



Southwest Ranches Town Council

REGULAR MEETING Agenda of February 27, 2025

Southwest Ranches Council Chambers
7:00 PM Thursday

13400 Griffin Road
Southwest Ranches, FL 33330

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

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

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

Presentations

3. **Davie Fire Department - Wildfire Prevention**
4. **Public Comment**

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

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

Resolutions

9. **A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, URGING THE FLORIDA STATE LEGISLATURE TO ENACT LEGISLATION TO PROVIDE A PUBLIC RECORDS EXEMPTION FOR MUNICIPAL CLERKS AND EMPLOYEES WHO PERFORM MUNICIPAL ELECTIONS WORK OR HAVE ANY PART IN CODE ENFORCEMENT FUNCTIONS OF A CITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

Discussion

10. Proposed FY 2025-2026 Budget Calendar

11. Approval of Minutes

- a. December 4, 2024 Executive Session Meeting Minutes**
- b. December 12, 2024 Regular Meeting Minutes**
- c. December 18, 2024 Executive Session Meeting Minutes**
- d. December 18, 2024 Ethics Training Minutes**

12. Adjournment

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



Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL 33330-
2628

(954) 434-0008 Town Hall
(954) 434-1490 Fax

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

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

COUNCIL MEMORANDUM

TO: Honorable Mayor Breitreuz and Town Council
VIA: Russell C. Muñiz, Town Administrator
FROM: Debra M. Ruesga, Town Clerk
DATE: 2/27/2025
SUBJECT: Legislation Providing Public Records Protection for Municipal Clerks

Recommendation

Town Council consideration for a motion to approve the resolution.

Unanimous Vote of the Town Council Required?

No

Strategic Priorities

A. Sound Governance

Background

Many municipal staff who perform duties that include, or result in, investigations into complaints regarding election fraud, legal enforcement of hearings that could lead to a criminal prosecution or code enforcement actions are exposed to threats and other acts of violence. Indeed, municipal clerks often administer elections, and some election workers have been targeted for threats and violence due to the nature of materials they are responsible for. Similarly, municipal clerks are often involved in legal enforcement proceedings in actions related to violations of codes and ordinances and, occasionally, these proceedings have led to retaliation and threats by defendants.

Currently public records exemptions in Florida include those for local personnel who either investigate, enforce or otherwise provide a service that can result in contentious interactions when action is taken, and municipal clerks and their staff fall within the need for a window for

greater protection. The Florida Association of City Clerks is very concerned about the safety and well-being of the municipal clerks and their staff who serve the public daily and are, oftentimes, the first municipal contact for citizens.

Fiscal Impact/Analysis

N/A

Staff Contact:

Debra M Ruesga, Town Clerk

Russell C. Muñiz, Town Administrator

ATTACHMENTS:

Description	Upload Date	Type
Resolution - TA Approved	2/20/2025	Resolution

RESOLUTION NO. 2025-XXX

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, URGING THE FLORIDA STATE LEGISLATURE TO ENACT LEGISLATION TO PROVIDE A PUBLIC RECORDS EXEMPTION FOR MUNICIPAL CLERKS AND EMPLOYEES WHO PERFORM MUNICIPAL ELECTIONS WORK OR HAVE ANY PART IN CODE ENFORCEMENT FUNCTIONS OF A CITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, many municipal staff who perform duties that include, or result in, investigations into complaints regarding election fraud, legal enforcement of hearings that could lead to a criminal prosecution or code enforcement actions are exposed to threats and other acts of violence; and

WHEREAS, municipal clerks often administer elections, and some election workers have been targeted for threats and violence due to the nature of materials they are responsible for; and

WHEREAS, municipal clerks are often involved in legal enforcement proceedings in actions related to violations of codes and ordinances and, occasionally, these proceedings have led to retaliation and threats by defendants; and

WHEREAS, currently public records exemptions in Florida include those for local personnel who either investigate, enforce or otherwise provide a service that can result in contentious interactions when action is taken, and municipal clerks and their staff fall within the need for a window for greater protection; and

WHEREAS, the Florida Association of City Clerks is very concerned about the safety and well-being of the municipal clerks and their staff who serve the public daily and are, oftentimes, the first municipal contact for citizens;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Southwest Ranches, Florida:

Section 1: The Town Council of the Town of Southwest Ranches hereby adopts the recitals set forth in this Resolution (whereas clauses) as the legislative findings of the Town Council.

Section 2: The Mayor and Town Council of the Town of Southwest Ranches, Florida, hereby urge and encourage the Florida State Legislature to enact legislation to provide a public records exemption for municipal clerks and employees who perform municipal elections work or have any part in code enforcement functions for a municipality.

Section 3: The Town Clerk is hereby directed and authorized to send a certified copy of this Resolution to Governor Ron DeSantis, each State Senator and State Representative in the Broward County Legislative Delegation, as well as the Florida League of Cities (FLC) and the Broward County Municipal Clerks Association (BCCMA).

Section 4: This Resolution shall take effect immediately upon its adoption.

[Signatures on Following Page]

PASSED AND ADOPTED by the Town Council of the Town of Southwest Ranches, FL,
this 27th day of February, 2025, on a motion by _____ and seconded by
_____.

Breitkreuz _____
Hartmann _____
Allbritton _____
Jablonski _____
Kuczenski _____

Ayes _____
Nays _____
Absent _____
Abstaining _____

Steve Breitkreuz, Mayor

ATTEST:

Debra M. Ruesga, CMC, Town Clerk

Approved as to Form and Correctness:

Keith M. Poliakoff, J.D., Town Attorney
1001.013.2025

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Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL 33330-2628

(954) 434-0008 Town Hall
(954) 434-1490 Fax

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

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

COUNCIL MEMORANDUM

TO: Honorable Mayor Breitreuz and Town Council
VIA: Russell C. Muñiz, Town Administrator
FROM: Emil C. Lopez, Town Financial Administrator
DATE: 2/27/2025
SUBJECT: Proposed FY 2025-2026 Budget Calendar

Recommendation

Unanimous Vote of the Town Council Required?

No

Strategic Priorities

Background

Fiscal Impact/Analysis

Staff Contact:

ATTACHMENTS:

Description	Upload Date	Type
Budget Calendar FY 2025-2026	2/26/2025	Resolution

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TOWN OF SOUTHWEST RANCHES Proposed Budget Calendar for FY 2025-2026

Thursday, February 27, 2025	Memo to Town Council proposing Budget Calendar for FY 2025-2026 presented at regular Council meeting
Friday, February 28, 2025	Budget Kick-Off with follow up email correspondence to Town staff including Advisory Board liaisons
Friday, March 7, 2025	Department's accomplishments, goals and objectives are DUE from Department Heads
Wednesday, March 19, 2025	Departmental and Advisory Boards operating, program modifications, and capital outlay requests and justification are DUE
Friday, March 28, 2025	Department revenue estimates from Department Heads are DUE
Tuesday, April 8, 2025	Departmental Meetings (10:00-11:30AM; 1:00-2:30PM; 3:00-4:30PM)
Wednesday, April 9, 2025	Departmental Meetings (10:00-11:30AM; 1:00-2:30PM; 3:00-4:30PM)
Thursday, April 10, 2025	Departmental Meetings (10:00-11:30AM; 1:00-2:30PM; 3:00-4:30PM)
Monday, April 14, 2025	Departmental Meetings (1:00-2:30PM; 3:00-4:30PM)
Thursday, May 1, 2025	Town Financial Administrator meets with Town Administrator and Town Attorney (preliminary condition assessment/recommendations/modifications)
Wednesday, May 14, 2025	FY2025-2026 Volunteer Fire Department Budget presentation to the Fire Advisory Board
May 19th to June 6th, 2025	Town Administrator and Town Financial Administrator to meet individually with Town Council members to obtain policy direction and guidance
Friday, May 30, 2025	Estimated Tax roll information available from Broward County Property Appraiser
Monday, June 2, 2025	Comments and feedback from Town Administrator, Town Attorney, and Departments are DUE
Thursday, June 26, 2025	Presents FY2025-2026 Volunteer Fire Department Budget to SWR Fire Board of Directors for approval
Tuesday, July 1, 2025	Town's certified taxable values received from Broward County Property Appraiser
Monday, July 14, 2025	Final Proposed Budget finished. Printing & distribution commences
Thursday, July 24, 2025	Preliminary Millage Rate and Initial FY2025-2026 Fire Protection and Solid Waste (SW) special assessment adoption at July Regular Council Meeting (all via resolutions)
Tuesday, July 29, 2025	First Budget Hearing for Broward County School Board
Monday, August 4, 2025	Deadline to send the Preliminary Millage Rate and Initial FY 2025-2026 Fire Protection and SW special assessment to the Broward County Property Appraiser Office and the Broward County Treasury Division
Tuesday, August 12, 2025	Budget Workshop on Proposed Budget (7 PM)- Mayor and Town Council (Community Invited)
On or prior to August 23, 2025	Notice for First Public Hearing through TRIM notice sent by Property Appraisers' office
Prior to August 23, 2025	Town advertises its non-ad valorem Special Assessments. Advertisement must run at least 20 days prior to final public hearing (09/11/2025) for assessment adoption.
Thursday, September 4, 2025	First Budget Hearing for Broward County Government
Tuesday, September 9, 2025	Second Budget Hearing for Broward County School Board
Thursday, September 11, 2025	First Public Hearing for Tentative Millage and Budget Adoption introduced for FY2025-2026 (via resolution and ordinance, respectively). Final Fire Protection and Solid Waste special assessment Adoption (via resolutions) at 6:00PM. Regular Council meeting begins at 7:30PM.
Monday, September 15, 2025	Deadline to send the adopted Final Fire Protection and Solid Waste special assessments to the Broward County Property Appraiser Office and the Broward County Treasury Division
Tuesday, September 16, 2025	Second Budget Hearing for Broward County Government
Saturday, September 20, 2025	First Date: advertisement can run for second public hearing
Tuesday, September 23, 2025	Last Date: advertisement can run for second public hearing
Thursday, September 25, 2025	Second Public Hearing for Final Millage and Budget Adoption (via resolution and ordinance, respectively) @ 6:00 PM. Regular Council meeting begins at 7:00PM
Sunday, September 28, 2025	Deadline to send the adopted Final Millage and Budget Adoption to the Broward County Property Appraiser Office and the Broward County Treasury Division
Tuesday, October 21, 2025	Deadline to send the adopted Final Millage and Budget Adoption to the Broward County Property Appraiser Office and the Broward County Treasury Division

Council Driven
Departments Driven
Executive Team Driven
Volunteer Fire Driven
Other
February 27, 2025
Finance Driven

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**EXECUTIVE SESSION MEETING MINUTES OF THE TOWN COUNCIL
Southwest Ranches, Florida**

Thursday 6:30 PM

December 4, 2024

13400 Griffin Road

Present:

Mayor Steve Breitkreuz

Vice Mayor Bob Hartmann

Council Member Jim Allbritton

Council Member Gary Jablonski

Council Member David S. Kuczenski

Russell Muñiz, Town Administrator

Debra M. Ruesga, Town Clerk

Keith Poliakoff, Town Attorney

An Executive Session Meeting of the Town Council of Southwest Ranches was held at 13400 Griffin Road in the Southwest Ranches Grand Oaks Conference Room. The meeting, having been properly noticed, was called to order by Mayor Breitkreuz at 6:45 PM. Attendance was noted by roll call and was followed by the Pledge of Allegiance.

The following cases were discussed:

1. **Town of Southwest Ranches adv. Supreme Organics**

Case: CACE 23016498

2. **Town of Southwest Ranches / Picket, Andre C.**

Case: 23003343MO10A

3. **Town of Southwest Ranches / Masson, Roberto v. Erdelyi, Melissa**

Case: DVCE22008057(59)

4. **Town of Southwest Ranches adv. Investment Management Marla, LLC**

Case: MAIN CASE NO. CACE23-021028 consolidated with CACE 24-000130(closed)

5. **Town of Southwest Ranches / Albisu-Rodriguez, Miguel**

Case: CACE 23-002405-CF10A

6. **Town of Southwest Ranches adv. Bruno Happy Dogs LLC**

Case: CACE 24-003510

7. **Town of Southwest Ranches v. Sky 1 Real Estate LLC – Circuit Court Case**

Case: CACE 24-004084

8. **Town of Southwest Ranches, et al. adv Atlas Investments LLC**

Case: CACE 24-003298

9. **Town of Southwest Ranches / Atlas Investments (2024 Code Violations Appeal)**

Case: CACE 24-009617

Adjournment

Meeting was adjourned at 8:40 p.m.

Respectfully submitted:

Debra M. Ruesga, Town Clerk

Adopted by the Town Council on this 27th day of February, 2025.

Steve Breitzkreuz, Mayor

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**REGULAR MEETING MINUTES OF THE TOWN COUNCIL
Southwest Ranches, Florida**

Thursday 7:00 PM

December 12, 2024

13400 Griffin Road

Present:

Mayor Steve Breitkreuz

Russell Muñiz, Town Administrator

Vice Mayor Bob Hartmann

Debra Ruesga, Town Clerk

Council Member Jim Allbritton

Emil C. Lopez, Town Financial Administrator

Council Member Gary Jablonski

Keith Poliakoff, Town Attorney

Council Member David S. Kuczenski

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

3. Presentation – Update on Town Birthday – Susan Kutz

Public Works Administrative Specialist Susan Kutz provided the Town Council with an update on the Town’s 25th Birthday Celebration event.

4. Public Comment

The following members of the public addressed the Town Council: Rick Cormier, John Steven Garate, and Rose A. Williams.

5. Board Reports

Harold Gubnitsky spoke on behalf of the Zero Waste Advisory Board. He talked about the December 3rd meeting and the topics of the meeting included developing a scope of work for the zero-waste consultant RFP, raising awareness for zero waste through education and reaching out to schools, and including meeting information in the Town Newsletter. He thanked the Town Council for their support on the zero-waste efforts.

Debbie Green spoke on behalf of the Schools and Education Advisory Board. She spoke about the upcoming Barn Dance on March 15th, and stated the Board needed volunteers and asked for support from the community.

6. Council Member Comments

Council Member Jablonski spoke about upcoming events within the Town such as Hazmat at the Barn on January 11th, the Country Fair and Carnival January 16th through the 20th, and Water Matters Day on March 8th. He talked about the Town’s 25th Anniversary event, the Town’s 5k scheduled for April 5th at Rolling Oaks Park, the Barn Dance on March 15th, and mentioned that the Holiday Lights Contest was completed. He wished everyone a happy holiday season.

Council Member Kuczenski wished everyone “Happy Holidays and a Happy New Year”. He discussed the Holiday Lights contest and expressed how amazing the homes looked and that it was a great event. He encouraged residents to participate next year.

Council Member Allbritton discussed the Holiday Lights Contest and spoke about how spectacular the decorations were and said residents should visit all the homes that participated to see them in person. He thanked the Rural Public Arts and Design Board for their hard work on the contest. He thanked the members of all the Town Advisory Boards for their efforts and said the Town would not be the same without them. He stated that he appreciates the trust that the Town and residents have put in him to continue to serve on the Town Council and said the next four years were going to be great for the Town.

Vice Mayor Hartmann spoke about the Holiday Lights Contest and thanked the residents that participated and the Rural Public Arts and Design Board for their efforts on the contest. He stated that the photos of the homes would be in next month's Town Newsletter. He spoke about Council Member Kuczenski's article in the upcoming Town Newsletter and the creativity he used to promote recycling. He stated the Town Council is always looking for ways to promote recycling and zero-waste and one of the ideas they are discussing is a photo contest for the "Creative Use" of your trash bins. He said it would probably be judged by the Zero Waste Advisory Board, and to look for it in the future. He discussed having a trip to the Reuter Recycling plant and that the dates of the trip and more details would be in a future Town Newsletter.

Mayor Breitreuz spoke about having the Town of Davie Police department patrol the interior roads of the Town and the issues the Town of Davie Police Department is having with their new reporting software and the time it takes to have reports issued. He asked Town Administrator Muñiz to work with the Town of Davie on having the interior road patrols increased and address the issues with the reporting. He addressed an issue that was expressed by a resident regarding another Town resident. He spoke about how neighbors should treat each other and respect each other. He discussed the upcoming New Year's holiday and the use of fireworks. He reminded residents that they are allowed to use fireworks on December 31st and January 1st and asked if any residents planned on using fireworks to please inform their neighbors so they could protect their animals. He wished everyone a happy holiday season and to be safe and to enjoy the time with their friends and families.

Council Member Jablonski reminded residents that if they are having large parties they need to apply for an Indoor / Outdoor Assembly permit and that it stipulates all the Town's rules for gatherings.

7. Legal Comments

Town Attorney Poliakoff wished everyone a happy holiday and happy new year. He addressed an issue that was brought up during Public Comments and stated the Town would research the matter. He announced the Town would be having an Executive/Shade Session on Wednesday, December 18th at 6:30 P.m. in the Grand Oaks Conference room at Town Hall. The subject matter would be all active litigation involving the Town.

8. Administration Comments

Town Administrator Muñiz asked that a discussion item regarding the duration of home construction be placed on a future agenda and explained the reasons why there may be a need to put a time limit on completing construction of new homes, including the impact it has on the community and the dangers presented during storms. Mayor Breitkreuz approved of having the item placed on the agenda of a future meeting for discussion. He addressed the issue Mayor Breitkreuz raised regarding the patrolling of the Town's interior roads. He stated the Public Safety Traffic Committee is working on increasing the patrols and details patrolling the areas, as well as beginning overnight details, in addition to the regular patrols.

Mayor Breitkreuz expressed his appreciation for the special details and for the Town of Davie Police Department. He stated his concern was that the regular details for the police department seem to be focused more on Griffin Road and would like the patrols to be on the interior roads to benefit the Town, unless they were needed on Griffin Road.

Town Administrator Muñiz stated that he has always expressed to the Town of Davie Police Department to have the patrols focused on the interior roads and would speak with the Town of Davie Police Administration to address the issue. He spoke about upcoming Town events such as the Fun Horse Show on February 15th, the Car Show and Chili Fest on the 22nd, and the Carnival and Country Fair January 16th through January 20th. He talked about the Town Hall holiday decorations and thanked Public Works Administrative Assistant for her efforts on having Town Hall decorated. He extended his wishes for residents to have a happy and healthy holiday season.

Ordinances – 2nd Reading

9. AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, ADOPTING THE FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS FOR FISCAL YEARS 2025-2029 PURSUANT TO CHAPTER 163, FLORIDA STATUTES; PROVIDING FOR A CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. {Approved November 21, 2024 on First Reading}

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

MOTION: TO APPROVE THE ORDINANCE ON SECOND READING.

Ordinances – 1st Reading

10. AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA; CREATING CHAPTER 28 OF THE TOWN OF SOUTHWEST RANCHES CODE OF ORDINANCES, TO CREATE A CHAPTER ENTITLED PUBLIC CAMPING OR SLEEPING; PROHIBITION; PENALTIES; COMPLAINTS; PROVIDING FOR SEVERABILITY, PROVIDING FOR CODIFICATION, AND PROVIDING AN EFFECTIVE DATE. {Second Reading to be held January 23, 2025}

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

MOTION: TO APPROVE THE ORDINANCE ON FIRST READING.

11. AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, REPEALING AND REPLACING ORDINANCE NO. 2024-003; AMENDING SECTION 9-5 OF CHAPTER 9 ENTITLED "NOISE" OF THE TOWN OF SOUTHWEST RANCHES CODE OF ORDINANCES, TO AMEND THE LIST OF EXEMPTIONS; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. {Second Reading to be held January 23, 2025}

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

MOTION: TO APPROVE THE ORDINANCE ON FIRST READING.

12. AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, ESTABLISHING A MINIMUM INTERIOR SPACE REQUIREMENT TO MAINTAIN CANINES WITHIN THE TOWN; PROVIDING FOR INSPECTION; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. {Second Reading to be held January 23, 2025}

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

MOTION: TO APPROVE THE ORDINANCE ON FIRST READING.

Resolutions

13. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A NEW AGREEMENT WITH J.A. MEDINA, LLC; APPROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2024-2025 TOWN BUDGET; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO EXECUTE THE AMENDMENT; AND PROVIDING AN EFFECTIVE DATE.

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

MOTION: TO APPROVE THE RESOLUTION WITH THE FOLLOWING AMENDMENT: THE MINIMUM CERTIFICATION LEVELS FOR THE FIVE (5) OFFICERS SHALL BE AS FOLLOWS:

- **ONE (1) OFFICER WITH CODE LEVEL FOUR (4) CERTIFICATION**
- **ONE (1) OFFICER WITH CODE LEVEL THREE (3) CERTIFICATION**
- **ONE (1) OFFICER WITH CODE LEVEL TWO (2) CERTIFICATION**
- **TWO (2) OFFICERS WITH CODE LEVEL ONE (1) CERTIFICATION**

IF AN OFFICER LOSES A RANK, THE CODE COMPLIANCE OFFICER WILL HAVE ONE HUNDRED TWENTY (120) DAYS TO OBTAIN CERTIFICATION TO REACH THAT LEVEL AGAIN.

14. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PURCHASE ORDER WITH HUURR HOMES, LLC IN THE AMOUNT OF THIRTYNINE THOUSAND SIX HUNDRED FIFTY-THREE DOLLARS AND FORTY CENTS (\$39,653.40) FOR COMPLETION OF THE SW 49TH COURT AND SW 202ND AVENUE DRAINAGE REHABILITATION PROJECT; APPROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2024-2025 TOWN BUDGET; AUTHORIZING THE TOWN ADMINISTRATOR TO EXECUTE THE PURCHASE ORDER; AND PROVIDING AN EFFECTIVE DATE.

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

MOTION: TO APPROVE THE RESOLUTION.

15. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, CONSENTING TO THE CITY OF SUNRISE PROVIDING WATER SERVICES TO 14741 SUNSET LANE, REAL PROPERTY LYING WITHIN THE TOWN OF SOUTHWEST RANCHES, FLORIDA; PROVIDING THAT NO FURTHER EXPANSION OF SERVICE SHALL BE PERMITTED WITHOUT THE EXPLICIT WRITTEN CONSENT OF THE TOWN; PROVIDING FOR A CERTIFIED COPY OF THIS RESOLUTION TO BE FURNISHED TO THE CITY OF SUNRISE; AND PROVIDING AN EFFECTIVE DATE.

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

MOTION: TO APPROVE THE RESOLUTION.

16. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, EXTENDING THE TERM OF THE COMPREHENSIVE PLAN ADVISORY BOARD (CPAB); RESTATING THE BOARD'S SCOPE; AUTHORIZING TOWN COUNCIL MEMBERS TO ADMINISTRATIVELY APPOINT BOARD MEMBERS; AND PROVIDING AN EFFECTIVE DATE.

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

MOTION: TO APPROVE THE RESOLUTION.

17. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, EXTENDING THE TERM OF THE DRAINAGE AND INFRASTRUCTURE ADVISORY BOARD (DIAB); RESTATING THE BOARD'S PURPOSE AND OBJECTIVES; AUTHORIZING TOWN COUNCIL MEMBERS TO ADMINISTRATIVELY APPOINT BOARD MEMBERS; AND PROVIDING AN EFFECTIVE DATE.

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

MOTION: TO APPROVE THE RESOLUTION.

18. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, EXTENDING THE TERM OF FIRE ADVISORY BOARD (FAB); RESTATING THE BOARD'S SCOPE; AUTHORIZING TOWN COUNCIL MEMBERS TO ADMINISTRATIVELY APPOINT BOARD MEMBERS; AND PROVIDING FOR AN EFFECTIVE DATE.

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

MOTION: TO APPROVE THE RESOLUTION.

19. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, EXTENDING THE TERM OF THE PARKS, RECREATION, FORESTRY, AND NATURAL RESOURCES ADVISORY BOARD (PRFNRAB); RATIFYING THE BOARD'S PURPOSE AND OBJECTIVES; AUTHORIZING TOWN COUNCIL MEMBERS TO ADMINISTRATIVELY APPOINT BOARD MEMBERS; AND PROVIDING AN EFFECTIVE DATE.

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

MOTION: TO APPROVE THE RESOLUTION.

20. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, EXTENDING THE TERM OF THE RURAL PUBLIC ARTS AND DESIGN ADVISORY BOARD

(RPADAB); RESTATING THE BOARD'S SCOPE; AUTHORIZING TOWN COUNCIL MEMBERS TO ADMINISTRATIVELY APPOINT BOARD MEMBERS; AND PROVIDING AN EFFECTIVE DATE.

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

MOTION: TO APPROVE THE RESOLUTION.

21. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, EXTENDING THE TERM OF THE SCHOOLS AND EDUCATION ADVISORY BOARD (SEAB); RESTATING THE BOARD'S SCOPE; AUTHORIZING TOWN COUNCIL MEMBERS TO ADMINISTRATIVELY APPOINT BOARD MEMBERS; AND PROVIDING AN EFFECTIVE DATE.

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

MOTION: TO APPROVE THE RESOLUTION.

22. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, EXTENDING THE TERM OF THE ZERO WASTE ADVISORY BOARD (ZWAB); RESTATING THE BOARD'S SCOPE; AUTHORIZING TOWN COUNCIL MEMBERS TO ADMINISTRATIVELY APPOINT BOARD MEMBERS; AND PROVIDING AN EFFECTIVE DATE.

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

MOTION: TO APPROVE THE RESOLUTION.

Discussion

23. Annual Review of Charter Officials

ITEM WAS TABLED BY REQUEST OF STAFF TO THE JANUARY 23, 2025 REGULAR TOWN COUNCIL MEETING AND A SPECIAL WORKSHOP MEETING FOR JANUARY 15, 2025 WAS SCHEDULED TO DISCUSS THE REVIEW OF THE CHARTER OFFICIALS.

24. Vacation of Town Rights of Way – Council Member Jablonski
Council Member Jablonski introduced the discussion item as the options for the Town on what to do with rights of way and clarified to Mayor Breitzkreuz that he was speaking about road rights of way. He stated the four options were:

- Do nothing with the right of way and leave it as it is

- Vacate the right of way, which would incur costs to the Town and petitioner
- A Maintenance, Indemnification, and Work agreement (MIW), which has no costs to either the Town or the property owner
- Converting the property into an easement, the property owner retains ownership, and the right of way is converted to an easement

He discussed areas of Stirling Road that are covered by easement and stated that the easement conversion has a minimal cost and property owners retain certain rights to the property.

Town Attorney Poliakoff clarified that permanent structures could not be built on easements and that in the case of easements the Town should use the MIW to protect both the Town and property owner.

Council Member Jablonski stated that he believed the best option for both the Town and property owners was the MIWs. He said that he would like the Town Advisory Boards to review the rights of way in the Town and provide feedback on the best option across the Town.

Council Member Kuczenski raised the question of how these options would affect the setbacks.

Community Development Director Julio Medina provided answers and feedback pertaining to the question.

Vice Mayor Hartmann clarified with Council Member that the intent of the discussion and working with the Town Boards would result in a Town policy regarding the rights of way.

Mayor Breitkreuz discussed the history of how the topic came about and that he wanted a policy on record to not set aside specific rights of way in the Town that would result in changes that would go against the Town's philosophy, such as road expansions. He spoke about working with the Public Works department review the road easements in the Town and provide a list to the Town Council of the roads where the easements are potentially much larger than the roads for review and then to the Town Advisory Boards such as the Parks Board, Drainage and Infrastructure Board, and possibly the Comp Plan Board, for review. He said that then the owners should be able to come to the Town and work with the Town on which options would be best for the Owner.

Vice Mayor Hartmann suggested that the Town set a timeframe.

Mayor Breitkreuz suggested July 1, 2026, as the date to complete the process. He clarified that he did not propose that anyone thinking of doing the process now or before the suggested date be put on hold, and that they would still be able to go through the process now.

The Town Council discussed this process as being the first part of the plan and that they would need further discussions and research to further develop easement rights.

Town Attorney Poliakoff explained the MIW agreement and process in further detail.

Mayor Breitzkreuz opened the discussion to the public for comment. After public comments, there was no further discussion.

Council Member Allbritton requested the Public Safety and Traffic Committee be reinstated for a temporary time frame again in 2025. After a discussion of the Town Council, it was decided the Public Safety and Traffic Committee be renewed by Resolution at the January 23, 2025 meeting.

25. Adjournment

Meeting adjourned at 8:59 p.m.

Respectfully submitted:

Debra M. Ruesga, CMC, Town Clerk

Adopted by the Town Council on this 27th day of February, 2025.

Steve Breitzkreuz, Mayor

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

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**EXECUTIVE SESSION MEETING MINUTES OF THE TOWN COUNCIL
Southwest Ranches, Florida**

Thursday 6:30 PM

December 18, 2024

13400 Griffin Road

Present:

Mayor Steve Breitkreuz

Russell Muñiz, Town Administrator

Vice Mayor Bob Hartmann

Keith Poliakoff, Town Attorney

Council Member Jim Allbritton

Council Member Gary Jablonski

Council Member David S. Kuczenski

An Executive Session Meeting of the Town Council of Southwest Ranches was held at 13400 Griffin Road in the Southwest Ranches Grand Oaks Conference Room. The meeting, having been properly noticed, was called to order by Mayor Breitkreuz at 6:55 PM. Attendance was noted by roll call and was followed by the Pledge of Allegiance.

The following cases were discussed:

1. **Town of Southwest Ranches v. 5901 SW 162 Avenue LLC**
Town Special Magistrate – Not A Court Case
2. **Town of Southwest Ranches adv. Supreme Organics**
Case: CACE 23016498
3. **Town of Southwest Ranches / Picket, Andre C.**
Case: 23003343MO10A
4. **Town of Southwest Ranches / Masson, Roberto v. Erdelyi, Melissa**
Case: DVCE22008057(59)
5. **Town of Southwest Ranches adv. Investment Management Marla, LLC**
Case: MAIN CASE NO. CACE23-021028 consolidated with CACE 24-000130(closed)
6. **Town of Southwest Ranches / Albisu-Rodriguez, Miguel**
Case: CACE 23-002405-CF10A
7. **Town of Southwest Ranches adv. Bruno Happy Dogs LLC**
Case: CACE 24-003510
8. **Town of Southwest Ranches v. Sky 1 Real Estate LLC – Circuit Court Case**
Case: CACE 24-004084
9. **Town of Southwest Ranches, et al. adv Atlas Investments LLC**
Case: CACE 24-003298
10. **Town of Southwest Ranches / Atlas Investments (2024 Code Violations Appeal)**
Case: CACE 24-009617

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

MOTION: TO APPOINT TOWN ADMINISTRATOR RUSSELL MUÑIZ TO SERVE AS THE ARBITER FOR THE PENDING CID/LEMON LIME CASE TO BE SCHEDULED FOR A PUBLIC HEARING AT A LATER DATE YET TO BE DETERMINED.

Adjournment

Meeting was adjourned at 7:30 p.m.

Respectfully submitted:

Debra M. Ruesga, Town Clerk

Adopted by the Town Council on this 27th day of February, 2025.

Steve Breitzkreuz, Mayor

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

**ETHICS TRAINING MEETING MINUTES OF THE TOWN COUNCIL
Southwest Ranches, Florida**

Thursday 7:30 PM

December 18, 2024

13400 Griffin Road

Present:

Mayor Steve Breitkreuz

Vice Mayor Bob Hartmann

Council Member Jim Allbritton

Council Member Gary Jablonski

Council Member David S. Kuczenski

Russell Muñiz, Town Administrator

Keith Poliakoff, Town Attorney

The Ethics Training meeting of the Town Council of Southwest Ranches was held at 13400 Griffin Road in the Southwest Ranches Grand Oaks Conference Room. The meeting, having been properly noticed, was called to order by Mayor Breitkreuz at 7:30 PM. Attendance was noted by roll call and was followed by the Pledge of Allegiance.

Town Attorney Poliakoff explained that the Broward County Ethics Code for Elected Officials required four hours of annual ethics training. As no breaks would be taken, he anticipated that the training would take approximately two hours to complete but count as the full number of training hours required. Town Attorney Poliakoff utilized the PowerPoint presentation from the Broward Office of Inspector General’s website to complete the training.

Adjournment

Meeting was adjourned at 8:30 p.m.

Respectfully submitted:

Debra M. Ruesga, CMC, Town Clerk

Adopted by the Town Council on this 27th day of February, 2025.

Steve Breitkreuz, Mayor

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