



Town of Lake Hamilton

Town Council Regular Meeting Agenda – September 5, 2023

Time: 6:00 P.M.

**Location: Town Council Chambers
100 Smith Avenue**

MAYOR MICHAEL KEHOE – VICE MAYOR CORA ROBERSON

COUNCIL MEMBERS, PATRICK SLAVENS, LARRY TOMLINSON, MARLENE WAGNER

- 1. CALL TO ORDER**
- 2. INVOCATION**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL**
- 5. PROCLAMATION/ PRESENTATIONS**

A. Swear in of New Officers

6. CONSENT AGENDA

Note: Members of the Council may remove items from the Consent Agendas if they wish to discuss them. Requests for removal need to be made known to the Mayor under the Approval of the Order of Business at the beginning of the meeting.

- A. August 1, 2023, Regular Meeting Minutes-pages 1-5*
- B. August 15, 2023, Special Meeting and Budget Workshop Minutes- pages 6-7*
- C. Appointment of Elizabeth Kuykendall to the Parks and Recreation Advisory Board as an Alternate-pages 8-9*
- D. Appoint New Alternate to the PRWC-pages 10*

- 7. PUBLIC COMMENT** Your Town Council welcomes and invites citizens to comment on items (Non-Agenda Items) of community interest/concern or to bring forth areas of personal attention which may not have been fully addressed by Town Staff after prior contact to Town Hall, the Council may immediately act on any item or may request it be placed on a future agenda for further consideration. Comments are limited to three (3) minutes and address them to a single item or area of interest.

8. OLD BUSINESS

- A. Public Hearing and Second and Final Reading of Ordinance O-23-07 Rezoning of 1 acre, Parcel Number: 27-28-26-828012-000020, Garden of Eden Subdivision-pages 11-14*
- B. Public Hearing and Second and Final Reading of Ordinance O-23-08, Annexation of 19.63 acres, Parcel Number: 27-28-22-000000-033010-pages 15-20*

9. NEW BUSINESS

- A. Public Hearing and First Reading of Ordinance O-23-11 Comprehensive Place Amendment for 19.63 acres, Parcel Number: 27-28-22-000000-033010-pages 21-24*
- B. Public Hearing and First Reading of Ordinance O-23-12 Rezoning of 19.63 acres, Parcel Number: 27-28-22-000000-033010-pages 25-30*
- C. First Reading of Ordinance O-23-13 Red light Cameras-pages 31-34*

D. Resolution R-2023-16 Travel Expense Policy-pages 35-41

E. Resolution R-2023-17 Credit Card Policy-pages 42-47

F. LDR Sec. 16-489 Boat Slips and Docks-pages 48-55

10. STAFF REPORTS

TOWN ADMINISTRATORS REPORT- *pages 56-65*

TOWN CLERK REPORT- *pages 66*

TOWN ATTORNEY REPORT

TOWN COUNCIL COMMENTS

ADJOURNMENT

Any opening invocation that is offered before the official start of the Town Council meeting shall be the voluntary offering of a private person, to and for the benefit of the Town Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Town Council or the town staff, and the Town is not allowed by law to endorse the religious or non-religious beliefs or views of such speaker. Persons in attendance at the Town Council meeting are invited to stand during the opening ceremony. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered or to participate in the Pledge of Allegiance. You may remain seated within the Town Council Chambers or exit the Town Council Chambers and return upon completion of the opening invocation and/or Pledge of Allegiance if you do not wish to participate in or witness the opening invocation and/or the recitation of the Pledge of Allegiance.

Any person desiring to appeal any decision made by the Town Council, with respect to any matter considered at such meeting or hearing, will need a record of the proceedings, and for such purposes, must ensure that a verbatim record and transcript of the proceeding is made in a form acceptable for official court proceedings, which record includes the testimony and evidence upon which the appeal is to be based. It shall be the responsibility of the person desiring to appeal any decision to prepare a verbatim record and transcript at his/her own expense, as the Town does not provide one. (F.S. 286.26.105)

ATTN: PERSONS WITH DISABILITIES. In accordance with the American with Disabilities Act and Section 286.26, Florida Statutes, persons needing special accommodations to participate in this proceeding, please contact the Town Clerks Office at 863-439-1910, at least forty-eight (48) hours prior to the meeting, provide a written request to the Office of the Town Clerk. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1 or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice).

**TOWN OF LAKE HAMILTON
MINUTES
TOWN COUNCIL REGULAR MEETING
TUESDAY, AUGUST 1, 2023
6:00 PM**

The Town Council of Lake Hamilton held a Regular Meeting on Tuesday August 1, 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, Wagner, and Kehoe were present. Slavens was absent. Town Administrator Hunnicutt, Attorney Maxwell and Town Clerk Sandoval Soto were present.

SCHEDULED PRESENTATIONS

Proclamation for Florida Water Professionals Month-

Mayor Kehoe read the proclamation for Florida Water Professionals Month for the record.

Presentation of Automatic Traffic Enforcement Agreement with Altumint-

Lorine Johnson from Altumint was present and gave a presentation regarding their automatic traffic enforcement equipment and the studies they conducted on the red light on Main Street and HWY 27. There was discussion regarding the placement of cameras and the process to move forward with placement and enforcement.

Motion made by Wagner and a second by Kehoe to approve the agreement with Altumint contingent upon passing an Ordinance to allow for red light cameras within the Town. A roll call vote was taken. Roberson nay, Tomlinson nay, Wagner aye, Kehoe aye. **Motion Failed 2-2.**

CONSENT AGENDA

Motion made by Roberson and a second by Tomlinson to approve consent agenda items a. No public comments were received. **Motion Passed 4-0.**

RECOGNITION OF CITIZENS

No citizens were signed in to speak.

OLD BUSINESS

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

Town Administrator Hunnicutt gave an update on the wastewater project and the PRWC (Polk Regional Water Cooperative).

Mayor Kehoe opened the public hearing at 6:27 PM.

Ordinance O-23-09 Water and Wastewater Capacity Fees-

Attorney Maxwell read the title for the record.

An ordinance of the Town of Lake Hamilton, Florida, relating to water and sewer utilities; amending chapter 32 of the code of ordinances of the town; adding increased water and wastewater capacity fees; amending definitions and policies related to water and wastewater capacity fees; providing for codification and scrivener's errors; providing for conflicts; providing for severability; and providing an effective date.

Motion made by Roberson to approve and adopt on second reading Ordinance O-23-09.

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

Ordinance O-23-10 Water and Wastewater Rates-

Attorney Maxwell read the title for the record.

An ordinance of the town council of the Town of Lake Hamilton, Florida establishing the water and sewer rates for fiscal year 2023-24 and thereafter; providing for conflicts; providing for severability; and providing an effective date.

An updated rate study was presented to the Council. There was council consensus to postpone the adoption of the Ordinance to review the update study.

Motion made by Roberson and a second by Tomlinson to postpone the second reading of Ordinance O-23-10 until the next Town Council meeting.

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

NEW BUSINESS

Ordinance O-23-07 Church Street Minor Subdivision-

Attorney Maxwell read the title for the record.

An ordinance of the town of Lake Hamilton, Polk County, Florida, rezoning (1) acre parcel of land located on the west side of the 200 block of church street 500 feet north of Lake Hatchineha Road from R1 residential to R3 residential rezoning district; repealing all ordinances in conflict herewith; providing severability; and providing for an effective date.

Senior Planner Kirby gave an overview of the Ordinance and recommends approval.

Motion made by Roberson and a second by Tomlinson to approve on first reading Ordinance O-23-07.

No public comments were received. A roll call vote was taken. Wagner aye, Roberson aye, Tomlinson aye, Kehoe aye. **Motion Passed 4-0.**

Ordinance O-23-08 Annexation-

Attorney Maxwell read the title for the record.

An ordinance of the town council of the Town of Lake Hamilton, Polk County, Florida extending the corporate limits of the town so as to include additional territory lying contiguous and adjacent to the present boundaries of the Town of Lake Hamilton, Florida; describing said additional territory; repealing all ordinances in conflict herewith and providing for applicability; providing for severability; and providing an effective date. The property location is 662 feet east of Detour Road on the south side of Lake Hatchineha Road containing 19.63 acres.

Senior Planner Kirby recommends approval of the annexation and noted it would need to be added to the future land use map and the zoning map for Lake Hamilton once approved.

Motion made by Wagner and a second by Roberson to approve on first reading Ordinance O-23-08.

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

Mayor Kehoe closed the public hearing at 6:46 P.M.

Asset Disposition Request-

Administrator Hunnicutt presented the disposition request for vehicle number 13. He noted that the vehicle was currently at S&S Towing with a blown motor. S&S Towing is offering \$600 for salvage and staff recommends approval of disposition.

Motion made by Wagner and a second by Roberson to approve the disposition of the 2008 Ford Truck to S&S Towing for \$600.

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

Request to Purchase 2020 3500 HD Chevrolet Flat Bed-

Administrator Hunnicutt presented the request to purchase for a 2020 Flatbed. He noted that the utilities department needs a flatbed truck, and they are now down 1 truck. The Kelley Bluebook value is higher than the price of \$30,000 and recommends approval. He noted that there are ARPA funds available to purchase the vehicle.

Motion made by Roberson and a second by Tomlinson to approve the purchase of the 2020 3500 HD Chevrolet Flatbed truck for \$30,000.

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

Consider Agreement for IT Professional Services with IT Dynamics-

Administrator Hunnicutt presented the agreement for IT professional services with IT Dynamics and noted that he has been assessing the Town's needs and noted that the Town needs a better IT service. There are 3 systems down due to age and they will be replaced immediately. There is an initial cost of \$2450 with a \$1320 a month cost which comes to about a \$100 a month cost per department. He noted that it will be placed in the general government account for software and maintenance. He bumped the budget up to \$75,000 and staff recommends approval of the agreement.

Motion made by Wagner and a second by Roberson to approve the agreement for IT professional services with IT Dynamics.

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

Service Agreement for Mass Transit-

Administrator Hunnicutt presented the service agreement for mass transit and noted that the Town entered into an agreement for \$10,000 for the first year of service and over \$20,000 for the second year of service. He has reached out and explained to them the town's current condition and told them that the amount was too high. They are willing to bring down the price to \$10,175.85. He recommends approval to the addendum. They will be returning in September of 2024 with a presentation for the Council. There was discussion regarding stops and seating.

Motion made by Roberson and a second by Tomlinson to approve the addendum to the service agreement for mass transit.

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

Resolution R-2023-14 Updated Development Services Fee Schedule-

Attorney Maxwell read the title for the record.

A resolution of the Town Council of the Town of Lake Hamilton, Florida, amending the fee schedule for all development services and other such matters requiring action by the town staff; providing for a repeal of all inconsistent resolutions; providing for severability; and providing for an effective date.

Administrator Hunnicutt presented the Resolution and noted that he spoke with the Town Attorney regarding the development services fees. He noted he is requesting to update the fee schedule to defer cost from the Town. Staff recommends approval.

Motion made by Roberson and a second by Tomlinson to approve Resolution R-2023-14 updating the development services fee schedule.

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

Evaluation for Chief Teague by Council-

Mayor Kehoe noted that all evaluations were completed for the Interim Town Administrator and the final score for Teague was 4.07 out of 5.0.

Motion made by Roberson and a second by Wagner to approve the evaluation for Chief Teague for July 2022 to June 2023.

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

Mayor Kehoe noted because of the evaluation, Teague was entitled to an increase in salary as of January 2023. He is requesting council to give a 2.5% raise retroactive to January and give him 2.5% as of today.

Motion made by Roberson and a second by Tomlinson to give Chief Teague an increase of 2.5% within the pay period from January 22nd to August 1st.

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

Motion made by Wagner and a second by Roberson to give Chief Teague a 2.5% increase as of today.

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

Staff Reports-

Town Administrator- Town Administrator Hunnicutt gave an update on permits issued. He noted that the road project that is grant funded must be paid upfront and could be an issue to pursue right now. He noted that he does not want to eliminate it but only wants to pump the brakes. He noted there will be 2 meetings in September and wanted to discuss a date to go over the budget. Kehoe recommends a budget workshop and 2nd reading of Ordinance O-23-10 be placed on a special meeting for September 15th. The meeting was set for 5:00pm on September 15th. He is working on updating the personnel policy and there was discussion regarding a charter amendment. Heather will investigate what can be changed without a referendum. Mayor Kehoe noted that the town needs to make every effort to continue with the road project as the residents have been waiting years for new streets.

Town Clerk- Included in packet.

Police Department- Included in packet.

Code Enforcement- Included in packet.

Community development- Included in packet.

Public Works- Included in packet.

COUNCIL COMMENTS:

Vice Mayor Roberson noted that the committee president was present, and they now have their 501c and discussed using the chambers for meetings when not occupied. They were directed to get with Administrator Hunnicutt regarding use of the chambers.

ATTORNEY COMMENTS:

Attorney Maxwell had no comments.

ADJOURNMENT:

Motion made by Wagner to adjourn the regular at 7:36 PM. **Motion passed 4-0.**

ATTEST:

Michael Kehoe, Mayor

Brittney Sandoval Soto, Town Clerk

Steven Hunnicutt, Town Administrator

**TOWN OF LAKE HAMILTON
MINUTES
SPECIAL MEETING AND BUDGET WORKSHOP
TUESDAY, AUGUST 15, 2023
5:00 PM**

The Town Council of Lake Hamilton held a Special Meeting and Budget Workshop on Tuesday, August 15, 2023, at 5:00 PM, at 100 Smith Ave., Lake Hamilton, FL 33851.

CALL TO ORDER

Mayor Kehoe called the meeting to order at 5:00 P.M.

INVOCATION

The invocation was given by Vice Mayor Roberson.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was recited by all.

ROLL CALL

Roberson, Tomlinson, Slavens, Tomlinson, Wagner and Kehoe were present. Administrator Hunnicutt and Clerk Sandoval Soto were present.

SPECIAL COUNCIL MEETING BUSINESS

Public Hearing and Second and Final Reading of Ordinance O-23-10, Water and Wastewater rates-

Motion made by Slavens and a second by Wagner to approve and adopt on second reading, Ordinance O-23-10.

Mayor Kehoe noted for the record there were no member of the public present. No public comments were received. A roll call vote was taken. Roberson aye, Tomlinson aye, Slavens aye, Wagner aye, Kehoe aye. **Motion passed 4-0.**

The Special meeting was recessed at 5:20 PM.

The budget workshop resumed at 6:11 PM.

Budget Workshop-

There was discussion regarding the heartland grant for roads. Administrator Hunnicutt wants to pump the brakes on the project as it has to be paid upfront. Mayor Kehoe questioned if a loan could be secured to cover the cost of the loan during construction. Administrator Hunnicutt noted he and Fiscal Coordinator Pettus will get with the bank to see about funding the road projects. Administrator Hunnicutt updated the longevity and pay and when it is paid out, vacation leave for exempt and non-exempt employees, and sick leave. Mayor Kehoe recommended bringing those items to the regular meeting for approval.

There was a consensus for staff to make the changes to the budget and bring it back for review on the special meeting scheduled for the 6th of September.

Mayor Kehoe noted that the Council should receive quarterly financial reports from staff.

There was discussion regarding a Council retreat to discuss strategic plans and the CIP.

ADJOURNMENT:

Motion made by Roberson and a second by Slavens to adjourn the special meeting/budget workshop at 7:17 PM.

No public comments were received.

Motion passed 5-0.

ATTEST:

Michael Kehoe, Mayor

Brittney Sandoval Soto, Town Clerk

Steve Hunnicutt, Town Administrator



Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

FROM: Michael Kehoe, Mayor

AGENDA ITEM: Council Appointments

DATE: September 5, 2023

SUMMARY: As per the Town Charter Section 2.04, The Mayor appoints members of citizen advisory boards and commissions with the advice and consent of the council.

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

FINANCIAL IMPACT: YES: ☐ NO: ☒ If Yes, Please Explain:

RECOMMENDATION: As Mayor, I recommend that Elizabeth M. Kuykendall be appointed to the Lake Hamilton Parks and Recreation Advisory Board as an Alternate Member.

ATTACHMENTS: a) Committee Application



TOWN OF LAKE HAMILTON ADVISORY BOARD APPLICATION

Select One Advisory Board: ☒

- ☐ Charter Review Committee
 ☐ Planning and Zoning Board
 ☐ Centennial Committee
☐ Zoning Adjustments & Appeals Board
 ☒ Parks & Recreation Advisory Board

ONLY Lake Hamilton Residents shall be appointed to Town Advisory Boards.

Name: Elizabeth M. Kuykendall Email: Mizlizk@gmail.com
 Physical Address: 409 Monroe Lane, Lake Hamilton, FL 33851
 Mailing Address: 409 Monroe Lane, Haines City, FL 33844
 Home Phone #: Cell #: 863 419 6083
 Employer:

Please answer the following Questions:

- Are you a resident in the Town of Lake Hamilton? Yes ☒ No ☐
 Are you currently a Homeowner ☐ or Renter ☒ in the Town of Lake Hamilton?
 Are you a registered voter in the Town of Lake Hamilton? Yes ☒ No ☐
 How long have you lived in Lake Hamilton? Years/Months: 13 yrs.
 Are you currently or have you ever served on any government Advisory Board? Yes ☐ No ☒
 If yes, which government agency?
 Are you currently employed by a government agency? Yes ☐ No ☒
 If yes, which government agency?
 Have you ever been convicted of a felony? Yes ☐ No ☒
 If yes, please provide documentation of restoration of rights from the state clemency board.

Please note: Per Florida Statutes 112.3145, any individual appointed to an advisory board within a municipality shall be required to submit a Disclosure of Financial Interest Statement, CE Form 1, annually to the Supervisor of Elections of Polk County on or before July 1st of each year.

Applicant's Signature: Elizabeth M. Kuykendall Date: 7/10/23

When completed and filed with the Town Clerk's Office, this document is a public record under Chapter 119, Florida Statutes, and therefore is open to public inspection.

Return form to: Town Clerk's Office
 Town Hall
 100 Smith Avenue - P.O. Box 126
 Lake Hamilton Florida, 33851

OFFICE USE ONLY

Mayor's recommendation for applicant to serve on selected advisory board? Yes ☐ No ☐

Advisory Board Appointment: PARKS + RECREATION ☒ Appointment ☐ Reappointment

Date of Appointment: SEPT 5, 2023 ☐ Primary ☒ Alternate

Mayor's Signature Michael Schoe Date 8-23-2023



Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

FROM: Michael Kehoe, Mayor

AGENDA ITEM: Appoint New Alternate to the PRWC

DATE: September 5, 2023

SUMMARY: The Mayor has always been the primary member and the Vice-Mayor has always been the alternate to the PRWC (Polk Regional Water Cooperative). On May 2, 2023, the Town Council appointed Council Member Cora Roberson as Vice-Mayor.

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

FINANCIAL IMPACT: YES: ☐ NO: ☒ If Yes, Please Explain:

RECOMMENDATION: As Mayor, I recommend that Vice-Mayor Cora Roberson be appointed as the new alternate to the PRWC (Polk Regional Water Cooperative) and that Council Member Marlene Wagner be removed as the alternate. Council Member Marlene Wagner shall continue to serve on other committee's and Boards as appointed by the council.

ATTACHMENTS: a) N/A



Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Mayor, Town Council, Town Attorney, Town Administrator

FROM: Chris Kirby, Town Planner

AGENDA ITEM: 2nd Reading of Ordinance 0-23-07, Rezoning of 1 acre.

DATE: August 28, 2023

SUMMARY: Second and final reading of Ordinance 0-23-07 Church Street, parcel # 27-28-26-828012-000020, Garden of Eden Subdivision, rezoning of 1 acre from Residential (R1) to Residential (r3).

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒ If Yes, Please Explain:

RECOMMENDATION: Staff has reviewed and subsequently recommends approving Ordinance 0-23-07 on Second Reading for the Church Street parcel for rezoning.

ATTACHMENTS: a) Public Notice

b) Ordinance 0-23-07 with Exhibit A

ORDINANCE O-23-07

AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, POLK COUNTY, FLORIDA, REZONING (1) ACRE PARCEL OF LAND LOCATED ON THE WEST SIDE OF THE 200 BLOCK OF CHURCH STREET 500 FEET NORTH OF LAKE HATCHINEHA ROAD FROM R1 RESIDENTIAL TO R3 RESIDENTIAL REZONING DISTRICT; REPEALING ALL ORDINANCES IN CONFLICT HERewith; PROVIDING SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, there has been a request for approval of a rezoning of the property described below; and

WHEREAS, the change will be a benefit to the community and the Town as a whole; and

WHEREAS, the zoning change requested by the applicant is consistent with the Current Land Use Element of the Lake Hamilton Comprehensive Plan.

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

SECTION 1.

Said property is rezoned from R1 residential to R3 residential and the regulations of that District contained in the Land Development Codes shall govern further public review and development of the property within this District.

SECTION 2. CONFLICTS.

If the event of a conflict with any other Town ordinances or part of ordinances, the provisions of this Ordinance shall control.

SECTION 3. SEVERABILITY.

If any section, subsection, sentence, clause, phrase, word or other part of this Chapter is for any reason declared unconstitutional or invalid by any court of competent jurisdiction, such part shall be deemed separate, distinct and independent and the remainder of this Chapter shall continue in full force and effect.

SECTION 4. EFFECTIVE DATE.

This ordinance shall take effect immediately on adoption of 2nd reading.

INTRODUCED AND PASSED on first reading by the Town Council of the Town of Lake Hamilton, Florida, meeting in regular session this 1ST day of August 2023.

PASSED AND ADOPTED on second reading by the Town Council of the Town of Lake

Hamilton, Florida, meeting in regular session this 5th day of September 2023.

TOWN OF LAKE HAMILTON, FLORIDA

MICHAEL KEHOE, MAYOR

ATTEST:

BRITTNEY SANDOVAL SOTO, TOWN CLERK

Approved as to form:

HEATHER CHRISTMAN, TOWN ATTORNEY

Record of Vote	Yes	No
Roberson		
Tomlinson		
Slavens		
Wagner		
Kehoe		

EXHIBIT "A"





Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Mayor, Town Council, Town Attorney, Town Administrator

FROM: Chris Kirby, Town Planner

AGENDA ITEM: 2nd Reading of Ordinance 0-23-08 Annexation of 19.63 acres.

DATE: August 28, 2023

SUMMARY: Second and Final reading of Ordinance 0-23-08 Land Development petitioned annexation into corporate Town limits of Lake Hamilton Parcel # 27-28-000000-033010. “Exhibit B” to ordinance shows the property’s location. It is contiguous to the town Limit’s along its southern and eastern boundary.

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒ If Yes, Please Explain:

RECOMMENDATION: Staff has reviewed and subsequently recommends approving the parcel to be annexed into the Town limits of Lake Hamilton. After annexation, the property will need to be added to the Future Land Use and Zoning Map through the amendment process by Ordinance.

ATTACHMENTS: a) Public Notice

b) Ordinance 0-23-08 with Exhibits A and B

ORDINANCE O-23-08

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, POLK COUNTY, FLORIDA EXTENDING THE CORPORATE LIMITS OF THE TOWN SO AS TO INCLUDE ADDITIONAL TERRITORY LYING CONTIGUOUS AND ADJACENT TO THE PRESENT BOUNDARIES OF THE TOWN OF LAKE HAMILTON, FLORIDA; DESCRIBING SAID ADDITIONAL TERRITORY; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR APPLICABILITY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. THE PROPERTY LOCATION IS 662 FEET EAST OF DETOUR ROAD ON THE SOUTH SIDE OF LAKE HATCHINEHA ROAD CONTAINING 19.63 ACRES.

WHEREAS, a petition to integrate territory into the Town of Lake Hamilton has been filed requesting the Town to extend its corporate limits to include certain property herein described; and

WHEREAS, the Town of Lake Hamilton deems it expedient and practical to incorporate said territory as the same is in conformity with overall plans for extending boundaries of the Town; and welfare, and

WHEREAS, the property herein described is contiguous and adjacent to the corporate limits of the Town of Lake Hamilton, and the property will become a part of the unified corporate area with respect municipal services and benefits.

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

1. That the Town Council of the Town of Lake Hamilton does hereby annex into the corporate limits of the Town of Lake Hamilton, Florida, one parcel owned by Cassidy Land Development and consisting of a total of 19.63 acres, described as follows:

Parcel Number: 272822-000000-033010:

Section 22, Township 28 South, Range 27 East, Polk County, Florida.

2. The town boundaries of the Town of Lake Hamilton are hereby redefined to include the parcels of land described above and in accordance with Exhibit "A" hereto attached.

SECTION 2. CODIFICATION.

The provisions of this Ordinance shall not be codified, but the Annexed Property shall be incorporated and included in all appropriate maps of the Town Limits of the Town of Lake Hamilton, Florida, by the Town Administrator, and the Town Administrator is hereby directed to take any and all appropriate actions relative to land use planning pertaining to the Annexed Property pursuant to this Ordinance.

SECTION 3. CONFLICTS.

If the event of a conflict with any other Town ordinances or part of ordinances, the provisions of this Ordinance shall control.

SECTION 4. SEVERABILITY.

If any section, subsection, sentence, clause, phrase, word or other part of this Chapter is for any reason declared unconstitutional or invalid by any court of competent jurisdiction, such part shall be deemed separate, distinct and independent and the remainder of this Chapter shall continue in full force and effect.

SECTION 5. EFFECTIVE DATE.

This ordinance shall take effect as provided by state law within (10) days of adoption.

INTRODUCED AND PASSED on first reading by the Town Council of the Town of Lake Hamilton, Florida, meeting in regular session this 1ST day of August 2023.

PASSED AND ADOPTED on second reading by the Town Council of the Town of Lake Hamilton, Florida, meeting in regular session this 5th day of September 2023.

TOWN OF LAKE HAMILTON, FLORIDA

MICHAEL KEHOE, MAYOR

ATTEST:

BRITTNEY SANDOVAL SOTO, TOWN CLERK

Approved as to form:

HEATHER CHRISTMAN, TOWN ATTORNEY

Ordinance O-23-08

Page 3 of 5

Record of Vote	Yes	No
Roberson		
Tomlinson		
Slavens		
Wagner		
Kehoe		

EXHIBIT "A"
POLK COUNTY, FLORIDA
LEGAL DESCRIPTION

METES AND BOUNDS LEGAL DESCRIPTION

Parcel ID: 272822-000000-033010

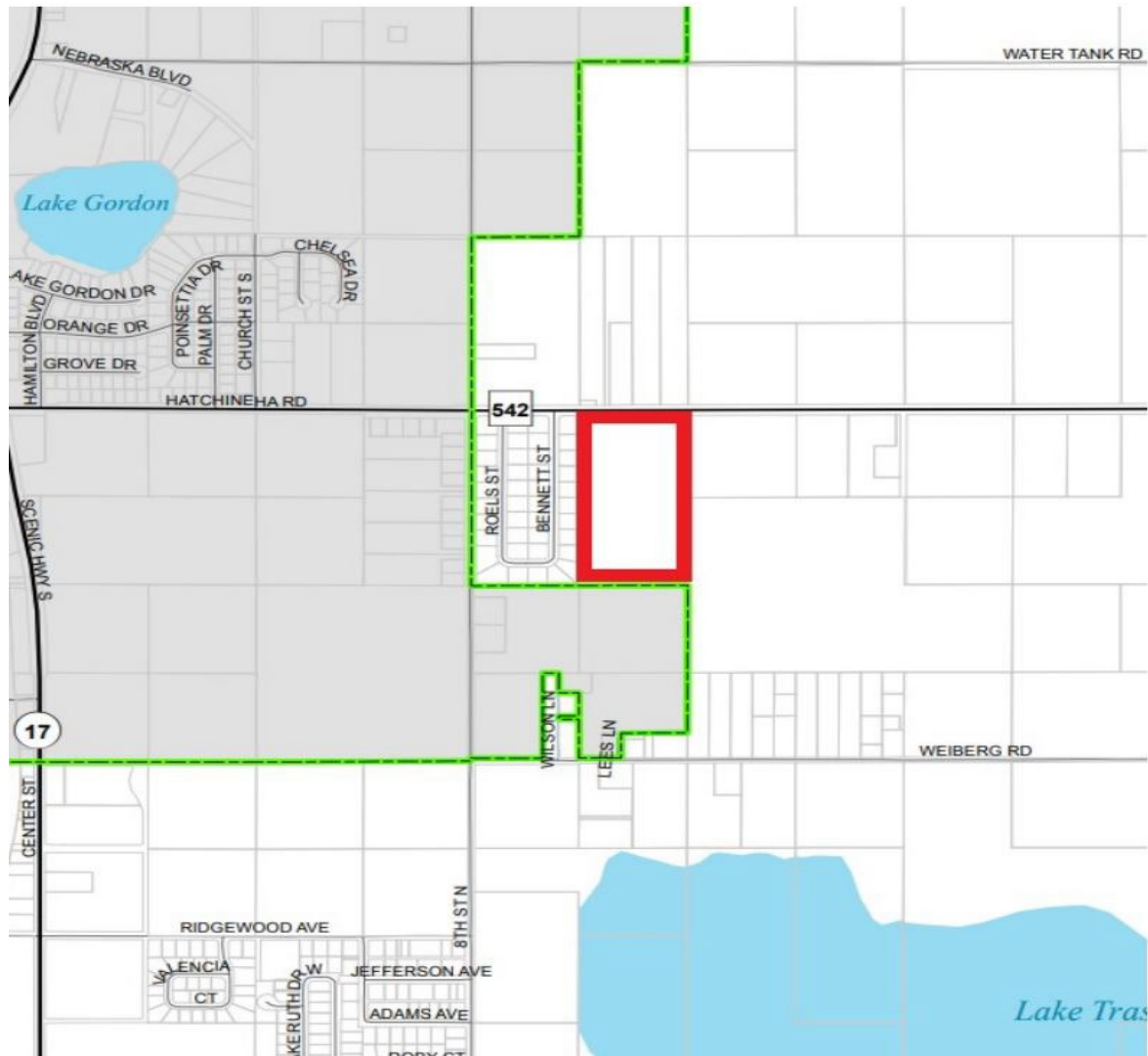
Address: 0 Lake Hatchineha Road.

Lake Hamilton, FL 33851

Legal Descriptions

Parcel ID 27-28-22-000000-033010

At the Northwest Corner of said Section 22, run thence along the North boundary thereof, N.89°22'14"E., a distance of 662.29 feet; thence departing said North boundary, S. 00°39'24'E., a distance of 39.71 feet to the Northeast corner of CLASCO RIDGE ESTATES, according to the plat thereof, as recorded in Plat Book 83, Page 17, of the Public Records of said County.

EXHIBIT "B"
Location Map



Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Mayor, Town Council, Town Attorney, Town Administrator

FROM: Chris Kirby, Town Planner

AGENDA ITEM: 1st Reading of Ordinance 0-23-11 Comprehensive Plan Amendment for 19.63 acres. Parcel number 27-28-22-000000-033010.

DATE: August 28, 2023

SUMMARY: 1st Reading of Ordinance 0-23-11 Amendment for Comprehensive Plan of 19.63 acres, parcel # 27-28-22-000000-033010.

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒ If Yes, Please Explain:

RECOMMENDATION: Staff has reviewed and subsequently recommends amending the current and future land use map.

ATTACHMENTS: a) Public Notice
 b) Ordinance 0-23-11

ORDINANCE 0-23-11

AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, POLK COUNTY, FLORIDA AMENDING THE COMPREHENSIVE PLAN FOR TOWN OF LAKE HAMILTON, FLORIDA; SAID AMENDMENT BEING KNOWN AS AMENDMENT 23821 AMENDING THE CURRENT AND FUTURE LAND USE MAP CLASSIFICATION FROM AGRICULTURE LANDS TO PUD FOR A 19.63 PARCEL OF LAND LOCATED ADJACENT TO THE EAST SIDE OF DETOUR ROAD AND ADJACENT TO THE SOUTH SIDE OF LAKE HATCHINEHA ROAD; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR APPLICABILITY; PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, a petition to rezone territory into the Town of Lake Hamilton has been filed requesting the Town rezone certain property herein described; and

WHEREAS, the Town of Lake Hamilton deems it expedient and practical to amend the Town's comprehensive plan, and

WHEREAS, the property herein is part of the unified corporate area with respect to municipal services and benefits.

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

SECTION 1.

That the Town Council of the Town of Lake Hamilton does hereby amend the Towns comprehensive plan.

SECTION 2. CODIFICATION.

The provisions of this Ordinance shall not be codified, but the Annexed Property shall be incorporated and included in all appropriate maps of the Town Limits of the Town of Lake Hamilton, Florida, by the Town Administrator, and the Town Administrator is hereby directed to take any and all appropriate actions relative to land use planning pertaining to the Annexed Property pursuant to this Ordinance.

SECTION 2. CONFLICTS.

If the event of a conflict with any other Town ordinances or part of ordinances, the provisions of this Ordinance shall control.

SECTION 3. SEVERABILITY.

If any section, subsection, sentence, clause, phrase, word or other part of this Chapter is for any reason declared unconstitutional or invalid by any court of competent jurisdiction, such part shall be deemed separate, distinct and independent and the remainder of this Chapter shall continue in full force and effect.

SECTION 4. EFFECTIVE DATE.

This ordinance shall take effect as provided by state law within (10) ten days of adoption.

INTRODUCED AND PASSED on first reading by the Town Council of the Town of Lake Hamilton, Florida, meeting in regular session this 5th day of September 2023.

PASSED AND ADOPTED on second reading by the Town Council of the Town of Lake Hamilton, Florida, meeting in regular session this ____ day of _____ 2023.

TOWN OF LAKE HAMILTON, FLORIDA

MICHAEL KEHOE, MAYOR

ATTEST:

BRITTNEY SANDOVAL SOTO, TOWN CLERK

APPROVED AS TO FORM:

HEATHER CHRISTMAN, TOWN ATTORNEY

Record of Vote	Yes	No
Roberson		
Tomlinson		
Slavens		
Wagner		
Kehoe		

NOTICE OF PUBLIC HEARING

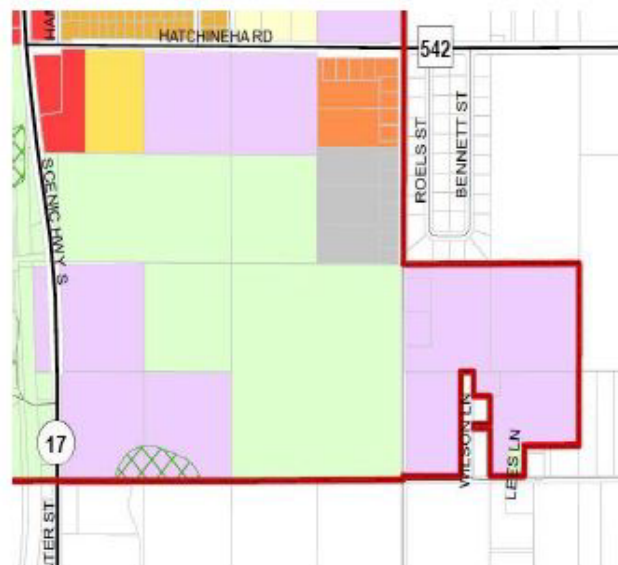
TOWN COUNCIL TOWN OF LAKE HAMILTON

6:00 PM, TUESDAY, SEPTEMBER 5TH, 2023

THE LAKE HAMILTON TOWN COUNCIL WILL HOLD PUBLIC HEARING ON THE DATE AND TIME NOTED ABOVE. THE MEETING WILL BE HELD IN THE LAKE HAMILTON TOWN HALL COUNCIL CHAMBERS 100 SMITH AVENUE, LAKE HAMILTON. ANY INTERESTED PERSONS WHO FEEL THEY ARE AFFECTED BY THE ACTIONS IDENTIFIED IN THE FOLLOWING ARE ENCOURAGED TO ATTEND THE PUBLIC HEARING AND BE HEARD.

ORDINANCE O-23-11: 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 23821, AMENDING THE CURRENT AND FUTURE LAND USE MAP CLASSIFICATION FROM AGRICULTURAL LANDS TO PUD FOR A 19.63 ACRE PARCEL OF LAND LOCATED ADJACENT TO THE EAST SIDE OF DETOUR ROAD AND ADJACENT TO SOUTH SIDE OF LAKE HATCHINEHA ROAD; AND TRANSMITTING SAID AMENDMENT TO THE DEPARTMENT OF ECONOMIC OPPORTUNITY FOR COMPLIANCE REVIEW; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

INSERT O-23-11: Cassidy Gr 5 Map





Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Mayor, Town Council, Town Attorney, Town Administrator

FROM: Chris Kirby, Town Planner

AGENDA ITEM: 1st Reading of Ordinance 0-23-12 Rezoning of 19.63 acres.

DATE: August 28, 2023

SUMMARY: 1st Reading of Ordinance 0-23-12 Rezoning Land Development petitioned to rezone parcel # 27-28-22-000000-033010 in the corporate Town limits of Lake Hamilton. Exhibit B to the Ordinance show's the property's location.

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒ If Yes, Please Explain:

RECOMMENDATION: Staff has reviewed and subsequently recommends approving the parcel to be rezoned. It has met all of the legal advertised requirements.

ATTACHMENTS: a) Public Notice

b) Ordinance 0-23-12 with Exhibits A and B

ORDINANCE O-23-12

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, POLK COUNTY, FLORIDA REZONING A 19.63 ACRE PARCEL OF LAND LOCATED 662 FEET EAST OF DETOUR ROAD AND ON THE SOUTH SIDE OF LAKE HATCHINEHA AGRICULTURAL TO PUD KNOWN AS WEIBERG 5; AMENDING THE LAKE HAMILTON WEIBERG 5 PUD TO INCLUDE SUCH 19.63 PARCEL OF LAND; PROVIDING FOR SEVERABILITY AND PROVIDING FOR CORRECTIONS OF SCRIVENERS ERRORS; PROVIDING FOR CONFLICT AND EFFECTIVE DATE.

WHEREAS, a petition to rezone territory into the Town of Lake Hamilton has been filed requesting the Town rezone certain property herein described; and

WHEREAS, the Town of Lake Hamilton deems it expedient and practical to rezone said territory as the same is in conformity with overall plans for extending boundaries of the Town; and welfare, and

WHEREAS, the property herein is part of the unified corporate area with respect to municipal services and benefits.

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

SECTION 1.

That the Town Council of the Town of Lake Hamilton does hereby rezone one parcel consisting of a total of 19.63 acres, described as follows:

Parcel Number: 272822-000000-033010:

Section 22, Township 28 South, Range 27 East, Polk County, Florida.

SECTION 2. CODIFICATION.

The provisions of this Ordinance shall not be codified, but the Annexed Property shall be incorporated and included in all appropriate maps of the Town Limits of the Town of Lake Hamilton, Florida, by the Town Administrator, and the Town Administrator is hereby directed to take any and all appropriate actions relative to land use planning pertaining to the Annexed Property pursuant to this Ordinance.

SECTION 2. CONFLICTS.

If the event of a conflict with any other Town ordinances or part of ordinances, the provisions of this Ordinance shall control.

SECTION 3. SEVERABILITY.

If any section, subsection, sentence, clause, phrase, word or other part of this Chapter is for any reason declared unconstitutional or invalid by any court of competent jurisdiction, such part shall be deemed separate, distinct and independent and the remainder of this Chapter shall continue in full force and effect.

SECTION 4. EFFECTIVE DATE.

This ordinance shall take effect as provided by state law within (10) ten days of adoption.

INTRODUCED AND PASSED on first reading by the Town Council of the Town of Lake Hamilton, Florida, meeting in regular session this 5th day of September 2023.

PASSED AND ADOPTED on second reading by the Town Council of the Town of Lake Hamilton, Florida, meeting in regular session this ____ day of _____ 2023.

TOWN OF LAKE HAMILTON, FLORIDA

MICHAEL KEHOE, MAYOR

ATTEST:

BRITTNEY SANDOVALSOTO, TOWN CLERK

APPROVED AS TO FORM:

HEATHER CHRISTMAN, TOWN ATTORNEY

Record of Vote	Yes	No
Roberson		
Tomlinson		
Slavens		
Wagner		
Kehoe		

EXHIBIT "A"
POLK COUNTY, FLORIDA
LEGAL DESCRIPTION

METES AND BOUNDS LEGAL DESCRIPTION

Parcel ID: 272822-000000-033010

Address: 0 Lake Hatchineha Road.

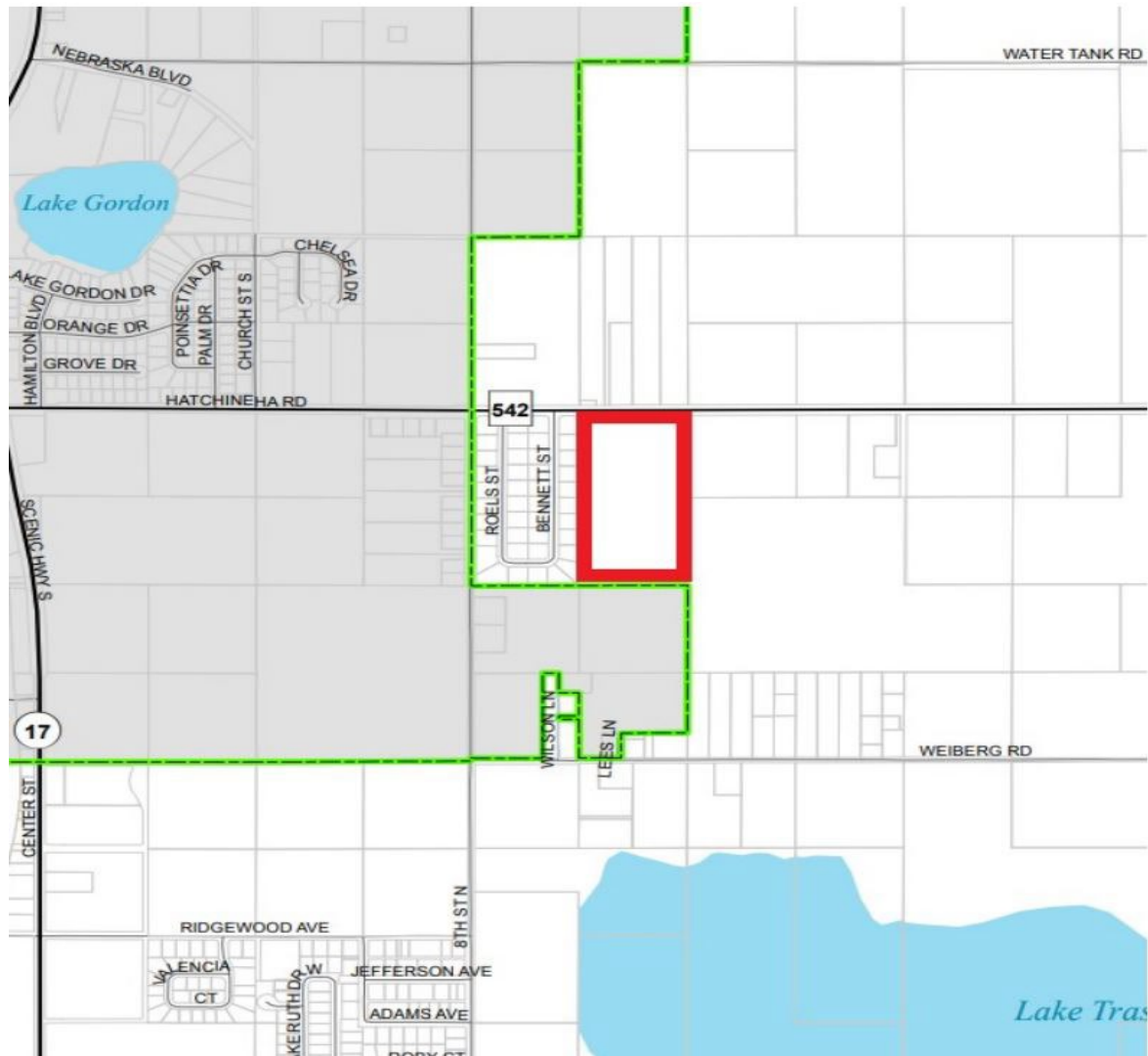
Lake Hamilton, FL 33851

Legal Descriptions

Parcel ID 27-28-22-000000-033010

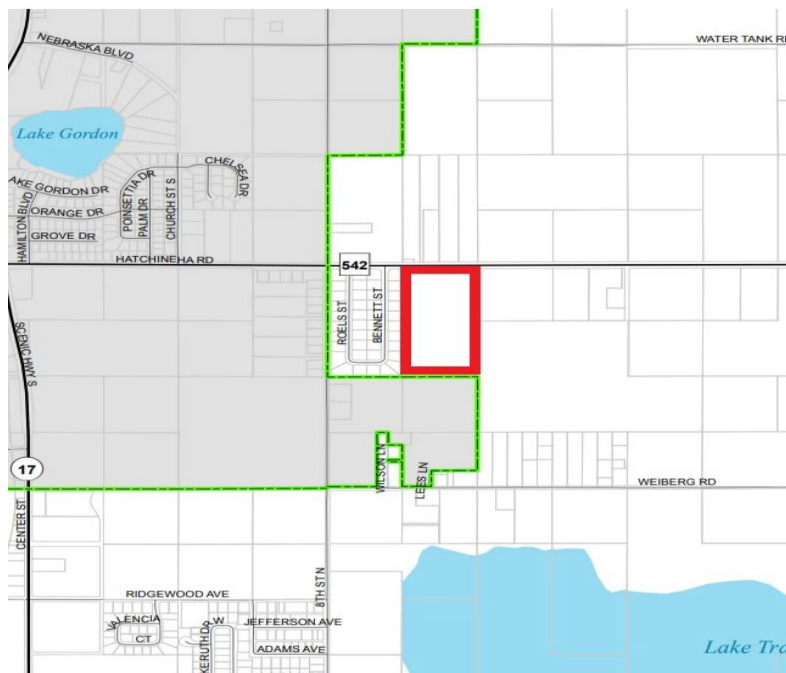
At the Northwest Corner of said Section 22, run thence along the North boundary thereof, N.89°22'14"E., a distance of 662.29 feet; thence departing said North boundary, S. 00°39'24'E., a distance of 39.71 feet to the Northeast corner of CLASCO RIDGE ESTATES, according to the plat thereof, as recorded in Plat Book 83, Page 17, of the Public Records of said County.

**“EXHIBIT “B”
Location Map**



NOTICE OF PUBLIC HEARING CASSIDY GROUP 5 REZONING

All persons are hereby notified that the Town Council for the Town of Lake Hamilton, Florida, will hold a **Public Hearing on Tuesday, September 5, 2023, at 6:00 p.m.** or as soon thereafter as the matter may come before the Council at the Town of Lake Hamilton Townhall, 100 Smith Avenue, Lake Hamilton, Florida, to consider comments from the public regarding Ordinance O-23-12, which proposes to amend the Town's current zoning pursuant to Chapter 171 of the Florida Statutes, by rezoning one parcel of property located 662 feet east of Detour Road on the south side of Lake Hatchineha Road in Section 22, Township 28 South, Range 27 East, Polk County, Florida.



Ordinance 0-23-12 can be viewed at the office of the Town Clerk at Lake Hamilton Town Hall, 100 Smith Avenue, Lake Hamilton, Florida between the hours of 8:00 am and 5:00 pm, Monday through Friday.

Please be advised that if you desire to appeal from any decisions made as a result of the above Hearing or Meeting, you will need a record of the proceedings and in some cases a verbatim record is required. You must make your own arrangements to produce this record. (Florida Statutes 286.0105)

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 Steven Hunnicut, Town Administrator at 863-439-1910 within two (2) working days of your receipt of this notification.



Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Mayor, Town Council, Town Attorney, Town Administrator

FROM: Heather Maxwell, Town Attorney

AGENDA ITEM: First Reading of Ordinance 0-23-13 Red Light Camera

DATE: August 30, 2023

SUMMARY: Ordinance 0-23-13, if approved by the Town Council, will allow the Town to place red light cameras at intersections in the Town to deter the running of red lights, under State law.

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒ If Yes, Please Explain:

RECOMMENDATION: Motion to approve/ deny first reading of Ordinance O-23-13. O-23-13 is legally compliant, otherwise Legal makes no recommendation on policy matters.

ATTACHMENTS: a) Ordinance O-23-11 Red light camera authorization ordinance.

ORDINANCE O-23-13

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, POLK COUNTY, FLORIDA, AMENDING THE TOWN OF LAKE HAMILTON CODE OF ORDINANCES BY ADDING ARTICLE III, RED LIGHT INFRACTIONS, TO CHAPTER 30 OF THE LAKE HAMILTON CODE OF ORDINANCES; ADOPTING FINDINGS; PROVIDING FOR USE OF TRAFFIC INFRACTION DETECTORS IN ACCORDANCE WITH STATE LEGISLATION; REPEALING INCONSISTENT ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the running of red lights continues to be a safety hazard affecting every citizen and traveler in the Town of Lake Hamilton; and

WHEREAS, the Town wishes to bolster its efforts to reduce the frequency of red light running in the Town of Lake Hamilton by using traffic infraction detectors in accordance with State law.

NOW THEREFORE, BE IT ENACTED BY THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, as follows:

Section 1. Recitals Adopted.

The foregoing findings are true and correct and are made a part hereof and are incorporated herein by reference.

Section 2.

The Code of Ordinances of the Town of Lake Hamilton, Florida, is hereby amended to add Article III, Use of Traffic Infraction Detectors, to Chapter 30, Traffic and Vehicles, and shall read as follows:

Article III. Use of Traffic Infraction Detectors

Sec. 30-20. Purpose and intent.

The Town of Lake Hamilton is hereby authorized to use traffic infraction detectors consistent with and pursuant to State law, including Chapter 316, Florida Statutes to detect, process and penalize red light violations under the Florida Uniform Traffic Control Law. The use of traffic infraction detectors shall be deemed a supplemental means of enforcing the Florida Uniform Traffic Control Law and nothing herein shall be construed or operate to preclude the enforcement of the Florida Uniform Traffic Control Law by any other means provided by law.

Sec. 30-21. Designation of local hearing officers.

For red light violations being enforced under the provisions of this Article, the Town of Lake Hamilton's Code Enforcement Special Magistrate is hereby designated to serve as the Town's red-light camera hearing officer for the purpose of conducting hearings requested by alleged violations wishing to contest a notice of violation received pursuant to the provisions of the Florida Uniform Traffic Control Law.

SECTION 3. Repeal of Conflicting Ordinances.

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4. Severability.

If any word, sentence, clause, phrase, or provision of this Ordinance, for any reason, is held to be unconstitutional, void, or invalid, the validity of the remainder of this Ordinance shall not be affected thereby.

SECTION 5. Effective Date.

This Ordinance shall become effective immediately upon its passage.

INTRODUCED AND PASSED ON FIRST READING by the Town Council of the Town of Lake Hamilton, Florida, meeting in Regular Session this 5th day of September 2023.

INTRODUCED, PASSED AND DULY ADOPTED ON SECOND READING by the Town Council of the Town of Lake Hamilton, Florida, meeting in Regular Session this __ day of _____ 2023.

TOWN OF LAKE HAMILTON, FLORIDA

MICHAEL KEHOE, MAYOR

ATTEST:

BRITTNEY SANDOVAL SOTO, TOWN CLERK

APPROVED AS TO FORM:

HEATHER MAXWELL, TOWN ATTORNEY

Ordinance O-23-13

Page 3 of 3

Record of Vote	Yes	No
Roberson		
Tomlinson		
Slavens		
Wagner		
Kehoe		



Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Mayor, Town Council, Heather Maxwell Town Attorney
FROM: Steven Hunnicutt, Town Administrator
AGENDA ITEM: Travel Policy
DATE: August 11, 2023

SUMMARY: The Town of Lake Hamilton's Travel Policy has been reviewed, and found that updates are necessary to meet the standards, and requirements of F.S. 112.061

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒ If Yes, Please Explain:

RECOMMENDATION: Staff recommends the approval of the New Travel Policy

ATTACHMENTS: New Policy for employees and elected officials.

RESOLUTION R-2023-16**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, ESTABLISHING A FORMAL POLICY FOR TRAVEL AND TRAVEL EXPENSES BY ELECTED OFFICIALS AND EMPLOYEES OF THE TOWN; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, from time to time, members of the Town Council of the Town of Lake Hamilton and employees of the Town must travel outside the boundaries of the Town to attend conferences, receive training, or otherwise transact business on behalf of the Town; and

WHEREAS, the Town Council wishes to adopt certain policies with respect to payment for and/or reimbursement of Town-related travel expenses incurred by members of the Town Council and employees of the Town; and

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

Section 1. The Town Council hereby approves and adopts the Travel Expense Policy attached hereto as Exhibit “A”.

Section 2. The Town Administrator is hereby authorized to take further action as may be necessary to implement the provisions and purpose of this Resolution.

Section 3. Any prior travel expense-related policy is hereby repealed and replaced with the Travel Expense adopted hereby.

Section 4. This Resolution shall become effective immediately upon passage.

INTRODUCED AND PASSED at the regular meeting of the Town Council of the Town of Lake Hamilton, Florida, held this 5th day of September 2023.

TOWN OF LAKE HAMILTON, FLORIDA

MICHAEL KEHOE, MAYOR

ATTEST:

BRITTNEY SANDOVAL SOTO, TOWN CLERK

APPROVED AS TO FORM:

HEATHER MAXWELL, TOWN ATTORNEY

Record of Vote	Yes	No
Roberson		
Tomlinson		
Slavens		
Wagner		
Kehoe		

Exhibit "A"



Town of Lake Hamilton

Small Town Big on Community

100 Smith Ave • Lake Hamilton, FL 33851 • (863) 439-1910 • Fax (863) 439-1421

Travel expense for elected officials and employees.

- (a) *Applicability of travel policy.* This policy is applicable to all town employees and elected officials for travel reimbursements on town business. Reimbursements or advance payments are subject to budget limitations, approval, and authenticated expenses.
- (b) *Authorization required.* Members of the executive management team may authorize travel leave and expenses for town business outside the town for the employees they lead. All executive management team travel requests must be approved by the Town Administrator or his/her designee prior to its occurrence. All Council travel must be approved by the Town Council in an open, public meeting prior to reimbursement, and all travel request processed by the Town Clerk, and forwarded to Finance for travel a check.
- (c) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:
 - (1) *Local travel.* Travel that is within Polk County, Florida, and which occurs during a single work day.
 - (2) *Remote travel.* Travel which is outside Polk County, Florida.
 - (3) *Emergency travel.* Travel which results from an emergency declared by the department director, the Town Administrator, or the Town Council.
 - (4) *Travel status.* The status of one who is authorized by the town to attend a meeting, conference, seminar, and convention or conducting business for the benefit of the town and at the town's expense. Departure and arrival can be from or to whatever location is convenient to the town as long as the location does not present an unfair burden to the employee.
 - a. *Airline.* Travel status begins three (3) hours before an airline's departure and ends two (2) hours after an airline's return arrival at a local airport.
 - b. *Automotive.* Travel status begins three (3) hours before departure and ends upon an employee's return from the location.
- (d) *Limitations and restrictions.* Payments made under this policy are subject to the following:
 - (1) *Airfare.* Excludes the cost of first-class airfare. Reservations should be made as far in advance as possible to allow for the lowest possible fare. Quotes for fares must be obtained from at least two (2) airlines or from at least two (2) internet travel agent sites like Orbitz, Travelocity, Kayak, or equivalent site.
 - a. Even when there are cancellations penalties, the use of the lowest air fares is recommended and when the traveler is reasonably sure of being able to make the trip and scheduling allows such a reservation.
 - b. If a reservation is made which has a cancellation penalty and the traveler cannot make the trip due to serious personal or work-related problems, the traveler must document these problems in writing. Under these circumstances the city will assume the penalty.
 - (2) *Rental cars.* Automobiles may be rented for remote or emergency travel subject to the following:
 - a. The location of the meeting, seminar, conference, or convention is different than that of the lodging accommodations, or the rental of the automobile is less expensive than other forms of transportation to and from the lodging or meeting, or meeting.
 - b. Reimbursement for car rental will only be granted for the rental of an automobile at the intermediate level or below unless five (5) or more travelers will be using the rental vehicle at one (1) time.
 - c. Rental car insurance is a reimbursable expense.

- (3) *Reimbursement for use of personal vehicle.* Whenever possible a town vehicle should be used for travel. When the logistics are such that the cost and time require the employee to use a personal vehicle on town business, the town shall reimburse for mileage costs at the current I.R.S. rate. Payments to employees who use their personal vehicle for local travel will be made in accordance with the Federal Internal Revenue Service Guidelines and will be subject to the insurance requirements of subsection (r) of this section.
- No more than one (1) payment per private vehicle is authorized, regardless of the number of passengers.
 - Reimbursement may not exceed the most cost efficient round-trip airfare to the destination, including car rental if applicable.
 - Additional reimbursement for expenditures other than tolls and parking, related to the operation, maintenance and ownership of a vehicle shall not be allowed when privately owned vehicles are used on public business.
 - Direct mileage from the town and to and from the destination will be the mileage as shown on the official Florida road map or computer program as designated by the Town Administrator or her/his designee. Reasonable local mileage will be allowed for the use of personal vehicles.
 - Employees who are paid an automobile allowance will not be allowed reimbursement for mileage under this policy, except when the destination is outside Polk County or unless authorized by the Town Administrator or his/her designee.
- (4) *Use of city vehicles.*
- With proper receipts, a reimbursement for gasoline will be made for use of town vehicles. Employees who are provided an automobile allowance may not use a town vehicle for travel purposes except in an emergency and when approved by the Town Administrator or his/her designee.
 - Town-owned vehicles shall not be used for trips out of state unless prior approval is granted from the Town Administrator or her/his designee, for such use.
 - If a town vehicle is used, the car or truck number must be shown on the expense report.
- (5) *Taxis, parking and tolls.* Payments will be allowed for taxis, parking and tolls provided that the costs are documented and reasonable.
- (6) *Conference and seminar registration fees.* Payments shall be made directly to the vendor. Employees are encouraged to take advantage of the lower advanced registration fees whenever possible.
- (e) *[Lodging.]* Lodging shall be regulated pursuant to F.S. ch. 112.061, providing however, the town shall not pay for overnight accommodations unless prior written approval is given by the Town Administrator or her/his designee.
- (f) *Meals reimbursement.* A per diem will be given to each individual upon approved travel. Per diem for meals shall be granted at the current rates as set by the Town Council of fifty-five dollars (\$55.00) per day. If the breakfast, lunch, or dinner is provided during the training or travel, then a per diem will not be issued for those meals.
- Breakfast - \$10.00
- Lunch - \$15.00
- Dinner - \$30.00
- (1) This reimbursement will be reduced proportionately for partial days as indicated above or for meals provided through registration. The per diem is inclusive of all meals, beverages (excluding alcoholic beverages), local taxes and tips (not to exceed twenty (20) percent). Meals offered at additional cost as a part of a seminar or conference to all attendees at seminars and conferences, particularly when a speaker or program business is presented, are fully reimbursable for travelers.
- In order to claim breakfast, travel must begin before 8:00 a.m.

- b. In order to claim lunch, travel must begin before 12:00 noon and extend beyond 2:00 p.m.
 - c. In order to claim dinner, travel must begin before 6:00 p.m. and extend beyond 8:00 p.m.
- (2) Receipts shall not be required for all meals.
- (3) For monthly Ridge League of Cities meetings deemed to be in the performance of the duties of the elected and appointed Town officials, reimbursement for that specific meeting may be made up to the amount of the meal for the elected official or appointed Town official and spouse.
- (g) *Miscellaneous expenses.* The Town will pay a daily allowance of actual costs up to ten dollars (\$10.00) per day, for the total days or partial days spent in travel status. This standard daily allowance will cover non-meal tips, personal phone calls and other incidental expenses. Written document is required, but receipts are not required.
- (h) *Telephone calls.* Business telephone calls and FAX charges will be reimbursed with receipts and proper documentation. Such documentation must be submitted with the expense report within the time limits specified. If the hotel adds a service charge for each telephone call, even when those calls are made on a credit card or "800" or "888" number, the town will reimburse the traveler for the service charge(s) related to business calls only. If an employee should need internet access for business use, a laptop and air card shall be issued during travel.
- (i) *Grants.* When traveling expenses are incurred which are eligible for reimbursement under federal and state grant agreements, these regulations will apply except when federal and state grant guidelines are more restrictive. If an elected or appointed official anticipates travel expenses in excess of what can be reimbursed to the town by federal or state agency, the finance director/treasurer shall be notified prior to the trip if additional reimbursement will be requested.
- (j) *Travel advancements.* Costs of lodging, registration, and airfare should be prepaid directly to the vendor by the town whenever possible and upon return the traveler must provide receipts. Travelers should provide a copy of the Town's tax exempt certificate when lodging within the State of Florida. An advance check may be made payable to travelers for the estimated meal allowance and estimated travel expenses upon the approval of the Town Administrator or her/his designee on the "travel expense report". After the trip, any amount due the town or the traveler which is equal to or less than one dollar (\$1.00) will not be processed.
- (k) *Other requirements.* Prior authorization does not entitle the traveler to spend up to the authorized amount. Such authorization only identifies the limitation should such expenses become necessary. No traveler shall be allowed either mileage or transportation expense when she/he is gratuitously transported by another person, or when she/he is transported by another traveler who is reimbursed for mileage or transportation expenses.
- (l) *Approval for "travel expenses report" form.* The traveler should submit the "travel expense report" in the format established by the finance director at least ten (10) working days before the first check is needed. Only one (1) traveler's name can appear on the "travel expense report" even if more than one (1) person is attending the same function. Each individual who travels must submit her/his own "travel expense report". All travel and transportation costs of attending meetings, seminars, conferences, and conventions, as well as the cost of registration, must be documented on the "travel expense report". A copy of available brochures and literature showing lodging and registration rates, and prepaid meals, if any, must be attached to the form. Airfare must have two (2) quotes attached.
 - (1) Time limitations. Extended travel may be requested by the traveler or may be dictated by significantly lower air fares.
 - (2) If requested by the traveler, extended travel may be allowed at the beginning or the end of the trip in order to provide savings.
 - (3) In the event the employee desires to extend the period for personal reasons, the extra time shall be charged to vacation or leave without pay. This shall be subject to approval by the department head.
- (m) *Reporting and documentation.*
 - (1) Reporting. Following the trip, the "travel expense report" with actual expenses must be submitted for approval to the department head within five (5) working days after the employee returns to work. The finance department must receive the "travel expense report" with actual expenses and all receipts attached, within ten (10) working days after the employee returns to work.

- (2) Documentation. Original receipts for the hotel bill, car rental, and the used airline ticket stub must accompany the "travel expense report" form and/or requisition and all other receipts submitted to the finance department.
- (3) Receipts shall be submitted in a neat and orderly fashion in order to facilitate the audit process.
- (n) *Implementation.* The Town Administrator is authorized to implement procedural regulations for business travel covered in this section.
- (o) *Exceptions.* If warranted by unusual circumstances or conditions, exceptions to the foregoing standards and rules may be allowed but only upon the approval of the Town Administrator or his/her designee.
- (p) *Family.* The spouse, children, or others of the elected officials or employees are permitted to travel with the official or employee upon Town Administrator or his/her designee approval. No reimbursement for expenses of spouses, children or others are permitted unless specifically provided elsewhere in this section.
- (q) *Conduct of travelers.* The conduct of Town officers and employees attending conferences, training programs, or conducting official business out of town is a reflection of the standards of Town government at Lake Hamilton. The fact the Town is bearing the major portion of the expense is recognition of the principle that the benefits accrue to the Town as well as the individual. Travelers will therefore obtain a maximum amount of beneficial training and information of value for the purpose of improving local administration and services. Payment will be not be made if an employee is guilty of misconduct while traveling.
- (r) *Authorization to use private vehicles for travel.* Requests for use of privately owned vehicles outside Polk County on city business will be denied if the driver of the vehicle and the vehicle itself are not insured for the following basic limits:
 - (1) At least a combined limit of fifty thousand dollars (\$50,000.00) per occurrence for bodily injury and property damage liability, and
 - (2) Personal injury protection (PIP) as required by state law.
 - (3) Employees applying for mileage reimbursement shall certify that they have motor vehicle insurance as required by this section.
- (s) *Use of personal credit cards.* Employees are permitted to use personal credit cards for travel expenses. However, no reimbursement for charges will be made until after the trip is finalized. The Town will not reimburse the employee for annual credit card dues or fees and will not reimburse for interest expense incurred.



Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Mayor, Town Council, Heather Maxwell Town Attorney
FROM: Steven Hunnicutt, Town Administrator
AGENDA ITEM: Credit Card Policy
DATE: August 11, 2023

SUMMARY: To establish criteria for the use of credit cards issued on behalf of the Town of Lake Hamilton in the course of performing Town's business.

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒ If Yes, Please Explain:

RECOMMENDATION: Staff recommends the approval of the Credit Card Policy

ATTACHMENTS: Credit Card Policy

RESOLUTION R-2023-17

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, ESTABLISHING A FORMAL POLICY FOR CREDIT CARD USAGE IN THE PERFORMANCE OF TOWN BUSINESS BY ELECTED OFFICIALS AND TOWN EMPLOYEES; PROVIDING FOR REPEAL OF PRIOR CONFLICTING POLCIEIS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, certain elected officials and employees of the Town of Lake Hamilton are entrusted with the use of a Town credit card for authorized Town expenses; and

WHEREAS, the adoption of a formal policy for credit card usage in the performance of Town business will generate greater accountability and record keeping with respect to financial expenditures; and

WHEREAS, the Town Council wishes to adopt a formal credit card usage policy in the best interest of the Town of Lake Hamilton.

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

SECTION 1.

The Town Council hereby approves and adopts the Credit Card Policy attached as Exhibit "A" hereto.

SECTION 2.

The Town Administrator is hereby authorized to take further action as may be necessary to implement the provisions and purpose of this Resolution.

SECTION 3.

All prior conflicting credit card policies are hereby repealed and replaced with the Credit Card Policy adopted hereby.

SECTION 4.

This Resolution shall take effect immediately upon passage.

INTRODUCED AND PASSED at the regular meeting of the Town Council of the Town of Lake Hamilton, Florida, held this 5th day of September 2023.

TOWN OF LAKE HAMILTON, FLORIDA

MICHAEL KEHOE, MAYOR

ATTEST:

BRITTNEY SANDOVAL SOTO, TOWN CLERK

APPROVED AS TO FORM:

HEATHER MAXWELL, TOWN ATTORNEY

Record of Vote	Yes	No
Roberson		
Tomlinson		
Slavens		
Wagner		
Kehoe		

Town of Lake Hamilton Credit Card Policy

SUBJECT:

Credit Card Usage in the Performance of Town Business

PURPOSE:

To establish criteria for the use of credit cards issued on behalf of the Town of Lake Hamilton in the course of performing Town's business.

BACKGROUND:

The Town of Lake Hamilton recognizes that the Mayor, Council Members, appointed officials and certain employees designated by the Town Administrator are required to make expenditures of funds in the course of performing their functions while employed with the Town of Lake Hamilton. The use of credit cards is beneficial to the taxpayer, and enables the Town to be more effective, more efficient, and more accountable to the public than some of the older, more traditional financial methods. It provides detailed purchase histories and other important record keeping and time saving information. Federal and state governments are wisely using credit cards to reduce paperwork, personnel and other costs related to financial management. Local governments and virtually all private enterprises are implementing similar uses, and the Town of Lake Hamilton should reap the benefits of this technology.

POLICY:

The Town Council has authorized the Town Administrator to implement procedures for the use of Town credit cards for the following uses:

- a. Travel — Credit cards may be used by the above assigned individuals for official business — related expenditures for hotel, parking, ferry, taxi, meals, gas, airline tickets, emergency Town vehicle repairs, and other travel related expenses as authorized by the Town Administrator or Town Council. In addition the assigned individual may use the Town credit card for conference and class registrations. Out-of-State travel and Out-of-State registrations require the Town Administrator's pre-approval.
- b. Purchases — The assigned credit cards may be used for ordering supplies, including on-line purchases, under \$1,000 for Town purposes, when pre-approved by the department head.
- c. Credit Limit — The credit limit for each assigned Town credit card shall be \$2,500 for Elected Official, and \$5000 for Department Heads.
- d. Town credit cards shall not be used for cash advances or personal purchases.

- e. Any expenditures that are in whole or part of a personal nature, even if incurred at the time of an expenditure in the course of official functions, shall be promptly reimbursed by the responsible card holder within thirty (30) days payable to Town of Lake Hamilton (no cash).

PROCEDURES:

AUTHORIZATION: All credit card expenditures are contingent upon the Town Administrator's approval of the monthly statement of transactions. If an expenditure is deemed inappropriate, the assigned credit card holder will be responsible for reimbursing the Town of Lake Hamilton within 30 days from the monthly statement.

RECEIPTS/VERIFICATION: Original receipts must be obtained for each credit card transaction. The purpose of the charge and the name of the individual involved must be clearly written on the receipt. Receipts are to be saved and retained by the assigned individual or designee for two (2) years. Each assigned individual will be provided with a monthly transaction summary (original or copy) by the Finance Department, and within five days, will:

- a. verify all credit card expenditures against the monthly transaction summary, including any expenditure of a personal nature or those determined to be unrelated to the course of performing official functions;
- b. sign the transaction summary;
- c. attach corresponding Town credit card receipts and corresponding detail receipts which show exactly what was being purchased;
- d. and forward to the Town Administrator for approval.

CONTROL:

A. The assigned individual is responsible for contacting the vendor when supplies purchased with the credit card are not acceptable (incorrect order, damaged, etc.) and for arranging a return for credit or exchange.

B. The Finance Director is responsible for administration of the cards to include, but not limited to; selection of card provider, payment of credit card bills, managing the issuance of cards, and ensuring proper use.

C. The Town Administrator will disallow use of the assigned Town credit card for violation or misuse of the credit card in accordance with this policy.

D. Any exceptions to this policy, must be approved in advance by the Town Administrator and concurred by the Council.

E. Assigned individuals will sign a Credit Card User Agreement, see Attachment A, before they are eligible to use it.

F. Credit cards are to be returned to the Town immediately upon ending employment with the Town of Lake Hamilton.

RESPONSIBILITY:

- A. Only those who are authorized and who have signed the Credit Card User Agreement may use Town credit cards. Credit cards shall only be used to purchase goods or services for the official business of the Town of Lake Hamilton.
- B. Authorized users of credit cards are responsible for its protection and custody and shall immediately notify the Finance Director if the credit card is lost or stolen.
- C. Those issued credit cards shall return the credit card immediately upon termination of his or her employment or service with the Town of Lake Hamilton.

CANCELLATION OF CARDS:

The Finance Director may immediately cancel or order the surrender of any card which appears to be misused or abused, and will bring the matter to the attention of the Town Administrator. The Town Administrator will take the appropriate disciplinary action for misuse of credit cards as provided in the Town's Personnel Ordinance. In the event such misuse is by an elected official, the Town Administrator is hereby required to notify all members of the Town Council in writing within five (5) business days.

ALCOHOLIC BEVERAGES:

No alcoholic beverages may be charged to any Town credit card.

APPLICABILITY:

This policy shall apply to the Mayor, Council Members, Town Administrator, Town Clerk, and all Town Employees.

EFFECTIVE DATE:

RESPONSIBLE ENTITY: Town Administrator / Finance Director



Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Mayor, Town Council, Heather Maxwell Town Attorney

FROM: Steven Hunnicutt, Town Administrator

AGENDA ITEM: LDR Sec. 16-489 Boat Slips and Docks

DATE: August 11, 2023

SUMMARY: Authority of Town Council. No permit shall issued for a boat ramp , dock or slip or boathouse, except by the Town Council. The applicant shall post a cash or surety bond, as the Town Council may determine to assure that the work proposed will be completed in a manner not inconsistent with the public interest. (LDR Code 1995,div.4.07)

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒ If Yes, Please Explain:

RECOMMENDATION: Staff recommends that Council set the bond amount, and approve the bond amount for the applicant to move forward on the construction of the dock located at 3350 Crump Road.

ATTACHMENTS: Permit application



TOWN OF LAKE HAMILTON BUILDING PERMIT APPLICATION

100 Smith Ave
PO Box 126
Lake Hamilton, FL 33851
(863) 439-1910
Fax: (863) 439-1421

TOTAL DUE: \$

Date of Application

7/28

Code in effect is the Florida Building Code 7th Edition

Property Address Location

3350 CRUMP RD

Parcel ID#

27 28 19 829 600 000250

Sq. Ft. of Building

900

Septic

NO

Meter Size Req

N/A

Meter#

N/A

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify no work or installation has commenced prior to the issuance of a permit and all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand a separate permit must be secured for any additional work not described on this application. I also agree to pay permit fees based on the Florida Building Code or furnish a signed contract for this construction. ALL COMMERCIAL NEW CONSTRUCTION, ALTERATIONS, AND/OR ADDITIONS REQUIRE TECHNICAL REVIEW BOARD APPROVAL. SCHEDULE AN APPOINTMENT WITH THE TOWN PLANNER FOR A PRE-REVIEW CONSULTATION.

Type of Permit (x) all that apply:

Building ☒ Electrical ☐ Mechanical ☐ Plumbing ☐ Irrigation ☐ Fence ☐ Pool ☐ Shed ☐
Residential ☒ Commercial ☐ Warehouse ☐ New ☐ Alteration ☐ Addition ☐ Repair ☐ Roof

Description of work:

NEW DOCK + BOATHOUSE

Cost of construction: \$

55,000

Type of construction:

WOOD FRAME

Occupancy Group

Owner Name

DENJ STANTON

Owner Phone #

Owner Address:

3350 CRUMP RD

City:

LAKE HAMILTON

State:

FL

Zip

33

CONTRACTOR INFORMATION

Contractor Name:

CURTIS T. CAMPBELL

Business Name:

CURTIS CAMPBELL

Business Address:

3395 HARLOW RD

City:

WM

State:

FL

Zip:

33884

Phone #:

863 2895744

Fax #:

License #:

CSMA0005

Sub-Contractor Name(s) and License Number(s):

Elec:

N/A

Lic #:

Mech:

Lic #:

Plbg:

Lic #:

Roof:

Lic #:

Irrigation:

Lic #:

Landscaping:

Lic #:

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning. WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner

Date:

7/28/23

Signature of Contractor

Date:

7/28/23

STATE OF FLORIDA

COUNTY OF POLK

Sworn to and subscribed before me this _____ day of _____ 20____, by _____ Who is personally known to me or who has produced _____ (Type of Identification)

Signature of Notary _____ Notary Seal or Stamp

State of Florida

My Commission Expires _____

Fire Marshall:

Date:

Building Division:

Date:

Planning/ Zoning:

Date:

8/2/2023

PERMIT #: 230257



INSTR # 2023176482
BK 12781 Pg 64 PG(s)1
RECORDED 07/28/2023 12:36:53 PM
STACY M. BUTTERFIELD, CLERK OF COURT
POLK COUNTY
RECORDING FEES \$10.00
RECORDED BY military

This instrument prepared by Campbell

Name CURT CAMPBELL
Address 3395 HAWK RD

W H FL 33884

Permit No. _____

NOTICE OF COMMENCEMENT

Tax Folio No. _____

STATE OF FL
COUNTY OF POLK

THE UNDER SIGNED hereby gives notice that Improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Description of property: (legal description of property, and street address if available)
3350 CRUMP RD WHITE HAWK FL 33884
2. General description of improvement:
NEW DOCK & BOATHOUSE
3. Owner information
 - a. Name and address: DEAN STANTON 3350 CRUMP RD W H FL 33884
 - b. Interest in property: OWNER
 - c. Name and address of fee simple titleholder (if other than owner): N/A
4. Contractor:
 - a. Name and address: CURT CAMPBELL 3395 HAWK RD W H FL 33884
 - b. Phone number: 863 324 1970
5. Surety
 - a. Name and address: STATE FARM 151 ST NW W H FL 33881
 - b. Amount of bond \$: 10000
 - c. Phone number: 863 2991274
6. Lender
 - a. Name and address: N/A
 - b. Phone number: N/A
7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes:
 - a. Name and address: COW TRACTOR
 - b. Phone number: _____
8. In addition to himself, Owner designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes:
 - a. Name and address: _____
 - b. Phone number: _____
9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified): _____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART 1, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner or Owner's Authorized Officer/Director
Partner/Manager

Signatory's Title/Office

The foregoing instrument was acknowledged before me this 11 day of July 2023 (year) by Dean Stanton (name of person) as owner (type of authority, ...e.g. officer, trustee, attorney in fact) for 3350 Crump Rd White Hawk FL 33884 (name of party on behalf of whom instrument was executed).



Signature of Notary Public - State of Florida
Print, Type, or Stamp Commissioned Name of Notary Public
Commission Number

Personally Known _____ or Produced Identification ✓ 6/14/2023

Verification Pursuant to Section 82.525, Florida Statutes

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

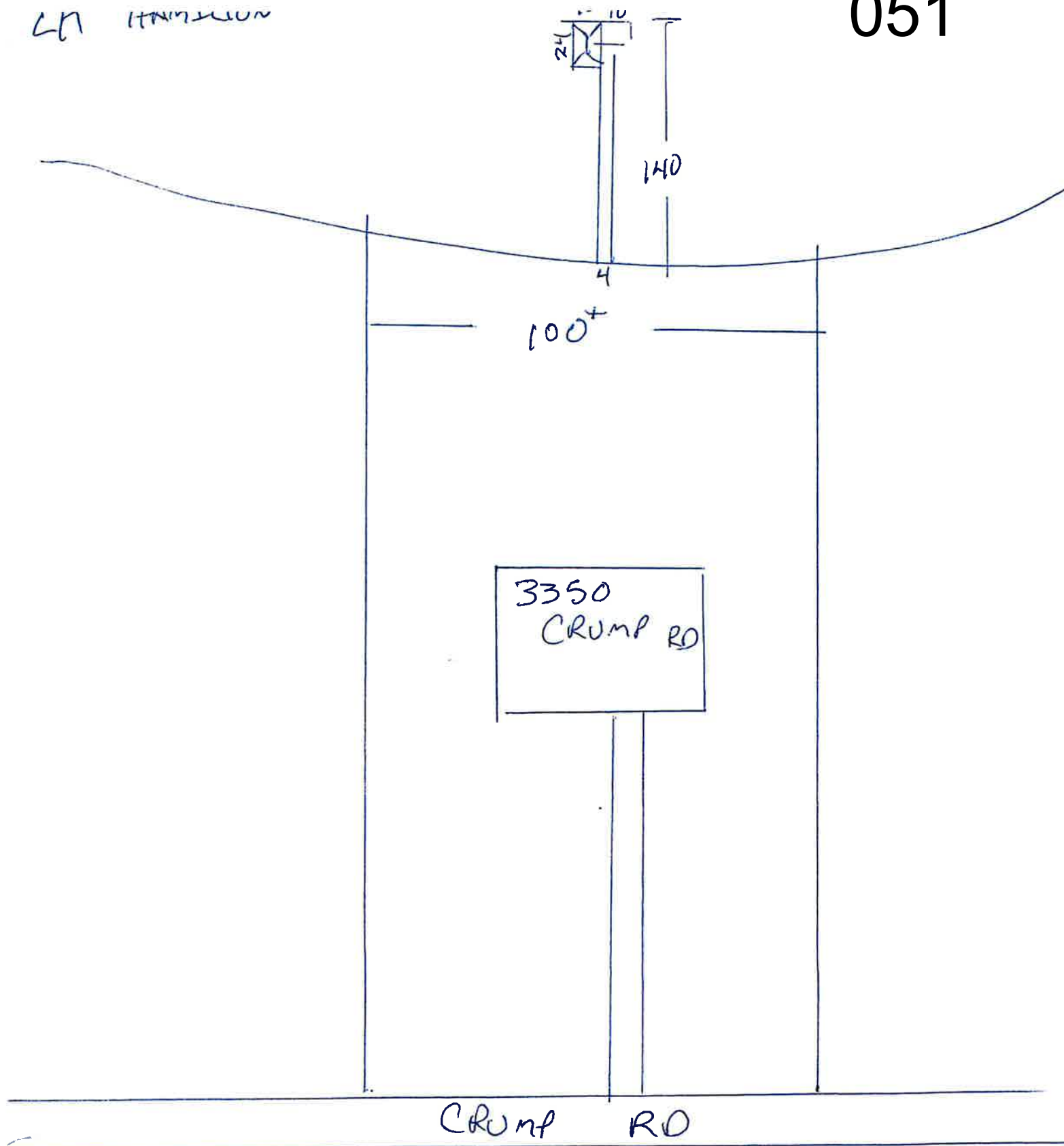
Signature of Natural Person Signing Above



I hereby certify that the foregoing is a true copy of the record in my office this day, Jul 28, 2023. Redacted _____ Unredacted/law X
Stacy M. Butterfield, Clerk of Court Polk County, Florida
By M. Torres Deputy Clerk

LN HAMILTON

051



SITE PLAN
LEAN STATION
3350 CRUMP RD
AT HAMILTON FC

Real Estate Number: 27-28-19-829600-000250

Owner Link:

< No Status Selected >

Maintenance: 07/26/2023

DOB Code: 00180

Neighborhood

140510.00

Database: 2023

Owner Names (2) Total Ownership 100.00%

Legal Lines (1)

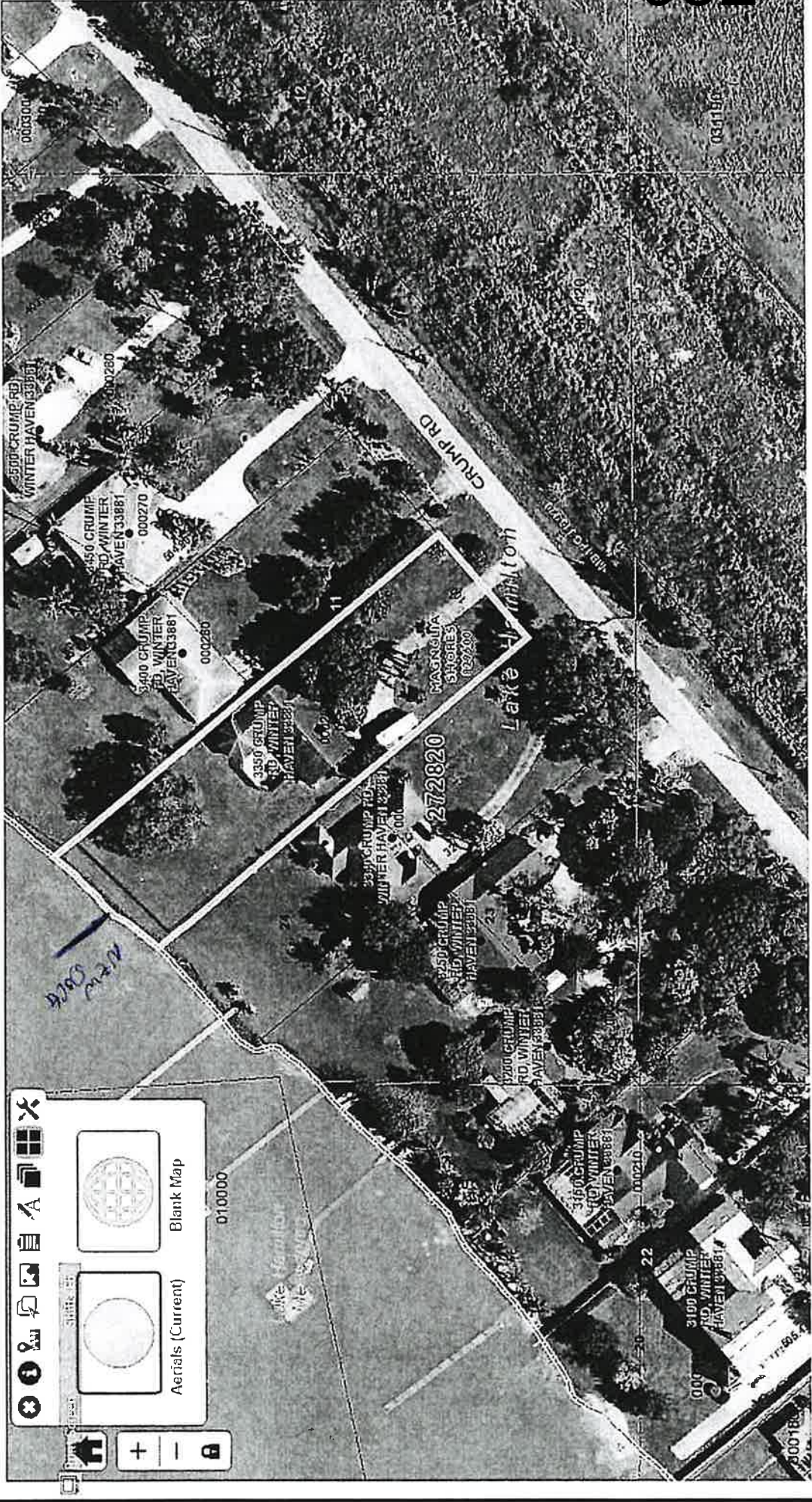
Reconcile

Marshall, Swift

Account Detail (1) | Land Lines (2) | Buildings (3) | Extra Features (4) | Exemptions (5) | Notes & Rel (6) | Site & Flags (7) | Sales History (8) | Permits (9) | Work Flow (1) | Attachments (1) | GIS (1)



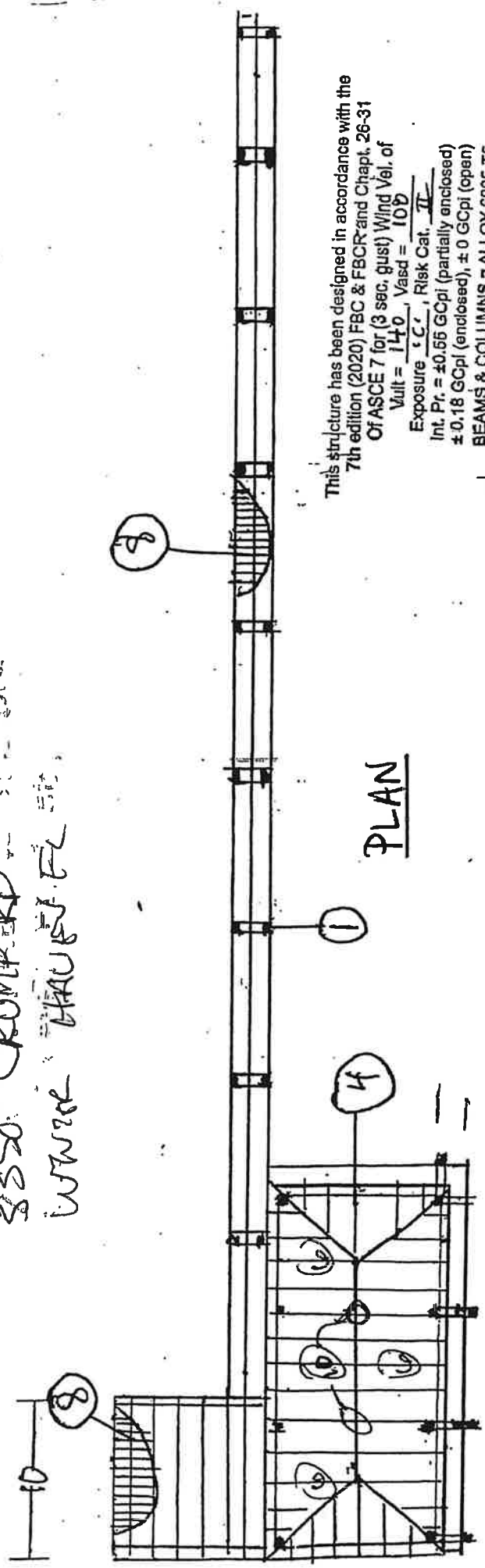
Map navigation controls including a toolbar with icons for pan, zoom, and other map functions. Below the toolbar are two large circular buttons labeled 'Aerials (Current)' and 'Blank Map'. To the right of these buttons are zoom in (+) and zoom out (-) buttons, and a lock icon.



> BASEMAPS

PRIVACY | TERMS © 2023 AUMENTUM

DEAN STATION
 3350 CRUMPLED RD
 WINTER HAVEN, FL 33880



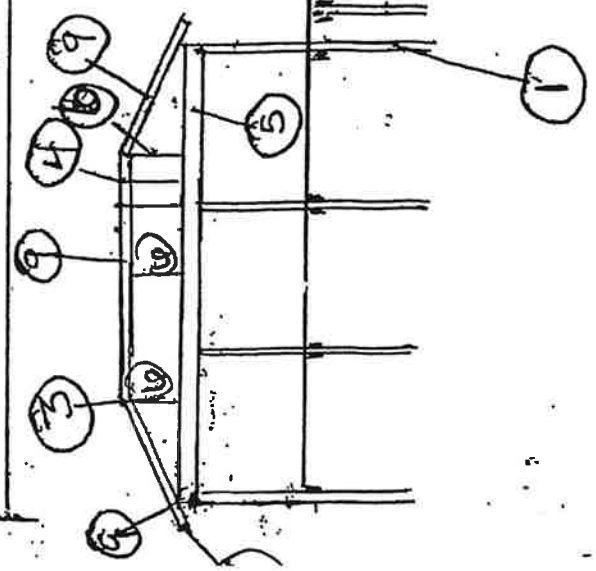
This structure has been designed in accordance with the 7th edition (2020) FBC & FBCR and Chapt. 26-31 of ASCE 7 for (3 sec. gust) Wind Vel. of $V_{ult} = 140$, $V_{asd} = 100$
 Exposure C , Risk Cat. II
 Int. Pr. = ± 0.55 GCpl (partially enclosed)
 ± 0.18 GCpl (enclosed), ± 0 GCpl (open)
 BEAMS & COLUMNS = ALLOY 6005-T5
 It is the responsibility of the owner/contractor to verify all dimensions & conditions prior to construction.

PLAN

24'

4' PITCH

1-2

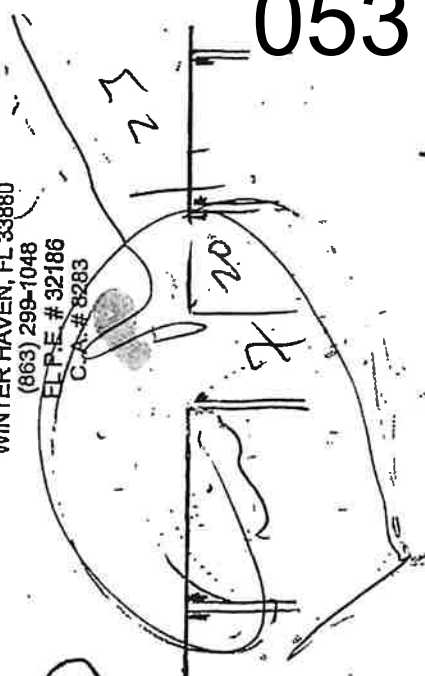


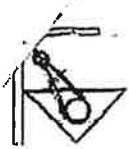
FRONT ELEV.

ALL LUMBER NO. 1 GRADE
 P.T. FIVE, WALL THROU
 STAINLESS OR GALVANIZED (TYP)

SCALE 1" = 10'

DAVID NORRIS ENGINEERING
 112 COLEMAN RD.
 WINTER HAVEN, FL 33880
 (863) 299-1048
 E.L.P.E. # 32186
 C.A. # 8283





David Norris Engineering

Engineering and Drafting Services

Commercial Plans · Inspections · Permitting · Specializing In Church Design

112 Coleman Road, Winter Haven, FL 33880

P.E.# 3286 CA.# 8283

Email: d.norris@earthlink.net

Phone: (863) 299-1048

Fax: (863) 291-4305

054



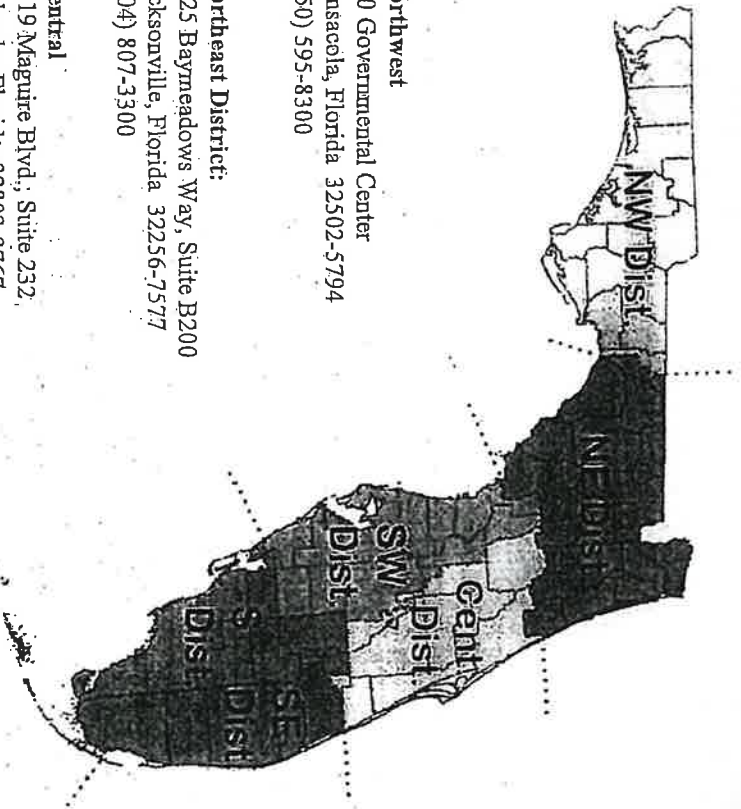
General Notes for Boat Docks w/ Roof:

- 1.) All Pilings = 6" x 6" P.T. w/ 3' min. embedment, except as noted
- 2.) All structural Lumber = P.T. #2 SYP or better
- 3.) All Shingles to be 25 yr. (min.) F.G. per ASTM 3161, nailed per code, (or metal roofing, installed per mfr's specs.)
over 30# felt (Note: If roof pitch is less than a 4:12 pitch then (2) layers of 30# felt w/ min. 19" overlap is req'd), over
1/2" (min.) plywood (OSB or CDX) nailed w/ 8d @ 6" o.c. (4" o.c. within 4' of Gable ends) 2:12 min. pitch req'd
- 4.) 2x6 and 2x8 Roof Members, cut-to-fit, @ 24" o.c. (max), w/ (3) 16d @ Ridge Connection and Simpson H2.5
w/ (10) 8d @ 2x10 Band/Support Beams
- 5.) (2) 2x8 or 2x10 Band/Support Beam bolted w/ 1/2" dia. galv. bolt @ ea. column
- 6.) 2x6 Cross Ties (Collar Tie) spaced @ 4' o.c. (max) w/ (5) 12d @ ea. end (min.) 10' length), except as noted
- 7.) 2x6x P.T. Fascia w/ (2) 12d @ ea. Rafter end
- 8.) Deck Design:
2x8 Joists @ 24" o.c. (or 16" o.c. for 1x6 Decking) (10' max. span) and 2x8 Support Beam (s) w/ 1/2" dia. galv.bolt @
ea. column, w/ 2x6 tropical decking (or alternate flooring design - as shown) w/ (2) 12d or (2) #10 x 3" S.S. screws
@ ea. joist. 2x8 Support Beam (s): (8' max. span), (1) 2x8 @ perimeter, (2) 2x8 for interior spans. (Note: 2x8
Joists may be toe-nailed w/(2) 12d between cols.) (Note: When using 1x6 Composite Decking Hidden Fastener
Style use (2) 1 7/8" #7 Protech coated trim-head screws
- 9.) All Ridge Members and Hip/King Members are 2x8, except as noted
- 10.) Ridge Support: (2) 2x8 Support Beam w/ vert. 2x4 w/ (3) 12d @ ea. end
- 11.) Rails:
2x6 top plate attached to 6x6 piling w/ (3) #10 x 3" S.S. screws @ ea. conn. (10' max. span). 2x6 mid-rail attached to
6x6 w/ (2) #10 x 3" S.S. screws @ ea. conn. (10' max. span) and 2x6 mid-rail support every 5' attached to joist
w/ (2) #10 x 3" S.S. screws @ top and bottom (Note: Equivalent designs are acceptable)

David R. Norris, P.E.

7/20/23

For additional information, please contact your DHP district office at one of the following locations:



Northwest

160 Governmental Center
Pensacola, Florida 32502-5794
(850) 595-8300

Northeast District:

7825 Baymeadows Way, Suite B200
Jacksonville, Florida 32256-7577
(904) 807-3300

Central

3319 Maguire Blvd., Suite 232,
Orlando, Florida 32803-3767
(407) 894-7555

Southwest District:

13051 N. Telecom Parkway
Tempe Terrace, Florida 33637
(813) 632-7600

South District:

2295 Victoria Avenue, Suite 364
Fort Myers, Florida 33901
(239) 332-6975

Southeast District:

In Martin, St. Lucie or Okeechobee Co.:
1801 S.E. Hillmoor Drive, Suite C-204
Fort St. Lucie, Florida 34952
(772) 398-2806

Southeast District:

In Dade, Broward or Palm Beach Co.:
400 North Congress Avenue, Suite 200
West Palm Beach, Florida 33401
(561) 681-6600

Thank you for helping to preserve Florida's environment.

TORR SOWELL DEP

Know what you need before you build...



SINGLE-FAMILY DOCK CONSTRUCTION

The construction of certain docks is regulated by DEP and the Water Management Districts (WMD) to protect Florida's fragile waterways. Also, the State owns the submerged lands on which many docks are built. Therefore, prior to construction, you may need to obtain a permit from DEP to build your dock as well as written authorization from DEP to use the State's submerged lands.

Proposed docks that are within or that cross conservation easements always need to be reviewed by DEP or the applicable Water Management District for compliance with the conservation easement before construction. However, some (exempt) docks have minimal environmental impacts because of their size and location and do not require written authorization. This pamphlet will explain the authorization requirements regarding exemptions, and letters of consent. The pamphlet will also mention ways to design your dock so the review process may be shortened.

Docks that do not need a permit or other written authorization from DEP:

1. A private dock in an artificially created waterway where:
 - the construction will not violate water quality standards
 - the dock will not impede navigation
 - the dock will not affect flood control
2. Repairing or replacing existing docks or mooring piles that are:
 - not part of an aquatic preserve or manatee sanctuary
 - still functional or only recently damaged by a storm or accident
 - in same location, configuration, and dimensions as the existing structure
 - built without fill other than the pilings.
3. A single-family dock that meets the following criteria:
 - not part of an aquatic preserve or manatee sanctuary;
 - 500 square feet or less if located in "Outstanding Florida Waters"
 - 1,000 square feet or less if not located in "Outstanding Florida Waters"

(Continued)



Memorandum

To: Town Council

From: Public Works Director

Date: 8/29/2023

Subject: Monthly Update for activities and work performed in August 2023

Sanitation: Normal Operations continue. The Claw truck required repair maintenance on the front suspension.

Parks: Routine mowing and cleaning of bathrooms continue. Parks have been sprayed for weeds and pest control.

Streets: Normal operations continue. Palm trees on Main Street were trimmed.

Water: The Water plant sustained another lighting strike causing damage to the Ground storage tank level indicator, the front gate opener, and the internet modem and wireless router. Repairs are ongoing.

Sewer: Normal Operations for the current collection system. Installation of septic to sewer continues with the gravity collection lines installation continuing. Scenic Terrace Phase 2 has been approved and accepted for water and wastewater service to the Town of Lake Hamilton.

MISC: Wastewater treatment plant is approaching 80 percent completion. It is currently accepting wastewater and holding it in the first two tanks.

Sincerely,

Patrick Henry

Public Works Director

BUILDING AND PLANNING SERVICES MEETING SCHEDULE AND PROJECT REPORT
(As of 08-28-23)

NOTE: DATES PROVIDED ARE TARGET DATES AND MAY CHANGE DUE TO REVISIONS, RESUBMITTALS AND LEGAL REQUIREMENTS.

TC (Town Commission) – 1st Tuesday of Month (6:00 PM)

PC (Planning Commission) 2nd Wednesday of Month (10:00 AM)

TRB (Technical Review Board)

FR (First Reading), SR (Second Reading), SF (Single Family) ANNEX (Annexation)

Need to be advertised and distributed.

Need to be distributed.

Sept 5, 2023 (CC Meeting) (Tuesday) (6:00 PM)

- 2nd Reading Ordinance 0-23-11 – Group 5 Comprehensive Plan Amendment
- 2nd Reading Ordinance 0-23-12 – Group 5 Rezone AG to PUD Planned Unit Development
- 2nd Reading Ordinance 0-23-07 Church Street Minor Subdivision Rezone R3 to R1 Residential

Oct 5, 2023 (CC Meeting) (Tuesday) (6:00 PM) (Must place advertisement by September 20th, 2023).

- 1st Reading Ordinance 0-23-XX – Group 9 Detour Road – White Clay Future Annex

Update Below as of 8-22-22 on the Status of the Subdivision being reviews:

- Weiberg 5 – Preliminary Plat in review.

DEVELOPMENT STATUS REPORT Below as of 8-28-23:

Residential Developments

Active Subdivisions

- Scenic Terrace – 744 Single Family Detached. Home construction started
 - 106 Building Permits Processed 8-28-23
-

Proposed Subdivisions

- Hamilton Bluffs – 1131 Single Family Detached
 - Final Construction Plans approved. Site Plan Permit pending
- Weiberg 2 and 5 – Single Family Attached
 - Group 5 Added to Weiberg 5. Preliminary Plat in review. Construction Plans to be resubmitted for approval.

Certificate's of Occupancy issued in 2020:

Certificate's of Occupancy issued in 2021:

Certificate's of Occupancy issued in 2022:

Certificate's of Occupancy issued in 2023: 113.

From the Desk of ...

Chief Michael Teague



08/30/2023

TO: Staff

SUBJECT: Council Report

March Items:

- No new applicants (2 openings).
- Accreditation in Process
- 1 New Officer in Phase I Training
- 1 New Officer in Phase IV Training
- Body Camera Testing by all officers in effect for next 15 days
- Still a backlog on receiving vehicles (1 was ordered over a year ago is almost completed).
- Awarded a Grant for Body Cameras 2023-2024 Budget Year
- Received a \$3995.00 Safety Award for Body Cameras 2022-2023 Budget Year
-

Michael Teague

Reserve Hrs	

STAT SHEET		23-Aug												
Officer		Citations	Reports Ck	Reports/SAO	Admin Calls	Evidence Items	Validations	Visitors	Code Cases	Backgro Cks	Supoenas	Accidents Mailed	Emails Checked	Training Hours
Gina					75	24	1	31		2		1	1558	1
Kim		162	125	29	82			47		4	4	19	121	1
Total		162	125	29	157	24	1	78	0	6	4	20	1679	2

Monthly Proficiency Reports -August 2023
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	1850	2027	1904	1902	2459	2411	2370	2461					17384	1489	(+) 39%
Lima	75	52	49	50	60	74	66	73					499	53	(+) 27%
Warrant Arrest	0	0	0	0	0	1	0	0					1	1	(-) 100 %
Felony Arrest	0	0	1	0	1	2	2	1					7	1	(+) 0%
Misd. Arrest	31	22	21	16	22	28	21	22					183	18	(+) 18%
Total Arrest	31	22	22	16	23	31	23	23					191	20	(+) 13%
Cannabis	0	0	0	12.5	0	9.11	19.5	1.701					42.811	104.3	(-) 98%
Cocaine	0	0	0	0	0	0	0	0					0	0	(+) 0%
Methamphetamine	0	0	0	0	0.8	0	0	0.07					0.87	0	(+) 100%
Firearms	0	0	0	0	0	0	0	0					0	0	(+) 0%
Pills	0	0	0	0	0	0	0	0					0	0	(+) 0%
K2	0	0	0	0	0	0	0	0					0	0	(+) 0%
Traffic															
Citations	100	72	93	101	118	112	80	137					813	104	(+) 24%
Criminal Citations	24	22	22	16	17	31	20	19					171	14	(+) 26%
Warnings	68	124	115	84	118	55	54	76					694	136	(-) 44%
Crashes	14	11	14	10	4	10	15	16					94	5	(+) 69%
DUI	0	1	0	0	0	0	0	0					1	0	(+) 0%
DRE	0	0	0	0	0	0	0	0					0	0	(+) 0%
Deployments	0	0	2	1	0	1	0	0					4	0	(+) 0%
Apprehensions/Arrests	0	0	0	0	0	0	0	0					0	0	(+) 0%
Hours Trained	14	12	13	10	14	16	14	9					102	54	(-) 83%
Demos	0	0	0	0	0	0	0	0					0	0	(+) 0%
Searches	0	0	2	0	0	0	0	0					2	0	(+) 100%
Heroin	0	0	0	0	0	0	0	0					0	0	(+) 0%
Patrol Cont															
														0	(+) 0%
Seized Vehicles	0	0	0	0	0	0	0	0					0	0	(+) 0%
Deaths	0	0	0	0	0	0	1	0					1	0	(+) 100%
Seized Currency	0	0	0	0	0	0	0	0					0	0	(+) 0%



LAKE HAMILTON POLICE DEPARTMENT

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

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

AUGUST 2023 - MONTHLY ACTIVITY REPORT

	TOTAL CALLS	TOTAL ARRESTS
ABANDONED/ IMPOUNDED	0	0
ABANDONED / FOUND PROPERTY	0	0
ABDUCTION	0	0
AED ASSIST	0	0
ALARM	17	0
ANIMAL COMPLAINT	0	0
ANIMAL COMPLAINT - DOMESTIC	0	0
ANIMAL COMPLAINT - LIVESTOCK	0	0
ANIMAL COMPLAINT - WILDLIFE	0	0
ASSAULT	0	0
ASSAULT - AGGRAVATED	0	0
ASSIST OTHER AGENCY	13	0
ATTEMPT TO CONTACT	6	0
BATTERY	1	1
BATTERY - AGGRAVATED	0	0
BATTERY - DOMESTIC	0	0
BURGLARY - BUSINESS	0	0
BURGLARY - CONVEYANCE	0	0
BURGLARY - RESIDENTIAL	0	0
BURGLARY - STRUCTURE	0	0
CHILD ABUSE	0	0
CRIMINAL MISCHIEF	1	0
CRUELTY TO ANIMALS	1	0
CURFEW VIOLATION	0	0
CUTTING	0	0
DANGEROUS SHOOTING	0	0
DEATH INVESTIGATION	0	0
DIRECTED TRAFFIC ASSIGNMENT	28	0
DISABLED VEHICLE	3	0
DISTURBANCE - CIVIL	5	0
DISTURBANCE - FAMILY	3	0
DISTURBANCE - JUVENILE	0	0
DISTURBANCE - NOISE	4	0
DISTURBANCE - VEHICLE NOISE	0	0
DISTURBANCE - WEAPON	0	0
DISTURBANCE	4	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	0	0
FUNERAL ESCORT	0	0
GAMBLING	0	0
GRAND THEFT	1	0
HARRASSING PHONE CALLS	0	0
HIT & RUN FATALITY	0	0
HIT & RUN INJURIES	0	0
HIT & RUN PROPERTY DAMAGE ONLY	2	0
HIT & RUN SERIOUS INJURY TO RESULT IN DEATH	0	0
HITCHHIKER	0	0
HIGHWAY OBSTRUCTION	0	0
IDENTITY THEFT	1	0
INDUSTRIAL ACCIDENT	0	0
INFORMATION	72	0
INJURED PERSON	0	0
INVESTIGATION	7	0
LAW ENFORCEMENT CALL	1	0
LEWD ACT	0	0
LITTERING	0	0
LOST PROPERTY	0	0
LOST/ABANDONED TAG OR DECAL	1	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	0	0
NATURAL DISASTER	0	0
OPEN DOOR / WINDOW	2	0
OVERDOSE	1	0
PATROL BUSINESS	1757	0
PATROL REQUEST	27	0
PATROL RESIDENCE	151	0
PERIMETER CHECK	49	0

PETIT THEFT	1	0
POSS FIREARM BY FELON	0	0
PROPERTY DAMAGE NON-CRIMINAL	0	0
PROWLER	0	0
RESISTING OFFICER	0	0
RETAIL THEFT	0	0
RIOT	0	0
ROBBERY	0	0
RUNAWAY	0	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	16	0
STOLEN TAG / DECAL	0	0
STOLEN VEHICLE	0	0
STOLEN VEHICLE RECOVERED	0	0
SUBJECT STOP	0	0
SUICIDE ATTEMPT	4	0
SUSPICIOUS AIRCRAFT	0	0
SUSPICIOUS INCIDENT	4	0
SUSPICIOUS PERSON	3	0
SUSPICIOUS VEHICLE	7	0
TAMPERING	0	0
THEFT	0	0
TRAFFIC ASSIGNMENT	0	0
TRAFFIC COMPLAINT	5	0
TRAFFIC STOP	174	22
TRESPASSING	3	0
UNCONFIRMED EMERGENCY	13	0
VEHICLE CRASH	14	0
WORTHLESS CHECK	0	0
VIOLATION OF INUNCTION	0	0
WARRANT / CAPIAS ARREST	0	0
OVERALL TOTAL	2429	23

	TOTAL CITATIONS	TOTAL ARRESTS
CRIMINAL TRAFFIC	19	19
NON-CRIMINAL TRAFFIC	161	0
PARKING TICKETS	0	0
WARNINGS	76	0
OVERALL TOTAL	161	19

	TOTAL WGT / VALUE	TOTAL ARRESTS
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Recovered Cannabis	25.800	1
Recovered Cocaine		
Recovered Meth		1
Recovered Heroin		
Recovered Pills		
Seized Currency		
Based on Property received in Prop Room and not marked Dispo=COR Action=FX		



Memorandum

To: Town Council

From: Town Clerk, Brittney Sandoval, CMC

Date: August 30, 2023

Subject: Monthly Update.

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- The Chamber luncheon for September 28th is upon us and if you would like to attend, please let me know so we can let them know of who is attending. The luncheon will be held at the Tom Fellows Community Center in Davenport.
 - The RLC dinner is also this month and will be held on September 14, 2023, at the Lake Eva Event Center in Haines City. Please RSVP on or before the 7th of September to confirm attendance.
 - I was recently appointed as the Chair to the Florida Association of City Clerks Membership Committee of which I've been a member for 3 years.
 - I was recently appointed to the FLC Municipal Administration Committee and will be attending the meeting in Orlando on September 8th.
 - I will be attending the FACC Fall Academy from October 22nd to October 25th in Daytona Beach.
 - Next month I will be working on records and destruction of records that have met their retention.
 - We will begin to work with our new IT partners to transition to our dotgov website.

Other business as usual.