



Town of Lake Hamilton

Town Council Regular Meeting Agenda – December 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. APPROVAL OF MINUTES

A. November 7, 2023, Regular Meeting Minutes (pages 1-4)

B. November 7, 2023, Special Meeting Minutes (page 5)

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.

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. NEW BUSINESS

A. Public Hearing and First Reading of Ordinance O-23-15 Comprehensive Plan Amendment (pages 6 & 7)

B. Public Hearing and First Reading of Ordinance O-23-16 Rezoning 626.82 Acres (pages 8-14)

C. Discussion of MLK Event/ Parade (pages 15-22)

D. Padar Pin Point Center (pages 23-28)

E. Addendum to Phase 2 Wastewater Treatment Facility Design (pages 29-36)

9. STAFF REPORTS

TOWN ADMINISTRATORS REPORT (pages 37 & 38)

TOWN CLERK REPORT

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, NOVEMBER 7, 2023
6:00 PM**

The Town Council of Lake Hamilton held a Regular Meeting on Tuesday November 7, 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

The invocation was given by Cora Roberson.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by all.

ROLL CALL

Roberson, Slavens, Wagner, and Kehoe was present. Tomlinson was absent.

Staff: Administrator Hunnicutt, Clerk Sandoval Soto, Attorney Maxwell, and Planner Kirby were present.

SCHEDULED PRESENTATIONS

Mayor Kehoe read the Veterans Day Proclamation for the record. He announced that there would be a Veterans Day Ceremony on Saturday at 1:00 PM for all who are interested in attending.

CONSENT AGENDA

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

RECOGNITION OF CITIZENS

No citizens were signed in to speak. Mayor noted for the record that there were no citizens present at the meeting.

Motion made by Wagner and a second by Roberson to remove section 8 b from the agenda as it was already voted on by the council and bring it back after January 1st. A roll call vote was taken. Roberson aye, Slavens aye, Wagner aye, Kehoe nay. **Motion passed 3-1.**

OLD BUSINESS

Public Hearing and Second and Final Reading of Ordinance O-23-14 Annexation of 626.82 acres.

Attorney Maxwell read the title for the record.

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.

Motion made by Slavens and a second by Wagner to approve on second and final reading Ordinance O-23-14.

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

NEW BUSINESS

Public Hearing and First Reading of Ordinance O-23-15 Comprehensive Plan Amendment.

Attorney Maxwell noted that the updated version of the Ordinance was on the dais and all Council members were given a copy of the record.

Attorney Maxwell read the title for the record.

An ordinance of the town council of the Town of Lake Hamilton amending the comprehensive plan of the Town of Lake Hamilton Florida said amendment being known as 231011, amending the current and future land use map classification from agricultural lands to PUD for 626.82 acres of land located adjacent to the east side of Detour Road, adjacent to the south side of Kokomo Road and adjacent to the north side of Lake Hatchineha Road; transmitting said amendment to the department of economic opportunity for compliance review; providing for severability; and providing for an effective date.

Motion made by Wagner and a second by Roberson to approve on first reading, Ordinance O-23-15.

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

Public Hearing and First Reading of Ordinance O-23-16 Rezoning 626.82 acres.

Attorney Maxwell read the title for the record.

An ordinance of the town council of the Town of Lake Hamilton, Polk County, Florida rezoning a 626.82 acres of land located east of Detour Road; adjacent to the north side of Lake Hatchineha and adjacent to the south side of Kokomo Road; agricultural to PUD known as group 9; amending the Lake Hamilton PUD to include such 626.82 acres of land; providing for severability, and providing for corrections of scrivener's errors; providing for conflict and effective date.

Slavens asked if it was being rezoned because it is no longer ag and set for development. It was answered that yes, that was the reason.

Motion made by Slavens and a second by Roberson to approve on first reading Ordinance O-23-16.

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

Resolution R-2023-21 Recognizing Florida City Government Week.

Attorney Maxwell read the title for the record.

A resolution of the town council of the Town of Lake Hamilton, Florida, recognizing Florida city government week, October 16th through 22nd 2023, and encouraging all citizens to support the celebration and corresponding activities.

Motion made by Roberson and a second by Wagner to approve Resolution R-2023-21.
No public comments were received. **Motion passed 4-0.**

Resolution R-2023-22 Renaming Rose Street.

Attorney Maxwell read the title for the record.

A resolution of the town council of the Town of Lake Hamilton, Florida, renaming the street generally known as Rose Street located in the JT Miller subdivision, lying between Gunter Street to the north, Kokomo Road to the south, east of Martin Street and Detour Road to the west as described in exhibit “a” attached, hereto, renamed as Martin Luther King Jr. Avenue, in accordance with section 16-266 of the Town’s code of ordinances; authorizing and directing the appropriate town officials to take any and all action necessary to effectuate the intent of this resolution; providing for conflicts; providing for severability; and providing for an effective date. Mayor Kehoe noted that the road change won’t take effect until January 15, 2024.

Motion made by Wagner and a second by Roberson to approve Resolution R-2023-22.

Administrator Hunnicutt asked if the Town needed to send out notification to homeowners on Rose Street or the Property Appraisers office. Attorney Maxwell noted that they need to notify the Property Appraisers, and e911. There is no set process to notify residents when it is changed by the municipality, but it wouldn’t hurt to send something out as a courtesy.

A roll call vote was taken. Wagner aye, Roberson aye, Slavens aye, Kehoe aye. **Motion passed 4-0.**

RFQ #BD 2023-02 Selection of the Design Firm.

Administrator Hunnicutt presented the agenda item regarding selection of the design firm from RFQ #BD 2023-02. He noted that the project was put in the budget and all legal requirements were followed. The Clerk opened the bids and the selection committee selected Furr Wegman & Banks in the amount of \$23,628.00. He noted that the conceptual design will come back for Council approval most likely after Christmas.

Roberson questioned where the building would be, and Administrator Hunnicutt noted that it would be east of the existing building, and it would either go north and south or east and west depending on the feasibility for square footage.

Motion made by Wagner and a second by Roberson to approve RFQ 2023-02 for Architectural Services with Furr, Wegman & Banks.

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

Agreement for Professional Services for New Building Department.

Attorney Maxwell recommended adding in the motion to approve to strike the indemnification part of the agreement on the 2nd page of said agreement. Mayor Kehoe noted that he is responsible for signing documents for the Town and the agreement needed to bear his name. He also stated all documents must go through the attorney for review before being presented to the Council.

Motion made by Slavens and a second by Wagner to approve agreement for Professional Services with Furr, Wegman & Banks not to exceed amount with change removing the indemnification clause.

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

Asset Status Change Form: Cannon.

Administrator Hunnicutt presented this item and noted that the 2013 Chevy Tahoe that was donated to the town and is used by the k9 officer is on its last leg. S & S Towing is asking to trade the Tahoe with the Canon that they have.

Motion made by Wagner and a second by Slavens to approve the transfer of title to S&S Towing of surplus vehicle, 2013 Chevrolet Tahoe, in exchange for a reproduction display Cannon for Veterans Park.

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

Staff Reports-

Town Administrator- Administrator Hunnicutt reminded everyone that there would be a Veterans Day Ceremony at the Park at 1:00PM. The PRWC meeting is coming up as well as the Chamber Luncheon. There will be a ribbon cutting on Thursday at 3:00 PM for the Wastewater Facility. Roberson questioned if the claw truck was out of service and Hunnicutt noted that it was not, and he would look into why the debris is being picked up.

Town Clerk- Clerk Sandoval Soto staff report was included in the packet.

COUNCIL COMMENTS:

Roberson noted there was a tractor trailer parking on Church Street every Friday night that doesn't move until Monday. Administrator Hunnicutt stated he spoke with the police, and he will follow up again to see.

Mayor Kehoe noted that he wanted to touch base regarding the item he placed on the agenda. He intended on pulling the item from the agenda. He has spoken to the Town Administrator over his concerns regarding the longevity pay for the current employees and that there should be some type of documentation in their folders that they will be grandfathered in. Administrator Hunnicutt noted that there will be some type of documentation placed in their files.

ATTORNEY COMMENTS:

No comments.

ADJOURNMENT:

Motion made by Roberson and a second by Wagner to adjourn the regular at 6:46 PM. **Motion passed 4-0.**

ATTEST:

Michael Kehoe, Mayor

Jacqueline Borja, Town Clerk

Steven Hunnicutt, Town Administrator

**TOWN OF LAKE HAMILTON
MINUTES
SPECIAL MEETING
TUESDAY, NOVEMBER 7, 2023
FOLLOWING THE REGULAR MEETING**

The Town Council of Lake Hamilton held a Special Meeting on Tuesday, November 7, 2023, following the regular meeting at 100 Smith Ave., Lake Hamilton, FL 33851.

CALL TO ORDER

Mayor Kehoe called the meeting to order at 6:56 P.M.

INVOCATION

The invocation was withheld as it was completed at the regular meeting.

PLEDGE OF ALLEGIANCE

Pledge of allegiance was withheld as it was completed at the regular meeting.

ROLL CALL

Roberson, Slavens, Tomlinson, Wagner and Kehoe were present. Tomlinson was absent. Attorney Maxwell, Administrator Hunnicutt, and Clerk Sandoval Soto were present.

SPECIAL COUNCIL MEETING BUSINESS

Interviews for Town Clerk Applicants.

The Town Council interviewed Jacqueline Borja and Erica Anderson for the position of Town Clerk.

Council to Select New Town Clerk.

The Town Council discussed both applicants.

Motion made by Wagner and a second by Slavens to appoint Ms. Jacqueline Borja as the Town Clerk.

No further comments were received. **Motion passed 3-1.** Roberson dissented.

ADJOURNMENT:

Motion made by Slavens and a second by Wagner to adjourn the special meeting at 8:11 PM.

No public comments were received.

Motion passed 4-0.

ATTEST:

Michael Kehoe, Mayor

Jacqueline Borja, Town Clerk

Steve Hunnicutt, Town Administrator

ORDINANCE O-23-15

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON AMENDING THE COMPREHENSIVE PLAN OF THE TOWN OF LAKE HAMILTON FLORIDA SAID AMENDMENT BEING KNOWN AS 231011, AMENDING THE CURRENT AND FUTURE LAND USE MAP CLASSIFICATION FROM AGRICULTURAL LANDS TO PUD FOR 626.82 ACRES OF LAND LOCATED ADJACENT TO THE EAST SIDE OF DETOUR ROAD, ADJACENT TO THE SOUTH SIDE OF KOKOMO ROAD AND ADJACENT TO THE NORTH SIDE OF LAKE HATCHINEHA ROAD; TRANSMITTING SAID ADMENDMENT TO THE DEPARTMENT OF ECONOMIC OPPORTUNITY FOR COMPLIANCE REVIEW; PROVIDING FOR SEVERALBILITY; AND PROVIDNG FOR 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:

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 December 2023.

PASSED AND ADOPTED on second reading by the Town Council of the Town of Lake Hamilton, Florida, meeting in regular session this 2nd day of January 2024.

TOWN OF LAKE HAMILTON, FLORIDA

MICHAEL KEHOE, MAYOR

ATTEST:

JACQUELINE BORJA, TOWN CLERK

Approved as to form:

HEATHER MAXWELL, TOWN ATTORNEY

Record of Vote	Yes	No
Roberson		
Tomlinson		
Slavens		
Wagner		
Kehoe		



Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Mayor, Town Council, Town Attorney

FROM: Chris Kirby, Town Planner

AGENDA ITEM: Ordinance 0-23-16 Rezoning

DATE: Nov 28, 2023

SUMMARY: Ordinance 0-23-16 Group 9 Detour Road / White Clay Future rezoning
626.82 agriculture lands to PUD

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

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

RECOMMENDATION: Staff recommends approving Ordinance 0-23-16 Group 9 Detour
Road / White Clay Futures rezoning

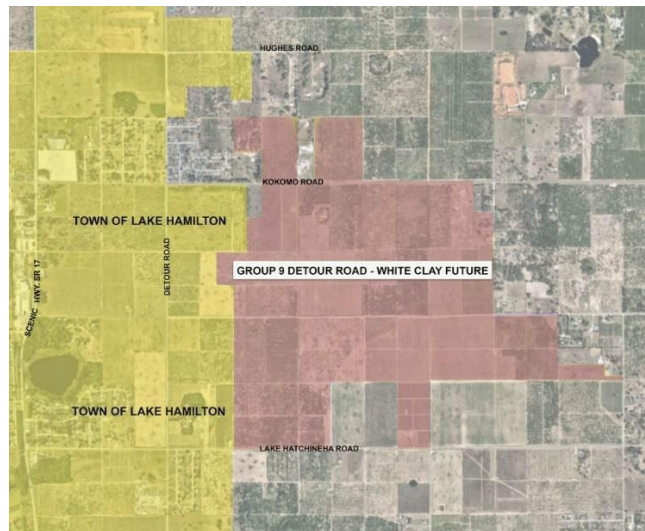
ATTACHEMENTS: a) Public Notice

b) Ordinance 0-23-16 with Exhibit A

**NOTICE OF PUBLIC HEARING
CASSIDY GROUP 9 REZONING**

ORDINANCE O-23-16 AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA, REZONING 626 ACRES OF LAND LOCATED EAST OF DETOUR ROAD; ADJACENT TO THE NORTH SIDE OF LAKE HATCHINEHA ROAD AND ADJACENT TO THE SOUTH SIDE OF KOKOMO ROAD; AGRICULTURAL TO PUD – PLANNED UNIT DEVELOPMENT ZONING DISTRICT TO BE KNOWN AS GROUP 9; AMENDING THE LAKE HAMILTON PUD TO INCLUDE SUCH 626.82 ACRES OF LAND; PROVIDING FOR SEVERABILITY, PROVIDING FOR CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

INSERT O-23-16 Group 9 Detour Road White Clay Future Zoning Map



Any person(s) wishing to view relevant information in advance of the meeting may view said documents at the Lake Hamilton Town Hall at 100 Smith Avenue, Lake Hamilton, Florida between the hours of 8:00 am and 4:00 pm, Monday through Friday.

If a person desires to appeal any decisions made as a result of the above hearing or meeting, he or she will need a record of the proceedings, and that for such purposes, he or she may need to ensure that a verbatim record of the proceedings is made. (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 Town Clerk, Jacqueline Borja , Town Hall, Lake Hamilton, FL at 863-439-1910 ext. 110 within two (2) working days of your receipt of this notification.

For further information concerning these agenda items you may contact the Town Clerk.

ORDINANCE O-23-16

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, POLK COUNTY, FLORIDA REZONING A 626.82 ACRES OF LAND LOCATED EAST OF DETOUR ROAD; ADJACENT TO THE NORTH SIDE OF LAKE HATCHINEHA AND ADJACENT TO THE SOUTH SIDE OF KOKOMO ROAD; AGRICULTURAL TO PUD KNOWN AS GROUP 9; AMENDING THE LAKE HAMILTON PUD TO INCLUDE SUCH 626.82 ACRES 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:

1. That the Town Council of the Town of Lake Hamilton does hereby rezone multiple parcels owned by Cassidy Land Development and consisting of a total of 628. acres, described as follows:

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

2. All ordinances in conflict herewith are hereby repealed.
3. If any provision or portion of this ordinance is declared by any court of competent
4. jurisdiction to be void, unconstitutional or unenforceable, then all remaining provision and portions of this ordinance shall remain in full force and effect.
5. This ordinance shall take effect upon adoption.

ADOPTED on first reading this ____ day of _____, 2023.

PASSED on second reading this ____ day of _____, 2023.

TOWN OF LAKE HAMILTON, FLORIDA

MICHAEL KEHOE, MAYOR

ATTEST:

JACQUELINE BORJA, TOWN CLERK

Approved as to form:

HEATHER CHRISTMAN, TOWN ATTORNEY

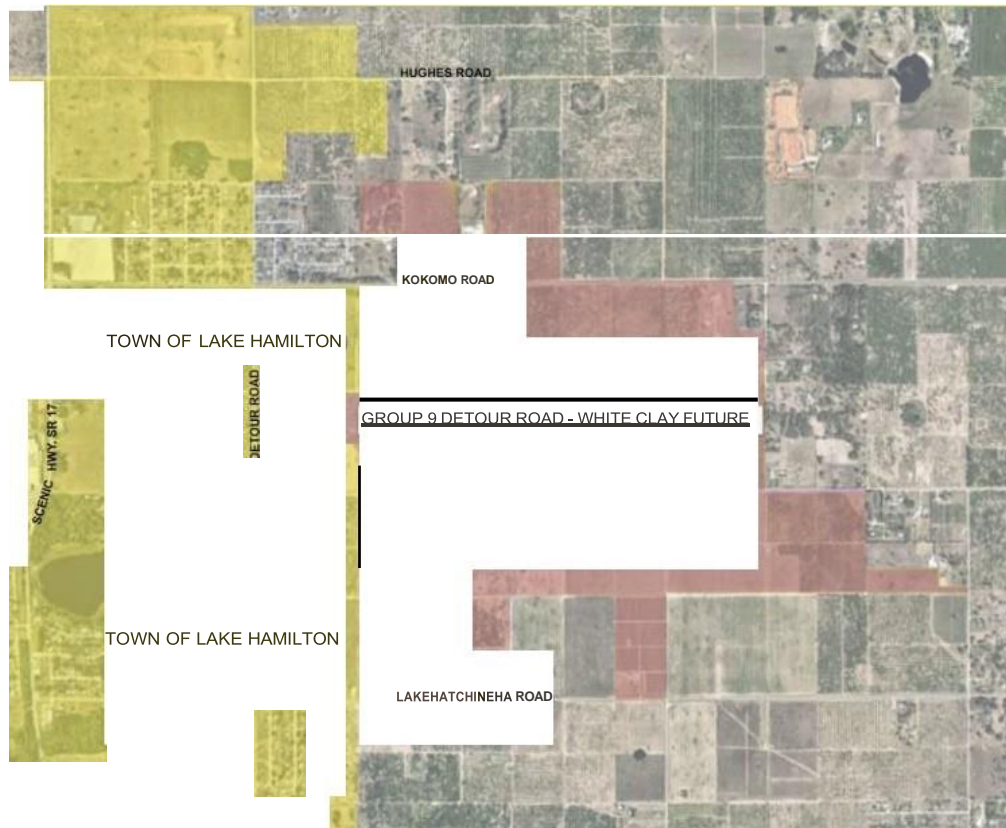
SECTION 8. NO CODIFICATION. The provisions of this Ordinance shall not be codified, but the Annexed Property shall be incorporated and included in all appropriate maps of the Town Limits of the Town of Lake Hamilton, Florida, by the Town Administrator, and the Town Administrator is hereby directed to take any and all appropriate actions relative to land use planning pertaining to the Annexed Property pursuant to this Ordinance.

SECTION 9. EFFECTIVE DATE. This ordinance shall take effect as provided by state law within ten (10) days of adoption.

Record of Vote	Yes	No
Roberson	_____	_____
Tomlinson	_____	_____
Slaven	_____	_____
Wagner	_____	_____
Kehoe	_____	_____

EXHIBIT "A"
POLK COUNTY, FLORIDA

Location Map





Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Mayor, Town Council, Town Attorney

FROM: Steven Hunnicutt, Town Administrator

AGENDA ITEM: MLK Event/Parade

DATE: November 16, 2023

SUMMARY: Lake Hamilton Northeast Community Revitalization Org., Inc. has reached out to the Town asking for support for the upcoming MLK event, that will be held on 1/27 at Gunter Park. LHNCRO, Inc. is a registered non-profit organization.

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

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

RECOMMENDATION: Staff is looking for direction on moving this event forward.

ATTACHEMENTS: (1) Breakdown of Budget cost, they presented. (2) Copy of our adopted budget. (3) What we spent last year on events that the Town put on.

2024 Martin Luther King Jr Event Budget

- 1) Police Officers for event - \$2010.00
- 2) Stage rental from Polk County \$800.00
- 3) Sound System \$1,400.00
- 4) Entertainers: \$3300
- 5) Accommodations \$950
- 6) Trophies and Awards \$500
- 7) Portable Restrooms \$500
- 8) Lights in-kind
- 9) Bounce Houses \$250
- 10) Wash Stations \$300
- 11) Other Staff \$900

TOTAL = \$9524.00

Highlighted is the Town's Contribution = \$4260.00



TOWN OF LAKE HAMILTON

ADOPTED ANNUAL BUDGET 2023/2024 FISCAL YEAR

001-519-493	INSURANCE Claims (Restricted)	\$	75,000	\$	75,000
001-519-052	SOFTWARE MAINTENANCE	\$	50,000	\$	191,330
001-519-091	CONTINGENCY (General Fund)	\$	-	\$	1,125,515
001-519-911	Municipal Facilities Impact Fees (Restricted)	\$	28,800	\$	140,500

DEPARTMENT TOTALS \$ 359,231 \$ 1,771,815

574-000 (Special Events Budget) General Fund

FY 2022-2023

FY 2023-2024

OPERATING EXPENDITURE / EXPENSES

→ 001-574-031	PROFESSIONAL SERVICES (Fireworks)	\$	15,000	\$	17,000
→ 001-574-048	PROMOTIONAL ACTIVITIES (Other)	\$	10,000	\$	20,000

DEPARTMENT TOTALS \$ 25,000 \$ 37,000

517-000 (Debt Services Budget) General Fund

FY 2022-2023

FY 2023-2024

DEBT SERVICE

001-517-071	PRINCIPAL (Building)	\$	57,191	\$	57,191
001-517-072	INTEREST (Building)	\$	55,177	\$	55,177
001-517-073	PRINCIPAL (Police Department Tasers)	\$	4,501	\$	4,501
001-517-731	PRINCIPAL (Police Department Radios)	\$	13,688	\$	13,688
001-517-732	PRINCIPAL (Trash Truck)	\$	34,301	\$	2,859
Total Debt Expenses (General Fund)		\$	164,858	\$	133,416

533-000 (Water Department Budget) Enterprise Fund

FY 2022-2023

FY 2023-2024

PERSONNEL SERVICES

401-533-010	REGULAR SALARIES AND WAGES	\$	157,074	\$	201,867
401-533-014	OVERTIME	\$	8,000	\$	8,000
401-533-015	LONGEVITY PAY	\$	364	\$	364
401-533-151	ON CALL PAY	\$	10,403	\$	10,403
401-533-021	FICA TAXES	\$	13,452	\$	16,879
401-533-022	RETIREMENT CONTRIBUTIONS	\$	6,869	\$	13,238
401-533-023	LIFE AND HEALTH INSURANCE	\$	33,636	\$	44,848
Total Personnel Services		\$	229,797	\$	295,599

OPERATING EXPENDITURE / EXPENSES

401-533-031	PROFESSIONAL SERVICES	\$	10,000	\$	12,500
401-533-311	PROFESSIONAL SERVICES / Engineering	\$	55,000	\$	55,000
401-533-040	TRAVEL AND PER DIEM	\$	1,500	\$	6,000
401-533-041	COMMUNICATION SERVICES	\$	8,000	\$	8,000
401-533-042	POSTAGE SERVICES (Utility Billing)	\$	4,000	\$	6,510

<u>Date</u>	<u>Reference</u>	<u>Amount</u>
Special Events	Fireworks	
Professional Services (Firewrk)	This has its own GL Account for Fireworks Event only	
8/29/2023	Zambelli Fireworks;Town Fireworks Display 7/2023	15,000.00 Budgeted (15,000.00) Spent
Promotional Activities		
11/1/2022	Dundee Hardware;INV# 1031972 TRUNK OR TREAT	131.40
11/14/2022	Michael E. Teague;trunk or treat candy	122.75
11/17/2022	Creations Cusine Inc;staff thanksgiving luncheon	533.40
	Total Trunk or Treat / Thanksgiving	787.55
11/9/2022	Holiday Designs;Outdoor panel christmas tree	7,745.00
12/9/2022	Regina Pirtle;Cookies for Tree Lighting Event	95.84
12/16/2022	Cardmember Services;Publix Gift Cards-Tree Lighting/Gift Promo	1,000.00
12/16/2022	Cardmember Services;Sam's Club - PA System, Trash Bags, Candy	249.42
12/21/2022	Cardmember Services;Holiday Decorations-Tree Lighting Special Promo	34.78
12/25/2022	Home Depot;Deposit-Boom Lift Rental (Christmas Tree)	300.00
12/25/2022	Home Depot;Town Hall Holiday Lights	407.00
12/25/2022	Home Depot;Boom Lift Rental Fee (Christmas Tree)	502.76
12/27/2022	Cardmember Services;Staff Holiday Luncheon	200.64
12/31/2022	Dundee Hardware;Inv # 1036758 - Hay for Tree Lighting	131.40
7/24/2023	Holiday Designs;Extensions for Holiday Tree (2022)	3,733.50

		Total Christmas	14,400.34
1/17/2023	Cardmember Services;Stage Rental-MLK Day Event	840.00	
1/17/2023	Cardmember Services;Payment Processing Fee - Stage Rental	22.51	
1/23/2023	Bruce Smith;MLK Jr. Parade-Disc Jockey 1/28/2023	1,000.00	
1/27/2023	Bruce Smith;MLK Jr. Parade-Disc Jockey 1/28/2023	3,000.00	
1/30/2023	Cardmember Services;Car Washes/Parade Vehicles -	40.00	
	MLK Day (\$20.00 x 2)		
1/31/2023	Florida Wrap Pros;Magnet x 1; Coroplast Sign x 1 -	260.00	
	MLK Parade		
Total MLK		5,162.51	
2/9/2023	Cardmember Services;PD Amazon Supplies-Popcorn	490.45	
	Machine & Supplies, Walkie Talkies		
7/21/2023	Amazon - Popcorn Bags	32.99	
Total Miscellaneous		523.44	
3/6/2023	Cardmember Services;Amazon - Fluorescent Labels x	115.35	
3/13/2023	Cardmember Services;Amazon - 1,000 pc Bulk Candy x	382.20	
	4 (Easter)		
3/13/2023	Cardmember Services;Amazon - Easter Eggs 2,000 pc	291.90	
	x 2 (Easter)		
3/13/2023	Cardmember Services;Amazon - Stickers Rolls,	75.20	
	Stampers, Foam Stickers (Easter)		
3/13/2023	Cardmember Services;Amazon - Popcorn Kernels,	69.28	
	Salt, Oil Pckts (Police Department)		
3/13/2023	Cardmember Services;Amazon - Tootsie Rolls	19.99	
	Chocolate 3 lbs		

3/13/2023	Cardmember Services;Amazon - Tootsie Rolls Fruit 8 lbs	34.90
	Total Easter	988.82
5/25/2023	Polk County Leisure Services;July 2nd Event Stage Rental	560.00
7/12/2023	Rhoda's Rentals;July 2nd Event Rental-1 Unit, 1 Handicap Unit, 1 Wash Station	400.00
	Total July 2nd	960.00
7/21/2023	Amazon - Back to School - Erasers	23.39
7/27/2023	Amazon - Back to School - Backpacks	352.44
	Total Back to School	375.83

Sec. 18-82. - Insurance.

A certificate of liability insurance listing the town as an additional insured is required at the time of the application if the event will utilize equipment not provided at the park, such as a bounce house, petting zoo, catered events or use of a generator. Limits of \$500,000.00 per each person; \$1,000,000.00 for each occurrence for bodily injury liability; and \$100,000.00 for each occurrence on property damage are required.

(Ord. No. 2014-06, § 1, 10-7-2014)

Sec. 18-85. - Alcohol and food vending or consumption.

The serving, selling or consumption of alcoholic beverages on the streets, rights of way, or in a public park is strictly prohibited. The selling of food and merchandise in a non-commercial zoning district is prohibited, unless authorized by the council for a special event, and that they have the appropriate licenses, insurance and permit to operate as a business.

(Ord. No. 2014-06, § 1, 10-7-2014)

Sec. 18-88. - Restrictions.

- (a) Park hours are dawn to dusk in parks with no lights; 9:00 p.m. if park has lights. You may not start your event before dawn and must have your event completed, cleared out of the park and cleaned up before dusk or 9:00 p.m.
- (b) If event or park exceeds capacity admission to the event will cease and/or event will be closed.
- (c) Lewd, suggestive or vulgar activities or music are prohibited.
- (d) Pets (unless service) are not allowed in city parks. Any person with a service pet shall be responsible for both the conduct of the pet and removal of feces deposited by such pet. The person responsible for the service pet must have in their possession the container/equipment required for feces removal.
- (e) Cattle, horses, mules, swine, sheep, goats, or fowl shall be allowed except in such permitted events allowed by the town council.
- (f) No driver of any vehicle shall obstruct traffic or park or stop on any road or driveway except at a place so designated or in case of an emergency beyond his control. Any unlicensed motorized or electric vehicles are prohibited, unless otherwise authorized by the town. Authorized or approved ADA mobility devices.
- (g) Non-motorized vehicles, bicycles, skateboards, and rollerblades are permitted except in or around structures, spectator areas or where use of such vehicles creates a safety hazard.
- (h)

Sec. 18-86. - Requirements.

- (a) *Off-duty officers.* Medium and large group events will require the employment of off-duty police officers or sheriff's deputy. A plan is required to be submitted at least 30 days prior to event for review and approval by the town police department to ensure adequate security is provided for the safety of the citizens. Applicant will be responsible for all associated costs.
- (b) *Trash.* The applicant organization shall provide additional trash collection containers and recycling receptacles for medium and large events and shall provide for their removal and the disposal of accumulated trash and recyclables.
- (c) *Toilet facilities.* Additional portable facilities are required for medium and large events and are the responsibility of the applicant. Medium events require two additional facilities and large events require three. A plan must be submitted showing where the facilities will be located and information on the vendor must be submitted with the application.

(Ord. No. 2014-06, § 1, 10-7-2014)



Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Mayor, Town Council

FROM: Patrick Henry, Utilities Director

AGENDA ITEM: Radar Pin Point Sensor

DATE: November 27, 2023

SUMMARY: Due to the growth, cost and time wasted on trying to do utility locates, the Town, is in need of an Impulse Radar. This will expedite old lines in the ground, and any damage to existing lines, they were don't properly marked.

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

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

RECOMMENDATION: Staff is recommending for the approval of Tracer Electronics Unit, in the amount of \$16,032.00. The funds are available in Operating Supplies GL# 401-533-521, in Water Utilities.

ATTACHEMENTS: (3) bids, Tracer \$16,032.00, Leica \$27,605.00, Radiodetection \$22,249.99



ML Harris

FROM
Robby O'Harold
Tracer Electronics LLC
 6981 Eastgate Blvd.
 Lebanon, TN 37090
www.tracerelectronicsllc.com

FOR
Town of Lake Hamilton
 TO
 Patrick Henry
 EMAIL
henryp@townoflakehamilton.com
 PHONE
 +1 (863) 247-0606

QUOTE NUMBER
 8891
 DATE
 May 3, 2023
 VALID UNTIL
 July 2, 2023 at 7:00 AM

[Download PDF](#)

Impulse Radar - PinPointR GPR Cart

PINPOINTR **PinPointR GPR Cart (Impulse Radar)**

Impulse Radar - PinPointR, Dual-frequency (400/800 MHz) GPR Cart w/RTS (DQ00401, CQ00102) w/Large wheels, composite weather cover, Li-Ion battery & charger DQ00090, DQ0079), Ram tablet mount & Android acquisition software application (DQ0040) (2-Year Warranty). THE BID SPECS ARE BELOW.

[Online information](#)

14,450.00

x 1

Choose quantity

14,450.00



[Press-Release-PinPointR-Feb2020](#)

[ImpulseRadar PinPointR User manual v1.5.1](#)

[Comparison - PinPointR](#)

[Bid-Specs - PINPOINTR \(v3 December 2020\)](#)

[PinPointR - Tracer 2021](#)

[Impulse-Sale-Source-2023](#)

☒ PQ00001
Battery Kit-Spare (Impulse Radar)

Impulse Radar "Battery Kit" for PinPointR GPR Cart (11.1V/8.7Ah/96.57Wh Li-Ion Rechargeable Battery DQ00090 & 120VAC Charger DE00079)



428.00
 x 1
 (as chosen)
 428.00

Shipping (PinPointR Cart) - optional accessories may not be included. (Per Cart)

UPS Ground from Lebanon, TN, to destination (pre-paid & added to the invoice).

275.00
 x 1
 (as chosen)
 275.00

Options selected
Total

4 of 4
\$16,032.00

Ordering Information

FOB Origin, Freight Prepaid Lebanon, TN: (Freight charges will be added to the final invoice).

CUSTOMER PICK-UP: No shipping charges for orders picked up at our Lebanon, TN warehouse.

STATE SALES TAX: AL/CO/FL/GA/IN/KY/NC/OH/OK/SC/TN sales tax may be added to the invoice unless proof of tax-exempt status is provided.

TERMS OF PAYMENT: a). Cash In Advance, b). Credit Card, c). Net 30-day, subject to credit approval.

PRICE VALIDITY: Prices are valid 60 days from the date of quote.

DELIVERY: Normal delivery for stock items in 1-2 days. 1-2 weeks if not in stock.

ON-SITE TRAINING: Only available for the USA states listed: AL/KY/FL/GA/NC/SC/TN.

ORDERING: Call (615) 285-3952 or Email us at sales@tracerrllc.com or Fax at (615) 285-3970

MAILING ADDRESS: TRACER ELECTRONICS LLC - 6981 Eastgate Blvd., Lebanon, TN 37090

If you have any questions, don't hesitate to get in touch with us.

Regards,

Robby O'Harold

AREA SALES MANAGER - FL

(864) 993-0527

roharold@tracerrllc.com

Questions & Answers

Ask a question...

This quote has expired.

026

DSX Utility Detection System – Standard Package



Add to cart

\$27,605.00

\$27,605.00

Add to cart

- +

As low as \$589/mo.



Apply at Cart

Select Package

Standard Package

Survey Package

Free Shipping (USA)
Ships Out Within: 14 - 21 Business Days
Shipping Date By: 12/12/2023

Documents

Product Manual

Item Brochure

Product Video

Highlights

Overview

In The Box

Warranty/Return

- Detects all types of underground utility pipes and cables in high resolution
- Supports importing point-of-interest aspects as well as utility records
- Ensures smooth and accurate detection without expert knowledge
- Works even in narrow areas and severe conditions
- Creates customizable professional reports
- Offers complete workflow from data acquisition to excavation

Highlights

Options

Overview

In The Box

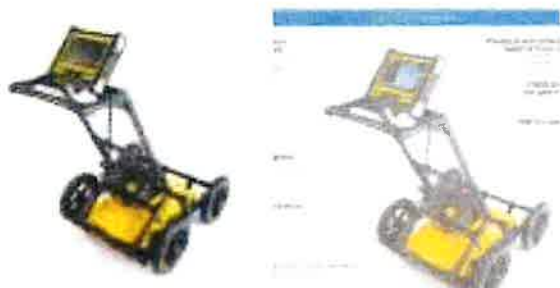
Warranty/Return

027



Downloads: [Datasheet](#) [Manual](#)

Your Price	\$22379.00 USD
Availability	2 to 3 Weeks
Quantity	<input type="text" value="1"/>



Radiodetection Sensors & Software LMX200 Enhanced System Ground Penetrating Radar GPR w/ GPS

\$22,249.99

Radiodetection sells its products thru a network of distributors. We are proud to be one of their authorized distributors located in Miami, FL. We are authorized to sell their full line of products, accessories and services anywhere in the Caribbean, Bahamas, and all of Latin America! By purchasing one of these products from us you agree that you are located within the territories that we service and that you are not already working with another distributor in the dealer network.

1

Add to cart

Description



Town of Lake Hamilton

Town Council

Agenda Summary Report

TO: Mayor, Town Council

FROM: Patrick Henry, Utilities Director

AGENDA ITEM: Addendum to Phase 2 Wastewater Treatment Facility Design.

DATE: November 29, 2023

SUMMARY: Pennoni, is under contract to move forward on Phase 2 of the WWTF, for engineering service. This scope is to design a split-faced operations building, that is required, and is outlined on page 2. 4.1 General.

ATTORNEY REVIEW: YES: ☐ NO: ☒ N/A: ☐

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

RECOMMENDATION: Staff is recommending for the approval the addendum for the WWTF Phase 2 design for a fee of \$38,000. This amount will be included in the Town's FDEP funding request.

ATTACHEMENTS: (1) Addendum 1- Waste Water Treatment Facility Phase 2



November 29, 2023

Proposal No. LAKHA21008P

Mr. Steven Hunnicutt, Town Administrator
Town of Lake Hamilton
Post Office Box 126
Lake Hamilton, Florida 33851

RE: ADDENDUM 1 TO SUPPLEMENTAL AGREEMENT 21-008 – PHASE 2 WASTEWATER TREATMENT FACILITY DESIGN

Dear Mr. Hunnicutt:

We are pleased to submit two (2) copies of Addendum 1 to the Town to provide additional consulting engineering and architectural services for the referenced Project. This Agreement describes our scope of services to assist the Town with preparing design and bidding documents for the requested operations building and related paving/paring improvements for the Town's planned Phase 2 Wastewater Treatment and Disposal Facility.

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

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

Sincerely
Pennoni

A handwritten signature in blue ink, reading "Steven L. Elias".

Steven L. Elias, P.E.
Associate Vice President

ADDENDUM 1 SUPPLEMENTAL AGREEMENT 22-008**By and Between****TOWN OF LAKE HAMILTON - and – PENNONI ASSOCIATES****Project****PHASE 2 WASTEWATER TREATMENT FACILITY DESIGN**

-
- 1.0 GENERAL:** This is Addendum1 to Supplemental Agreement 22-008 to the Master Agreement between the Town of Lake Hamilton (Town, Client, or Owner) and Pennoni Associates Inc. (Engineer or Pennoni) for professional engineering services dated 9 February 2007. Except as provided for herein, the provisions of the Master Agreement between the Town and Engineer shall apply to this Supplemental Agreement.
- 2.0 EMPLOYMENT:** The Town hereby retains the continuing professional engineering services of Engineer, in consideration of the mutual covenants contained herein, and agrees in respect to the performance of professional engineering services by Engineer and the payment for those services by Town as set forth herein.
- 3.0 PROJECT BACKGROUND AND DESCRIPTION:** The Town of Lake Hamilton (Town) recently constructed and conducted start-up of its Phase 1 Wastewater Treatment Facility (WWTF) in November of 2023, which has a capacity of 249,000 gpd. The Town recently authorized Pennoni to begin design of Phase 2 WWTF improvements to provide additional capacity for ongoing development, which did not include a formal operations building in an effort to minimize costs. However, the Town has recently requested a permanent operations building be added to the design scope which will likely be eligible for construction grant funding from the FDEP.

The Town desires for Pennoni to prepare design documents for the proposed operations building and associated paved parking and driveway improvements, which can then be included in the Town's planned FDEP grant/loan funding request to FDEP..

- 4.0 ASSUMPTIONS:** The scope of work described herein is based on the following scope and assumptions:

4.1 General:

- A modest split-faced block operations building will be approximately 1,000 – 1,200 ft2) in size.
- Operations building will include the following programming:
 - Operations area (250 ft2);
 - Two offices (360 ft2);
 - Electrical/IT closet (35 ft2);
 - Janitors closet (25 ft2)
 - Unisex bathroom with shower and lockers (150 ft2)

- Laboratory with work bench, refrigerator, and sink (150 ft²)
- Miscellaneous circulation (100 ft²).
- Materials of construction and features will include, but not be limited to, split faced block walls, metal roof, air conditioning, potable water (from onsite well), sewer (connect to new grinder pump station), electrical, etc.
- Design provisions now to accommodate Phase 2 addition improvements including a conference room, two additional offices, and break room with kitchenette.
- Paving improvements including paved asphalt parking, handicap parking/access, and paved access driveway.
- Additional stormwater management system improvements (ponds, etc.) are not believed to be required.

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

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

6.1 Facilities Planning Phase:

6.1.1 Facilities Plan – Add proposed improvements to facilities planning document for review and approval by FDEP.

6.2 Preliminary Design Phase:

6.2.1 Basis of Design Memorandum: Prepare 30% conceptual design documents for inclusion as part of the Basis of Design (BOD) Summary Report effort for Town review and approval

6.3 Design Phase: Pennoni will prepare design documents as described below.

6.3.1 Construction Documents: Prepare Bidding and Construction Level Documents for this Project (The Construction Documents will consist of the Construction Plans and a Project Manual, which will include the Technical Specifications, Bid Proposal, Construction Contract, and other 'Front End Type' documents, in accordance with the Town's procurement requirements. Construction Drawings will include Civil, Mechanical, Structural, and Electrical design plans and performance criteria to help construct the proposed improvements.

6.3.2 City Reviews: At the 90% completion milestones, submit one (1) set of drawings and project manual to the Town for review and comment for technical and legal

sufficiency and meet with the Town to review and discuss the submittal, and at the 100% completion milestone, submit one (1) set of the Construction Drawings to the Town for final acceptance.

6.3.4 Opinion of Probable Cost: At the 100% completion milestone, prepare an opinion of probable construction cost and submit it to the Town

6.3.5 Final Submittal: Submit final plans and specifications to the Town (submittal to FDEP CWSRF program staff review to be conducted separately) for bidding purposes.

6.4 **Permitting Phase: (No Change)**

6.5 **Bidding Phase: (No Change)**

6.5.1 Provide architect support during bidding process.

6.6 **Exclusions:** All other services not explicitly described in Items 6.1 - 6.5 above and based on the assumptions described herein will be performed as an Additional Service upon request and written approval by the Town, including but not limited to the following:

- Environmental mitigation services (sand skinks, etc.)
- Specialized studies that could be required depending on field conditions or findings to satisfy funding agency requirements (environmental, archaeological, biological, endangered species, etc.)
- FDEP State Revolving Fund (SRF) coordination, applications, reviews, etc.
- Progress reporting, meetings, or reviews with outside parties
- Technical services during construction
- Application for the electrical power service (by others)
- The contractor will acquire all required building permits
- Off-site utility design (reuse distribution lines, water supply line, etc.)
- All other services not explicitly described in Section 6.0

7.0 PENNONI'S COMPENSATION

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

A. Facilities Planning Phase	\$1,000
B. Preliminary Engineering Phase	\$5,500
C. Design Phase	\$29,000
D. Permitting Phase	\$0
E. Bidding Phase	<u>\$2,500</u>
Total.....	\$38,000

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

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

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

8.1 Designate a Town representative with respect to the services to be rendered under this Supplement who will have complete authority to transmit instructions, receive information, provide direction on project scope, and define Town's policies and decisions with respect to Pennoni's services for this Project

8.2 Promptly review, comment on, and return Pennoni's submittals

8.3 Conduct Public meetings, process approvals, and secure funding from all necessary sources, provide reviews, and process required approvals, etc. in a timely manner to prevent Project bidding, construction, and other delays.

8.4 Gather all necessary data (budget, revenue projections, existing debt, etc.), secure additional funding (as needed), and prepare the finance justification and FDEP capital finance plan to FDEP's satisfaction to facilitate Project funding approval.

8.5 Payment of any permit applications, review fees by others, mitigation fees, and other costs not included in this proposal are the responsibility of the Town

8.6 Promptly advise Pennoni when the Town becomes aware of any defect or deficiency in Pennoni's services

8.7 Furnish Pennoni with all information as to Town requirements, including any special or extraordinary considerations for the Project, and make available existing pertinent data as identified in the Scope of Work as necessary (maps, as-built drawings, growth/demand projections, etc.)

9.0 **OTHER MATTERS**

9.1 The Terms and Conditions of the referenced Master Agreement between Town and Engineer shall apply to our services, along with terms described herein as applicable. References to the Pennoni/ Consultant/ Engineer regarding Limitation of Liability also pertain to the Project's Engineer of Record.

- 9.2 The obligation to provide services under this Task Authorization may be terminated by either party upon 7 days written notice, in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, Pennoni will be paid for all services rendered.
- 9.3 Because Pennoni has no control over the cost of labor, materials, equipment or services furnished by others, or over methods of determining prices, or over competitive bidding or market conditions, any and all opinions as to costs rendered hereunder, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and qualifications and represent its best judgment as an experienced and qualified professional, familiar with the construction industry. Pennoni cannot and does not guarantee that proposals, bids, or actual costs will not vary from opinions of probable cost prepared by it. If at any time the Town wishes greater assurance as to the amount of any cost, the Town shall employ an independent cost estimator to make such determination.
- 9.4 This proposal may be void if not executed within 45 days.
- 9.5 In the performance of its work, Pennoni will rely on readily available and historic information (plans, as-built drawings, manuals, specifications, reports, etc.) provided by the Town and by others without research to verify the accuracy of said information.
- 9.6 PURSUANT TO 558.0035 F.S., AN AGENT OR INDIVIDUAL EMPLOYEE OR AGENT OF PENNONI ASSOCIATES, INC CANNOT BE HELD INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE OCCURRING WITHIN THE COURSE AND SCOPE OF THIS PROFESSIONAL SERVICES CONTRACT OR THE PERFORMANCE OF PROFESSIONAL SERVICES HEREUNDER. BY SIGNING THIS AGREEMENT, YOU HAVE ACCEPTED THIS LIMITATION OF LIABILITY

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

_____ of _____ 2023.
(Day) (Month)

TOWN OF LAKE HAMILTON

Attest, Town Clerk

Mayor, Town of Lake Hamilton

PENNONI ASSOCIATES INC.



BY: _____
Steven Elias, Associate Vice President

DATE: 11/28/23 _____



Memorandum

To: Town Council

From: Public Services Director

Date: 11-28-2023

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

Sanitation: Normal Operations continue.

Parks: Routine mowing and cleaning of bathrooms continue.

Streets: Normal Operations. MG Underground has been prepping and paving roads.

Water: The Water plant operations are normal. Pennoni continues to design phase 2.

Sewer: The wastewater plant has been placed into service as of November 1, 2023. The general contractor is now working through the list of punch items to complete the project.

MISC: The search for a wastewater plant operator continues. US water is contracted for operation of the WWTP in the short term.

Sincerely,

Patrick Henry

Public Works Director

Town of Lake Hamilton On-going Projects(FY 2023)

Action Item	Deadline	Budget	Status /Update
Police Dept			Updated 11/17/2023
Total			
Building and Planning			
Scenic Terrace Phase 1 (Taylor Morrison, Richmond, Casa Fresca and Century Complete)			140 permits approved. 126 issued.
Scenic Terrace Phase 2 (Starlight Homes)			75 permits approved. 65 issued
Scenic Terrace Phase 3			Final plat and addresses approved. Home construction scheduled for January 24.
Feltrim Lakes			Final construction plans approved.
Hamilton Bluffs Phase 1, 2 & 3			Final plans approved. Construction pending
Weiberg 2 and 5			Preliminary plat approved. Construction plan comments addressed
New Building Department		\$ 350,000	Working on Conceptual Floor design
Total			
Open			
Site Work			
Plat and Layout			Weiberg 2 and 5 Preliminary Plat approved Nov 7
Total			
Streets			
SR17 Sewer Extension (Pennoni)	11/17/2023		90%. Street paving pending. Construction end date Jan 2024
319 Grant Septic to Sewer	11/17/2023		100%. Punch list items provided 11/14
Sidewalk Program - JT Miller Subdivision (Pennoni)			On hold
Road and Drainage Project - (Chaistain - Skillman)	11/17/2023	\$ 1,975,000	Bid package and plans need revision. Grant funds to be provided without bank loan
Total			
Parks and Recreation			
Gunter Park Phase II -FRDAP Grant A21046	4/30/2023	\$ 50,000	100% completed. Funds issued to Lake Hamilton Aug 8th
Detour Road Ballpark - FRDAP Grant A21070	4/30/2023	\$ 50,000	100% completed. Funds issued to Lake Hamilton Aug 8th
Bruce Martin Little League Field - Proposed Improvements	2024	\$ 50,000	Proposed improvements - Improve restrooms and ballfield lighting
Veterans Park - Proposed FRDAP project	2024	\$ 50,000	2024-25 proposed FRDAP funded . Proposed improvements - Gazebo & Water Element
Total			
Water			
Water Permit	5/1/2023		600,000 MGD, go through 2028. Had to do a 10% increase on the modeling.
WTP Build Out	9/6/2023		1 acre parcel on Kokomo Rd to be donated to the town for additional. Survey complete
Total			
Wastewater Plant			
WWTP accepting wastewater	11/17/2023		To allow plant to hold wastewater from ST phase 1 - 2 and Septic to Sewer.
Total			
Collections and Distributions			
Septic to Sewer MG (Pennoni)	11/15/2023		90% completion - Street Resurfacing and final punch list items remain
319 Grant - Censtate (Pennoni)	10/15/2023		100% Complete
Total		\$ -	
Total CIP		\$ -	