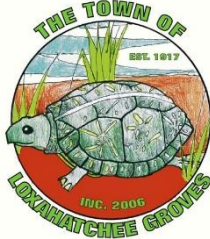


TOWN OF LOXAHATCHEE GROVES
TOWN HALL COUNCIL CHAMBERS
155 F. ROAD, LOXAHATCHEE GROVES, FL 33470
TOWN COUNCIL SPECIAL/WORKSHOP MEETING

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

TOWN COUNCIL MEETING

AGENDA ITEM MEMORANDUM

Item 1.

TO: Mayor and Town Council of the Town of Loxahatchee Groves

FROM: Caryn Gardner-Young, Development Standards Director

THRU: Valerie Oakes, Acting Town Manager

DATE: June 16, 2026

SUBJECT: Southern Blvd. Corridor Grant Study

Legal Sufficiency:	☐ Reviewed	☐ Not Reviewed
	☐ Approved	☐ Not Approved

Background:

The Town of Loxahatchee Groves (Town) Council approved a grant from Florida Commerce to prepare a strategic Southern Blvd Corridor Study (Study). The Study will guide the Town in preserving its rural identity, improving corridor conditions, and supporting strategic reinvestment in its most economically and visually prominent corridor. Loxahatchee Groves faces growing development pressure and corridor-related challenges that jeopardize its rural identity, visual character, and fiscal sustainability. This grant will allow the Town to shift from reactive maintenance to proactive planning.

The Town has partnered with Treasure Coast Regional Planning Council (TCRPC), whose contract was approved at the February 3, 2026, Town Council meeting, to prepare the Strategic Southern Boulevard Corridor Study. The TCRPC has provided several Town Council updates regarding their Study activities. Jessica Seymour of TCRPC will provide a presentation at the meeting on the Final Study Report, which is the last deliverable required under the Study and she will be prepared to answer any questions or concerns you may have.

Fiscal Impact:

The project is fully funded by the Florida Department of Commerce Community Planning Technical Assistance Grant. No local match is required. Advertising, venue, and Town consultant support costs will be paid directly by the Town as outlined in the grant budget.

Recommendation/Motion:

Town Council discussion of the Final Study and approval or acceptance of the Final Study so the last deliverable required under the Study is provided to CommerceFlorida..



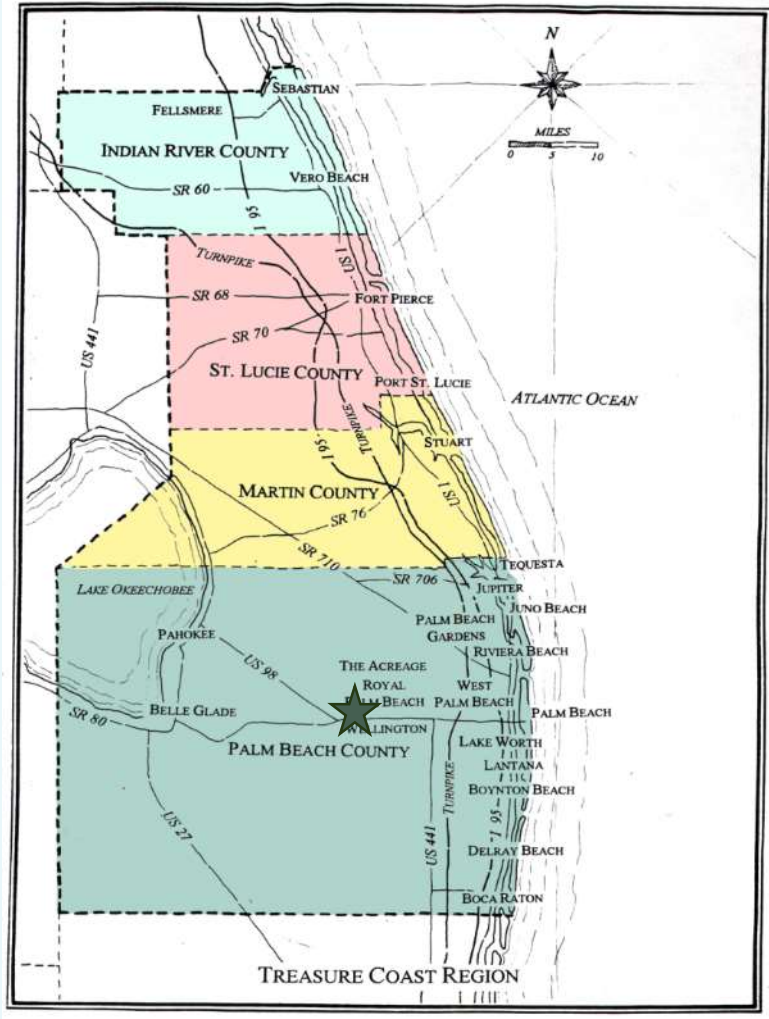
Town of Loxahatchee Groves Southern Boulevard Corridor Study

Community Planning Technical Assistance Grant
FloridaCommerce (State of Florida)

June 16, 2026

Who Are Regional Planning Councils?

Item 1.



- 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

Item 1.

The community has concerns about losing 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

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- Invest in Infrastructure: Think long term & pursue grants strategically



Hold the Line

Comprehensive Plan: Future Land Use

Item 1.

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

Item 1.

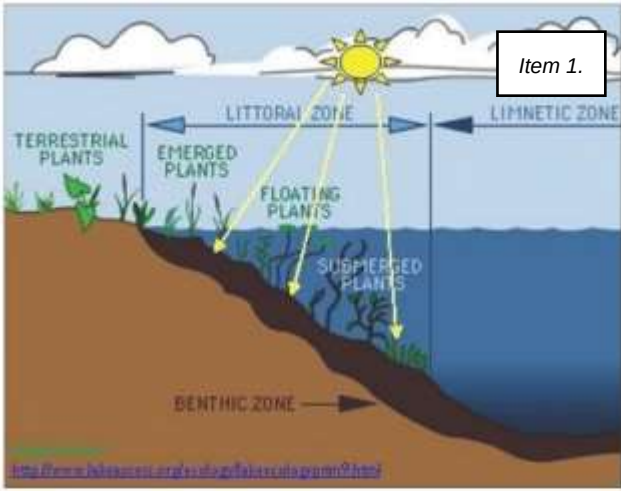
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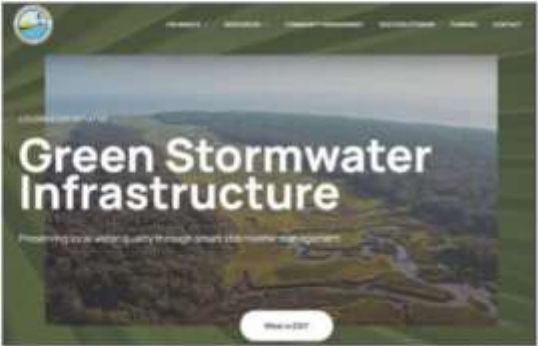
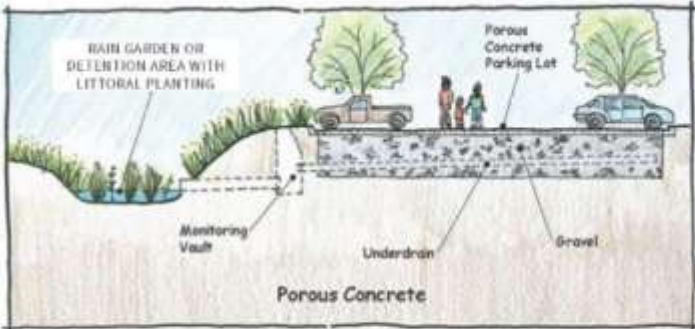
Codify Standards

Landscape Standards



Item 1.

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



Propose Recommendations

Item 1.

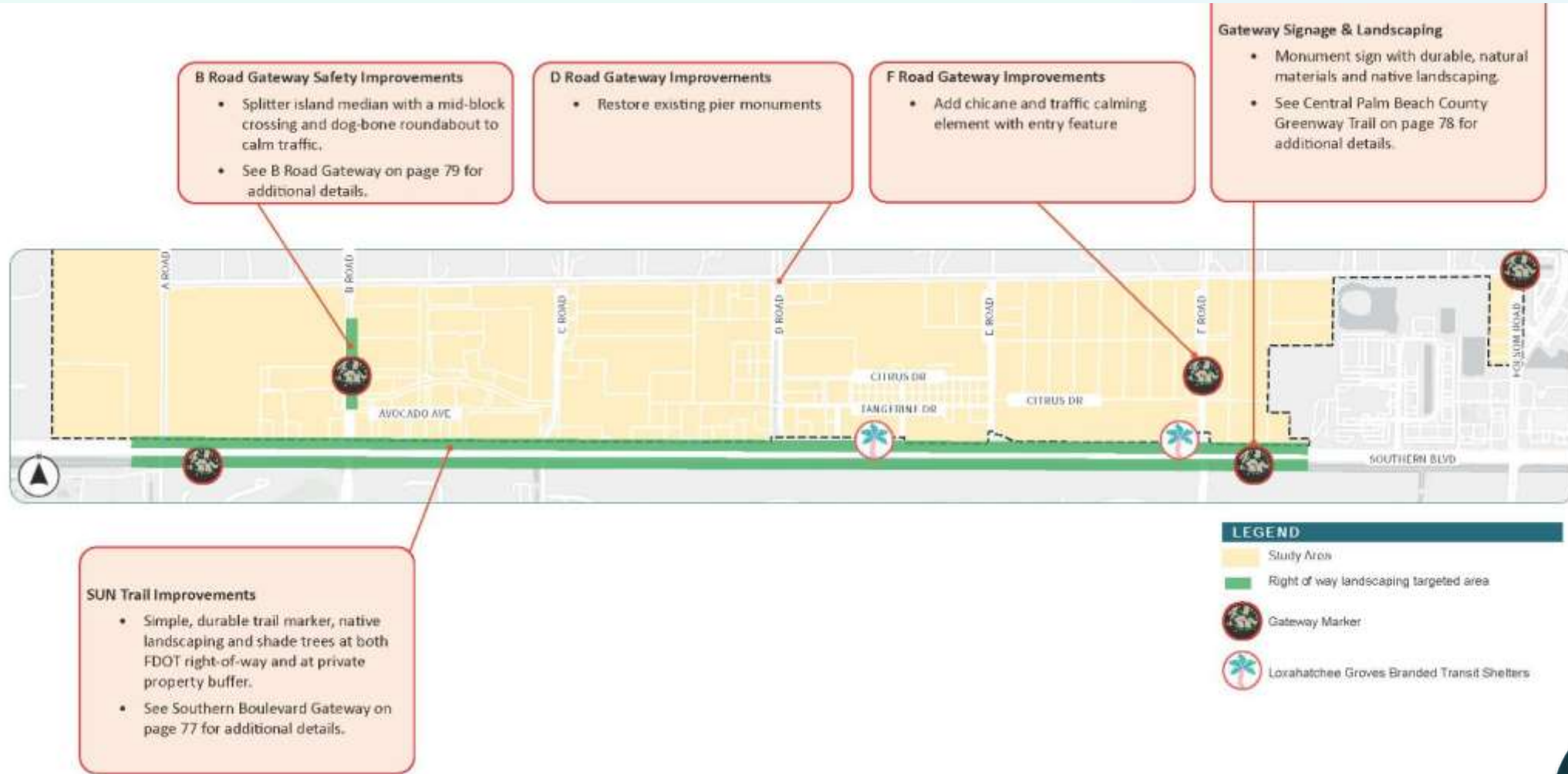
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- Invest in Infrastructure: Think long term & pursue grants strategically



Announce the Town Identity Gateways

Item 1.



Announce the Town Identity Gateways



B Road Gateway Improvements Concept

Rumble strips beyond

New landscaped median with shade trees.

Add trail signage

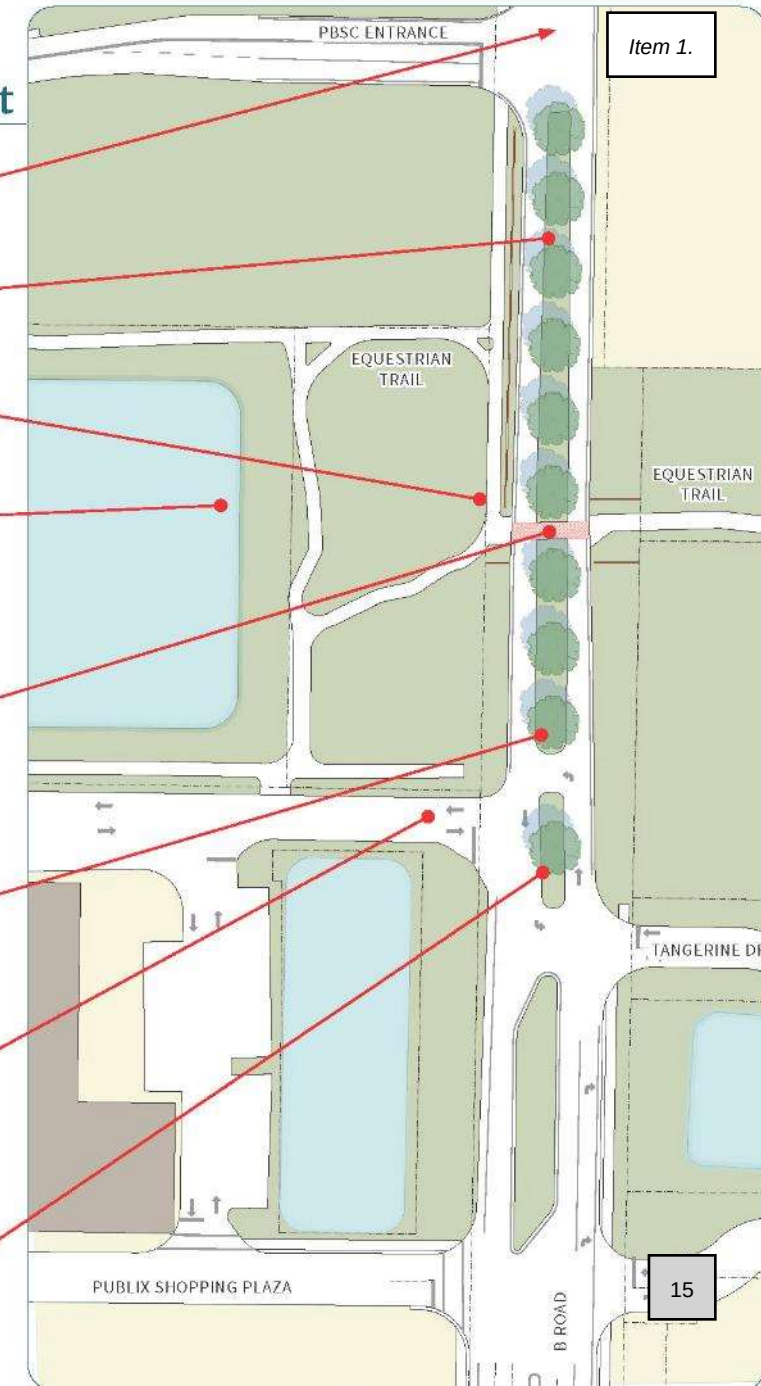
Add littoral planting at all stormwater retention areas.

Improved equestrian crossing with speed table, push activated signal lights, and fenced waiting area on both sides.

Landscaped splitting median with gateway signage.

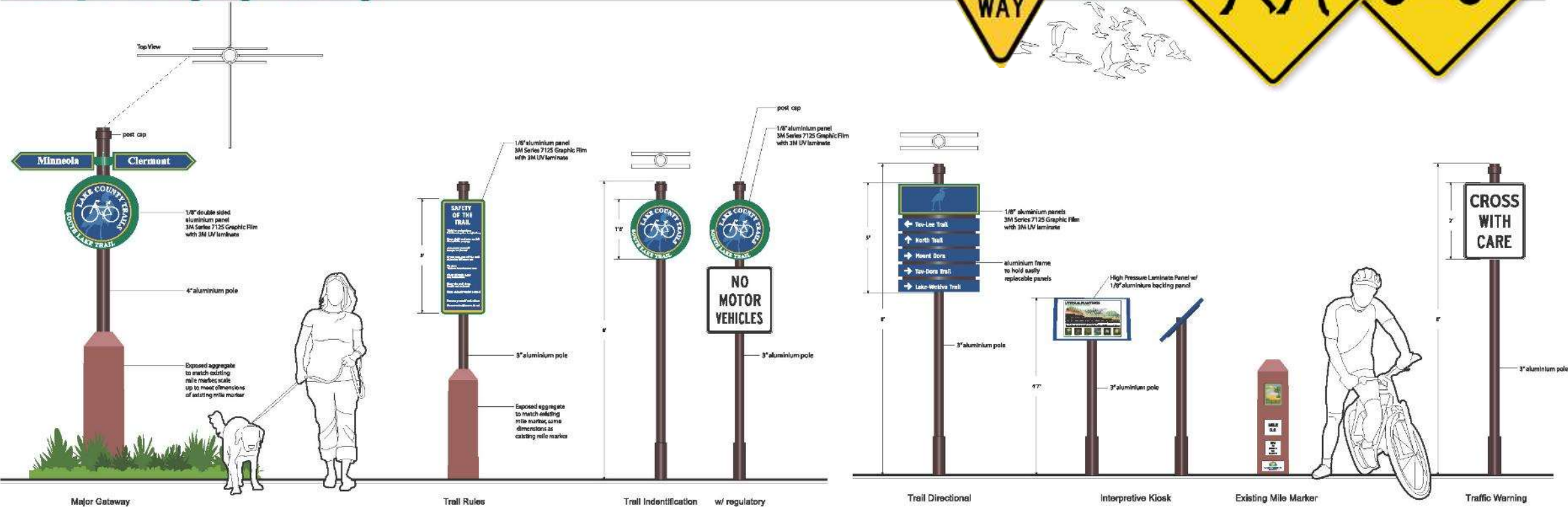
Re stripe to allow two-way traffic with existing curbs.

Introduce an oblong roundabout or dogbone-shape to connect both Tangerine Drive and the rear drive behind Publix Plaza.



Announce the Town Identity Gateways

Example of Signage Package



Propose Recommendations

Item 1.

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Invest in Infrastructure Grants

Item 1.

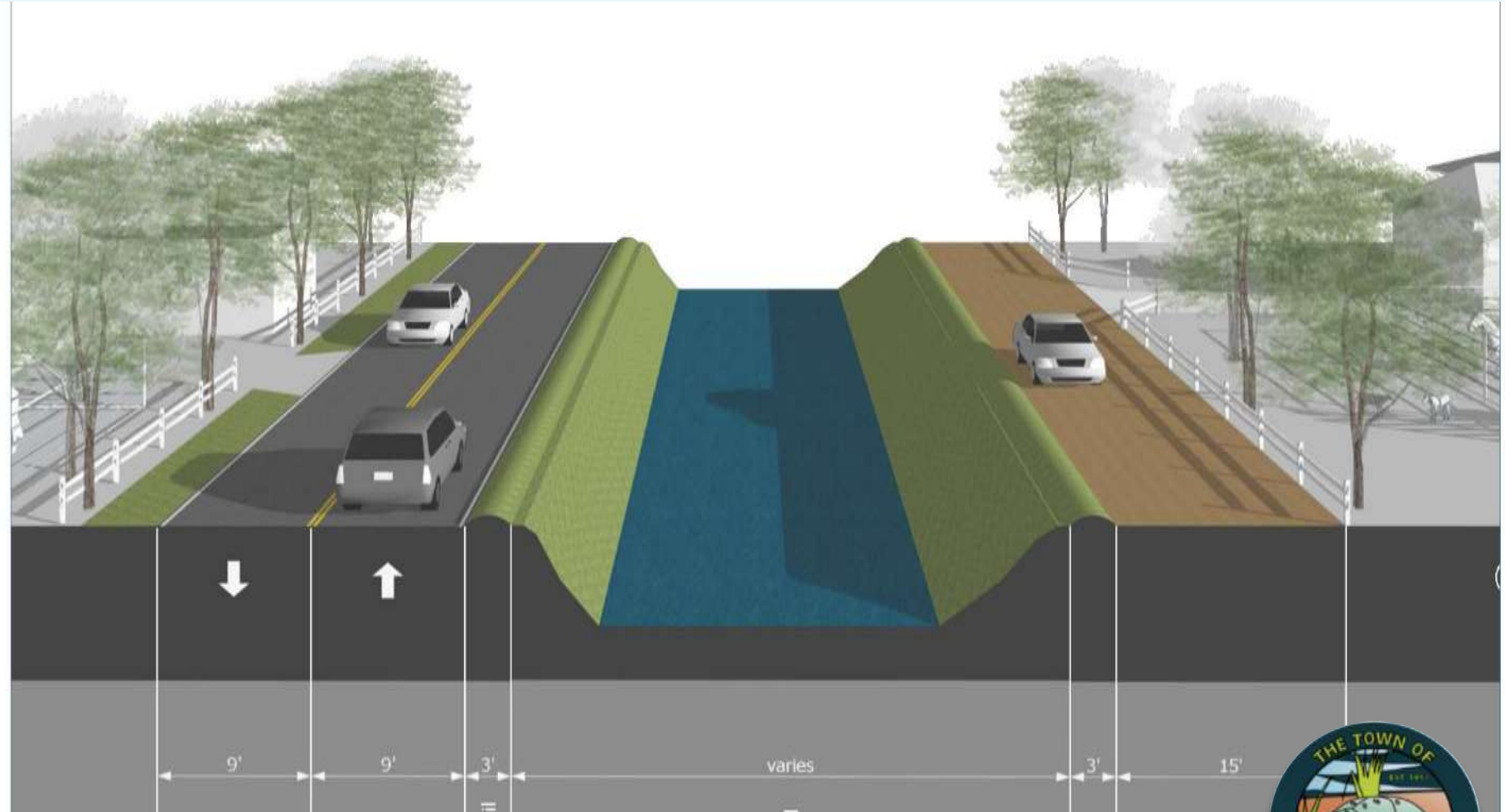
- Ensure there is a nexus to goals and implementation
- Be prepared to have matching funds available for when grant opportunities are available

Name	Description	Projects	Match (Y/N)
<i>Florida Urban and Community Forestry Grants</i>	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. 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. 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.	• <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>	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. Grant funds are allocated by the Legislature and budgets are approved by July 1 of each year.	• <i>Central Palm Beach County Greenway Trail on page 78 and adjacent connections</i>	Yes
<i>FDOT Beautification Grant</i>	Consider FDOT Beautification Grant for landscaping within Southern Boulevard right-of-way including the median and at the Central Palm Beach County Greenway. Grant funds are allocated by the Legislature and budgets are approved by July 1 of each year.	• <i>Southern Boulevard Gateway on page 77</i> • <i>Central Palm Beach County Greenway Trail on page 78</i>	Yes



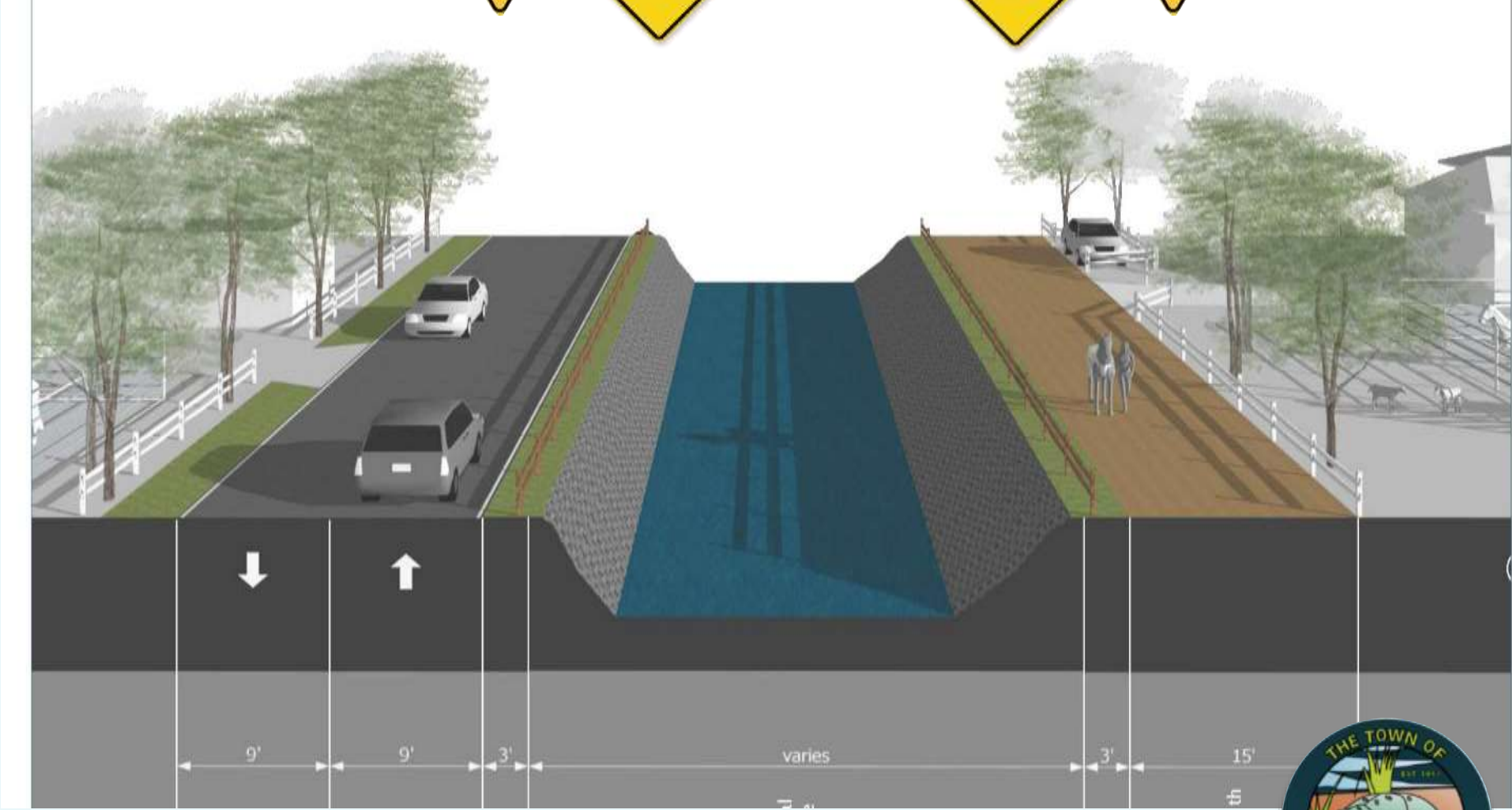
Invest in Infrastructure Collecting Canal

Item 1.



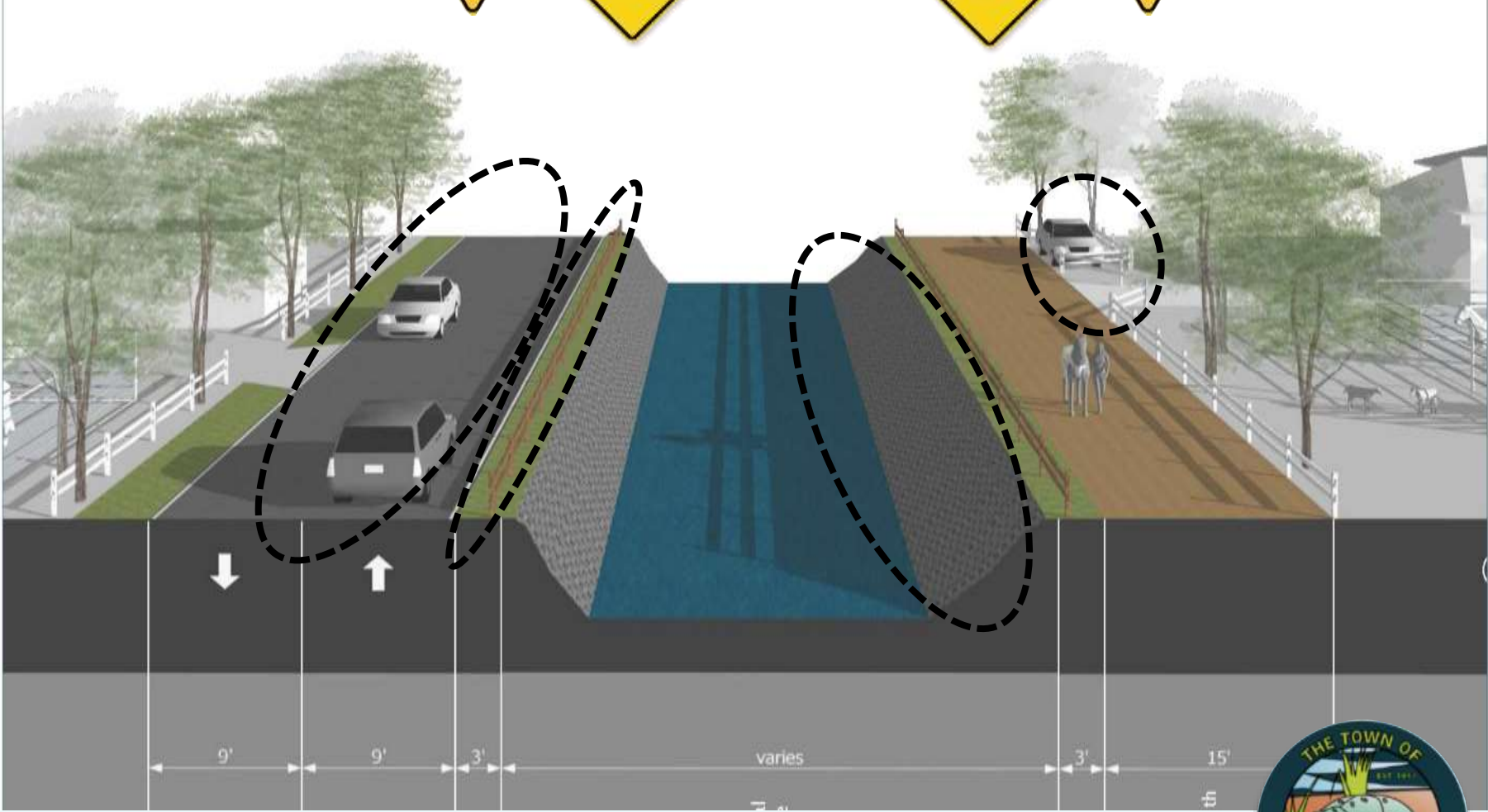
Invest in Infrastructure Collecting Canal

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



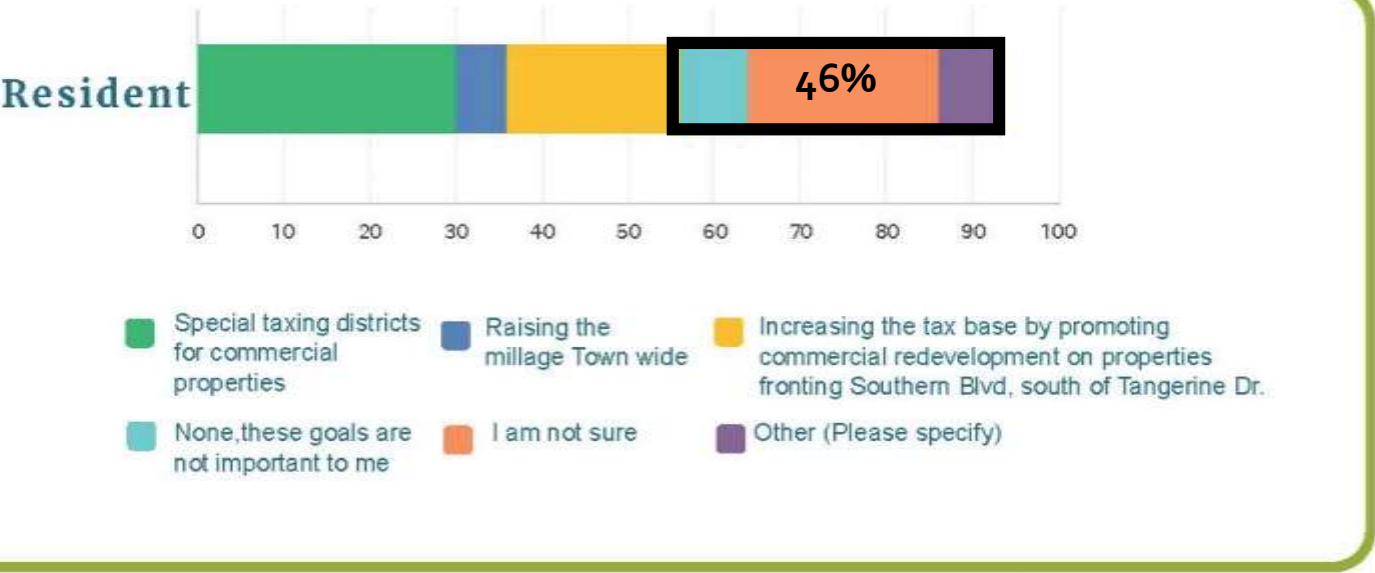
Invest in Infrastructure Business or Neighborhood Improvement District

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



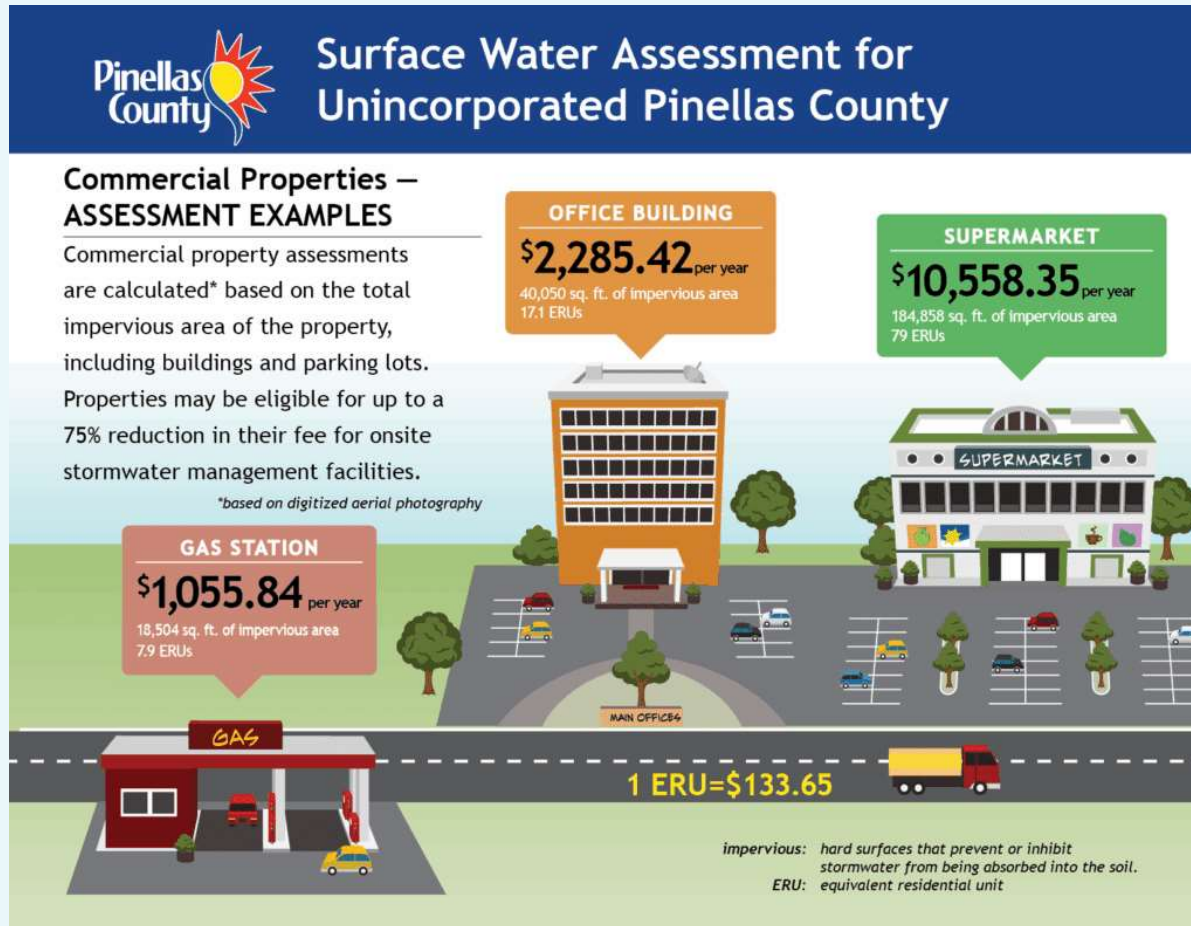
Invest in Infrastructure Business or Neighborhood Improvement District

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

Item 1.



- 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



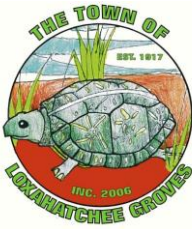
Thank You!

Jessica Seymour, RA, LEED AP
Principal Program Coordinator

Treasure Coast
Regional Planning Council
772.221.4060

jseymour@tcrpc.org





TOWN OF LOXAHATCHEE GROVES

TOWN COUNCIL MEETING

AGENDA ITEM MEMORANDUM

Item 2.

TO: Mayor and Town Council of the Town of Loxahatchee Groves

FROM: Craig Lower, Public Works Director

VIA: Valerie Oakes, Acting Town Manager

DATE: June 16, 2026

SUBJECT: Approval of Resolution No. 2026-46 Authorizing the Purchase of Town Hall Carpet Replacement

Legal Sufficiency:	☒ Reviewed	☐ Not Reviewed
	☒ Approved	☐ Not Approved

Background:

Pursuant to Town Council direction at their June 2, 2026, meeting the staff sought quotes for the installation of replacement carpet within Town Hall. The new installation will consist of 24" x 24" carpet tiles from the Shaw Contract Terasu Collection and will be completed after hours and on weekends to minimize disruption to Town operations.

Public Works has obtained three (3) quotes for the removal and replacement of carpet within Town Hall installing the Shaw Contract Terasu Collection Kusa tile design in the Sky color. <https://www.shawcontract.com/en-us/products/5a238/colors/36447>

The quoted amounts from the 3 vendors were as follows:

- | | |
|--|-------------|
| 1. Capitol Carpet & Tile and Window Fashions | \$25,169.40 |
| 2. Coastal Carpet | \$26,882.00 |
| 3. Six-S Flooring | \$28,124.01 |

Public Works recommends Capitol Carpet & Tile and Window Fashions for the removal and replacement of carpet in key areas of Town Hall, including the municipal chambers, conference room, hallways, corridors, and six (6) offices. The proposed work includes removal and disposal of the existing glued-down carpet, movement of furniture, and floor preparation to ensure a smooth and level installation surface.

In order to approve this award and authorize the Acting Town Manager to enter into a contract with the proposed vendor, it is necessary that the Town Council approve Resolution No. 2026-CC which waives formal bid requirements and determines the award is in the best interest of the Town. The anticipated and realized cost of the carpet replacement is over the \$25,000 figure which ordinarily requires a formal bid. The basis of determining whether this award is in the best interest of the Town is because the time involved and cost associated with producing a formal bid is not

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	INSTALL EVENINGS AND WEEKENDS		2,696.00 EA	0.50	1,348.00
	INSTALL CARPET AFTER HOURS AND WEEKEND				

CAPITOL CARPET AND TILE WARRANTY INSTALLATION FOR TWO YEARS
 CAPITOL CARPET AND TILE WILL MOVE ALL FURNITURE
 ALL PAPERWORK 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 TOWN COUNCIL BOARD AGENDA ITEM MEMORANDUM

Item 5.

TO: Mayor and Town Council of the Town of Loxahatchee Groves
FROM: Valerie Oakes, Acting Town Manager
DATE: June 16, 2026
SUBJECT: Discussion Regarding Pillars of Strategic Planning

Legal Sufficiency:	☐ Reviewed	☐ Not Reviewed
	☐ Approved	☐ Not Approved

Background:

Per the Town Council's direction, the Town's Boards and Committees have been tasked with participating in a strategic visioning initiative focused on defining the Town's rural character, identifying strategic pillars that support the overarching goals of preserving quality of life and protecting resident property values, and developing concepts and initiatives that promote and encourage those objectives.

The proposed worksheet is intended to facilitate meaningful discussion and constructive feedback regarding the future of the Town of Loxahatchee Groves, including, but not limited to, the following:

- Defining what the term "rural" means within the context of the community;
- Identifying strategic pillars that support quality of life, community identity, and protection of resident property values;
- Encouraging concepts, initiatives, and long-term planning efforts that preserve and promote the Town's rural character and overall community vision;
- Identifying priorities, projects, and initiatives Boards and Committees would like the Town Council to consider for future planning, policy direction, and implementation; and
- Establishing a more unified and collaborative strategic planning framework among Boards, Committees, staff, and the Town Council.

The worksheet is intended to serve as a planning and discussion tool and may assist in identifying common themes, community priorities, and long-term strategic goals for the future of Loxahatchee Groves.

Recommendation/Motion:

Town Advisory Board Chairs will be presenting their Strategic Pillars to the Town Council.

Attachments: A copy of the Strategic Planning Worksheet that was provided to each Advisory Board.

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 6:300 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 You Tube, 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.



TOWN OF LOXAHATCHEE GROVES TOWN COUNCIL MEETING AGENDA ITEM MEMORANDUM

TO: Mayor and Town Council of the Town of Loxahatchee Groves

FROM: Craig Lower, Public Works Director

VIA: Valerie Oakes, Acting Town Manager

DATE: June 16, 2026

SUBJECT: Approval of Resolution No. 2026-46 Authorizing the Purchase of Town Hall Carpet Replacement

Legal Sufficiency:	☒ Reviewed	☐ Not Reviewed
	☒ Approved	☐ Not Approved

Background:

Pursuant to Town Council direction at their June 2, 2026, meeting the staff sought quotes for the installation of replacement carpet within Town Hall. The new installation will consist of 24" x 24" carpet tiles from the Shaw Contract Terasu Collection and will be completed after hours and on weekends to minimize disruption to Town operations.

Public Works has obtained three (3) quotes for the removal and replacement of carpet within Town Hall installing the Shaw Contract Terasu Collection Kusa tile design in the Sky color. <https://www.shawcontract.com/en-us/products/5a238/colors/36447>

The quoted amounts from the 4 vendors were as follows:

1. Capitol Carpet & Tile and Window Fashions	\$25,169.40
2. Coastal Carpet	\$26,882.00
3. Six-S Flooring	\$28,124.01
4. Floor Coverings International	\$28,205.00

Public Works recommends Capitol Carpet & Tile and Window Fashions for the removal and replacement of carpet in key areas of Town Hall, including the municipal chambers, conference room, hallways, corridors, and six (6) offices. The proposed work includes removal and disposal of the existing glued-down carpet, movement of furniture, and floor preparation to ensure a smooth and level installation surface.

In order to approve this award and authorize the Acting Town Manager to enter into a contract with the proposed vendor, it is necessary that the Town Council approve Resolution No. 2026-46 which waives formal bid requirements and determines the award is in the best interest of the Town. The anticipated and realized cost of the carpet replacement is over the \$25,000 figure which

ordinarily requires a formal bid. The basis of determining whether this award is in the best interest of the Town is because the time involved and cost associated with producing a formal bid is not 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 2010 – Six-S Flooring

Quote –Coastal Carpet

Quote- Floor Coverings International

TOWN OF LOXAHATCHEE GROVES

RESOLUTION NO. 2026-46

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, AUTHORIZING AN AGREEMENT WITH CAPITOL CARPET & TILE AND WINDOW FASHIONS. TO PROVIDE CARPET REPLACEMENT WITHIN TOWN HALL; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Loxahatchee Groves Town Hall is in need of carpet replacement; and

WHEREAS, the cost of the carpet replacement is anticipated to cost more than \$25,000;

and

WHEREAS, the Town staff has secured multiple quotes for the removal of the carpeting and installation of Shaw Contract Terasu Kusa style Sky color 24 inch by 24 inch carpet tiles; and

WHEREAS, the Capitol Carpet & Tile and Window Fashions Wellington office submitted the lowest quote for the removal of the carpet and installation of new carpet tiles throughout Town Hall in the amount of \$25,169.40; and

WHEREAS, the Town believes the cost of staff time and delay in replacement of the carpet to proceed with formal sealed competitive bidding of the carpet replacement work exceeds any potential savings in the cost of the carpet replacement as compared with securing quotes from multiple vendors in light of the nature of the work and the specific carpet selected as for the replacement; and

WHEREAS, pursuant to Section 2-133(b)(12) of the Town of Loxahatchee Groves Code of Ordinances, the Town Council, by at least a four-fifths affirmative vote, has determined that the sealed competitive method is not warranted and obtaining competitive quotes for this service is in the best interest of the Town; and,

WHEREAS, the Town has determined that authorizing the Acting Town Manager to enter into a contract with Capitol Carpet & Tile and Window Fashions for the installation of carpet tiles

at the price quoted serves a valid public purpose.

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

Section 1. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution upon adoption hereof.

Section 2. The Town Council of the Town of Loxahatchee Groves, Florida hereby authorizes the Acting Town Manager to negotiate and enter into a contract for the removal of carpeting and installation of carpet tiles with the Wellington office of Capitol Carpet & Tile and Window Fashions in accordance with their quoted price for the service of \$25,169.40.

Section 3. The Acting Town Manager and Town Attorney are authorized to do all things necessary to implement the intent of this Resolution.

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

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

Section 6. This Resolution shall become effective upon adoption.

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

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE
GROVES, FLORIDA, THIS ___ DAY OF JUNE, 2026.**

ATTEST:

Acting Town Clerk

Voted:
Mayor Lisa El-Ramey, Seat 2

Voted:
Vice Mayor Manish Sood, Seat 5

APPROVED AS TO LEGAL FORM:

Office of the Town Attorney

Voted:
Councilmember William "Joe" Stephens, Seat 1

Voted:
Councilmember Anita Kane, Seat 3

Voted:
Councilmember Paul Coleman II, Seat 4

Printing Date: 6/11/2026
 Customer: Craig Lower
 Proposal: TERASU COLLECTION -
 KUSA 5T194 - COLOR SKY (PN#1398569)
 Project: 2026-04-10
 Address: 155 F Rd Loxahatchee Groves, FL -
 33470
 Cell Phone: 5618076671
 Personal E-mail:
 publicworkscoordinator@loxahatcheeegrovesfl.gov



FLOOR COVERINGS
international

Floor Coverings International of Wellington
 2781 Vista Parkway, Suite K-6
 West Palm Beach, Florida 33411
 Office Phone: 561-990-9894
 Website:
 wellington.floorcoveringsinternational.com

Who is Floor Coverings International?

Thank you for giving us the opportunity to inspire you with your new flooring project. At Floor Coverings International our mission is to provide an exceptional service experience. From your flooring design consultation to installation we will not only inspire your dreams, but we will bring them to life in your home. Our commitment to you is that we will do everything within our power to deliver the best in home flooring experience in North America. Our proprietary collection of first quality flooring selections including Carpet, Hardwood, Tile, Laminate, Vinyl, Area Rugs and Eco-Friendly options are brought to you from major manufacturers, ensuring they will perform to the highest industry standards. From product selection to installation, we are committed to your 100% satisfaction.

Project Information

INSTALLATION OF NEW CARPET THROUGHOUT TOWN HALL OFFICE BLDG

Proposal Information

REMOVE EXISTING GLUE DOWN CARPET AND HAUL AWAY
 INSTALL NEW SHAW CONTRACT TERASU COLLECTION - KUSA TILE - COLOR SKY 24 X 24 CARPET TILE -NYLON
 MOVE FURNITURE AND RESET AFTER INSTALLATION IS DONE PER AREA

Conference/ Town Meeting , Town Attorney, Springsteen office, Community Standards Director, Hallway Town Attorney office, Terri Bayard , Small Hallway Meeting RM, Office Support Area , Hall Outside Town Clerk Office, Valerie's Office, Town Clerk office , Conference RM

Description / SKU	Quantity
SHAW CONTRACT TERASU COLLECTION - KUSA TILE - COLOR SKY 24 X 24 CARPET TILE -NYLON	317.41 SQYD
Pressure Sensitive Carpet Adhesive	3.0 EA
Standard Carpet Installation	288.56 SQYD
Removal and Haul Away of Carpet Glue Down	288.56 SQYD
Heavy Furniture Move	2597.0 SQFT
Soft Surface Freight	317.41 SQYD

\$28,205.0

Warranty and Insurance Information

Warranty: We carry a one-year warranty on workmanship and each manufacturer's warranty is provided to you on the products.

Insurance: We carry a \$1,000,000 Liability Policy. Certificates to be provided upon request.

Please Note: Except for any unforeseen sub-floor, plumbing, electrical, and /or structural issues, the price below is the price you will pay. In the event of unforeseen circumstances, we will stop work and discuss the options with you prior to progressing. In this situation, there may be additional costs to complete the job properly.

Floor Prep: Additional leveling materials will be billed at a rate of \$100/bag which includes materials and labor.

Licenses and Insurance: Palm Beach County U-21669, \$1,000,000 Liability Policy. Certificate will be provided upon request.

Grand Totals

Total	Deposit	Balance
\$28,205.0	\$14,103.0	\$14,102.0

Signature

Authorized Signature

Date

Customer's Signature

Date

SATISFACTION GUARANTEE

Floor Coverings International (FCI) sets standards of acceptability on floor covering products and subcontracted installation services which exceed industry standards. Floor covering products carry specific manufacturer warranties; some of these warranties include wear warranties, stain resistance warranties, and flame retardant properties. Ask your FCI representative for the warranties applicable to the product you purchased. Installation warranties are provided by the installation company contracted to install your flooring. FCI uses reasonable efforts to contract with reputable installation companies who guarantee their work, but is not liable for the conduct of the installation firm.

DISPUTES

Should litigation occur, all parties agree, the non-prevailing party shall incur the reasonable attorney fees and cost of litigation of the prevailing party. Any contractor, subcontractor, or materialman who provides home improvement goods or services pursuant to your home improvement contract and who is not paid may have a valid legal claim against your property known as a mechanic's lien. Any mechanic's lien filed against your property may be discharged. Payment of the agreed upon price under the home improvement contract prior to filing of a mechanic's lien may invalidate such lien. The owner may contact an attorney to determine his rights to discharge a mechanic's lien.

TERMS AND CONDITIONS

Each FCI franchise is independently owned and operated under the FCI trademark. Subject to the terms and conditions herein stated, Seller agrees to sell and deliver to Buyer, and Buyer agrees to accept, the merchandise herein described. Until the total purchase (and installation) price is paid in full, title to and ownership of the property purchased under this contract shall be and remain in the FCI representative and shall only vest in the Buyer after such payment in full.

1. Buyer agrees that deposits made on special orders or cut orders cannot be refunded. **BUYER FURTHER AGREES THAT BUYER MAY CANCEL A CONTRACT FOR PURCHASE OF GOODS BEFORE INSTALLATION ONLY, AND THAT SELLER WILL RETURN ALL MONIES DEPOSITED, LESS 25% FOR RESTOCKING, MEASURING AND FREIGHT CHARGES.**
2. Buyer agrees to reimburse Seller for all reasonable expenses incurred in the collection of any unpaid contract balance, including reasonable attorney's fees.
3. Buyer agrees that Seller will not be responsible for delays or failures in delivery or installation caused by strikes or other causes beyond Seller's control; that Seller is not responsible for consequential damages, and that Seller is not responsible for shortages of material when sale was based on measurements or plans submitted by Buyer.
4. Buyer agrees to allow Seller to inspect and endeavor to correct any condition complained of, and that refusal to allow either constitutes a waiver of Buyer's rights to assert a claim or file suit against Seller.
5. Buyer and Seller agree that this contract is the complete agreement between the parties, and that everything which the Buyer expects the Seller to perform is written hereon; Buyer and Seller further agree that this contract can be modified in writing only.
6. Buyer hereby agrees that the terms of payment shall be Cash on Delivery, unless other arrangements are made and noted hereon; Buyer further agrees that late payments shall be subject to 1 1/2% per month (18% per annum) delinquency charge on any unpaid contract balance, calculated from date of delivery.
7. All merchandise subject to commercially acceptable dye lot variations as defined by industry standards. Labor does not include cutting off any doors that do not clear carpet. We are not responsible for breakage in removal and replacing of shoe mouldings. All rug sizes are approximate.

BUYER'S RIGHT TO CANCEL

FCI wants you to join the ranks of our satisfied customers. If for any reason, you are unhappy with your order, you have the right to cancel and we are furnishing you with this Buyer's Right to Cancel:

Customer may cancel this transaction without any penalty or obligation within three (3) business days following the above date. If Customer so cancels, any property traded in, any payments made by Customer under this Sales Agreement, and any negotiable instrument executed by Customer will be returned within ten (10) business days following the receipt by FCI of the cancellation notice, and any security interest arising out of the transaction will be cancelled.

If Customer cancels, it must make available to FCI at Customer's residence, in substantially as good condition as when received, any goods delivered to Customer under this Sales Agreement; or Customer may, as its option, comply with FCI's instructions regarding the return shipment of the goods at FCI's expense and risk.

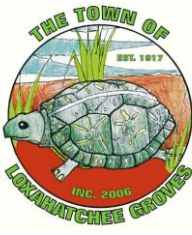
If Customer so makes the goods available and FCI does not pick them up within twenty (20) days of the date of the notice of cancellation, Customer may retain or dispose of the goods without any further obligation. If Customer fails to make the goods available, or if Customer agrees to return the goods to FCI and fails to do so, then Customer remains liable for performance of all obligations under this Sales Agreement.

To cancel this transaction, mail or deliver a signed and dated copy of this Notice of Cancellation or any written notice, or send a telegram to Floor Coverings International, _____ not later than midnight of _____ (date).

I hereby cancel this transaction.

DATE

CUSTOMER'S SIGNATURE



This is Item 3

TOWN OF LOXAHATCHEE GROVES TOWN COUNCIL MEETING AGENDA ITEM MEMORANDUM

TO: Mayor and Town Council of the Town of Loxahatchee Groves

FROM: Jeffrey S. Kurtz, Esq., Town Attorney

DATE: June 16, 2026

SUBJECT: Approval of Resolution No. 2026- 47 Authorizing the Acting Town Manager to Enter into a Revised Agreement with B. Douglas McGibbon, P.A., for the Provision of Special Magistrate Services

Legal Sufficiency:	☒ Reviewed	☐ Not Reviewed
	☒ Approved	☐ Not Approved

Background:

The Town Council approved Resolution No. 2026-47 authorizing the Town to contract with B. Douglas McGibbon, P.A., for the provision of special magistrate services. The approved agreement had provisions in the agreement requiring certain insurance, naming the Town as an additional insured and the agreement also included indemnification language. When Mr. McGibbon first reviewed the agreement, he did not object to the language, however prior to execution of the agreement he noticed the provisions and requested they be removed as his services as special magistrate are not something the Town would require insurance for.

A special magistrate is different from most of the Town's other consultants and contractors in that they are paid to make independent decisions in the cases presented before them. While those decisions can result in litigation between the Town and respondents, and the special magistrate's decision may be found to be incorrect by a reviewing court, that decision is not something that the Town could hold the special magistrate responsible for so professional liability insurance is not warranted. Likewise, as the special magistrate's interaction with the public on behalf of the Town is as an invitee in the Town's building, a general liability policy is unwarranted. Similarly, the special magistrate does not drive anywhere on behalf of the Town so being added as an additional insured is also unwarranted. The Town's other special magistrate is not required to provide the insurance to the Town. Therefore, it is my recommendation that the insurance provisions be waived, and the Acting Town Manager be authorized to enter into a revised agreement with the McGibbon firm for special magistrate services.

Recommendation:

Approval of Resolution No. 2026-47 authorizing the Acting Town Manager to enter into a revised agreement which will not have indemnification and insurance requirements as requested by B. Douglas McGibbon, P.A. consistent the provisions in the Town's other special magistrate agreements.

TOWN OF LOXAHATCHEE GROVES

RESOLUTION NO. 2026-47

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, AUTHORIZING THE ACTING TOWN MANAGER TO ENTER INTO A REVISED AGREEMENT WAIVING THE INSURANCE REQUIREMENTS WITHIN THE AGREEMENT WITH B. DOUGLAS MACGIBBON, P.A. FOR SPECIAL MAGISTRATE SERVICES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND AN EFFECTIVE DATE.

WHEREAS, the Town Council of the Town of Loxahatchee Groves (“Town”) approved Resolution No. 2026-22 authorizing an agreement with B. Douglas McGibbon, P.A. to provide special magistrate services for the Town’s code enforcement hearings and other related hearings; and

WHEREAS, the proposed agreement contained insurance requirements and indemnification language that would be inconsistent with the Special Magistrate’s duties and responsibilities; and

WHEREAS, B. Douglas McGibbon, P.A. has requested the insurance requirements and indemnification provisions under the agreement be deleted as being burdensome and unnecessary; and

WHEREAS, the Town Attorney recommends the insurance requirements and indemnification provisions be waived; and

WHEREAS, the Town has determined it to be in the best interests of the residents of the Town to continue to have B. Douglas McGibbon, P.A. provide special magistrate services and authorize the Acting Town Manager to execute on behalf of the Town a revised Agreement for the provision of Special Magistrate services.

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 authorizes the Acting Town Manager to execute a revised agreement with B. Douglas McGibbon, P.A. for the provision of Special Magistrate services that does not include insurance requirements and indemnification provisions.

Section 3. The Acting Town Manager and Town Attorney are authorized to do all things necessary to implement the intent of this Resolution.

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

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

Section 6. This Resolution shall become effective upon adoption.

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

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES,
FLORIDA, THIS _____ DAY OF _____, 2026.**

ATTEST:

Voted: _____
Mayor Lisa El-Ramey, Seat 2

Acting Town Clerk

Voted: _____
Vice Mayor Manish Sood, Seat 5

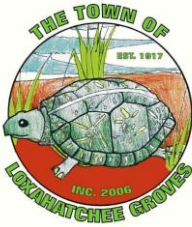
APPROVED AS TO LEGAL FORM:

Voted: _____
Councilmember Anita Kane, Seat 3

Office of the Town Attorney

Voted: _____
Councilmember Paul Coleman, Seat 4

Voted: _____
Councilmember William "Joe" Stephens, Seat 1



TOWN OF LOXAHATCHEE GROVES TOWN COUNCIL MEETING AGENDA ITEM MEMORANDUM

TO: Mayor and Town Council of the Town of Loxahatchee Groves

FROM: Jeffrey S. Kurtz, Esq., Town Attorney

VIA: Valerie Oakes, Acting Town Manager

DATE: June 16, 2026

SUBJECT: Approval of Resolution No. 2026-48 Authorizing the Acting Town Manager to Approve a Change Order to the Contract for Town FY25 A Road and Collecting Canal Road Improvement Program with J.W. Cheatham LLC to do Additional Work Extending the Paving on E Road to North Road and Providing Driveway Apron Connections to A Road and Collecting Canal

Legal Sufficiency:	☒ Reviewed	☐ Not Reviewed
	☒ Approved	☐ Not Approved

Background:

Pursuant to Council direction the Public Works Director secured pricing for a proposed change order to the existing contract with J.W. Cheatham LLC to extend the paving of E Road to North Road and provide driveway apron connections adjacent to A Road and Collecting Canal Road. The public purpose in providing the driveway apron connections is that it will lessen the Town's maintenance responsibilities caused by edge of pavement damage by vehicles pulling onto and off the roadway. The driveway aprons are located within the Town's Roadway, Drainage and Utility easements.

The total cost of the change order is \$41,261. Funding for the increased cost is available within the Town's Capital Improvement Fund.

Recommendation:

Approval of Resolution No. 2026-48 authorizing the Acting Town Manager to approve change order to the contract with J.W.Cheatham.

TOWN OF LOXAHATCHEE GROVES

RESOLUTION NO. 2026-48

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA AUTHORIZING CHANGE ORDER MODIFYING THE CONTRACT WITH J.W. CHEATHAM, LLC FOR FY25 A ROAD AND COLLECTING CANAL ROAD IMPROVEMENT PROGRAM TO PROVIDE ADDITIONAL SERVICES BEING THE EXTENSION OF E ROAD PAVING AND DRIVEWAY APRON CONNECTIONS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town has awarded a Contract to J.W. Cheatham for the Town's FY 25 A Road and Collecting Canal Road Improvement Program as the selected vendor to IFB #2025-02 in the amount of \$657,015; and

WHEREAS, the Town requested the Contractor complete additional work extending the paving on E Road another 750 feet to North Road and providing driveway apron connections along A Road and Collecting Canal Road; and

WHEREAS, the Contractor submitted a Change Order Request for the additional work in the amount of \$41,261; and

WHEREAS, the Town has determined the attached Change Order Request serves a public purpose and funding is available within the Capital Improvement Fund.

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 authorizes the Acting Town Manager to execute a change order to the Contract in the amount of \$41,261 and revise the scope of services to include the work as set forth in the attached proposal.

Section 3. The Acting Town Manager and Town Attorney are authorized to do all things necessary to implement the intent of this Resolution.

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

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

Section 6. This Resolution shall become effective upon adoption.

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

ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THIS __ DAY OF JUNE, 2026.

ATTEST:

Acting Town Clerk

Voted: _____
Mayor Lisa El-Ramey, Seat 2

Voted: _____
Vice Mayor Manish Sood, Seat 5

Voted: _____
Councilmember William “Joe” Stephens, Seat 1

APPROVED AS TO LEGAL FORM:

Office of the Town Attorney

Voted: _____
Councilmember Anita Kane, Seat 3

Voted: _____
Councilmember Paul Coleman II, Seat 4



**J. W.
CHEATHAM
LLC**

**Road Building &
Earthmoving Contractors**

May 19, 2026

Town of Loxahatchee Groves
245 W. D Road
Loxahatchee Groves, FL 33470

Attn: Craig Lower

Ref: "Town FY25 A Road & Collecting Canal Road Improvement Program"

Dear Mr. Lower

As per your request, I submit the following Change Order for extending E Road by 750 linear feet and adding two foot driveway aprons on A Road & Collecting Canal Road at the above referenced project. See Schedule "A" & "B".

Qualifications are as stated below:

- Driveway Aprons shall be paid by actual field measurements.
- No item included unless specifically stated.

Your timely review and approval is requested.

Respectfully,

Michael Wonnell

Michael Wonnell

Project Manager

J.W. Cheatham, LLC.

7396 Westport Place West Palm Beach, FL 33413 Phone: (561) 471-4100 Fax: (561) 471-8348

Page 1 of 1

Town FY25 A Road & Collecting Canal Road Improvement Program(Change Order # 1)
Schedule of Values (Schedule "A")

E Road Extension @ 750 LF x 18'

Mobilization	1	LS	@	\$	1,711.00	/LS	\$	1,760.00
Finish Baserock	1500	SY	@	\$	2.50	/SY	\$	3,750.00
Prime Baserock	1500	SY	@	\$	0.85	/SY	\$	1,275.00
2.5" SP 12.5 Asphalt	1500	SY	@	\$	17.60	/SY	\$	26,400.00
6" White Thermoplastic Stripe	1500	LF	@	\$	1.10	/LF	\$	1,650.00
6" Yellow Thermoplastic Stripe	750	LF	@	\$	2.20	/LF	\$	1,650.00
Subtotal:							\$	36,485.00

A Road & Collecting Canal Road (2' Driveway Aprons)

Finish Baserock	228	SY	@	\$	2.50	/SY	\$	570.00
Prime Baserock	228	SY	@	\$	0.85	/SY	\$	193.80
2.5" SP 12.5 Asphalt	228	SY	@	\$	17.60	/SY	\$	4,012.80
Subtotal:							\$	4,776.60

Driveway Apron (Schedule "B") A & Collecting**Canal Road****Width****Length****SY**

1	2.00	92	20.44
2	2.00	36	8.00
3	2.00	22	4.89
4	2.00	74	16.44
5	2.00	87	19.33
6	2.00	47	10.44
7	2.00	35	7.78
8	2.00	35	7.78
9	2.00	37	8.22
10	2.00	41	9.11
11	2.00	63	14.00
12	2.00	30	6.67
13	2.00	36	8.00
14	2.00	50	11.11
15	2.00	36	8.00
16	2.00	43	9.56
17	2.00	29	6.44
18	2.00	49	10.89
19	2.00	18	4.00
20	2.00	23	5.11
21	2.00	29	6.44
22	2.00	37	8.22
23	2.00	23	5.11
24	2.00	30	6.67
25	2.00	25	5.56
Total SY's :			228.22

mike.wonnell@jwcheatham.com

From: Craig Lower <clower@loxahatcheegrovesfl.gov>
Sent: Tuesday, May 12, 2026 3:07 PM
To: mike.wonnell@jwcheatham.com
Subject: Re: J.W. Cheatham, LLC (Revised COI)
Attachments: JW Cheatham Contract_compressed.pdf

Good Afternoon,

Please give me call on the change orders

Town council has asked for two add on (change orders).

One will be on the E road portion. Extending the paving another 750ft

The other will be on A road and Collecting canal portion. They are asking for driveway aprons approximately 25-28

I hope you have received the signed contract if not here it is.

Thank you

Craig Lower
Public Works Director, CDM
Town of Loxahatchee Groves
245 W. D Road
Loxahatchee Groves, FL 33470
Clower@loxahatcheegrovesfl.gov
Direct: (561) 807-6671



**LOXAHATCHEE
GROVES**
F L O R I D A

From: mike.wonnell@jwcheatham.com <mike.wonnell@jwcheatham.com>
Sent: Friday, May 8, 2026 2:20 PM
To: Kenthia White <kwhite@loxahatcheegrovesfl.gov>; Jeff Kurtz <jkurtz@loxahatcheegrovesfl.gov>
Cc: Craig Lower <clower@loxahatcheegrovesfl.gov>
Subject: RE: J.W. Cheatham, LLC (Revised COI)

Thank you

Sincerely,
Michael Wonnell
Project Manager
J.W. Cheatham, LLC

COMMITTEE WORKSHEETS RECEIVED

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:

By Wikipedia’s definition: “A rural town is a small, geographically isolated settlement surrounded by open countryside, farmland, or natural landscapes. These communities are defined by their low population density, lack of extensive infrastructure, and an economy typically rooted in agriculture, forestry, or the extraction of raw materials rather than heavy industry.”

Within the context of the town of Loxahatchee Groves, Okeechobee Blvd. North seems to have more land where houses are not so close from one another. F Road and E Road Meet with Crestwood Park, which is a big field of wetland/ lakes.

Within the context of the town of Loxahatchee Groves, Okeechobee Blvd. South is not a rural area. We have immediate access to busy traffic roads and homes are closer to one another compared to Okeechobee Blvd. North.

Rural areas and wildlife habitats are fundamentally linked. I moved to Loxahatchee Groves in 2020. We used to see wild rabbits, armadillos, coyotes, and even a panther once. However, this has changed. It’s been a while since we saw rabbits or armadillos. I saw a young coyote dead by Southern Blvd recently. This is extremely sad.

There are towns in Florida with many plant nurseries and nursery fields that are not necessarily located in rural areas designation.

The equestrian lifestyle could serve as a powerful catalyst for reviving our “rural” culture. It might be a good idea to start considering the equine industry as a possible backbone for the town’s “rural” prosperity. I would like to know more about council member Anita Kane’s Equestrian State concept as this might be the best and only way to preserve our “rural” culture.

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:

Public safety should be #1. I don't know about the rest of the Loxahatchee Grove area. But I do know that in San Diego Drive, we have many families with children. We should guarantee the safety of family and children, no questions asked. Tax budget is designed to pay and guarantee police patrolling and safety. Loxahatchee residents, homeowners, taxpayers should have what we pay for.

In addition, our busy roads will be safer with police patrolling. Statistically, the presence of police reduces traffic accident rates, home invasion and thefts, crimes over all.

Rural preservation and tree conservation are intrinsically linked. This is my #2.

Council member Anita Kane spoke about something very important in the last council member meeting (June 2, 2026). She said we should not be approving trees removal until the site plan is approved. I saw with my own eyes two Florida pine trees go down and that was brutal to watch. The landowner didn't even have a loan approved to build a home; yet he was given permits to remove 2 Florida pine trees. This was very irresponsible.

People move to rural areas, but they don't want to have trees because they are high maintenance. My suggestion is that we really need to start drawing the line when it comes to tree removals.

Equestrian support is my #3. We need to have more conversations about Equestrian Centers, Equine Tourism etc.

Article from Equine Land Conservation Resources

Seven Steps to Planning for an Equestrian-Friendly Community for Community Leaders and Planners; Date August 13, 2014;

"Equestrian estates provide vital support to rural areas by stimulating the local economy, preserving open green space, and funding agricultural conservation."

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:

Community events:

Google:

“Florida’s Sunshine Law does not prohibit towns from accepting donations to fund community events. The open government statute primarily dictates that discussions among elected officials remain public, rather than regulating how funds are raised. However, [Florida](#) municipalities typically require formal donation policies to maintain transparency and prevent conflicts of interest”

“Many municipalities and regional groups accept donations to fund community events. In the [Loxahatchee Groves](#) and [Palm Beach County](#) area, you can directly contribute to or sponsor local festivities through established community networks.”

During June 2, 2026 meeting, Council Member Manish Stood tried to talk about the possibility of seeking donations to fund the 20th year Towns Anniversary. There was a lot of confusion and misinterpretation around that subject. I see an opportunity here to bring this subject back. If this is feasible, can we have more conversations around this?

Concept / Initiative #2:

I have to think about a second one.

Addendum - what is the town's mission & vision. I looked for our vision & mission in our website. I couldn't find it. make it visible. we need to start promoting our vision among residents. Live our life to it's standard.

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. Paving of the roads. We all know that this is critical to modern infrastructure. Some roads are paved. I think there is more paving to complete.

2. Use truck weight and height advisory signs instead of building a gate and make Tangerine Drive private. I had a small discussion with council member Joe Stephens about this. I gave him the idea. We need to try advisory measures first. The reinforcement of policing for compliance might be necessary. (I think this also falls under Planning and Zoning as the road access and right of way is under discussion)

Loxahatchee Groves residents should be able to enjoy the right of pathway to all roads without exceptions.

3. I don't have another project in mind at the moment.

4.

5.

SECTION 5 — ADDITIONAL COMMENTS OR IDEAS

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

This is totally a new experience for me. I might be new to the Planning and Zoning Committee; however, I will do everything within my power to do research, read, and understand the information, language and semantics that define Planning and Zoning. I want to bring some kind of value to the committee. I have the conviction of knowing that no idea or conversation is too small or too big to process. Thank you,

SUBMITTED BY

Board/Committee: Planning and zoning

Name: Lissette Vazquez Martinez

Date: 06/09/26

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:

Low density Ag/Res (no less than 1 house per 5 acres) community that supports farming, ranching, and livestock activities with native plants, green space, and wildlife.

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:

- ① Keep commercial on Southern Blvd & South of Tangerine
- ② Preserve and encourage the growth of native plants and wildlife areas
- ③ Support local ag farms & businesses

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:

① Remove non-conforming business on Dkeechobee Blvd

Concept / Initiative #2:

② Start a fund to buy property to preserve for wildlife

② Apply for grants to buy native plants to plant around town

② **SECTION 4 — BOARD PRIORITIES & REQUESTS TO TOWN COUNCIL**

② Apply grants to give residents plants for planting on their property

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

③ Start a Green Market - Invite local farmers/ag businesses to sell their products.

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: _____

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:

A community of large lots maintaining our 5 acre minimum for larger ones that want to split with a strong equestrian presence while trying to preserve our tree canopy with common sense but not overly restrictive policies toward new development

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:

Smart growth in our commercial corridor with buffers for near by homes. No high traffic businesses within local neighborhoods - example... businesses with more than 9 or 10 employees and large amounts of traffic that disturb the tranquility and safety of our neighborhood streets.
Forward Thinking planning toward growth.

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: Finish the trail system

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. Smart, but not overly restrictive growth along Southern + Okeech
2. One for One Tree replacement of specimen trees or even
3. 2 for 1 = ex 2 slash plant 1 cypress → rare species
4. 3 for 1 = ex 3 slash plant 1 oak → large canopy
5. Flexibility when not detrimental to our community

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: ULDC

Name: Robert Austin

Date: 6-6-26

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:

Live and let live that supports uniqueness, thrift and a lifestyle based on productive land use. It is almost a solitary family-compound existence. It is a feudal, land-based ~~conservation and protection of nature and wildlife.~~ conservation and protection of nature and wildlife.

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:

Protection comes from within, meaning town staff, vendors and other leadership defends our Charter, Comprehensive Plan, UDC instead of modifying it support non-conforming uses and outsiders wanting to decimate it.

Town staff needs to become more conservative in spending in all facets and reduction ~~in~~ number of employees, AS WELL AS

~~stop hiring~~ Executing redundancy in hiring vendors + consultants performing duplicate and unnecessary efforts. Also need to stop hiring friends + family members, who need jobs. Clean-up AR + payments for people no longer employed by the Town.

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:

Annual country fair (during winter season) ^{Feb/March}

Concept / Initiative #2:

Veteran's Day Parade

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. Conservative spending with documentation
2. Hold staff to quantifiable, job performance
3. ~~work~~ work within boundaries of state law
4. and statutes
5. Finish linear ~~and~~ park

SECTION 5 — ADDITIONAL COMMENTS OR IDEAS

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

Confront the brutal facts - change is painful. Plan for growth and embrace success will happen.

SUBMITTED BY

Board/Committee: ULDC

Name: Laura Danowski

Date: JUNE 8, 2026

Rural Definition i. Ag residential, low density, open space, natural environment, tree canopy and conservation, less urban structure, large properties. ii. Animal trails, wildlife iii. Large equestrian properties. iv. Lots of Trees, animals, 2 lane roads. Motorist wave when passing. No two houses or properties look the same

Strategic Pillars i. Protect conservation easements, protect canal infrastructure, new commercial blend into the existing environment . Strengthen landscaping code – non uniform perimeter landscaping/lake shores ii. Public safety – get back PBSO, Rural preservation – do not remove trees until stie plan approved, Equestrian support – support equestrian estates/ranches. iii. Encourage equestrian trails – Protect Conservation easements, Crime prevention – bring back volunteer Citizens on Patrol iv. Rural preservation – keep 1 dwelling unit per 5 acres, preserve trees, Public Safety – obtain solid long-term contract with PBSO, Maintain existing infrastructure using minimum staff time.

Concepts/Board Requests i. Weir system to hold water in canals North of Okeechobee ii. Improve and connect trails iii. More community Events – utilize existing policy to allow donations for community events iv. Adopt wildlife lighting, adopt Rural Vista guidelines for design and architectural regulations, maintain open space, No increase in living space, Maintain canals so they work properly v. Pave roads vi. Restrict trucks based upon truck weight and height before closing roads vii. More equestrian trails – get grant money, Maintenance of roads – finish so people can ride and be safe, create community events for children like equestrian shows, 4H program, create a community events area viii. Finish paving the main road grid to reduce grading and road rock costs, use box blade for dead end roads. develop a 10 year plan for canal bank restoration, enter into a long-term contract with PBSO, reduce staffing to minimal levels – only do what we can afford to do ix. Create Town Mission and Vision statements and post on the Town website. Create a culture that aligns with these statements.

AT Sherry, Chair

uldc committee presentation

RURAL DEFINITION...

For the ULDC, RURAL as it pertains to Loxahatchee Groves means...

Maintaining the community's low-density goals by upholding (fortifying) the existing standard of 1 (one) dwelling unit per 5 acres, while encouraging (nay, demanding) the preservation of open and green spaces and the natural landscapes that define (or should define) our unique and endangered identity.

Rural living includes supporting agricultural endeavors and industry that contribute to the local economy and reinforce the town's bucolic character. It also means promoting conservation and environmental stewardship to protect and preserve our natural resources, native tree canopy, green spaces and the wildlife habitats that rely on those resources. Rural development should respect town's Rural Vista Guidelines to ensure that any future commercial growth is thoughtfully designed and scaled to complement the community's values, agricultural heritage and quality of life rather than diminish them.

STRATEGIC PILLARS

1. Thoughtful growth, **Promote development patterns that support the Town's long-term vision rather than isolated site-by-site decisions.**
2. Ensure that the Town charter, Comprehensive Plan, Land use Codes, Planning & Zoning and Roads and Trails and Greenways policies are aligned and consistent with one another. This consistency will provide clear guidance for residents, businesses, developers AND town decision makers (council AND staff) it will reduce unnecessary conflicts and procedural obstacles and enable the Town to implement its vision effectively. A coordinated framework will support efficient governance (fiscal responsibility), protect community values and allow Loxahatchee Groves to move forward with confidence...about preserving its RURAL character, agricultural heritage and environmental resources.
3. Keep Commercial Zoning limited to the areas designated by the Charter, and do not settle for a landscape or architectural design dominated by cookie-cutter franchises. The land and rural character of our town should not bear the burden of preserving community identity on their own. If commercial development wants to operate within our Town's borders, it must be required to adhere to our rural design guidelines. Buildings, site plans, architecture, landscaping, signage, lighting and overall design should reflect what we as a Town deem the character of the community. The adaptable element should be the development itself-not the town's heritage, landscape or identity. Growth should fit the community...not force the community to fit the growth. Future generations should inherit a town with more trees, more open space and a stronger sense of place than exists today.
4. This one is a little tricky...and I may be speaking out of turn.. most of the committee submitted their written "homework"....which was easy for me to compile and hopefully I got it right. However not all were written and I did not want to omit those comments. The feeling I got in our discussion was to preserve Loxahatchee Groves "historical" identity. Many, many, many, MANY memories were shared about barefoot children, chickens and panthers roaming the land. As chairperson, my take-away was that we do our best to ensure that Loxahatchee Groves, maintain its rural and agricultural identity by strengthening its code to back up those ideals. Securing and identifying our borders to let folks know they are now entering, or leaving "Loxahatchee Groves" !! Taking measures to

ease the traffic throughout our Town also was a hot topic, with round-about and cut through road closures being mentioned as remedies. The trail/greenway system is also a hot topic that this committee would love to see in place, in our lifetime!!

COMMUNITY CONCEPTS AND INITIATIVES

1. RURAL CHARACTER AND DESIGN EXCELLENCE INITIATIVE

Recognition awards for exemplary development

Rural Vista Guidelines to create a community wide design frame-work requiring all new commercial and mixed-use development to reflect town's rural heritage through architecture landscaping, signage, lighting and site design.

GOAL — THAT EVERY NEW PROJECT STRENGTHEN TOWN'S IDENTITY RATHER THAN DILUTING IT.

2. Local First Initiative

Prioritize locally owned and operated businesses, artisans, agricultural enterprises over franchise development

A. Incentives for local business

B. Streamlined approvals for local business

C. Community market place and seasonal vendor programs (green markets, town yard sales, etc)

D. Help incubate unique business concepts

3. Conservation through/despite Growth

Require development to contribute directly to preserving open green space, agricultural land, tree canopy and natural features.

A. Conservation set-asides (easements in the form of green ways or scenic corridors),

B. Green corridors and wildlife connections, wildlife and "dark sky lighting

C. Preservation of historic/specimen trees

D. Robust agricultural buffers

E. Open-space dedication requirements

GOAL — Every new project leaves community greener and more resilient than before

4. Greenways, Linear Parks & Open Spaces, Canals as

Persue grants and partnerships to create a connected system of linear parks, greenways, trails and natural corridors (canals) throughout the community.

A. seek county, state, federal and private grant funding.

B. Connect parks, schools and commercial areas with trails and greenways.

C. Preserve natural habitats and drainage corridors

D. Expand recreational opportunities for residents

E. Improve walk ability, bike, equestrian access and overall public health

F. Create lasting green infrastructure that increases property values and community appeal!

5. Community Tree and Stewardship Initiative.

Identify and protect specimen and historical trees and promotes a culture of preserving and maintaining trees (especially wetlands) as a defining feature of the town

A. Plant a Tree/ don't clear cut/ transplant/ mitigate save the canopy incentive program

B. Seek grants for urban forestry and canopy expansion

C. Recognize residents and businesses that preserve mature trees

D. Strengthen/and enforce tree protection and fines if not adhered to during development

E. Encourage replacement ratios that result in more trees being planted or saved than being removed.

BOARD PRIORITIES AND REQUESTS TO TOWN COUNCIL

In my estimation of comments written and spoken...(and given the limitations of SB 180 on code changes) it is this committee's feeling that a push to find funding for linear parks, (maybe ULDC and RETGAC have some joint meetings) greenway, water conservation and drainage and open green spaces be a priority, encourage the preservation our green-ness. We can't be rural if we aren't green. We as a committee are willing to work on language regarding any of the aforementioned topics (as they might pertain to ULDC), so that, when SB 180 is no longer in effect, Town Council will have some recommendations available for it's consideration. Again this is a compilation of thoughts and ideas from our committee, to my fellow committee members...if I've left anything major out that we discussed, I apologize...this was an attempt to speak for us as a whole, and as it does or might pertain to the ULDC.

TOWN OF LOXAHATCHEE GROVES Strategic Visioning & Priorities Worksheet

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.

FAAC
As both a resident and a member of the Finance Advisory and Audit Committee, I believe the term “rural” in Loxahatchee Groves means preserving the unique character, lifestyle, and land-use patterns that originally defined the Town and continue to make it distinct within Palm Beach County.

Rural character includes maintaining low-density living, protecting agricultural and equestrian uses, preserving open space and natural drainage systems, supporting property rights, and avoiding over-urbanization that would fundamentally change the community's identity. It also includes maintaining roadway character, limiting excessive traffic impacts, preserving environmental resources, and supporting a quieter and more self-sufficient way of life that many residents specifically chose when moving to Loxahatchee Groves.

From a financial perspective, preserving rural character also means making thoughtful and sustainable decisions regarding growth, infrastructure, public safety, and long-term municipal obligations. As a rural community with a limited tax base and large geographic area, the Town must carefully evaluate future costs associated with development intensity, infrastructure expansion, drainage demands, and service expectations to ensure they remain financially sustainable for residents.

In conclusion, In my opinion, protecting the Town's rural identity and protecting resident property values are directly connected. Responsible planning, transparent government, fiscal accountability, and preservation of the Town's agricultural and equestrian heritage are all important components of maintaining the long-term quality of life that I think the residents value in Loxahatchee Groves.

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:

1. Rural Preservation & Responsible Growth

Preserve the Town's agricultural and equestrian character, low-density land use patterns, open space, and rural roadway identity while ensuring that future growth

local farming -
community engagement

Especially keeping away from being an HOA.

and development remain compatible with the community's long-term vision and quality of life.

2. Fiscal Responsibility & Government Transparency

Promote responsible budgeting, long-term financial planning, transparent decision-making, and accountability to residents. The Town should prioritize sustainable spending, careful management of taxpayer resources, and policies that protect long-term financial stability without placing unnecessary burdens on residents.

3. Infrastructure, Drainage & Environmental Resiliency

Prioritize maintenance and improvement of roads, canals, drainage systems, and other core infrastructure in a manner that supports public safety, protects property values, and respects the Town's unique environmental conditions and rural design.

4. Public Safety & Protection of Property Values

Support effective public safety services while ensuring service levels, contracts, and long-term obligations remain financially sustainable and aligned with the needs of a rural community. Protecting property values includes maintaining community appearance, infrastructure reliability, and overall quality of life for residents.

SECTION 4 — 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:

Develop a long-term Rural Infrastructure & Preservation Plan that prioritizes roadway maintenance, drainage improvements, canal management, and traffic mitigation in a manner that protects the Town's rural character while remaining financially sustainable. The plan should include long-term capital forecasting, grant opportunities, and prioritization of projects that directly protect resident property values and quality of life.

Concept / Initiative #2: Create a Rural Identity & Agricultural Support Initiative focused on promoting equestrian and agricultural heritage through community events, educational partnerships, responsible agritourism opportunities, and preservation-focused planning policies. This initiative could also encourage resident engagement while supporting local agricultural businesses and reinforcing the Town's unique identity within Palm Beach County.

SECTION 5 — 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:

Priority Requests:

1. Develop a long-term financial sustainability plan that includes multi-year budgeting, infrastructure forecasting, reserve analysis, and evaluation of future operational costs associated with growth, public safety, and capital projects.
2. Review and strengthen procurement, contracting, and financial transparency policies to ensure competitive practices, public accountability, and clear reporting of major expenditures, recurring contracts, and emergency or sole-source purchases.
3. Prioritize infrastructure and drainage improvements that directly protect resident property values, roadway safety, flood mitigation, and long-term resiliency while remaining consistent with the Town's rural character and fiscal capacity.
4. Continue evaluating public safety service models, agreements, and long-term cost structures to ensure service levels remain effective, financially sustainable, and appropriate for the unique needs of a rural community.
5. Support policies and planning initiatives that preserve the Town's agricultural and equestrian heritage, protect open space and low-density character, and maintain the overall quality of life that residents value in Loxahatchee Groves.

SECTION 6 — ADDITIONAL COMMENTS OR IDEAS Please provide any additional comments, recommendations, concerns, or ideas related to the future of Loxahatchee Groves.

As both a resident and a member of the Finance Advisory and Audit Committee, I believe it is important that future planning efforts remain focused on balancing rural preservation with long-term financial sustainability and responsible governance.

Loxahatchee Groves is unique in both its character and physical layout, and future decisions should carefully consider the long-term impacts of infrastructure expansion, development intensity, operational costs, drainage demands, traffic patterns, and public safety obligations. Maintaining the Town's rural identity will require thoughtful planning, fiscal discipline, transparency, and continued resident engagement.

I also believe the Town would benefit from increased long-term strategic planning efforts that include measurable goals, infrastructure prioritization, financial forecasting,

and periodic review of major service contracts and operational expenditures. Protecting resident property values and quality of life should remain central to future policy discussions and budget decisions.

Lastly, preserving trust between residents, staff, boards, and Town Council will continue to be critical to the Town's long-term success. Open communication, transparency, and collaborative decision-making are important components of maintaining a strong and sustainable rural community.

Strategic Plan

ITEM 5 — STRATEGIC PLANNING PILLARS This is broader than it looks.

The Town is trying to build:

- a unified strategic vision,
- rural preservation framework,
- and future policy priorities.

IMPORTANT SUBTEXT This initiative is really about:

- defining what “rural” means, —
- protecting property values, —
- and shaping future development pressure. —

The worksheet explicitly asks committees to define: —

- rural identity,
- infrastructure priorities,
- government transparency,
- agriculture/equestrian support,
- and quality of life goals.

FROM A FAAC PERSPECTIVE FAAC should keep this grounded financially. FAAC should focus on: **Strategic pillars tied to fiscal sustainability**

- Fiscal Stability
- Infrastructure Resiliency
- Rural Preservation
- Government Transparency
- Public Safety Efficiency

FAAC recommendations

1. Long-term financial planning

5-year forecasting
reserve policy review
capital planning

2. Procurement transparency

- annual reporting
- competitive review cycles

3. Infrastructure prioritization: Especially:

- drainage,
- roads,
- canal systems.

4. Preservation economics: How rural preservation affects:

- property values,
- tax base,
- and future infrastructure costs.