

**TOWN OF LAKE HAMILTON
MINUTES
TOWN COUNCIL REGULAR MEETING
TUESDAY, MAY 2, 2023
6:00 PM**

The Town Council of Lake Hamilton held a Regular Meeting on Tuesday May 2, 2023, 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 given by Cora Roberson.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by all.

ROLL CALL

Roberson, Tomlinson, Slavens, Wagner, and Mayor Kehoe were present. Interim Town Administrator Teague, Assistant Town Clerk Garcia and Attorney Maxwell were present.

SCHEDULED PRESENTATIONS

Swear in Council Seat 1, Cora Perry Roberson.

Assistant Clerk Garcia swore in Cora Perry Roberson, Council Seat 1.

Swear in Council Seat 3, Patrick Slavens.

Assistant Clerk Garcia swore in Patrick Slavens, Council Seat 3.

Mike Brynjulfson, CPA, Summary of Financial Indicators-

The Annual financial report was presented by Mike Brynjulfson.

CONSENT AGENDA

Motion made by Wagner and a second by Tomlinson to approve consent agenda items a, b, c, d, and e. 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/PRWC

Interim Town Administrator Teague gave an update and noted that the septic to sewer project is on schedule and is close to completion. Teague also noted that the sewer plant will not be sufficient for the long term needs of the town, however the water permit allows for plenty of water so that will not cause any issue.

Pennoni Agreement Phase 2 Wastewater Treatment Facility Design

Steve Elias gave an overview of the design and requested that the council approve the agreement and they will apply for funding in November 2023. Interim Town Administrator Teague noted the Town will take ownership of the sewer line on Main Street that Dundee currently services. The town will also need to purchase right of way. Mayor Kehoe questioned how the fee will be paid. Steve noted that we cannot currently apply for another grant until the previous grant is completed, so the fee will be paid from impact fee funds. Mayor Kehoe noted that this can possibly be budgeted for next year. Interim Town Administrator Teague noted we can possibly do a budget amendment if we receive additional funds.

Motion Made by Roberson and a second by Wagner to approve Phase 2 Wastewater Treatment Facility Design. No public comments were received. A roll call vote was taken. Tomlinson aye, Slavens aye, Wagner aye, Roberson aye, Kehoe aye. **Motion passed 5-0.**

Amended Resolution R-2023-07 SRF Loan Application for Project No. DW53165

Interim Town Administrator Teague noted that this project is 50 % funded with grant money and 50% from a loan for a new water line and well and to upgrade the existing water plant.

Motion Made by Wagner and a second by Tomlinson to approve Resolution R-2023-07 SRF Loan Application for Project No. DW53165. No public comments were received. A roll call vote was taken. Slavens aye, Wagner aye, Roberson aye, Tomlinson aye, Kehoe aye.

Motion passed 5-0.

Resolution R-2023-08 SRF Loan Application for Project No. WW531654

Steve Elias from Pennoni noted that this has previously been approved through the septic to sewer project.

Motion Made by Roberson and a second by Wagner to approve Resolution R-2023-08 SRF Loan Application for Project No. WW531654. No public comments were received. A roll call vote was taken. Wagner aye, Roberson aye, Tomlinson aye, Slavens aye, Kehoe aye.

Motion passed 5-0.

Attorney Maxwell requests to move Resolution R-2023-09 Vacate a Portion of White Clay Pit Road to 9c.

Mayor Kehoe opened the Public Hearing at 6:36 P.M.

Second Reading of Ordinance O-23-04 Irrigation Meter Required

Attorney Maxwell read the title for the record.

An ordinance of the town council of the Town of Lake Hamilton, Polk County, Florida, an ordinance amending the Town of Lake Hamilton code of ordinances by adding section 32-8 (h) by providing updated guidelines for water used for irrigation for water and sewer utility services for water and sewer customers; providing for codification, conflicts, severability, the administrative correction of scrivener's errors; and providing an effective date.

Motion made by Roberson and a second by Tomlinson to approve on second reading, Ordinance O-23-04 to require irrigation meters. No public comments were received. A roll call vote was taken. Roberson aye, Tomlinson aye, Slavens aye, Wagner aye Kehoe aye. **Motion passed 5-0.**

Second Reading of Ordinance O-23-05 Scenic Terrace Proposed Boundary Amendment

Attorney Maxwell read the title for the record.

An ordinance of the Town of Lake Hamilton, Florida amending ordinance O-21-19, which established the Scenic Terrace South community development district; providing for amendment to section 5 of the ordinance to change the geographical boundaries of the district pursuant to section 190.046, Florida statutes, by removing approximately 15.699 acres of land and adding approximately 30.182 acres of land thereto; providing for amendment to ordinance O-21-19, to further amend exhibit a of said ordinance to provide for a new metes and bounds legal description of the district; providing for the correction of a scrivener's error to exhibit a thereto; providing for all other terms and conditions to remain unchanged; providing for severability; and providing for an effective date.

Motion made by Wagner and a second by Roberson to approve on second reading, Ordinance O-23-05 for the Scenic Terrace proposed boundary amendment. No public comments were received. A roll call vote was taken. Tomlinson aye, Slavens aye, Wagner aye, Roberson aye Kehoe aye. **Motion passed 5-0.**

Mayor Kehoe closed the Public Hearing at 6:40 P.M.

New Business

Appoint Vice Mayor

Tomlinson nominates Roberson for Vice Mayor. Wagner nominates herself and requests one more year in the Vice Mayor position. Roberson seconds Tomlinson's nomination for herself. Slavens seconds to nominate Wagner. Attorney Maxwell advises a vote for the first motion of Roberson for Vice Mayor must be taken. A roll call vote was taken for the nomination of Roberson for Vice Mayor. Slavens nay, Wagner nay, Roberson aye, Tomlinson aye, Kehoe aye.

Motion passed 3-2.

Resolution R-2023-10 Scenic Terrace South Phase 1 Plat Approval

Attorney Maxwell read the title for the record.

A resolution approving that certain plat entitled "Scenic Terrace South phase 1" for filing in accordance with chapter 177, Florida statutes; and establishing an effective date.

Interim Town Administrator Teague noted phase 2 has already been approved.

Motion Made by Roberson and a second by Slavens to approve Resolution R-2023-10 Scenic Terrace South Phase 1 Plat. No public comments were received. A roll call vote was taken.

Wagner aye, Roberson aye, Tomlinson aye, Slavens aye, Kehoe aye. **Motion Passed 5-0.**

Resolution R-2023-09 Vacate a portion of White Clay Pit Road

Attorney Maxwell read the title for the record.

A resolution of the Town Council of the Town of Lake Hamilton, Florida, vacating a portion of White Clay Pit Road, a maintained right-of-way lying and situate within the corporate limits of the Town of Lake Hamilton, Polk County, Florida, as shown on Polk County maintenance map book 2, page 146, of the public records of Polk County, Florida; and providing an effective date. Mayor Kehoe noted that the vacation of right of way was approved by Town Council at the last meeting.

Motion Made by Roberson and a second by Tomlinson to approve Resolution R-2023-09 Vacate a portion of White Clay Pit Road. No public comments were received. A roll call vote

was taken. Roberson aye, Tomlinson aye, Slavens aye, Wagner aye, Kehoe aye. **Motion Passed 5-0.**

Consider Addendum No 2 for Task Order 7 with Chastain-Skillman

To amend modifications and additions to the plans that were not included in the submission dated June of 2022. Additional tasks include the resurfacing the balance of 2nd St., north 6th St. (1 block), Gates Ave. between 5th and 6th St., 5th St. alley stabilized, place 2nd St. in the project, last block of 6th St., Nelson, Omaha, and other streets not listed but discussed during the meeting with the Town of Lake Hamilton held on February 2nd, 2023.

Interim Town Administrator Teague gave an update about the repaving project and noted that Church Street will be paved from Gunter Street to Kokomo Road.

Motion Made by Roberson and a second by Slavens to approve Addendum No 2 for Task Order 7 with Chastain-Skillman to amend modifications and additions to the plans. No public comments were received. A roll call vote was taken. Tomlinson aye, Slavens aye, Wagner aye, Roberson aye, Kehoe aye. **Motion Passed 5-0.**

Approve the Water Impact Fee Study Agreement with Florida Rural Water

Interim Town Administrator Teague briefed the council on the impact fee study.

Motion Made by Roberson and a second by Tomlinson. No public comments were received. **Motion Passed 5-0**

Raftelis Wastewater Impact Fee Study

Interim Town Administrator Teague briefed the council on the impact fee study. Trevor from Raftelis gave a presentation on the impact fee study. Kehoe noted the fees are tied to the life of the mortgage. Rafetelis noted these fees are different from the tap fee and is based on the meter size, and it is better to be consistent with the water fees. Attorney Maxwell requested a Resolution be drafted for the approval of the Raftelis wastewater impact fee study.

Motion Made by Wagner and a second by Slavens to approve Raftelis wastewater impact fee study and directed Attorney Maxwell to draft a resolution. No public comments were received.

Motion Passed 5-0.

Mayor Kehoe update regarding the Town Administrator Position

Mayor Kehoe recommends reposting the position until May 15th. Experience requirement reduced to five years minimum. **Motion Made** by Wagner and a second by Tomlinson to repost the Town Administrator position until May 15th. **Motion Passed 5-0.**

Wagner noted experience should be equally qualifying for applicants as education. Slavens noted experience is important and we need someone that is qualified. Mayor Kehoe would like to narrow the pool and only recommends Brittney and Chris out of the current applicants.

Motion Made by Roberson and a second by Slavens to approve reposting with the experience requirement reduced to five years with a minimum of a Bachelor's degree in public administration or business administration. **Motion Passed 5-0.** Mayor Kehoe will provide a packet of applicants and a 25 interview questions that will be used to interview all qualified applicants chosen.

Staff Reports-

Town Administrator- Interim Town Administrator Teague reminded Council about the upcoming July 2nd and the Back -to-school event. He suggests all vendors can make a donation to the Town for future events. Construction will begin soon for the repaving of the six lanes and additional lighting of Hwy 27 and the DOT will have their office next to the Puppy Boutique.

Town Clerk- Clerk's notes included in packet.

Police Department- Police Department notes included in packet.

Code Enforcement- included in packet. Attorney Maxwell noted that there is currently a market analysis in process for the property on Tangerine Street. Teague noted that there is a current permit, but the permit requires them to reside in the home. Roberson has concerns that there are even more dogs on the property.

Community development- Kirby noted that the FRDAP grant is currently being closed out.

Public Works- No comments.

COUNCIL COMMENTS:

Roberson introduced the treasure of the non-profit Northeast Revitalization Corporation, Ms. Cruz. Tomlinson asks about the drain issue on Bryant Ave. Kirby noted that the road is eroding from the drainage. Kehoe noted it is currently being worked on.

ADJOURNMENT:

Motion made by Wagner and second by Roberson to adjourn the regular at 8:01 PM. **Motion passed 5-0.**

ATTEST:


Brittney Sandoval Soto, Town Clerk


Michael Kehoe, Mayor


Michael Teague, Interim Town Administrator

