern about the water services hurting the Town's chances at defeating the incinerator. Town Attorney Poliakoff stated he also received a call from Cooper City Commissioner Ryan Shrouder about teaming up in helping to expand Wheelabrator off 441 and the Florida Turnpike. Vice Mayor Kuczenski asked about the water being offered by Cooper City and should there be a moratorium on no more water from Cooper City. Town Attorney Poliakoff stated they cannot do that to their residents. Council Member Hartmann stated he has a real problem with bringing in municipal water and preferred the Town's wells.

Vice Mayor Kuczenski inquired about the Neighborhood Safety Grant and if it is still available. Town Administrator Muñiz advised the Town does have the Grant, however only \$8,000 was budgeted this fiscal year. Vice Mayor Kuczenski stated Sunshine Ranches also has need of the Grant. Mayor Breitkreuz stated they should combine all the projects in one discussion and be able to allocate appropriately. Town Attorney Poliakoff advised he also wanted to look at the requests as well to make sure there aren't any improprieties. Vice Mayor Kuczenski spoke about a concern about the Comprehensive Plan Advisory Board (CPAB). He wanted to bring the CPAB back down to 5 members. A discussion ensued about the number of members on the Boards. Council Member Hartmann requested the Advisory Boards meet on a set schedule to ensure a better chance of obtaining a quorum. Mayor Breitkreuz spoke about an article he read about the problems within Advisory Boards and suggested to hold a Citizen's Orientation Class to teach residents the structure of the Town and get an introduction into each of the Advisory Boards. Town Council could be there one night and after a few weeks residents would have a better idea about the workings of the Town. Vice Mayor Kuczenski requested to have a Town Garage Sale and a Halloween decoration contest. Town Administrator Muñiz advised that previously the Town didn't have much interest in it and Mayor Breitkreuz elaborated on how the residents loved the garage sale the first day, but after a few weeks when an influx of people were driving through the Town, catalytic converters were being stolen amongst other crimes, and the residents weren't happy about the rise in crime shortly after the garage sale.

Town Administrator Muñiz handed out the list of appointed Advisory Board members and Council Member Hartmann requested that Robert Sirota be moved from an At-Large member to a regular full member of the CPAB.

4. Adjournment

Meeting was adjourned at 8:42 p.m.

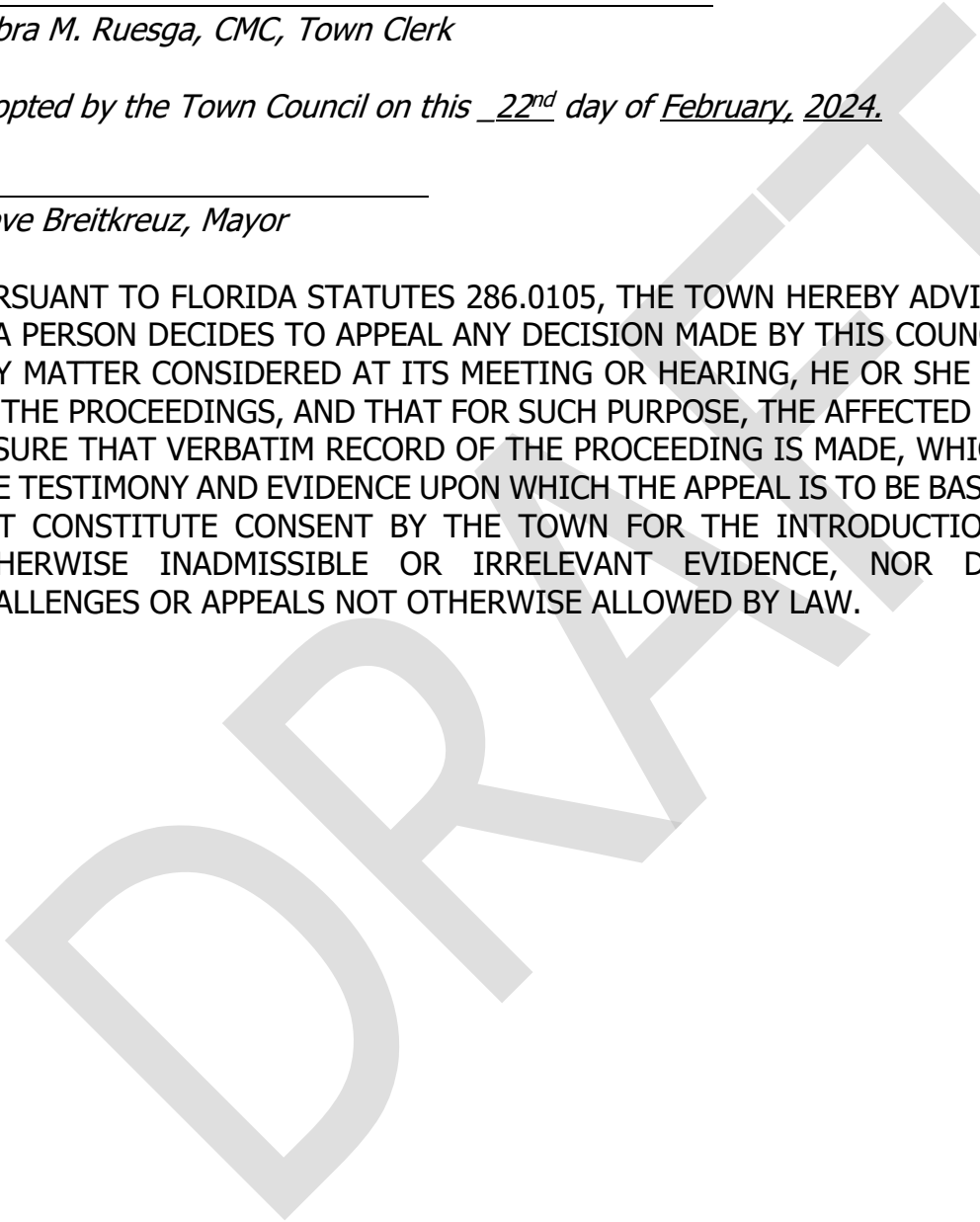
Respectfully submitted:

Debra M. Ruesga, CMC, Town Clerk

Adopted by the Town Council on this 22nd day of February, 2024.

Steve Breitkreuz, Mayor

PURSUANT TO FLORIDA STATUTES 286.0105, THE TOWN HEREBY ADVISES THE PUBLIC THAT IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THIS COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT ITS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT FOR SUCH PURPOSE, THE AFFECTED PERSON MAY NEED TO ENSURE THAT VERBATIM RECORD OF THE PROCEEDING IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE TOWN FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE OR IRRELEVANT EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.



REGULAR MEETING MINUTES OF THE TOWN COUNCIL
Southwest Ranches, Florida

Thursday 7:00 PM

January 25, 2024

13400 Griffin Road

Present:

Mayor Steve Breitkreuz

Vice Mayor David S. Kuczenski

Council Member Jim Allbritton

Council Member Bob Hartmann

Council Member Gary Jablonski

Russell Muñiz, Town Administrator

Debra M. Ruesga, Town Clerk

Emil C. Lopez, Town Financial Administrator

Keith Poliakoff, Town Attorney

Regular Meeting of the Town Council of Southwest Ranches was held at 13400 Griffin Road in the Southwest Ranches Council Chambers. The meeting, having been properly noticed, was called to order by Mayor Breitkreuz at 7:02 PM. Attendance was noted by roll call and was followed by the Pledge of Allegiance.

Mayor Breitkreuz asked for a moment of silence in remembrance of Council Member Delsa Amundson and for the father of Debbie Mantel.

3. Proclamation - Southwest Ranches Arbor Day

The Town presented a proclamation that recognized the third Friday in January of 2023 and the third Friday in January of 2024, as Arbor Day.

4. Rural Arts Advisory Board Presentation to Laura Warren

The Rural Arts Advisory Board presented a plaque to Laura Warren in recognition of her painting of the wall mural at Founders Park.

5. FPL Hardening Project Update

Ben Wesley, Michelle Saunders, and Chris Duncan, of Florida Power and Light, addressed the Town Council of the ongoing FPL Hardening Project within the Town and answered questions regarding the project.

6. Public Comment

The following members of the public addressed the Town Council: Newell Hollingsworth, Gloria Murphy, Michael Katz, Mary Gay Chaples, Mary Michel, Richard Ramcharitar, John Steven Garate, Dee Schroeder, and Debbie Green.

7. Board Reports

Debbie Green discussed issues concerning the Zero Waste Task Force. She stated the next meeting of the Executive Committee for the Broward Solid Waste Authority will be Friday, January 26th, at 9:00 AM at Cooper City Hall. She encouraged everyone to attend the meeting and to voice their opposition to the incinerator. She said the Committee does listen to public comments and that there has been a shift in the thinking of the Committee towards more sustainable, eco-friendly options being considered, whereas, before there were none. She thanked Mayor Breitkreuz and Town Administrator Muñiz for their work on the Executive Committee and TAC Committee. She advised the next Zero-Waste Broward Task Force Meeting would be held at Town Hall,

Wednesday, February 14th, at 7:00 PM. She stated volunteers are needed for committees for the task force, and that a student committee has been started.

George Morris provided the Town Council an update on the SWR Country Fair Carnival, that was held from January 11th through January 15th. He said that even with bad weather the Carnival was a great success. He thanked the Town Council for helping secure a stage and thanked the Town of Davie for providing it. He said the Carnival put on music shows of various genres, including country music, hip hop, jazz, and DJs with dancers. He thanked PROs Manager Lauretano-Haines for the help she provided throughout the Carnival. He also thanked sponsors Gentle Teeth, Tommy Crivello, and AirPro Murphy Bed Services for their donations. He estimated after ticket sales the event grossed between \$52,000 and \$55,000, with the exact amount to be provided when it was final. He thanked the members of the Aster Knight Foundation, aka the Southwest Ranches Parks Foundation, for their help before and during the Carnival. He stated there would be a Carnival next year and hoped the planned improvements of permanent restrooms and stabilization would be completed by then. He said a few cars got stuck in the mud due to the rain but there no major incidents concerning the Police or Fire Departments.

Rose Allbritton spoke for the Rural Public Arts and Design Board and thanked the Town Council for attending all the Board meetings, and for their support of the Board. She discussed that in the previous year the Board approached the Town Council for authorization to change the look and design of the Town Newsletter the Southwest Rancher, and it was approved. She stated since that time they have made several changes, including the cover designs, paper used, etc. She said the response to the changes has been completely positive. She thanked Susan Kutz for her help with the Newsletter. She stated there are some areas of the Newsletter that could be improved and said at the last Board meeting the specific issues were brought to the attention of the Town Council. She requested the Town Council approve adding four additional pages to the Southwest Rancher, which could be used to provide more information to the residents of the Town.

Debbie Green addressed the Town Council on behalf of the Schools and Education Advisory Board. She advised the Sikh Unity in Diversity 5k event would be held March 9th, and all proceeds would benefit the Town scholarship fund. She also advised the Barn Dance will be coming up on March 16th, and more information will be provided soon.

8. Council Member Comments

Council Member Jablonski thanked everyone for attending the meeting and those that were watching it on YouTube. He spoke about upcoming events within the Town such as the Unity in Diversity 5k on March 9th, the Police & Fire Expo happening at the Davie Public Safety Complex on February 3rd, the Barn Dance on March 16th, and Hazmat at the Barn on April 27th. He discussed the restrooms slated for construction at the Southwest Meadows Sanctuary. He stated the draft plans for the restrooms, ADA access, landscaping, and parking lot plans have been submitted to the Building Department for review, and explained the target completion date would be next December. He talked about the damaged storage trailer behind Town Hall, and that Town Administration is developing the scope of the proposed storage building that is needed to replace

it. He discussed that he had given Town Administrator Muñiz his list of locations of where to place the new speed signs in his district and suggested locations in the other districts as well. He encouraged the other members of the Town Council to give their suggestions to the Town Administrator as soon as possible. He advised the Town Council that he wanted to address issues that he sees as a threat to the Town's rural lifestyle occurring in Rolling Oaks. He stated that there are numerous types of code violations occurring that he would like to designate as proactive items instead of reactive items, but solely in Rolling Oaks. He said there are five items that he would like designated; those items are commercial vehicles parked on properties that are not registered to the property, vegetation and plantings obstructing the Horse Trails, storage containers and storage sheds being placed into properties without permits, construction work done without permit, and clearing of landscape and tree removal done without permit. He emphasized that this would only be for Rolling Oaks, and that these items being designated to proactive would help the equestrian lifestyle.

Council Member Hartmann asked Town Attorney Poliakoff if the Town could create Ordinances that were only enforceable for specific districts or areas of the Town. Town Attorney Poliakoff explained that the Town Council directs Code Enforcement on how to enforce the Code, and it is strictly a policy decision. He stated the Code would not change, just the policy of proactive enforcement or reactive enforcement would be changed. He said the Town Council was free to choose what issues could be designated as proactive or reactive, and what areas those issues could be designated as such.

Council Member Allbritton stated that having a Workshop Meeting about the topic of proactive versus reactive has been discussed in the past and he would like to have that meeting. He said he would rather address these issues as Town-wide instead of just for one district, because that would be more beneficial to the Town. Vice Mayor Kuczenski stated that he wanted to address the issues at a workshop as well and his main concern with moving items to proactive was the capabilities of the Code Enforcement Department. He questioned that with an increase of proactive items would that mean an increased workload and necessitate an increase to their budget. Town Attorney Poliakoff interjected that having a proactive policy would not mean a guaranteed increase of workload for Code Enforcement. He said it would just mean that if Code Enforcement saw a violation they could report it, alleviating residents, or Council Members from having to be listed as the complainant. Mayor Breitkreuz reminded Town Council that there was a discussion on proactive and reactive items at a Council Meeting in August of 2023, and that the opinion of the public that attended the meeting was against proactive enforcement. He stated that he was open to having another workshop because the issues were becoming more problematic and should be addressed. He said that the issues brought up by Council Member Jablonski were issues that related to the Town as whole, and he would not be in favor of passing items that only affected specific areas of the Town. He felt that three of the items brought up by Council Member Jablonski were straight forward and he would feel comfortable voting on them right away but felt the other two were more nuanced and needed to be worked out further. Mayor Breitkreuz suggested adding the item as a discussion item on the next meeting and the Town Council agreed on the matter. Town Attorney Poliakoff stated that at the direction of the Town

Council, the Town Administration will put the discussion item on the next agenda meeting and separate each issue into its own category. He said they would provide as much back-up information as possible, including a copy of the Horse Trail Map.

Council Member Hartmann spoke about the Country Estates HOA barbeque happening on Saturday the 27th, at Country Estates Park. He stated there were going to be fun kid activities, including pony rides, there would be vendors, and the Southwest Ranches Volunteer Fire Department would be cooking food for the event. He spoke about the Davie Police & Fire Expo happening on February 3rd and reminded everyone that the Town of Davie Police and Fire Departments are the Town's departments and encouraged everyone to attend. He discussed the dedication ceremony honoring longtime resident Vince Falletta, who passed away last year. He said that Mr. Falletta served as a Commissioner on the Central Broward County Water Control District, was a member of the Sunshine Ranches HOA from its inception until his passing, was on the Town's Drainage Board from its creation until his passing, and that he ran for Mayor when the Town was formed. The ceremony will be on February 24th at 9:00 AM at the southeast corner of Hancock Road and Luray Road. He also spoke about the Town of Davie's Community Emergency Response Team (CERT) Training. He said the most recent course started earlier in the week on Tuesday and many residents from the Town, students from Archbishop McCarthy, and Town employees Angelica Arosemena and Jennifer McCarty were enrolled. He thanked the Aster Knight Foundation for the work they did on the Carnival and said he went twice and that it was a lot of fun. He recognized Town resident Bob Parker and wished him a happy birthday for his upcoming 90th birthday on February 5th. He said he liked the idea of publishing the statistics of the traffic citations in the Town Newsletter and that it would show the residents the great job the Town of Davie Police Department was doing. He addressed the complaint made during Public Comments of the garbage and recycling not being picked up and stated the first step is to report it to WM so the matter could be fixed by the vendor. He said that if the matter is not resolved after that, then bring it to the attention of the Town Council and they will handle it.

Council Member Allbritton responded to the issues of the canal between 164th Avenue and 166th Avenue needing to be cleaned and about potholes throughout the Town. He spoke about the placement of the speed signs and wanted to bring the matter before the Public Safety and Traffic Committee, if the reinstatement is approved, to help determine the locations to place the signs. He talked about attending the ribbon cutting ceremony for the new City of Sunrise City Hall. He said it was a great event with residents of the City coming to show their support. He said he was looking forward to the building of the new Town EOC building and residents taking part in the opening ceremony. He discussed that he and Council Member Hartmann will be attending their last class for the Broward County Water and Climate Academy. He said it was an enlightening experience learning about the problems the County faces with saltwater intrusion and how they are addressing the issue. Lastly, he announced that he opened his campaign account for his re-election campaign and was looking forward to serving the Town another four years if re-elected in November.

Vice Mayor Kuczenski discussed the speed sign placements and stated he decided to make it an issue for the Sunshine Ranches HOA. He said they would be voting on the locations at their next meeting on January 31st. He provided the latest traffic citation statistics he received from the Town of Davie Police Department. He spoke about the Town of Davie Police Department Catalytic Converter Etching Event occurring on February 17th, by appointment only at the Town of Davie garage at 6915 Orange Drive. He discussed the Rural Arts and Design Board and its upcoming events. He stated the Board is already planning the next photo contest for the Town calendar and looking into creating a Halloween Decorating Contest similar to the December Holiday Lights Contest. He addressed the incinerator issue and informed residents that the Town is against the incinerator and the issue will be decided on by the Broward County Solid Waste Authority. He said the Town is working diligently to stop the incinerator and encouraged residents to attend the Zero Waste Broward Task Force meeting on February 14th.

Mayor Breitreuz discussed the Town and its efforts to stop the incinerator and move toward sustainable and eco-friendly options for waste. He stated he was proud of the Town Council, Town Administration, and Town residents, for the work they have done so far and the education they have provided to others on the issue. He also addressed the resident complaint about garbage and recycling pick up. He said WM has been an outstanding provider to the Town and has received very few complaints over the last 15 months. He thanked Rose Allbritton for bringing the topic of the four additional pages to be added to the Town Newsletter before Town Council. He asked for a consensus from the Town Council about adding the four pages and all agreed it was a good idea. He asked Town Administrator Muñiz to provide information regarding the costs associated with adding those pages as part of the Administrator Report at the next meeting. He discussed the construction of the Public Safety building and the urgency that is needed to complete the process of getting it built. He provided an update on the recreation programs being developed for the Town's younger and older residents. He said there are a lot of steps to the process, but the programs should be available in the Fall and will be great for the community. He discussed a "Resident Academy" which would help residents learn more about the Town. He explained it would be developed to help educate residents about the Town's history, Ordinances of the Town, departments of the Town, Advisory Boards, HOAs, the Volunteer Fire Department, and other services provided by the Town. He said he would like to have the "Academy" begin in the Fall. He announced he would be running for Mayor again in November and that he was honored to be able to lead the Town and work with such a community. He said he was looking forward to the opportunity to possibly serve the Town again.

9. Legal Comments

Town Attorney Keith Poliakoff offered his thoughts and prayers to the Amundson and Matel families. He discussed that it was his family's 43rd year of living in the Town and the importance of preserving the rural lifestyle. He advised Council about the leadership programs that Broward County and other municipalities offer their residences to learn about their community as a point of reference for Mayor Breitreuz's "Resident Academy". On behalf of Town Administration, he asked that when the Town Council requests items to be added to Advisory Board Meetings, the Town Council make the formal request at Town Council meetings, receive a consensus for the

item to be added and then direct the Board, rather than making the request directly of the Board. Council Member Jablonski interjected the request may be a result of his action requesting the Drainage Board to work with Code Enforcement on developing a grid system to inspect the Town for violations of the "Dark Skies" ordinance. He then asked the Town Council for a consensus to have the Drainage and Infrastructure Board develop a grid system for Code Enforcement to inspect for darks skies violations. The Town Council discussed the issue and instructed Code Enforcement Director Medina to work with the Drainage and Infrastructure Board on creating a grid system to police the dark skies ordinance. They also decided to ask the Comprehensive Plan Advisory Board to review the dark skies ordinance for any areas that may not be enforceable. He spoke about the mural at Founders Park and the creation of the park. He reminded everyone that the Town has an easement in the CVS parking lot for people to use when visiting the park. He thanked George Morris and the Aster Knight Foundation members for their work on the Carnival. He thanked Debbie Green and Richard Ramcharitar for all the work they have done to inform the community about the incinerator and addressed that this has been the number one topic for the Town over the last several months. He also provided an update on the Special Magistrate procurement process. He stated that there were no responses to the bid, so the Town is going to compile a list of qualified persons and approach them as sole providers for the purpose of hiring them. He also advised the Town Council that because of the recent changes and additional pages to the Town Newsletter, the newly estimated cost of publishing would exceed the procurement threshold and a bid would be required to produce the books. He said the Town Administration would go through the procurement process and then bring the cost analysis back to Council.

10. Administration Comments

Town Administrator Muñoz expressed his condolences to the Amundson family. He spoke about the Town of Davie's Civilian Police Academy starting on March 5th. He discussed the Sikh Unity in Diversity 5k and informed the Town Council that the section of the road at the Rolling Oaks Park being used for the race has a lot of "alligator cracking". He said he would like to improve the area before the race and advised the Town Council that the Town received a quote for approximately \$23,000 for an asphalt overlay in that area. He stated the Town has money allocated in the budget for the purpose of asphalt overlay in the Town. He asked permission from the Town Council to proceed with the work to have the area repaired. Vice Mayor Kuczenski asked for a copy of the proposal so he could review it and Mayor Breitzkreuz asked for the proposal to include the entire parking lot. He advised the Town Council he would have a proposal completed for the entire area and would provide the information to them for review.

Ordinance – 2nd Reading

11. AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA; AMENDING THE TOWN OF SOUTHWEST RANCHES UNIFIED LAND DEVELOPMENT CODE ("ULDC"), ARTICLE 35, "CONDITIONAL USES," SECTION 035-080, "INDOOR AND OUTDOOR ASSEMBLY IN RURAL AND AGRICULTURAL DISTRICTS," TO AMEND THE LIST OF EXEMPTIONS; PROVIDING FOR SEVERABILITY AND AMENDED PROVIDING AN EFFECTIVE DATE. {Tabled from January 11, 2024}

The following motion was made by Council Member Hartmann, seconded by Council Member Allbritton, and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Hartmann, Jablonski, Vice Mayor Kuczenski, and Mayor Breitkreuz voting yes.

MOTION: TO APPROVE THE ORDINANCE ON SECOND READING AS AMENDED BY CHANGING THE LANGUAGE OF NEW YEAR'S DAY TO 1:00AM TO 9:00AM FOR NO NOISE AND CHANGING 3 BUSINESS DAYS TO 5 BUSINESS DAYS FOR APPLICATION REVIEW.

Resolutions

12. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING THE FIRST AMENDMENT TO THE AGREEMENT WITH C DANNER, LLC FOR POLICE CIVILIAN COORDINATOR SERVICES; APPROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2023-2024 TOWN BUDGET; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO EXECUTE THE AMENDMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

The following motion was made by Council Member Jablonski, seconded by Vice Mayor Kuczenski, and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Hartmann, Jablonski, Vice Mayor Kuczenski, and Mayor Breitkreuz voting yes.

MOTION: TO APPROVE THE RESOLUTION AS AMENDED BY CHANGING THE LANGUAGE OF AN INCREASE OF 4%, TO AN INCREASE OF UP TO 4% BASED ON PERFORMANCE.

13. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, CONSENTING TO THE CITY OF SUNRISE PROVIDING WATER SERVICE TO 5556 HANCOCK ROAD, REAL PROPERTY LYING WITHIN THE TOWN OF SOUTHWEST RANCHES, FLORIDA; PROVIDING THAT NO FURTHER EXPANSION OF SERVICE SHALL BE PERMITTED WITHOUT THE EXPLICIT WRITTEN CONSENT OF THE TOWN; PROVIDING FOR A CERTIFIED COPY OF THIS RESOLUTION TO BE FURNISHED TO THE CITY OF SUNRISE; AND PROVIDING AN EFFECTIVE DATE.

The following motion was made by Vice Mayor Kuczenski, seconded by Council Member Hartmann, and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Hartmann, Jablonski, Vice Mayor Kuczenski, and Mayor Breitkreuz voting yes.

MOTION: TO APPROVE THE RESOLUTION.

14. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, CONSENTING TO THE CITY OF SUNRISE PROVIDING WATER SERVICE TO 14100

STIRLING ROAD, REAL PROPERTY LYING WITHIN THE TOWN OF SOUTHWEST RANCHES, FLORIDA; PROVIDING THAT NO FURTHER EXPANSION OF SERVICE SHALL BE PERMITTED WITHOUT THE EXPLICIT WRITTEN CONSENT OF THE TOWN; PROVIDING FOR A CERTIFIED COPY OF THIS RESOLUTION TO BE FURNISHED TO THE CITY OF SUNRISE; AND PROVIDING AN EFFECTIVE DATE.

The following motion was made by Vice Mayor Kuczenski, seconded by Council Member Hartmann, and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Hartmann, Jablonski, Vice Mayor Kuczenski, and Mayor Breitkreuz voting yes.

MOTION: TO APPROVE THE RESOLUTION.

15. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, CREATING THE "ZERO WASTE ADVISORY BOARD", FOR THE PURPOSE OF ADVISING THE TOWN COUNCIL ON ENVIRONMENTAL SAFETY CONCERNS AND ISSUES AS IT PERTAINS TO THE HEALTH, SAFETY, AND WELL-BEING OF THE ENVIRONMENT AND THE TOWN'S RESIDENTS; PROVIDING FOR THE BOARD'S GOALS, OBJECTIVES, AND LIMITATIONS; PROVIDING FOR THE APPOINTMENT OF BOARD MEMBERS; AND PROVIDING FOR AN EFFECTIVE DATE.

The following motion was made by Vice Mayor Kuczenski, seconded by Council Member Hartmann, and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Hartmann, Jablonski, Vice Mayor Kuczenski, and Mayor Breitkreuz voting yes.

MOTION: TO APPROVE THE RESOLUTION.

16. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, REINSTATING THE "PUBLIC SAFETY AND TRAFFIC COMMITTEE" FOR A SIX-MONTH PERIOD, FOR THE PURPOSE OF ADVISING THE TOWN COUNCIL OF PUBLIC SAFETY AND TRAFFIC RELATED ISSUES; PROVIDING FOR THE BOARD'S GOALS, OBJECTIVES, AND LIMITATIONS; PROVIDING FOR THE APPOINTMENT OF BOARD MEMBERS; AND PROVIDING FOR AN EFFECTIVE DATE.

The following motion was made by Council Member Allbritton, seconded by Council Member Hartmann, and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Hartmann, Jablonski, Vice Mayor Kuczenski, and Mayor Breitkreuz voting yes.

MOTION: TO APPROVE THE RESOLUTION.

Discussion

17. Annual Review of Charter Officials (Tabled from December 14, 2024)

Mayor Breitkreuz stated the Annual Review of Charter Officials was completed at the January 11, 2024 Town Council Special Meeting. Town Administrator Muñiz advised that because the item was

tabled to this meeting, legally it needed to appear on the agenda and no further action was needed on the item.

18. Park Policy Discussion

Town Administrator Muñiz explained to the Town Council there was a request from Doug McKay to make an exception to the Town policy prohibiting balloons as part of park reservations. He stated he researched the issue but could not find anything authorizing him to allow an exception and therefore the matter was brought before Council. He said the options for the Town Council were a) keep the policy as it is and leave balloons as a prohibited item b) amend the policy to allow for balloons Town wide or c) allow for an exception in this specific instance. Town Attorney Poliakoff advised Town Council that it was never appropriate to change a policy of a municipality for one individual or for one event. He recommended the Town Council to choose either the option of keeping balloons prohibited in the parks or choose to make a one-time exception but with conditions, such as additional deposit or extra clean-up requirements. Former Mayor Doug McKay addressed the Town Council stating that he was renting the Barn for an event and was aware that balloons were not allowed to be affixed to the walls at the Barn but did not realize balloons were not allowed at all. He said the balloons he wants to use at the party are part of their own stand-alone structure and are not free floating and would not be placed on anything in the Barn. He said the party planners provide the decorations and will clean them up before leaving. He stated he was not asking for a policy change but just an exception for this instance. Mayor Breitzkreuz stated he understood the reason for the policy and said that reason is sound but felt that if someone was willing to come before the Town Council and ask for an exception would understand the importance of the rules and would be more responsible in following them. He said he would not be open to changing the policy itself but was open to making the exception. Council Member Jablonski agreed that an exception should be considered but with the stipulation that no helium balloons be allowed. Council Member Hartmann spoke about attending many events over the years at the Barn and half of them had balloons as decorations. He said it doesn't seem that the Town enforces the policy and did not agree with enforcing it now on a person asking for an exception. He suggested maybe making a policy change in the future for Town Administrator Muniz to make the determination on these cases, but the Town Council was against the idea. The Town Council discussed the issues of the trash left behind with both helium and non-helium balloons and possibly requiring an extra deposit. Mayor Breitzkreuz asked PROS Manager Lauretano-Haines to the podium for her recommendation on the matter. PROS Manager Lauretano-Haines recommended not allowing the exception, her reason being the environmental impact of balloons. Public comment was opened with some residents speaking for allowing the exception and some residents against allowing the exception. After public comment the Town Council debated the issue of the impact of balloons on the environment and the Town's zero waste initiative. Vice Mayor Kuczenski stated he did agree with granting an exception because of the risk to wildlife once the balloons end up in the landfill.

The following motion was made by Vice Mayor Kuczenski but failed for lack of second.

MOTION: TO STICK WITH PARK POLICY AND NOT MAKE AN EXCEPTION TO ALLOW BALLOONS IN ROLLING OAKS BARN.

Town Council further spoke on the issue of the impact of balloons and wildlife and the importance of disposing of trash properly. They also spoke about recognizing that the individual resident came before them to ask for an exception to the rule instead of doing it without anyone knowing about it. They also discussed the need to ensure everyone making reservations is aware of the rules and policies for rentals in the Town.

At this point in the meeting Council Member Jablonski stated the time was 11:00 PM, and a unanimous vote of yes would be needed to continue the Town Council meeting past 11:00 PM.

The following motion was made by Council Member Jablonski and seconded by Council Member Hartmann. No vote was taken.

MOTION: TO EXTEND THE COUNCIL MEETING BY 15 MINUTES.

Before a vote was taken, Vice Mayor Kuczenski stated he would not vote for an extension of the meeting.

Town Attorney Poliakoff informed Mayor Breitkreuz under the Charter Rules, the current Agenda Item would be finished, and the meeting would be adjourned after that. He stated that the Approval of Minutes Item would be moved to the next meeting.

The following motion was made by Council Member Allbritton, seconded by Council Member Jablonski, and passed by a 4-1 roll call vote. The vote was as follows: Council Members Allbritton, Hartmann, Jablonski, and Mayor Breitkreuz voting yes, and Vice Mayor Kuczenski voting no.

MOTION: TO APPROVE A ONE TIME EXCEPTION TO ALLOW BALLOONS AT ROLLING OAKS BARN AND TO PROVIDE MORE EDUCATION ON RULES AND POLICIES WHEN MAKING PARK RESERVATIONS.

[Signatures on Next Page]

Adjournment

Meeting adjourned at 11:02 p.m.

Respectfully submitted:

Debra M. Ruesga, CMC, Town Clerk

Adopted by the Town Council on this 22nd day of February, 2024.

Steve Breitkreuz, Mayor

PURSUANT TO FLORIDA STATUTES 286.0105, THE TOWN HEREBY ADVISES THE PUBLIC THAT IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THIS COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT ITS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT FOR SUCH PURPOSE, THE AFFECTED PERSON MAY NEED TO ENSURE THAT VERBATIM RECORD OF THE PROCEEDING IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE TOWN FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE OR IRRELEVANT EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.