



**Town of Cutler Bay  
Council Meeting Agenda**

**Wednesday, September 17, 2025**

**6:00 PM**

**Town Hall**

**10720 Caribbean Blvd**

**Cutler Bay, FL 33189**

**Council Chambers**

**MAYOR AND COUNCIL MEMBERS**

Mayor Tim Meerbott

Vice Mayor Michael P. Callahan

Council Member Robert "BJ" Duncan

Council Member Suzy Lord

Council Member Richard M. Ramirez

**CHARTER OFFICIALS**

Town Manager Rafael G. Casals, ICMA-CM, CFM

Town Clerk Mauricio Melinu, CMC

Town Attorney Mitchell Bierman

Town Attorney Chad Friedman

**Decorum Policy**

No individuals shall make slanderous or unduly repetitive remarks or engage in any other form of behavior that disrupts or impedes the orderly conduct of the meeting, as determined by the Presiding Officer. No clapping, applauding, heckling or verbal outbursts in support or opposition to a speaker or his or her remarks shall be permitted.

Individuals addressing the Town Council must first be recognized by the Presiding Officer and must do so utilizing the designated podium in the Council Chambers. No more than one person may address the Council at a time unless specifically permitted by the Presiding Officer. Comments are to be made to the Town Council and not to the audience. Persons exiting the Council Chambers shall do so quietly. Any individuals determined to have violated the Rules of Decorum, as determined by the Presiding Officer, may be required to leave the Council Chambers.

**Notice To All Lobbyists**

Any person who receives compensation, remuneration or expenses for conducting lobbying activities is required to register as a Lobbyist with the Town Clerk prior to engaging in lobbying activities before the Town Council pursuant to Sec. 2-236, Town Code and Sec. 7.6, Town Charter.

**To Watch or Listen to the Public Meeting Virtually:**

The meeting is accessible to the public live via Zoom:

Meeting ID: 835 2722 4162

You may listen to the meeting via telephone by dialing 786-635-1003.

**Public Comments will be accepted in advance of the meeting  
and during the live meeting by the following means:**

**BY STATING YOUR NAME, ADDRESS, AND AGENDA NUMBER**

**EMAIL THE PUBLIC COMMENT TO [TownClerk@cutlerbay-fl.gov](mailto:TownClerk@cutlerbay-fl.gov)  
PRIOR TO 5 PM TUESDAY, SEPTEMBER 16, 2025 AND LIMIT IT TO 400 WORDS**

**CALL 786-573-5529 AND LEAVE A MESSAGE, UP TO 3 MINUTES IN LENGTH,  
PRIOR TO 5 PM ON TUESDAY, SEPTEMBER 16, 2025.**

**To Participate in Telephone Public Comments During The Live Meeting:**

You will automatically be muted and will hear a recorded message advising how many participants are in the meeting and that if you wish to speak, you should press \*9 and the host will be alerted.

Pressing \*9 is known as "raising your hand." Once you press \*9, you will be placed in a queue to speak and will be called upon by your name or the last three digits of your telephone number. Please wait to be called upon.

Before delivering your comments, please provide: Your Name, Address, if you are a hired Consultant of Town Employee, and/or if you are engaged in Lobbying Activities and/or representing an organization.

Please be sure to be in a quiet area to avoid unnecessary noise.

A time limit of three minutes may be imposed for each speaker during public comment.

Your cooperation is appreciated in observing the time limit.

If you have questions regarding the meeting procedure, please email [mmelinu@cutlerbay-fl.gov](mailto:mmelinu@cutlerbay-fl.gov).

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**1. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE**

**2. PUBLIC COMMENTS**

Any person who wishes to comment on an agenda item which is not under public hearings may be heard at this time and must sign up in advance. Please limit your comments to three (3) minutes or less, as directed by the Presiding Officer. Comments made by members of the public are important to the Town Council. If appropriate, items may be referred to town staff for review and resolution. Speakers will address the Town Council with respect. Inappropriate language will not be tolerated.

**3. TOWN COUNCIL ANNOUNCEMENTS, BOARD & COMMITTEE REPORTS**

**3.a Town Council Monthly Reports**

Mayor Meerbott September 2025 Report

Vice Mayor Callahan September 2025 Report

Councilmember Duncan September 2025 Report

Councilmember Lord September 2025 Report

Councilmember Ramirez September 2025 Report

**3.b Proclamation - Dr. Edward L. Whigham Elementary Bolt Robotics Team**

**4. REPORTS**

**4.a Town Manager Report**

- a. Update on Design Services for 16-Acre Legacy Park and Municipal Complex (Emma Jones, Stantec)
- b. Update on Franjo Road Roadway Improvement Project (Stefano Viola, Kimley-Horn & Associates)
- c. Town Manager Monthly Report September 2025

**4.b Town Attorney Report**

**4.c Town Clerk Report**

**5. CONSENT AGENDA**

Any items shall be removed from the Consent Agenda for discussion or separate vote if requested or “pulled” by a Council Member or the Town Manager.

**5.a Approval of Minutes**

- July 16, 2025 Local Planning Agency Minutes
- July 16, 2025 Regular Town Council Minutes
- July 30, 2025 Town Council Workshop Minutes
- August 28, 2025 Town Council Workshop Minutes

**5.b Ratifying PO to Hamker Enterprises for Emergency Electrical Repairs-Lakes by the Bay Park**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, RATIFYING AND APPROVING THE ISSUANCE OF A PURCHASE ORDER TO HAMKER ENTERPRISES CORP. FOR THE EMERGENCY REPAIR OF THE MAIN ELECTRICAL BREAKER FOR LAKES BY THE BAY PARK; AND PROVIDING FOR AN EFFECTIVE DATE.

**5.c Approving First Amendment to T.F.R. Enterprises Contract-Emergency Debris Road Clearing Services**

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING A FIRST AMENDMENT TO THE CONTRACT FOR EMERGENCY DEBRIS ROAD CLEARING SERVICES WITH T.F.R. ENTERPRISES, INC.; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

**5.d Accepting FDEP Grant Agreement for the Saga Bay Community Water Quality Improvement Project**

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, ACCEPTING A STANDARD GRANT AGREEMENT FROM THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) FOR THE SAGA BAY COMMUNITY WATER QUALITY IMPROVEMENT PROJECT; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

**5.e Accepting FDOT LAP Agreement for the Caribbean Boulevard Complete Streets Project**

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, ACCEPTING A LOCAL AGENCY PROGRAM AGREEMENT FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE CARIBBEAN BOULEVARD COMPLETE STREETS PROJECT; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

**5.f Awarding RFP No. 25-02 Tree Trimming and Maintenance Services**

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, SELECTING SFM SERVICES, INC. FOR TREE TRIMMING AND MAINTENANCE SERVICES PURSUANT TO REQUEST FOR PROPOSALS (RFP) NO. 25-02; AUTHORIZING THE TOWN MANAGER TO NEGOTIATE AND ENTER INTO A PROFESSIONAL SERVICES AGREEMENT RELATED TO THE SAME; AND PROVIDING FOR AN EFFECTIVE DATE.

**5.g Stormwater System Maintenance Services-City of Aventura  
Piggyback**

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING THE SELECTION OF ENVIROWASTE SERVICES GROUP, INC. FOR STORMWATER SYSTEM MAINTENANCE SERVICES UTILIZING THE TERMS AND CONDITIONS OF THE CITY OF AVENTURA PURUANT TO RFP NO. 2024-7-1; PROVIDING FOR AN EXEMPTION FROM COMPETITIVE BIDDING; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

**5.h Approving Revocable License Agreement with Beacon Hill HOA-  
Rights of Way**

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING A REVOCABLE, NON-EXCLUSIVE LICENSE AGREEMENT WITH BEACON HILL HOMEOWNERS' ASSOCIATION, INC. RELATING TO CERTAIN TOWN-OWNED PUBLIC RIGHTS OF WAY LOCATED WITHIN THE BOUNDARIES OF THE BEACON HILL HOMEOWNERS' ASSOCIATION; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

**5.i Selecting Dex Imaging, LLC for Townwide Copier and Printer  
Solutions**

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING THE SELECTION OF DEX IMAGING, LLC FOR COPIERS, FAX, MULTIFUNCTION MACHINES, AND SERVICES; PROVIDING FOR WAIVER OF COMPETITIVE BIDDING DUE TO IMPRACTICABILITY; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

**6. QUASI-JUDICIAL HEARINGS (PUBLIC HEARING REQUIRED)**

(These hearings are scheduled to begin being heard not later than 7:00 P.M.)

All persons addressing the Town Council shall be sworn-in prior to giving testimony and may be subject to cross examination. All persons addressing the Town Council shall state their name and address for the record.

Each party will be limited to a presentation of 20 minutes. This time limitation may be extended by the chair of the meeting.

**7. PUBLIC COMMENTS**

Any person who wishes to comment on an agenda item which is not under public hearings may be heard at this time and must sign up in advance. Please limit your comments to three (3) minutes or less, as directed by the Presiding Officer. Comments made by members of the public are important to the Town Council. If appropriate, items may be referred to town staff for review and resolution. Speakers will address the Town Council with respect. Inappropriate language will not be tolerated.

**8. ORDINANCES FOR FIRST READING (NO PUBLIC HEARING REQUIRED)**

**9. ORDINANCES FOR FIRST READING (PUBLIC HEARING REQUIRED)**

**10. ORDINANCES FOR SECOND READING (PUBLIC HEARING REQUIRED)**

**10.a Amending Chapter 3 Relating To Golf Cart Parking Standards And Minimum Parking Ratio Calculations**

AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AMENDING SECTION 3-142, "PARKING SPECIFICATIONS," AND SECTION 3-144, "MINIMUM PARKING RATIOS," OF CHAPTER 3 OF THE TOWN CODE OF ORDINANCES RELATING TO GOLF CART PARKING STANDARDS AND MINIMUM PARKING RATIO CALCULATIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

*Sponsored by: Mayor Tim Meerbott*

**11. RESOLUTIONS**

## 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 the 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.

This meeting is open to the public. In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodation or a sign language interpreter to participate in this proceeding should contact the Town Clerk at (305) 234-4262 for assistance no later than four days prior to the meeting. Hearing Assistance Devices are available with the Town Clerk.

Wireless connection GUEST@TOWNOFCUTLERBAY is now available in the Town Council Chambers. Once connected, you will be redirected to the new splash page where you must read the Terms of Service and click "I Accept Connect Me Now." Please make note there is a maximum of two (2) hours before you are automatically disconnected from the Wi-Fi and must reconnect.

We, the Town Council of Cutler Bay, hereby recommit ourselves to maintain civility in our public and political discourse and we hereby pledge our commitment to the following principles:

We will respect the right of all citizens in our community to hold different opinions;  
We will avoid rhetoric intended to humiliate or question the wisdom of those whose opinions are different from ours;  
We will strive to understand differing perspectives;  
We will choose our words carefully;  
We will speak truthfully without accusation and we will avoid distortion; and  
We will speak out against violence, prejudice and incivility of their forms, whenever and wherever they occur.