



**TOWN OF LAKE HAMILTON  
PARKS AND RECREATION ADVISORY BOARD  
MEETING AGENDA  
Wednesday, May 25, 2022  
2:00 P.M.**

The Lake Hamilton Parks and Recreation Advisory Board will hold a Regular Meeting on Wednesday, May 25, 2022, at 2:00 PM at the Town Hall, 100 Smith Ave, Lake Hamilton, FL 33851.

- 1. CALL TO ORDER BY THE CHAIR**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL OF BOARD MEMBERS BY THE CLERK**
- 4. ITEMS TO BE DISCUSSED BY THE BOARD:**
  - a. Nominations for Board Chair
  - b. Nominations for Vice Chair
  - c. Nominations for Secretary
  - d. Establish Meeting Dates and Times
  - e. Decide budget for July 2<sup>nd</sup> Celebration
  - f. Discuss Town Policy on Reserving the Ball Fields
  - g. Update of Park Improvements
- 5. ADJOURNMENT**

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND F. S. 286.26, PERSONS WITH DISABILITIES NEEDING SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THESE PROCEEDINGS PLEASE CONTACT TOWN CLERK, BRITNEY SANDOVALSOTO, TOWN HALL, LAKE HAMILTON, FL AT 863-439-1910 WITHIN TWO (2) WORKING DAYS OF YOUR RECEIPT OF THIS NOTIFICATION. IF A PERSON DESIRES TO APPEAL ANY DECISION MADE BY THE TOWN COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT ITS MEETING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT, FOR SUCH PURPOSE, AFFECTED PERSONS MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE WHICH THE APPEALS IS TO BE BASED. (F.S. 286.26.105)

## ORDINANCE O-22-07

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, AMENDING THE LAKE HAMILTON CODE OF ORDINANCES, BY ADDING SECTION 2-140 ENTITLED "LAKE HAMILTON PARKS AND RECREATION ADVISORY BOARD" TO CHAPTER 2 (ADMINISTRATION) ARTICLE VI (BOARDS AND COMMITTEES) OF THE CODE OF ORDINANCES OF THE TOWN OF LAKE HAMILTON; PROVIDING FOR ESTABLISHMENT OF A PARKS AND RECREATION ADVISORY BOARD; PROVIDING FOR PURPOSE AND RESPONSIBILITIES OF THE PARKS AND RECREATION ADVISORY BOARD; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Hamilton, Florida, pursuant to s. 2(b), Art. VIII of the State Constitution, and Section 166.021, Florida Statutes, has the government, corporate and proprietary powers to enable it to conduct municipal government, perform municipal functions, and render municipal services, and may exercise any power for municipal purposes, except when expressly prohibited by law; and

WHEREAS, the Town of Lake Hamilton is experiencing a period of rapid growth; and

WHEREAS, the Town Council desires recognizes the need to plan for parks and recreational activities and facilities as the Town continues to grow; and

WHEREAS, the Town Council desires to amend its Code of Ordinances to create an advisory board to provide recommendations to the Town Council with regard to parks and recreation activities and facilities.

NOW THEREFORE, BE IT ENACTED BY THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, AS FOLLOWS:

### **Section 1. Amendment to Lake Hamilton Code of Ordinances.**

Section 2-140 is hereby created and added in its entirety to Chapter 2 (Administration), Article VI (Boards and Committees), and shall read as follows (~~striketrough~~ language deleted, underline language added):

### **Chapter 2 – Administration; Article VI – Boards and Committees**

#### **Section 2-140**

##### **Section 1. Establishment of Board.**

- (a) Created. Hereby created is the Town Parks and Recreation Advisory Board, hereinafter referred to as the "Board", which shall be legally constituted and recognized upon the appointment of members thereto, acceptance of membership thereon, and their holding of an organizational meeting at which required officers are appointed therefor.

- (b) Number of members. The membership of the Parks and Recreation Advisory Boards shall consist of five (5) members who shall serve without compensation.
- (c) Appointment of members. The Mayor with the advice and consent of the Town Council shall appoint all members to terms on the Board from persons who are qualified electors (residents) of the corporate limits of the Town, but who are not elected members of the Town Council. The members of the Board shall serve at the pleasure of the Town Council.
  - (1) Due consideration may be given to representation from various geographic sections within the Town so that each member shall not be from the same general area.
  - (2) Due consideration may be given to diversified experience in parks and recreation interests and activities so that each member provides a unique dimension to the Board.
- (d) Terms: filling vacancies. All appointments to the Parks and Recreation Advisory Board shall be for terms of three years' duration, except for appointments to fill unexpired terms for vacancies which may from time to time occur. Appointments to fill unexpired terms shall be for the duration of the unexpired term. Any member whose term expires may be reappointed for one (1) additional term.
  - (1) Board member terms shall be staggered so that no more than two members' terms expire in any given year. Any vacancy occurring during the unexpired term of office of any member shall be filled by the Town Council for the remainder of the term, with such vacancy to be filled within 30 days of its occurrence.

**Section 2. Officers.**

The Board shall elect a chairperson, a vice-chairperson, and a secretary by a majority vote of the Board with a quorum present. The chairman, or in his absence, the vice-chairman, shall preside over all meetings of the Board. Officers shall serve terms of one year, or until a successor is elected and installed.

**Section 3. Functions; meetings; records.**

- (a) The Parks and Recreation Advisory Board of the Town of Lake Hamilton, Florida, is hereby authorized to:
  - (1) Serve as trustees to Sample Park.
  - (2) Act in an advisory capacity to the Department Director and the Town Council in matters pertaining to parks and recreation, programs, Town-sponsored events, and any parks and recreation related matters which are presented to the Board.
  - (3) Provide recommendations on policies, procedures, and grant funding as presented by the Department Director.
  - (4) Advise the Town Council on concerns and priorities of development for Town recreation areas, facilities, Town-sponsored events, and improved recreation services.

- (5) Provide recommendations on the development of long-term capital improvements and cooperate with other governmental agencies and civic groups in the advancement of parks and recreation planning.
  - (6) Review the parks, recreation facilities, and other related programs with the Department Director annually.
- (b) Quorum: For the transaction of business, a quorum of the Board must consist of three or more appointed members present to vote. The Boards may meet monthly on a date to be determined by the Department Director and the agenda will be presented to the Board unless it is determined there is no business to conduct. Meetings shall be governed by the Sunshine Law, including meetings being properly noticed, open to the public, and minutes being taken. The conduct of the meetings shall be generally governed by Roberts Rules of Order. The Board shall provide the opportunity for public comment at all meetings. Members of the public shall be permitted three minutes to comment on any agenda item. Additional time may be granted at the discretion of the Board. The Secretary of the Parks and Recreation Advisory board shall keep minutes of its proceedings showing the vote of each member, all of which shall be public record.

## **Section 2. Conflicts.**

All other ordinances in conflict with any of the provisions of this ordinance are hereby repealed to the extent of the conflict.

## **Section 3. Severability.**

If any section, paragraph, sentence, clause, phrase or word in this ordinance is for any reason held by a court of competent jurisdiction to be unconstitutional, inoperative or void, such holding shall not affect the remainder of this ordinance.

## **Section 4. Codification.**

It is the intention of the Town Council of the Town of Lake Hamilton, and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances of the Town of Lake Hamilton. The sections of this ordinance may be renumbered or re-lettered to accomplish such intention, and the word "ordinance" may be changed to "section," "article," or other appropriate word.

## **Section 5. Effective Date.**

This ordinance shall take effect immediately upon its adoption.

**INTRODUCED and PASSED on first reading this 1<sup>st</sup> day of February 2022.**

**PASSED and ADOPTED on second reading this 1<sup>st</sup> day of March 2022.**

  
MICHAEL KEHOE, MAYOR

ATTEST:

  
BRITTNEY SANDOVALSOTO, TOWN CLERK

Approved as to form:

  
HEATHER R. MAXWELL, ESQ., TOWN ATTORNEY

Record of Vote	Yes	No
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Roberson	✓	
Tomlinson	✓	
O'Neill	✓	
Wagner	✓	
Kehoe	✓	