



**TOWN OF LAKE HAMILTON
TOWN COUNCIL
REGULAR MEETING AGENDA
TUESDAY, OCTOBER 11, 2022
6:00 P.M.**

The Town Council of the Town of Lake Hamilton will hold a Regular Council Meeting on Tuesday, October 11, 2022, at 6:00 PM at the Town Hall, 100 Smith Ave, Lake Hamilton, FL 33851.

- 1. CALL TO ORDER BY THE MAYOR**
- 2. INVOCATION**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL OF COUNCIL MEMBERS BY THE CLERK**
- 5. SCHEDULED PRESENTATIONS**
 - a. National Community Planning Month- *pages 1*
- 6. CONSENT AGENDA**
 - a. September 13, 2022, Trim Hearing Minutes-*pages 2-3*
 - b. September 13, 2022, Regular Meeting Minutes- *pages 4-9*
 - c. September 27, 2022, Final Budget Hearing & Special Meeting Minutes- *pages 10-12*
- 7. RECOGNITION OF CITIZENS (Non-Agenda Items)**
- 8. OLD BUSINESS-**
 - a. Future Planning Items/Update/Action on WUP/AWS/WW/PRWC- *no pages*
- **Open Public Hearing**
- 9. NEW BUSINESS-**
 - a. Consider Pennoni Addendum 2 Phase 1 Wastewater Treatment Facility Design-*pages 13-16*
 - b. Consider Pennoni Supplemental Agreement for GIS System License Renewal-*pages 17-21*
 - c. Approve Town Clerk Evaluations- *no pages*
 - d. Consider Pausing Wastewater Increase for FY 2022-2023-*no pages*
- 10. STAFF REPORTS**
 - a. Interim Town Administrator-*no pages*
 - b. Town Clerk-*pages 22*
 - c. Police Department-*pages 23-30*
 - d. Code Enforcement- *no pages*
 - e. Community Development-*pages 31-32*
 - f. Public Works- *pages 33*
- 11. ATTORNEY COMMENTS**
- 12. COUNCIL MEMBERS COMMENTS**
- 13. 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, BRITTNEY SANDOVAL SOTO, 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)

Town of Lake Hamilton
PROCLAMATION
National Community Planning Month

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and special environmental places; and

WHEREAS, community planning helps manage change in ways that provide better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of Lake Hamilton; and

WHEREAS, the full benefits of planning requires public officials and citizens to take time to understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and

WHEREAS, the American Planning Association endorses National Community Planning Month as an opportunity to highlight how planning is essential to making preparations for and recovery from natural disasters like hurricane Ian and how planners can lead communities to resilient and long-lasting recovery; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed their time and expertise to the improvement of the Town of Lake Hamilton of Florida; and

WHEREAS, we further recognize the many valuable contributions made by our professional town, consulting, and regional planners to the Town of Lake Hamilton of Florida and extend our heartfelt thanks for the continued commitment to public service by these professionals.

NOW, THEREFORE, BE IT RESOLVED THAT, the month of October 2022 is hereby designated as Community Planning Month in the Town of Lake Hamilton of Florida in conjunction with the celebration of National Community Planning Month.

In Witness Whereof, I have hereunto set my hand and caused the Great Seal of the Town of Lake Hamilton, Florida to be affixed this 11th day of October 2022.

Michael Kehoe, Mayor

**TOWN OF LAKE HAMILTON
MINUTES
TRIM BUDGET HEARING
TUESDAY, SEPTEMBER 13, 2022
5:05 PM**

The Town Council of Lake Hamilton held a Trim Budget Hearing on Tuesday, September 13, 2022, at 5:05 PM, at 100 Smith Ave., Lake Hamilton, FL 33851.

CALL TO ORDER

Mayor Kehoe called the meeting to order at 5:05 p.m.

INVOCATION

Invocation was given by Angie Hibbard

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was recited by all.

ROLL CALL

Roberson, Tomlinson, O'Neill and Vice Mayor Wagner, and Mayor Kehoe were present. Interim Town Administrator Teague, Clerk Sandoval and Attorney Maxwell was present.

TRIM BUDGET HEARING

- Mayor Kehoe opened a public hearing at 5:07 PM

Review the Budget and Discuss the Percentage Increase in Millage over the RBR and the Reason for the Increase in Ad Valorem Tax Revenue

Attorney Maxwell announced the Taxing Authority, the Town of Lake Hamilton is considering a millage of 12.45% over the rolled back rate from the previous year. The reason for the increase is to fund the General Fund and Capital Improvements. The millage rate proposed is 8.4276.

Administrator Teague gave an overview of the budget that was presented in the packet and the increased costs for the General Fund and Capital Improvements.

First Reading of Resolution R-2022-13 to Adopt the 2022-2023 Millage Rate

Attorney Maxwell read the title for the record-

A Resolution of the Town Council of the Town of Lake Hamilton, Florida; adopting the millage rate for fiscal year 2022-2023 beginning at 12:01 am on October 1, 2022, and ending September 30, 2023; providing for conflicts; providing for severability; and providing for an effective date.

Motion made by Wagner and a second by O'Neill to approve the first reading of Resolution R-2022-13 adopting the 2022-2023 Millage rate.

Roberson questioned the increase in taxes.

No public comments were received.

A roll call vote was taken. Roberson nay, Tomlinson nay, O'Neill aye, Wagner aye, Kehoe aye.

Motion passed 3-2.

First Reading of Resolution R-2022-14 to Adopt the 2022-2023 Budget and CIP

Attorney Maxwell read the title for the record.

A Resolution of the Town Council of the Town of Lake Hamilton, Florida; adopting a budget for fiscal year 2022-2023 beginning at 12:01 AM on October 1, 2022 and ending September 30, 2023; reflecting the revenue generated together with the sources of the revenue; delineating the expenditures by department of activity; providing for conflicts; providing for severability; and providing for an effective date.

Motion made by O'Neill and a second by Wagner to approve the first reading of Resolution R-2022-14 adopting the budget and capital improvement plan for fiscal year 2022-2023.

Roberson questions if the budget reflects the millage rate from the previous resolution and was told it does.

No public comments were received.

A roll call vote was taken. Tomlinson aye, O'Neill aye, Wagner aye, Roberson nay, Kehoe aye.

Motion passed 4-1.

- Mayor Kehoe closed the public hearing at 5:13 PM

ADJOURNMENT:

Motion made by O'Neill and a second by Wagner to adjourn the Trim Budget Hearing at 5:14 PM.

No public comments were received.

Motion passed 5-0.

ATTEST:

Michael Kehoe, Mayor

Brittney Sandovalsoto, Town Clerk

Michael Teague, Interim Town Administrator

**TOWN OF LAKE HAMILTON
MINUTES
TOWN COUNCIL REGULAR MEETING
TUESDAY, SEPTEMBER 13, 2022
6:00 PM**

The Town Council of Lake Hamilton held a Regular Meeting on Tuesday September 13, 2022, at 100 Smith Ave., Lake Hamilton, FL 33851.

CALL TO ORDER

Mayor Kehoe called the meeting to order at 6:00 p.m.

INVOCATION

Invocation was passed as it was already done at the previous special meeting.

PLEDGE OF ALLEGIANCE

Invocation was passed as it was already done at the previous special meeting.

ROLL CALL

Roberson, Tomlinson, O'Neill, Wagner, and Mayor Kehoe were present. Interim Town Administrator Teague and Town Clerk Sandoval were present. Attorney Maxwell was present.

SCHEDULED PRESENTATIONS

Eric DeHaven, Polk Regional Water Cooperative-

Eric announced that he is the PRWC Executive Director, and he has taken over for Ryan Taylor. He is present because the Town is interested in changing to a project participant. The Cost is around \$1500. He gave a presentation regarding the cities that have already signed up and participants and how the cost is distributed between the cities. He noted that half of the cost is covered by grants. There is a total of \$6.5 million dollars cost to the cities. The water district and Heartland are covering some of the cost. The PRWC is for long term water security. Beyond 2025, the water district could cut the water use permits back. This also enhances the status with the water management district when renewing the water use permits. It would be difficult for the small town to come up with an alternative water supply by itself in the time needed.

Mayor Kehoe asked if the water from the PRWC was already treated.

Eric noted that the water is treated, and they are studying right now the differences in treatment. There may need to be an adjustment treatment to blend the water with the Town's current supply. There are Heartland funds available to help pay to receive and adjust the water plant to blend the water.

O'Neill asked the cost and when is it due.

Eric noted that it will begin in October 2024 and will continue for 20 years. The main funding is the loan. They have developed a business plan to project costs.

CONSENT AGENDA

Motion made by O'Neill and a second by Roberson to approve consent agenda items a, b, c, d, e, and f.

No public comments were received.

Motion Passed 5-0.

RECOGNITION OF CITIZENS

There were no citizens signed in to speak.

OLD BUSINESS

Future Planning Items Update/Action on WUP/AWS/WW-

Interim Town Administrator Teague noted that the wastewater treatment plant is under construction.

The water use permit came back this week with additional questions regarding one of the developments and they are working on getting those back.

- **Mayor Kehoe opened a public hearing at 6:12 PM.**

Ordinance O-22-22 Assessment Procedures

Attorney Maxwell read the title for the record.

An ordinance of the Town of Lake Hamilton, Florida relating to the funding of capital improvements and essential services through the imposition of special assessments; providing the procedure for the imposition of such special assessments; providing definitions and findings; authorizing the imposition and collection of special assessments to fund the cost of capital improvements and essential services providing a special benefit to real property within the town; authorizing the creation of assessment areas; providing for the optional and mandatory prepayment of assessments; establishing procedures for notice and adoption of assessment rolls and for correction of errors and omissions; providing that assessments constitute a lien on assessed property upon adoption of the assessment rolls; establishing procedures and methods for collection of assessments, including assessments imposed on government property; authorizing the issuance of obligations secured by assessments; providing for various rights and remedies of the holders of such obligations; providing that such obligations will not create a general debt or obligation of the town; providing for severability; and providing an effective date.

Mayor Kehoe noted that this ordinance is not putting any assessments, it is only creating the structure for assessments in the future.

Motion made by O'Neill and a second by Wagner to adopt on second reading Ordinance O-22-22.

No public comments were received. A roll call vote was taken. Roberson aye, Tomlinson aye, O'Neill aye, Wagner aye, Kehoe aye. **Motion passed 5-0.**

NEW BUSINESS

Ordinance O-22-23 Hamilton Bluff PUD Amendment

Attorney Maxwell read the title for the record.

An ordinance of the Town of Lake Hamilton, Polk County, Florida, amending a Planned Unit Development (PUD) named "Hamilton Bluff", amending the layout, increasing the parks total acreage and amending the percentage of forty-foot-wide and fifty-foot-wide lots but not increasing overall density; amending the "Hamilton Bluff PUD" approved October 5, 2021 via ordinance O-21-16; providing for severability, providing for correction of scrivener's errors; providing for conflict; and providing for an effective date.

Hibbard noted that there are 2 maps in front of Council members showing the amended layout. They are increasing the size of the park and it is one of the highest points in central Florida. The park will be open to the public and not in a gated community. In doing the increase to the park, they have to redesign the streets. None of the conditions are affected except the streets.

Tomlinson questioned if they are getting rid of 40-foot lots.

Hibbard noted that some have been reversed and 52% of the lots are 40-foot lots.

Ernest Wormley noted that there will be a parking issue with the changes to 40-foot lots.

Glen Lawhorn said it was ridiculous to approve the ordinance because the lot sizes are so small.

Keith, a resident of the town noted that he came and stressed to the council regarding the new developments, the road density and that the streets can not handle the traffic now and questioned how it would handle 20,000 more people. He asked about the traffic study and when roads would be paved.

Mayor Kehoe responded to the citizens questions.

Debra Lawson stated it is an infrastructure nightmare and questions who the 40-foot lots would be benefiting. She noted that Lake Hamilton could not take that kind of development.

Donielle Mixon questioned the park in the middle of the subdivision and how would that benefit if it is surrounded by houses.

Motion made by O'Neill and a second by Wagner to approve on first reading, Ordinance O-22-23.

Roberson noted that they did not want the lots reduced to 40 feet. Mayor Kehoe noted that this Ordinance does not change the lot sizes, those were already approved.

No further comments were received. A roll call vote was taken. Tomlinson nay, O'Neill aye, Wagner aye, Roberson nay, Kehoe aye. **Motion passed 3-2.**

Ordinance O-22-24 Feltrim Lakes Comp Plan Amendment

Attorney Maxwell read the title for the record.

An ordinance of the Town of Lake Hamilton, Florida, amending the comprehensive plan of the Town of Lake Hamilton, Florida, said amendment being known as amendment 22S06, amending the future land use map classification from agricultural lands and retail/ office/ residential to residential lands M for a 27.13 acre parcel of land located adjacent to the east side of Scenic Highway and adjacent to south side of Kokomo Road; and transmitting said amendment to the Department of Economic Opportunity for compliance review; providing for severability, providing for correction of scrivener's errors; providing for conflict; and providing for an effective date.

Interim Administrator Teague noted he spoke with Feltrim and they have been very helpful in the community. They are willing to put all impact fees up front and fill in one of the grid streets. Tomlinson questioned if they would be short term rentals.

Teague noted Lake Hamilton is not a vacation spot.

Hibbard gave a presentation for the comp plan amendment's intentions for town homes. She noted it would add affordable housing besides single family homes. There will be approx. 6 units per building with garages. The planning commission recommendation is to move forward with the comp plan amendment.

There was discussion regarding parks and improvements.

Glen Lawhorn noted that the density would be about 27 per acre and if the Council approves something like this on the little footprint, it will be bad.

There was discussion regarding the traffic, infrastructure, and existing businesses.

Mayor Kehoe closed the public comments.

Motion made by O'Neill and a second by Roberson to approve on first reading, Ordinance O-22-24.

No further comments were received. A roll call vote was taken. O'Neill aye, Wagner aye, Roberson aye, Tomlinson aye, Kehoe aye. **Motion passed 4-1.**

Ordinance O-22-25 Feltrim Lakes PUD

Attorney Maxwell read the title for the record.

An ordinance of the Town of Lake Hamilton, Florida, rezoning a 27.13-acre parcel of land located adjacent to the east side of Scenic Highway and adjacent to south side of Kokomo Road from AG – agricultural and C-2 neighborhood commercial to PUD – planned unit development zoning district; providing for severability, providing for correction of scrivener's errors; providing for conflict; and providing for an effective date.

Hibbard presented the PUD, and it is a follow up to the previous Ordinance. It is 5 units per building. They requested commercial space, to get more commercial businesses in Lake Hamilton. They have submitted everything requested regarding stormwater, roads and DOT's access points.

There was discussion regarding other cities and the commercial areas near residential homes.

There was clarification on how many units per acre and total units proposed.

Mayor Kehoe closed public comment.

Motion made by O'Neill and a second by Roberson to approve on first reading, Ordinance O-22-25.

No further comments were received. A roll call vote was taken. O'Neill aye, Wagner aye, Roberson aye, Tomlinson nay, Kehoe aye. **Motion passed 4-1.**

Mayor Kehoe closed the public hearing at 7:20 PM.

Resolution R-2022-15 Authorization to Open Bank Accounts for Impact Fees

Attorney Maxwell read the title for the record.

A resolution of the Town Council of the Town of Lake Hamilton, Florida; to authorize new town bank accounts at SouthState bank.

Town Clerk Sandoval Soto gave an overview of the 5 bank accounts that are being requested. 4 for the new impact fees and 1 for property and evidence.

Motion made by O'Neill and a second by Wagner to approve Resolution R-2022-15.

No public comments were received. A roll call vote was taken. Roberson aye, Tomlinson aye, O'Neill aye, Wagner aye, Kehoe aye. **Motion passed 5-0.**

Resolution R-2022-16 Transition to a Project Participant for the PRWC

Attorney Maxwell read the title for the record.

A resolution of the Town Council of the Town of Lake Hamilton, Florida; relating to the Town of Lake Hamilton transitioning to a project participant for the combined projects implementation agreement for the Polk Regional Water Cooperative; providing for incorporation of recitals; providing for authority; making findings; providing for directions to town staff; authorizing the execution of documents relating thereto; providing for severability; providing for applicable law; providing for conflicts, and providing for an effective date.

Mayor Kehoe noted that this resolution is so the Town can return to the PRWC as a project participant.

Motion made by Wagner and a second by O'Neill to approve Resolution R-2022-16.

No public comments were received. A roll call vote was taken. Tomlinson aye, O'Neill aye, Wagner aye, Roberson aye, Kehoe aye. **Motion passed 5-0.**

Consider Purchase of New Lawn Mower and Tractor for PWD

Interim Administrator Teague noted that they are requesting a new lawn mower and Tractor for public works to cover the additional mowing they have now with the roads that were recently acquired. He went for 3 bids and went with one of the higher bids because the maintenance on the machines could be done in the Town. He is requesting they be funded through the ARPA funds.

Tomlinson questioned if it had A/C and Teague noted it does not.

He also noted the contract with the lawn care company will be cancelled.

Motion made by O'Neill and a second by Tomlinson to approve the purchase of the Lawn Mower and Tractor.

No public comments were received. **Motion passed 5-0.**

Approve Communications Service Tax Agreement with Dept of Revenue

Town Clerk Sandoval Soto noted that is agreement with the Department of Revenue is an updated agreement to be able to access their database.

Motion made by Wagner and a second by Roberson to approve the Communications Service Tax Agreement with the Department of Revenue.

No public comments were received. **Motion passed 5-0.**

Staff Reports-

Town Administrator- Interim Administrator Teague noted that there is a lot of infrastructure going into the Town that was approved through the budget. There will be a Town Hall style meeting in October with the projects laid out to ask questions about. There are two projects on Hwy 27 and possibly a third.

Town Clerk- Clerk Sandoval Soto asked if anyone wanted to go to the RLC Dinner they would need to RSVP with her. Wagner stated she wanted to attend the RLC dinner. She requested a special meeting be scheduled after the Budget Hearing.

Police Department- Included in packet.

Code Enforcement- Included in packet.

Community development- Included in packet.

Public Works-Included in packet.

ATTORNEY COMMENTS: No comments

COUNCIL COMMENTS: No comments.

ADJOURNMENT:

Motion made by Wagner to adjourn the regular meeting at 7:40 PM. **Motion passed 5-0.**

ATTEST:

Michael Kehoe, Mayor

Brittney Sandoval Soto, Town Clerk

Michael Teague, Interim Town Administrator

**TOWN OF LAKE HAMILTON
MINUTES
FINAL BUDGET HEARING FOLLOWED
BY A SPECIAL MEETING
TUESDAY, SEPTEMBER 27, 2022
5:05 PM**

The Town Council of Lake Hamilton held a Final Budget Hearing followed by a Special Meeting on Tuesday, September 27, 2022, at 5:05 PM, at 100 Smith Ave., Lake Hamilton, FL 33851.

CALL TO ORDER

Mayor Kehoe called the meeting to order at 5:05 p.m.

INVOCATION

Invocation was given by Angie Hibbard

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was recited by all.

ROLL CALL

Tomlinson, O'Neill, Vice Mayor Wagner, and Mayor Kehoe were present. Roberson was absent. Interim Town Administrator Teague and Clerk Sandoval were present. Attorney Maxwell was absent.

FINAL BUDGET HEARING BUSINESS

Mayor Kehoe opened the public hearing at 5:07 PM.

Review the Budget

Interim Administrator Teague noted there are no changes to the budget from the last meeting and what is in the packet.

Clerk Sandoval Soto announced that this is a Final Budget Hearing for the Taxing Authority, Town of Lake Hamilton. The rolled back rate from the previous year was 7.4944 and the percentage increase for this year is 12.45%. The millage rate to be levied is 8.4276.

Second reading of Resolution R-2022-13

Clerk Sandoval Soto read the title for the record.

A resolution of the Town Council of the Town of Lake Hamilton, Florida; adopting the millage rate for fiscal year 2022-2023 beginning at 12:01 am on October 1, 2022 and ending September 30, 2023; providing for conflicts; providing for severability; and providing for an effective date.

Motion made by O'Neill and a second by Wagner to adopt on second reading, Resolution R-2022-13 adopting the millage rate.

No public comments were received. A roll call vote was taken. Tomlinson aye, O'Neill aye, Wagner aye, Kehoe aye. 4-0. **Motion passed.**

Second reading of Resolution R-2022-14

Clerk Sandoval Soto read the title for the record.

A resolution of the Town Council of the Town of Lake Hamilton, Florida; adopting a budget for fiscal year 2022-2023 beginning at 12:01 am on October 1, 2022 and ending September 30, 2023; reflecting the revenue generated together with the sources of the revenue; delineating the expenditures by department of activity; providing for conflicts; providing for severability; and providing for an effective date.

Motion made by Wagner and a second by O'Neill to adopt on second reading, Resolution R-2022-14 adopting the final budget.

No public comments were received. A roll call vote was taken. O'Neill aye, Wagner aye, Tomlinson aye, Kehoe aye. **Motion passed 4-0.**

Mayor Kehoe closed the public hearing at 5:11 PM.

SPECIAL COUNCIL MEETING BUSINESS

Consider right of way permit for spectrum

Motion made by O'Neill and a second by Tomlinson to approve the right of way permit for spectrum.

No public comments were received. **Motion passed 4-0.**

Consider appointment of Randi Golemme to the Parks and Recreation Advisory Board

Motion made by O'Neill and a second by Tomlinson to appoint Randi Golemme to the Parks and Recreation Advisory Board.

No public comments were received. **Motion passed 4-0.**

Resolution R-2022-17 Local State of Emergency

Clerk Sandoval Soto read the title for the record.

A resolution of the Town Council of the Town of Lake Hamilton, Polk County, Florida, declaring a local state of emergency for hurricane Ian simultaneously with Polk County, Florida; providing for conflicts; providing for severability; and providing for an effective date.

Motion made by O'Neill and a second by Tomlinson to approve Resolution R-2022-17 declaring a local state of emergency.

No public comments were received. A roll call vote was taken. Wagner aye, Tomlinson aye, O'Neill aye, Kehoe aye. **Motion passed 4-0.**

SouthState CD redemption

Clerk Sandoval Soto addressed the CD the Town has with SouthState Bank is maturing and the CPA recommends redeeming the CD and adding it to the General Fund to help with accounting.

Motion made by Wagner and a second by O'Neill to approve the redemption of the SouthState CD and place in the general fund as reserves.

No public comments were received. **Motion passed 4-0.**

Consider Service Agreement with Lakeland Area Mass Transit District

Clerk Sandoval Soto noted that this agreement includes the \$10,000 that was budgeted for fiscal year 22-23.

Motion made by O'Neill and a second by Tomlinson to approve the service agreement with the Lakeland Area Mass Transit District in the amount of \$10,000.

No public comments were received. **Motion passed 4-0.**

Consider ARPA Funding for WWTF Land Purchase

Interim Administrator Teague noted that he spoke with CPA Mike and noted that the money used to cover the purchases depleted the reserves of the Town and that the ARPA funds could be used to cover the expense. O'Neill noted that this was the intent of the Council at the time of the purchase to use the ARPA funds.

Motion made by O'Neill and a second by Wagner to approve the use of the ARPA funds to cover the wastewater land purchase.

No public comments were received. **Motion passed 4-0.**

Consider Amendment to Personnel Policy

Interim Administrator Teague noted that the changes presented include moving the pay week from 1 week to 2. The hours of operations were updated as well. The pay period and work week changed. Specialty pay was being paid out and it was never approved. He sent Harvey out to figure out what other cities were paying for on call pay and it was changed to \$50 a week.

Juneteenth was added as a paid holiday. Longevity pay was changed from a once a pay period to a lump sum payout in November and if someone leaves after the payout, the remainder will be deducted from their last paycheck. The vacation times were updated from 100 to 120 hours at 5 years, to four weeks at 10 years. The method of payment is now direct deposit. The retirement plan was listed incorrectly it said vested after 10 years, but it is only after 1 year. Sick pay was removed for 10 years, percentage already listed in the policy.

Motion made by O'Neill and a second by Tomlinson to approve the amendments to the personnel policy.

No public comments were received. **Motion passed 4-0.**

ADJOURNMENT:

Motion made by Wagner to adjourn the special meeting at 5:23 PM.

No public comments were received.

Motion passed 4-0.

ATTEST:

Michael Kehoe, Mayor

Brittney Sandovalsoto, Town Clerk

Michael Teague, Interim Town Administrator

September 9, 2022

Proposal No. LAKHA21011P

Mr. Michael Teague, Interim Town Administrator
Town of Lake Hamilton
Post Office Box 126
Lake Hamilton, Florida 33851

RE: ADDENDUM 2 TO SUPPLEMENTAL AGREEMENT TO MASTER AGREEMENT – PHASE 1 WASTEWATER TREATMENT FACILITY DESIGN

Dear Mr. Teague:

We are pleased to submit two (2) copies of Addendum 2 to the referenced Agreement to the Town to provide consulting engineering services for the referenced Project. This Agreement describes our scope of services to revise design plans, prepare/process an FDEP Construction Permit Modification, and assist with securing additional project loan funding to accommodate cost-saving measures implemented to modify the process equipment associated with the Town's Phase 1 Wastewater Treatment and Disposal Facility.

Upon review and approval, please sign and return one (1) executed copy of this Agreement to our office.

Please call me if you have any questions. We sincerely appreciate the opportunity to assist the Town of Lake Hamilton with this important Project.

Sincerely
Pennoni



Steven L. Elias, P.E.
Municipal Division Manager



Roger L. Homann, P.E.
Water and Wastewater Division Manager

- 1.0 GENERAL:** This is Addendum 2 to Supplemental Agreement LAKHA21011 to the Master Agreement between the Town of Lake Hamilton (Town, Client, or Owner) and Pennoni Associates Inc. (Engineer or Pennoni) for professional engineering services dated 9 February 2007. Except as provided for herein, the provisions of the Master Agreement between the Town and Engineer shall apply to this Supplemental Agreement.
- 2.0 EMPLOYMENT:** The Town hereby retains the continuing professional engineering services of Engineer, in consideration of the mutual covenants contained herein, and agrees in respect to the performance of professional engineering services by Engineer and the payment for those services by Town as set forth herein.
- 3.0 PROJECT BACKGROUND AND DESCRIPTION:** The Town of Lake Hamilton (Town) authorized Pennoni to prepare design and permit a 249,000 gpd Phase 1 Wastewater Treatment Facility (WWTF) on a 19.7 acre parcel of property located northeast of Town Hall along Water Tank Road. The Town received contractor bids in June 2022 (\$7,768,763 low bid). However, certain components have to be eliminated from the planned Phase 1 facility to achieve cost reductions (\$1,295,276 eliminated to achieve \$6,473,487 reduced final bid price). To accomplish this, the Town requested Pennoni to assist with securing additional loan funding (\$2,493,954), modify

the design plans, and prepare/process a permit modification with FDEP to accomplish the revised project scope.

4.0 ASSUMPTIONS: The scope of work described herein is based on the following additional assumptions:

4.1 General:

- Town WWTF process equipment and site layout scope will be modified/reduced to be consistent with the revisions negotiated with the Contractor pursuant to the US Water (Contractor) Cost reductions dated July 22, 2022.

5.0 PURPOSE: The purpose of this Agreement is to authorize Pennoni to provide the services described in Section 6.0 herein for the fee described in Section 7.0 herein.

6.0 SCOPE OF WORK: Pennoni shall provide, or obtain from others, professional engineering services to perform specialized study services for this Project. Pennoni's services will include serving as the Town's engineering representative for the Project and providing customary professional civil engineering and consulting services. Pennoni makes no warranties, express or implied, under this Agreement or otherwise, in connection with Pennoni's services. The following sections describe Pennoni's scope of work for this Project.

6.1 Preliminary Design Phase: No Changes

6.2 Environmental Phase: No changes

6.3 Permitting Phase:

6.3.1 FDEP Construction Permit Modification: Coordinate with FDEP on the revised facility layout and approach, revise FDEP design report, prepare/submit/process FDEP Construction permit modification application to accommodate revised WWTF system.

6.4 Design Phase:

6.4.1 Coordinate design reductions/revisions with low bidder;

6.4.2 Prepare revised drawings and project manual specifications to accomplish proposed scope revisions

6.5 Bidding Phase: No Changes

6.6 Exclusions: No Changes

6.7 Funding Assistance:

6.7.1 Coordinate with and prepare summary of additional loan funding needs with Town and FDEP

6.7.2 Make formal application for additional loan funding at 8/31/22 FDEP Hearing

7.0 PENNONI'S COMPENSATION

7.1 Our lump sum fees, excluding reimbursable costs, to provide the above-described additional services are given below.

A. FDEP Permit Modification Phase	\$5,800
B. Design Phase	<u>\$3,200</u>
C. Funding Assistance Phase	<u>\$2,800</u>
Total	\$11,800

7.2 Should the Client elect to expand the Scope of Work to include work tasks not covered in this agreement, Pennoni will perform the requested additional work tasks based on: (A) A mutually agreed upon fixed fee; or (B) The time we spend and the costs we incur to perform the work.

7.3 It is understood and agreed that cost tradeoffs among the various cost categories and work tasks are allowable, so long as the total estimated cost of all work tasks is not exceeded without the Town's written approval.

8.0 TOWN'S RESPONSIBILITIES: No Changes

9.0 OTHER MATTERS: No Changes

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate on the

_____ of _____ 2022.
(Day) (Month)

TOWN OF LAKE HAMILTON

Attest, Town Clerk

Mayor, Town of Lake Hamilton

PENNONI ASSOCIATES INC.



BY: _____
Steven Elias, PE, Associate Vice President

DATE: 9/9/22 _____

October 5, 2022

Proposal No. LAKHA22013P

Mr. Michael Teague, Director of Public Works
Town of Lake Hamilton
Post Office Box 126
100 Smith Avenue
Lake Hamilton, Florida 33851

RE: SUPPLEMENTAL AGREEMENT TO MASTER AGREEMENT – INTERNET-BASED GEOGRAPHIC INFORMATION SYSTEM (GIS) LICENSE RENEWAL AND INFRASTRUCTURE MAPPING

Dear Mr. Teague:

We are pleased to submit two (2) copies of this Supplemental Agreement to the Town to provide consulting services for this Project. This Supplemental Agreement describes our scope of services to assist the Town with its Internet-based infrastructure GIS by renewing current ESRI on-line licenses and infrastructure mapping services.

Upon review and approval, please sign and return one (1) executed copy of this Agreement to our office. Please call me if you have any questions. We sincerely appreciate the opportunity to assist the Town of Lake Hamilton with this important Project.

Sincerely

Pennoni



C. Wayne Sweikert, PLS
Project Manager



Steven Elias, P.E.
Associate Vice President

PENNONI PROPOSAL NUMBER LAKHA22013P

SUPPLEMENTAL AGREEMENT TO MASTER AGREEMENT

By and Between

TOWN OF LAKE HAMILTON - and – PENNONI ASSOCIATES INC.

Project

PROFESSIONAL SERVICES FOR INTERNET-BASED GIS MAPPING

- 1.0 GENERAL:** This is a Supplemental Agreement to the Master Agreement between the Town of Lake Hamilton (Town, Client, or Owner) and Pennoni Associates Inc. (Engineer or Pennoni) for professional engineering services dated 9 February 2007. Except as provided for herein, the provisions of the Master Agreement between the Town and Engineer shall apply to this Supplemental Agreement.
- 2.0 EMPLOYMENT:** The Town hereby retains the continuing professional engineering services of Engineer, in consideration of the mutual covenants contained herein, and agrees in respect to the performance of professional engineering services by Engineer and the payment for those services by Town as set forth herein.
- 3.0 PROJECT BACKGROUND AND DESCRIPTION:** In 2019, Pennoni helped the Town develop a secure internet-based Geographic Information System (GIS) portal to help store and access Town infrastructure mapping and associated data. Because Pennoni is an ESRI Silver Partner, the Town has a cost-effective platform to host and access GIS infrastructure data without purchasing costly software, hardware, cybersecurity protection, and dedicated staffing via a nominal annual license fee. Infrastructure data initially populated into the Town's GIS portal includes stormwater infrastructure and outfalls, recent Lake Gordon stormwater piping improvements, Kokomo road area water line improvements, etc.



The Town desires for Pennoni to periodically assist with incorporating additional GIS data to include potable water lines, pipe sizes, materials, valves, service lines, and sanitary sewer manholes, gravity lines, lift stations, and force mains to the extent possible from the surveyed construction record cadd files from past or future Pennoni Projects and/or as provided by others. These additions will be determined by mutual agreement between the Town and Pennoni to include the infrastructure that can be included based on this contract amount (as needed on a time and expense basis) to enable the Town of Lake Hamilton better manage new and existing assets with a goal of improved maintenance, expansion planning, and lifespan preservation.

- 4.0 PURPOSE:** The purpose of this Supplemental Agreement is to authorize Pennoni to provide the services described in Section 5.0 herein for the fee described in Section 6.0 herein. The Town has constructed several multi-million dollar infrastructure projects (water lines, wastewater force mains and pumping

stations, road resurfacing, etc.) and additional infrastructure projects are underway (sewer, force mains, housing subdivisions, etc.) which should ideally be added to the Town's GIS system.

- 5.0 SCOPE OF WORK:** Pennoni will provide, or obtain from others, professional engineering design services for this Project. Pennoni's services will include serving as the Town's engineering representative for the Project, providing customary professional civil engineering and consulting services as well as geographic information system (GIS) development services. Pennoni makes no warranties, express or implied, under this Agreement or otherwise, in connection with Pennoni's services. The following sections describe Pennoni's scope of work for this Project to expand and compliment the Town of Lake Hamilton's current internet-based GIS.

5.1 Annual ESRI License Renewal and Implementation

Pennoni will facilitate the renewal of the annual ESRI (Environmental Systems Research Institute) Licensing for the Town of Lake Hamilton internet-based GIS. The renewal includes two (2) viewer licenses and one (1) administrative license for secure access to the on-line GIS along with administrative time to process the licenses and maintain the on-line website & GIS in working order. Reassignment of the licenses to specific individuals can be requested at the Town's discretion.

5.2 Additional Infrastructure

Pennoni will convert, attribute and import to the internet-based GIS additional Town of Lake Hamilton infrastructure including new and/or existing potable water mains, sanitary sewer infrastructure, and/or stormwater drainage facilities to the extent of this contract effort, to be determined by mutual agreement between the Town of Lake Hamilton and Pennoni. Each addition will have associated attributes indicating pipe size, material, and date installed, if available on the record drawings. As-built record drawings to be provided by the Town for accurate data input.

5.3 Exclusions

Any service not explicitly described in Items 5.1 - 5.2 above and based on the assumptions described herein will be performed as an Additional Service upon request and written approval by the Town.

6.0 PENNONI'S COMPENSATION

6.1 Pennoni's Not-To-Exceed Fee to perform the services described herein are as follows:

Annual ESRI License Renewal and Implementation	\$ 1,900
Additional Infrastructure	<u>\$ 5,000</u>
Fee Total:	<u>\$ 6,900</u>

- 6.2 It is understood and agreed that cost tradeoffs among the various cost categories and work tasks are allowable, so long as the total estimated cost of all work tasks is not exceeded without the Town's written approval.

7.0 TOWN'S RESPONSIBILITIES: The Town shall do the following in a timely manner to assist Pennoni in its work and not delay the performance of services by Pennoni.

- 7.1 Designate a Town representative with respect to the services to be rendered under this Supplement who will have complete authority to transmit instructions, receive information, and interpret and define Town's policies and decisions with respect to Pennoni's services for this Project
- 7.2 Promptly review, comment on, and return Pennoni's submittals
- 7.3 Promptly advise Pennoni when the Town becomes aware of any concern in Pennoni's services
- 7.4 Furnish Pennoni with all information as to Town requirements, including any special or extraordinary considerations for the Project, and make available existing pertinent data as identified in the Scope of Work as necessary
- 7.5 Provide access to all Town sites and facilities related to the Project

8.0 OTHER MATTERS

- 8.1 Our 2022 Schedule of Hourly Rates and Reimbursable Costs and other provisions described in the referenced Master Agreement between Town and Engineer shall apply to this Supplemental Agreement as applicable. References to the Pennoni/ Consultant/ Engineer regarding Limitation of Liability also pertain to the Project's Engineer of Record.
- 8.2 The obligation to provide services under this Supplemental Agreement may be terminated by either party upon seven days written notice, in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, Pennoni will be paid for all services rendered.
- 8.3 Because Pennoni has no control over the cost of labor, materials, equipment or services furnished by others, or over methods of determining prices, or over competitive bidding or market conditions, any and all opinions as to costs rendered hereunder, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and qualifications and represent its best judgment as an experienced and qualified professional, familiar with the construction industry. Pennoni cannot and does not guarantee that proposals, bids, or actual costs will not vary from opinions of probable cost prepared by it. If at any time the Town wishes greater assurance as to the amount of any cost, the Town shall employ an independent cost estimator to make such determination.

- 8.4 This proposal may be void if not executed within 45 days.
- 8.5 In the performance of its work, Pennoni will rely on readily available and historic information (plans, as-built drawings, manuals, specifications, reports, etc.) provided by the Town and by others without research to verify the accuracy of said information.
- 8.6 **PURSUANT TO 558.0035 F.S., AN AGENT OR INDIVIDUAL EMPLOYEE MAY NOT BE INDIVIDUALLY HELD LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE OCCURING WITHIN THE COURSE AND SCOPE OF THIS PROFESSIONAL SERVICES CONTRACT OR THE PERFORMANCE OF PROFESSIONAL SERVICES HEREUNDER, BY SIGNING THIS AGREEMENT, YOU HAVE ACCEPTED THIS LIMITATION OF LIABILITY.**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate on the


_____ of _____ 2022.
(Day) (Month)

TOWN OF LAKE HAMILTON

Attest, Town Clerk

Mayor, Town of Lake Hamilton

PENNONI ASSOCIATES INC.

BY: 
Steve Elias, P.E.
Associate Vice President

DATE: 10/05/2022



Memorandum

To: Town Council

From: Town Clerk, Brittney Sandoval, CMC

Date: October 7, 2022

Subject: Monthly Update.

Staff continues to work through the finances and clean up the accounts to prepare for the new budget year and the audit. CPA Mike has been working with us to get the books how they should be.

Certipay will begin next pay period and they will handle payroll from now on.

We are waiting word from ADG to begin the training process. They are currently working on transferring data. They did tell us we would need a new printer to print out regular checks. We were told our printer could not handle it.

I am still submitting final documents for the TRIM process. The final packet will be sent out next week to finalize the process.

BTR's are now past due, and we have collected many over the past 2 weeks. We pushed late fees out a week due to Hurricane Ian and the closure of Town Hall.

Due to limited staff and reduced productivity of covering shifts, Town Hall will now be closed for Lunch from 12:00 PM to 1:00 PM.

Utility Bills went out a few days late this month due to our printer being down. They have repaired the motherboard and the bills were sent out on the 5th.

New water rates will go into effect next month. It currently is increased by CIP. If the study comes in before that time, it may differ from the CIP.

Other business as usual.

From the Desk of ...

Chief Michael Teague



09/13/2022

TO: Staff

SUBJECT: Council Report

March Items:

- 1 new Officer (Summerlin) in Phase II Training
- 3 applicants being reviewed
- Gina attended Accreditation Manager Training and was certified.
- Accreditation in Process
- Cpl. Weissman attended Taser Instructor Class in Lakeland
- 1 replacement vehicle is in production was ordered 12/23/2021.
- PD Air conditioner, Back entry gate, and UPS Battery Back up was struck by lightning.
- Several Electrical issues from original contractor within the Police Department.
- Detour Rd Truck Lot has moved to five evenings a week as a Police Detail.
- Corporal Weissman attended the HITS K9 Training in Orlando

Michael Teague



LAKE HAMILTON POLICE DEPARMENT

PO Box 126, 100 Smith Ave, Lake Hamilton, FL 33851

PHONE: 863-437-4711/ FAX: 863-439-1136

SEPTEMBER 2022 - MONTHLY ACTIVITY REPORT

	TOTAL CALLS	TOTAL ARRESTS
ABANDONED/ IMPOUNDED	1	0
ABANDONED / FOUND PROPERTY	0	0
ABDUCTION	0	0
AED ASSIST	0	0
ALARM	15	0
ANIMAL COMPLAINT	0	0
ANIMAL COMPLAINT - DOMESTIC	1	0
ANIMAL COMPLAINT - LIVESTOCK	0	0
ANIMAL COMPLAINT - WILDLIFE	0	0
ASSAULT	0	0
ASSAULT - AGGRAVATED	0	0
ASSIST OTHER AGENCY	14	0
ATTEMPT TO CONTACT	3	0
BATTERY	2	2
BATTERY - AGGRAVATED	0	0
BATTERY - DOMESTIC	3	3
BURGLARY - BUSINESS	0	0
BURGLARY - CONVEYANCE	0	0
BURGLARY - RESIDENTIAL	0	0
BURGLARY - STRUCTURE	0	0
CHILD ABUSE	0	0
CRIMINAL MISCHIEF	0	0
CRUELTY TO ANIMALS	0	0
CURFEW VIOLATION	0	0
CUTTING	0	0
DANGEROUS SHOOTING	0	0
DEATH INVESTIGATION	0	0
DIRECTED TRAFFIC ASSIGNMENT	24	0
DISABLED VEHICLE	3	0
DISTURBANCE - CIVIL	8	0
DISTURBANCE - FAMILY	1	0
DISTURBANCE - JUVENILE	1	0
DISTURBANCE - NOISE	1	0
DISTURBANCE - VEHICLE NOISE	0	0
DISTURBANCE - WEAPON	0	0
DISTURBANCE	8	0
DROWNING	0	0

DRUNK DRIVER	0	0
DRUNK PERSON	0	0
ESCAPED PRISONER	0	0
EXCITED DELIRIUM	0	0
EXTORTION	0	0
FELONY	0	0
FIGHT	0	0
FILING FALSE REPORT	0	0
FIRE	0	0
FIRE ASSIST	0	0
FIRST RESPONDER REQUEST	0	0
FRAUD/FORGERY/COUNTERFEITING/UTTERING	2	0
FUNERAL ESCORT	0	0
GAMBLING	0	0
GRAND THEFT	2	0
HARRASSING PHONE CALLS	0	0
HIT & RUN FATALITY	0	0
HIT & RUN INJURIES	0	0
HIT & RUN PROPERTY DAMAGE ONLY	2	1
HIT & RUN SERIOUS INJURY TO RESULT IN DEATH	0	0
HITCHHIKER	0	0
HIGHWAY OBSTRUCTION	2	0
IDENTITY THEFT	0	0
INDUSTRIAL ACCIDENT	0	0
INFORMATION	67	0
INJURED PERSON	0	0
INVESTIGATION	2	0
LAW ENFORCEMENT CALL	0	0
LEWD ACT	0	0
LITTERING	0	0
LOST PROPERTY	1	0
LOST/ABANDONED TAG OR DECAL	0	0
MAIL THEFT	0	0
MEDICAL ASSIST	0	0
MENTALLY ILL PERSON	1	0
MISDEMEANOR	0	0
MISSING / ENDANGERED PERSON	0	0
MOLESTING	0	0
MURDER	0	0
NARCOTICS VIOLATION	3	0
NATURAL DISASTER	0	0
OPEN DOOR / WINDOW	1	0
OVERDOSE	0	0
PATROL BUSINESS	1015	0
PATROL REQUEST	2	0
PATROL RESIDENCE	7	0
PERIMETER CHECK	37	0

PETIT THEFT	2	0
POSS FIREARM BY FELON	0	0
PROPERTY DAMAGE NON-CRIMINAL	2	0
PROWLER	0	0
RESISTING OFFICER	0	0
RETAIL THEFT	0	0
RIOT	0	0
ROBBERY	0	0
RUNAWAY	3	0
SERVE CIVIL PROCESS	0	0
SEXUAL BATTERY (FAMILY,UNK,KNOWN)	0	0
SHOOTING/THROWING MISSILE INTO BUILDING	0	0
SHOOTING/THROWING MISSILE INTO VEHICLE	0	0
SHOOTING/ PERSON	0	0
SOLICITATION VIOLATION	0	0
SPECIAL DETAIL	21	0
STOLEN TAG / DECAL	0	0
STOLEN VEHICLE	0	0
STOLEN VEHICLE RECOVERED	0	0
SUBJECT STOP	0	0
SUICIDE ATTEMPT	0	0
SUSPICIOUS AIRCRAFT	0	0
SUSPICIOUS INCIDENT	3	0
SUSPICIOUS PERSON	4	0
SUSPICIOUS VEHICLE	3	0
TAMPERING	0	0
THEFT	0	0
TRAFFIC ASSIGNMENT	1	0
TRAFFIC COMPLAINT	6	0
TRAFFIC STOP	136	19
TRESPASSING	1	0
UNCONFIRMED EMERGENCY	13	0
VEHICLE CRASH	8	0
WORTHLESS CHECK	0	0
VIOLATION OF INUNCTION	0	0
WARRANT / CAPIAS ARREST	1	1
OVERALL TOTAL	1465	26

	TOTAL CITATIONS	TOTAL ARRESTS
CRIMINAL TRAFFIC	15	15
NON-CRIMINAL TRAFFIC	107	0
PARKING TICKETS	0	0
WARNINGS	120	0
OVERALL TOTAL	107	15

	TOTAL WGT / VALUE	TOTAL ARRESTS
--	----------------------	---------------

Recovered Cannabis		
Recovered Cocaine		
Recovered Meth		
Recovered Heroin		
Recovered Pills		
Seized Currency		
Based on Property received in Prop Room and not marked Dispo=COR Action=FX		

Officer	Calls	Reports	Checks	FIR	Arrest-T	Arrest-F	Arrest-M	Arrest-W	R-Cannabis	R-Cocaine	R-K2	Pills	R-Meth	R-Firearms	S-Currency	S-Vehicles	Accidents	Citations	CR-Citations	Warnings	Community Outreach	Training Hours
---------	-------	---------	--------	-----	----------	----------	----------	----------	------------	-----------	------	-------	--------	------------	------------	------------	-----------	-----------	--------------	----------	--------------------	----------------

Monthly Proficiency Reports -September 2022
Lake Hamilton Police Department
Patrol

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Year to Date	Same Month Last Year	(+ / -) (%)
Patrol															
Calls	1045	1095	1193	1276	1523	1377	1409	1489	1465				11872	1335	(+) .09%
Lima	44	29	38	52	55	44	65	53	57				437	43	(+) 25%
Warrant Arrest	2	0	0	0	1	0	0	1	1				5	0	(+) 100 %
Felony Arrest	0	1	2	0	1	1	1	1	6				13	1	(+) 83%
Misd. Arrest	6	8	5	13	19	16	19	18	19				123	5	(+) 74%
Total Arrest	8	9	7	13	21	17	20	20	26				141	6	(+) 77%
Cannabis	0	0	0	14.3	6.4	39	352	104.3	44.9				560.7	0	(+) 100%
Cocaine	0	0	0	0	0	0	0	0	0				0	0	(+) 0%
Methamphetamine	0	1.4	0	0	0	0	0	0	0				1.4	0	(+) 0%
Firearms	0	0	0	0	0	0	0	0	0				0	0	(+) 0%
Pills	0	0	0	0	0	0	0	0	0				0	0	(+) 0%
K2	0	0	0	0	0	0	0	0	0				0	0	(+) 0%
Traffic															
Citations	24	38	40	80	130	111	70	104	107				704	38	(+) 65%
Criminal Citations	4	7	5	11	21	12	19	14	15				108	7	(+) 53%
Warnings	142	96	89	79	73	68	101	136	120				904	54	(+) 55%
Crashes	11	8	5	9	18	6	15	5	8				85	9	(-) 11%
DUI	0	0	0	0	0	0	0	0	0				0	0	(+) 0%
DRE	0	0	0	0	0	0	0	0	0				0	0	(+) 0%
Deployments	0	0	0	0	1	0	0	0	0				1	0	(+) 0%
Apprehensions/Arrests	0	0	0	0	0	0	0	0	0				0	0	(+) 0%
Hours Trained	11	14	11	11	14	11	9	9	11				101	0	(+) 100%
Demos	0	0	0	0	0	0	0	0	1				1	0	(+) 100%
Searches	0	0	0	0	1	0	0	0	0				1	0	(+) 0%
Heroin	0	0	0	0	0	0	0	0	0				0	0	(+) 0%
Patrol Cont															
															(+)0%
Seized Vehicles	0	0	0	0	0	0	0	0	0				0	0	(+)0%
Deaths	0	0	0	0	0	0	0	0	0				0	0	(+)0%
Seized Currency	0	0	0	0	0	0	0	0	0				0	0	(+)0%



Memorandum

To: Town Council

From: Doug Leonard, Town Planner

Date: October 6, 2022

Subject: Monthly Update

1. **State Road 17 (Scenic Highway) Septic to Sewer Project** – Construction is underway.
2. **The Grand at Lake Hamilton** – No new updates.
3. **Scenic Terrace South** – Construction of Phase 2 of the subdivision is proceeding with Tucker Construction. The force main down Church Street and up Water Tank Road to the new WWTF is complete. They expect to have all of the curbing in place by October 12th.

Phase 1 with JR Davis Construction is picking up and has large quantities of water and sewer pipe on site. They are installing underground utilities this week.
4. **Weiberg West – Section 2** located at the northeast corner of Scenic Highway and Weiberg Road and Section 5 located at the northeast corner of Detour Road and Weiberg Road Subdivision construction plans are being reviewed.
5. **Feltrim Lakes** – Ordinances amending the Comprehensive Plan from Agriculture (AG) to Residential/Office/Commercial Services (ROR) to Residential Lands – M. And, Rezoning the property from Agriculture and C-2 Neighborhood Commercial to Planned Unit Development (PUD) for a townhouse community with a shopping center fronting Scenic Highway. Due to the interruption of serve caused by Hurricane Ian, the Ordinances re-advertised and placed on the Council agenda for November 1st.
6. **Hamilton Bluff** – The PUD amendment will also be on the November 1st Council agenda.
7. **Planning Project with Calvin, Giordano & Associates (CalGA)** – The financial status of the Town has impacted the continuation of this project. Staff will present the current cost of obligations to the consultants at the Council meeting and suggest a schedule to proceed with the project. This may involve a pause in the work for an undetermined time. The consultants have been informed.
 - a. The Planning Commission reviewed the map of Scenic Highway and staff will be contacted individual property owners for voluntary rezoning of the adjacent properties on Scenic Highway.
 - b. Staff met with the consulting team on the Scenic Highway Trails and Parks Master Plan on September 23rd to review the first phase of the design. The second phase is on hold.

8. **FRDAP** - We have received notice to proceed from the State for both projects and are working out the details to overcome the increase in the cost of materials and equipment to be installed, so we can proceed to receiving bids. Doug will have details at the Council meeting.
9. **Water Use Permit Renewal** – Staff and consulting engineers submitted the completed application to SWFWMD on August 19, 2022 and received a letter response on September 7th. The letter is lengthy and will require detailed responses from us in order to “complete” the application. We have 90 days to do so but expect to meet with SWFWMD to determine exactly how to respond.
10. **Repaving & Road Project** – Staff will be meeting with the engineer to determine the best way to prepare to bid the project since the available funds will now be almost \$ 2.5 million.

Chief Michael Teague



October 6, 2022

TO: Council Members

SUBJECT: Public Works Update

- Water Plant- Still has many issues as it is on Manual and not automated because of the lightning strike, Main motherboard still being repaired and evaluated insurance claim has been filed for lightning strike.
- Job posting for Public Works Director is still open and has been added to Indeed.
- Several Trees on Town right-aways went down during the Hurricane and are being removed by Public works employees and outside vendors.
- Water Plant was manned 24 hours a day during and after the Hurricane while power was out.
- Town Hall large window did leak during the Hurricane and will need to be repaired as a lot of water did come into the Planning Area.
- Town Hall Generator was found to have a bad switch when being tested before the Hurricane and it did show it had been inoperable since March. This generator had to be run manually after the Hurricane.
- Water Plant Aluminum cover suffered damage during the Hurricane.
- All Street Signs are being repaired any new ones will have the Towns Logo on them.
- Sewer Plant is still on Schedule with Construction.
- Water Plant upgrades are in initial phase.
- Septic to Sewer project has started (it was found that the Lift Station being built does not have a generator on it, will look for a grant for this).
- New Mower was ordered and picked up and is being used.
- New Tractor was ordered.
- Roads (Awaiting final from DEP so that we can go out to bid on the road project and possibly add some additional areas as part of the bid.