



# Town of Lake Hamilton

## Town Council Regular Meeting Agenda – November 7, 2023

**Time: 6:00 P.M.**

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

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**MAYOR MICHAEL KEHOE – VICE MAYOR CORA ROBERSON**

**COUNCIL MEMBERS, PATRICK SLAVENS, LARRY TOMLINSON, MARLENE WAGNER**

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**1. CALL TO ORDER**

**2. INVOCATION**

**3. PLEDGE OF ALLEGIANCE**

**4. ROLL CALL**

**5. PROCLAMATION/ PRESENTATIONS**

*A. Veterans Day Proclamation-pages 1*

**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. October 3, 2023, Regular Meeting Minutes-pages 2-7*

*B. October 25, 2023, Council Retreat/Workshop Minutes-pages 8*

**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-23-14 Annexation of 626.82 acres, Parcel Numbers: 272815-822500-000010, 272815-000000-042010, 272815-000000-041010, 272815-000000-031020, 272815-000000-031020, 272815-000000-031040, 272815-000000-042050, 272815-000000-042020, 272814-000000-023150, 272815-000000-021010, 272815-000000-021020, 272815-000000-011010, 272815-000000-021030, 272815-000000-021030, 272815-000000-042020, 272815-000000-042020, 272815-000000-024020, 272815-000000-024030, 272815-000000-041020, 272815-000000-041030, 272815-000000-034000, 272815-000000-022010, 272815-000000-011020, 272815-000000-013040, 272815-000000-013050, 272815-000000-014010, 272815-000000-014020, 272815-000000-032010, 272815-000000-032020, 272815-000000-032030, 272810-000000-024010, 272814-000000-033020, 272815-000000-013060, 272815-000000-012030, 272815-000000-013010, 272815-000000-031010*  
*pages 9-12*

*B. New Personnel Policy Amendments-pages 13-20*

**9. NEW BUSINESS**

*A. Ordinance O-23-15 Comprehensive Plan Amendment-pages 21-24*

- B. Ordinance O-23-16 Rezoning 626.82 Acres-pages 25-31*
- C. Resolution R-2023-21 Recognizing Florida City Government Week-pages 32-33*
- D. Resolution R-2023-22 Renaming Rose Street-pages 34-39*
- E. RFQ # BD 2023-02/ Selection of the Design Firm-pages 40-42*
- F. Agreement for Professional Services for New Building Department-pages 43-48*
- G. Asset Status Change Form: Cannon-pages 49-51*

## **10. STAFF REPORTS**

**TOWN ADMINISTRATORS REPORT-pages 52-60**

**TOWN CLERK REPORT-pages 61**

**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).

# ***PROCLAMATION***

***WHEREAS***, Veterans Day has its origins in the November 11, 1918, armistice which brought World War I to a conclusion; and

***WHEREAS***, The Allied victory of World War I affirmed the strength of great nations acting together for high purposes; and

***WHEREAS***, The people of the United States caused through their elected representatives the designating of November 11 as a federal legal holiday which in 1954 became officially known thereafter as Veterans Day; and

***WHEREAS***, Veterans Day continues to be celebrated and commemorated with solemn observances in honor of all Americans who have served their country in times of war and conflict; and

***WHEREAS***, Veterans Day has become a significant part of our American heritage as we recognize the millions of our citizens whose military service has had a profound effect on history; and

***WHEREAS***, the courage, honor, sacrifice, and dedication which veterans of the United States armed forces have displayed in the cause of justice, freedom, and democracy are most worthy of recognition.

***NOW, THEREFORE***, I Michael Kehoe, by virtue of the authority vested in me as Mayor of the Town of Lake Hamilton, in the State of Florida, do hereby call upon all citizens to commend America's veterans and observe Saturday, November 11, 2023, as

## ***VETERANS DAY***

and ask that the day be observed with appropriate ceremonies in honor of those who have served to preserve our principles of Justice, Freedom, and Democracy.

***IN WITNESS WHEREOF***, I have hereunto set my hand and caused the Official Seal of the Town of Lake Hamilton, Polk County, Florida, to be affixed this 7th day of November 2023.

***TOWN OF LAKE HAMILTON***

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***MICHAEL KEHOE, MAYOR***

**TOWN OF LAKE HAMILTON  
MINUTES  
TOWN COUNCIL REGULAR MEETING  
TUESDAY, OCTOBER 3, 2023  
6:00 PM**

The Town Council of Lake Hamilton held a Regular Meeting on Tuesday October 3, 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, Tomlinson, Slavens, Wagner, and Kehoe were present.

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

**SCHEDULED PRESENTATIONS**

There were no scheduled presentations.

**CONSENT AGENDA**

**Motion made** by Wagner and a second by Roberson to approve consent agenda items a, b, and c. No public comments were received. **Motion Passed 5-0.**

**RECOGNITION OF CITIZENS**

Henery Ruffin signed into speak. He questioned the current condition of the roadways. He asked if the citizens were going to pay for the replacement of the roads. Administrator Hunnicutt addressed Mr. Ruffin and let him know that would not be the case.

**OLD BUSINESS**

**Public Hearing and Second and Final Reading of Ordinance O-23-11 Comprehensive Plan Amendment for 19.63 acres, Parcel Number: 27-28-22-000000-033010.**

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 Roberson and a second by Tomlinson to approve on second and final reading Ordinance O-23-11.

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

**Public Hearing and Second and Final Reading of Ordinance O-23-12, Rezoning of 19.68 acres, Parcel Number: 27-28-22-000000-033010.**

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 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 scrivener's errors; providing for conflict and effective date.

**Motion made** by Roberson and a second by Slavens to approve on second and final reading Ordinance O-23-12.

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

**Public Hearing and Second and Final Reading of Ordinance O-23-13 Red light Cameras.**

Attorney Maxwell read the title for the record.

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.

Chief Teague presented the agenda item and displayed a video for the Council. The first video explained how red-light cameras began and the 2<sup>nd</sup> video was of the study conducted in Lake Hamilton on Hwy 27 and Main Street. He noted the goal of the program is to have zero red light runners.

Slavens questioned if the cost of installation is covered by the company. Teague noted that violators pay for the lease, it is a flat fee. The way the contract is set up, the Town will never pay towards the program. Slavens also questioned the maintenance of the cameras, and it was noted that the company will cover all maintenance and repairs. Roberson asked if the contract noted the duration of the cameras and Mayor Kehoe noted that the contract was the next item on the agenda.

**Motion made** by Wagner and a second by Slavens to approve on second and final reading, Ordinance O-23-13.

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

**Consider Agreement with Altumint, ref: Automatic Traffic Enforcement.**

Lorraine with Altumint was present and noted that this was a five-year agreement, there are no violations, they will work with the town to take it down. If the contract is cancelled, there is no penalty for termination or cancellation.

**Motion made** by Roberson and a second by Tomlinson to approve the agreement with Altumint for Automatic Traffic Enforcement.

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

## **NEW BUSINESS**

### **Public Hearing and First Reading of Ordinance O-23-14 Annexation of 626.82 acres.**

Attorney Maxwell read the title for the record.

An ordinance of the Town Council of the Town of Lake Hamilton 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 1,800 feet east of Detour Road on the north and south side of Kokomo Road, 1,300 feet east of Detour Road on the north side of Lake Hatchineha Road containing 626.82 acres.

**Motion made** by Roberson to approve on first reading, Ordinance O-23-14, Annexation of 626.82 acres.

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

### **Resolution R-2023-20 Employee Policies Handbook.**

Mayor Kehoe asked that this agenda item be tabled until the November meeting, he noted that he has a lot of issues, and it is a lot of reading to go over. He recommends if the council has issues to write those down and meet with the administrator before the next meeting. At the next meeting, once corrections are made, Administrator Hunnicutt can provide the corrections that were made and show the original.

Administrator Hunnicutt addressed the council and said he was confused as he was hired to clean up the policies of the Town. He noted that the policy was sent out on the 19<sup>th</sup> of last month and to the Town Attorney on the 16<sup>th</sup> of August. He feels he is being hindered. He noted that the policy was created by the HR department at Certipay. Mayor Kehoe noted that he will highlight what issues he has with the policy and get with the Administrator and encourages all council members to do the same before the November meeting. There was discussion regarding some of the concerns the mayor had with the policy.

Attorney Maxwell noted that if the Resolution is approved today, it will go into effect tomorrow and could be brought back for an amendment if there are any issues. Slavens questioned if the policy is specific to a government entity.

Administrator Hunnicutt noted that the company who created the policy uses their attorneys to create the policies. There was discussion regarding the longevity plan. Attorney Maxwell gave a copy of the Resolution to all council members and to the Clerk for the record.

Attorney Maxwell read the title for the record.

A resolution of the Town Council of the Town of Lake Hamilton, Florida, approving and adopting a replacement of the Lake Hamilton personnel policies; repealing all prior personnel policies; providing for conflicts; providing for severability; and providing an effective date.

**Motion made** by Roberson and a second by Slavens to approve Resolution R-2023-20 Employee Policies Handbook.

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

### **Pennoni Addendum 1 Supplemental Agreements to 22-006 and 22-007.**

Administrator Hunnicutt read the conditions of the agreement and the financial impact.

Mayor Kehoe noted that they would discuss each amendment separately.

### **Agreement 22-006-**

Administrator Hunnicutt noted that Pennoni is the project manager for the wastewater treatment plant and the Septic to sewer project. Mayor Kehoe questioned how far the project was behind. Public Works Director Henry noted that the job was supposed to be completed in June. Mayor Kehoe noted that he was disappointed and there should have been a higher amount for liquidated damages. He questioned the total amount owed to Pennoni and stated the Town needs to do an RFP for a new engineering firm. Steve Elias with Pennoni noted he wanted to clarify their role on the project. For the wastewater plant, it was designed and completed the permitting in record time. He gave an overview of the process for bidding and award of the project. He noted that the Town has an agreement with the contractor, and he explained the engineer's role in the process. Administrator Hunnicutt noted that during the meetings with the contractors, neither had apologized for the delays. Town staff are present every day and have found sewer lines that are not connected. He stated he is uncomfortable signing the pay apps with the original amounts without the liquidated damages included. Public Works Director Henry noted that the contractors have demonstrated they cannot do the job after repairing it for the third time. He noted when contractors return to repair something, they create additional problems, and it might be going on in areas that they are unaware of. There was discussion regarding the process of exercising the right to go after the bond. Attorney Maxwell noted she will look over the information regarding the contract and pay apps and get back with her findings.

**Motion made** by Wagner and a second by Slavens to approve agreement 22-006 with Pennoni for \$78,000. **Motion passed 4-1.**

**Agreement 22-007-**

Steve Elias noted that if the addendum is not approved, they will have to stop work on the project as they must pay their employees to be on site. Public Works Director Henry noted that staff are unable to do what Pennoni is doing currently.

**Motion made** by Slavens and a second by Wagner to approve agreement 22-007 with Pennoni for \$73,500.

No public comments were received. **Motion passed 4-1.**

**Consider Approval of Building a Wastewater Treatment Facility.**

There was discussion regarding the need for storage on site at the facility. Mayor Kehoe noted that they need a building on site. Administrator Hunnicutt noted that the lowest bid was from Robin Builders at \$5,190 and staff recommends approval.

**Motion made** by Roberson and a second by Wagner to approve the purchase of a 10x16 building for the wastewater treatment facility as budgeted in the amount of \$5,190.00 from Robin Buildings, Inc.

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

**Water Treatment Pump.**

Administrator Hunnicutt presented the agenda item and noted that it was budgeted for. The total cost for the pump is \$14,475.

**Motion made** by Wagner and a second by Tomlinson to approve the purchase of a 1 each 30HP Peerless Split Cast Pump for the Water Treatment Facility as budgeted in the amount of \$14,475.00 from C & W Equipment Repair and Maintenance, Inc.

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

**RFP #2023-01 Banking Services.**

Administrator Hunnicutt noted that the RFP deadline was September 13, 2023, and the Town received 1 sealed bid. The current bank did not participate. The attorney has received the information and there is no financial impact to the Town. There was an issue currently with the bank with a fraudulent check that was pushed through by the bank and now has to be investigated before the funds are returned.

**Motion made** by Roberson and a second by Wagner to award banking services to Citizen Bank and Trust per RFP #2023-01 proposal.

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

#### **Residential Waste Billing Rate Error.**

Administrator Hunnicutt noted that Republic Services had an internal audit, and they were still billing Lake Hamilton at the previous year's rate for the past 10 months. The funds are there as the Town was collecting based on the new rate and noted that staff recommends approval.

**Motion made** by Slavens and a second by Roberson to approve the expenditure of \$5,779.80 to Republic Services.

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

#### **Ball Field Rental/ 1300 Detour Road.**

Administrator Hunnicutt noted that he brought this to the attention of the council due to groups from out of town using the facilities. There were no charges in the past for usage of the ballfield. He noted that the applicant was interested in using the field on Sundays and general liability is needed for accidents. There was discussion regarding the need for insurance. Roberson noted that there are residents who like to use the fields on Sundays, and they are unable. She stated that they are for the community of Lake Hamilton. Administrator Hunnicutt noted he only extended the rental until the end of October to see how the council wished to proceed. There was a consensus of the Council to disallow organized sports and only allow park use for the community, which will not require a policy. Administrator Hunnicutt noted that they can place signs around the fields and lock up the parks after certain hours. There was consensus to let the team that signed up through October utilize the fields and not to approve anymore once that is completed and let the kids utilize the field.

#### **Evaluation of Town Clerk.**

Mayor Kehoe noted that the Clerk is entitled to automatic 2.5% per contract and an annual merit pay increase.

**Motion made** by Slavens and a second by Wagner to approve the annual evaluation as submitted by this Council with the CPI 2.5% salary increase as per the clerk's contract and a merit pay adjustment salary increase of 2.5%.

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

#### **Staff Reports-**

**Town Administrator-** Administrator Hunnicutt gave an update from his attendance at the ICMA conference he attended. He also noted that the RFQ's for the building are due tomorrow, and the bids will be opened. He reminded Council of the ribbon cutting for the Scenic Terrace School will also be tomorrow at 9:30am. The Trunk or Treat will be on the 28<sup>th</sup> at Town Hall and there will also be a Town Hall meeting regarding the water on the 25<sup>th</sup>. He attended the mayor's round table with Vice Mayor Roberson.



There was Council consensus to move forward with an RFP for engineering services. Administrator Hunnicutt will draft the RFP and send it to the attorney.

**Town Clerk-** Clerk Sandoval Soto reminded Council of the RLC Dinner on the 12<sup>th</sup> for those who RSVP'd.

**COUNCIL COMMENTS:**

No comments.

**ATTORNEY COMMENTS:**

No comments.

**ADJOURNMENT:**

**Motion made** by Slavens and a second by Roberson to adjourn the regular at 8:23 PM. **Motion passed 5-0.**

ATTEST:

\_\_\_\_\_  
Michael Kehoe, Mayor

\_\_\_\_\_  
Brittney Sandoval Soto, Town Clerk

\_\_\_\_\_  
Steven Hunnicutt, Town Administrator

**TOWN OF LAKE HAMILTON  
MINUTES  
COUNCIL RETREAT/WORKSHOP MEETING  
WEDNESDAY, OCTOBER 25, 2023  
9:00 AM**

The Town Council of Lake Hamilton held a Council Retreat/Workshop Meeting on Wednesday, October 25, 2023, at 9:00 AM, at 85 N Omaha Street, Lake Hamilton, FL 33851.

**CALL TO ORDER**

Mayor Kehoe called the meeting to order at 9:12 A.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, Clerk Sandoval Soto, Chief Teague, Police Operations Manager Pirtle, Public Works Director Henry, and Fiscal Coordinator Pettus were present.

**RETREAT/WORKSHOP COUNCIL MEETING BUSINESS**

Administrator Hunnicutt discussed with Council and Staff the three-year vision for the Town and projects that the Council would like to see in the next three to five years.

**ADJOURNMENT:**

**Motion made** by Roberson and a second by Slavens to adjourn the retreat/workshop meeting. No public comments were received.

**Motion passed 5-0.**

ATTEST:

\_\_\_\_\_  
Michael Kehoe, Mayor

\_\_\_\_\_  
Brittney Sandoval Soto, Town Clerk

\_\_\_\_\_  
Steve Hunnicutt, Town Administrator

## ORDINANCE O-23-14

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON 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 1,800 FEET EAST OF DETOUR ROAD ON THE NORTH AND SOUTH SIDE OF KOKOMO ROAD, 1,300 FEET EAST OF DETOUR ROAD ON THE NORTH SIDE OF LAKE HATCHINEHA ROAD CONTAINING 626.82 ACRES.**

**WHEREAS**, a petition 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:**

### SECTION 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, 35 parcels owned by the GLK Real Estate, LLC and consisting of a total of 626.82 acres, described as follows:

**Parcel Number: 272815-822500-000010, 272815-000000-042010, 272815-000000-041010, 272814-000000-023150, 272815-000000-021010, 272815-000000-021020, 272815-000000-011010, 272815-000000-012010, 272815-000000-021030, 272815-000000-042030, 272815-000000-042020, 272815-000000-024020, 272815-000000-024030, 272815-000000-041020, 272815-000000-041030, 272814-000000-034000, 272815-000000-022010, 272815-000000-011020, 272815-000000-013040, 272815-000000-013050, 272815-000000-014010, 272815-000000-014020, 272815-000000-032010, 272815-000000-032020, 272815-000000-032030, 272810-000000-024010, 272814-000000-033020, 272815-000000-013060, 272815-000000-012030, 272815-000000-013010, 272815-000000-031020, 272815-000000-031040,**

**272810-000000-042050, 272810-000000-042020, 272815-000000-031010**

Section 22, Township 28 South, Range 15 East, Polk County, Florida.

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 and made a part of the Ordinance.

## **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 3<sup>rd</sup> day of October 2023.

**PASSED AND ADOPTED** on second reading by the Town Council of the Town of Lake Hamilton, Florida, meeting in regular session this 7th day of November 2023.

**TOWN OF LAKE HAMILTON, FLORIDA**

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MICHAEL KEHOE, MAYOR

ATTEST:

Ordinance O-23-14

Page 3

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BRITTNEY SANDOVAL SOTO, TOWN CLERK

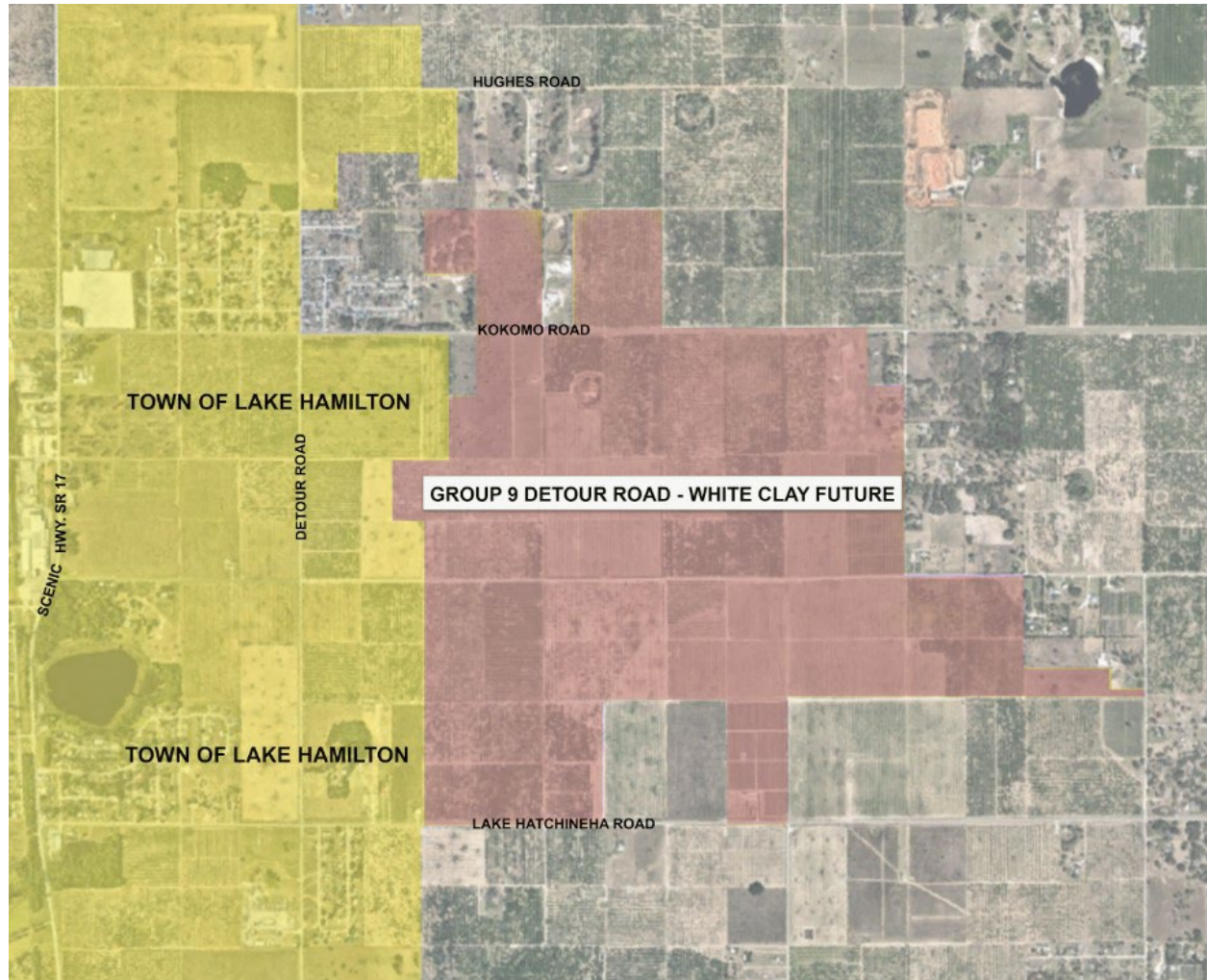
Approved as to form:

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HEATHER MAXWELL, TOWN ATTORNEY

<b>Record of Vote</b>	<b>Yes</b>	<b>No</b>
<b>Roberson</b>		
<b>Tomlinson</b>		
<b>Slavens</b>		
<b>Wagner</b>		
<b>Kehoe</b>		

**EXHIBIT A**  
**Group 9 Annexation**





**Town of Lake Hamilton**  
***Town Council***  
***Agenda Summary Report***

**TO:** Lake Hamilton Town Council

**FROM:** Michael W. Kehoe, Mayor

**AGENDA ITEM:** New Personnel Policy - Amendments

**DATE:** November 7, 2023

**SUMMARY:** As stated during the October 3, 2023, Council Meeting, that further review of the New Personnel Policy would be needed to address. I saw no reason to rush such an important policy that effects our town employees.

**CONSENT AGENDA** ☐ **OLD BUSINESS** ☒ **NEW BUSINESS** ☐

**ATTORNEY REVIEW:** YES: ☐ NO: ☐ N/A: ☒

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

**RECOMMENDATION:** I recommend that the Council discuss and amend articles of importance that effect of employee's benefits.

**ATTACHMENTS:** Provided are just some of my concerns regarding the adoption of the Town New Personnel approved by the Council in the October meeting.

From: Michael Kehoe, Mayor

To: Town Council

Provided below are just some of my concerns regarding the adoption of the Town New Personnel approved by the Council in the October meeting. The Old Policy (In Red) were adopted in July 2015. In some cases, the new policy (In Black) reduces the benefits that have been place for the past eight (8) years. I believe that we should not reduce employee benefit, but rather provide increased benefits to retain our quality employees. Unfortunately, I have not completed my review of the Old Policy vs. New Policy. It takes time to review, to ensure that nothing is missed. I'm sure that other issues of concern will be identified and will need to be addressed in the future. During the October Meeting, I saw no reason to rush such an important policy that effects our town employees.

I am placing these important articles on the agenda for November for consideration, to amend the new policy of October 3, 2023.

### **Old Personnel Policy 2015 (Approved by Town Council 07/7/2015)**

#### **1.01 1-1 Authority**

The Town of Lake Hamilton under authority granted by the Town Council of Lake Hamilton, Florida has established these personnel policies and procedures. All policies herein will be consistent with and conform to overall policy as prescribed by the Town Council. These personnel policies shall supersede all related policies, rules, memorandum, or ordinances enacted prior to adoption of these rules. Any new or different benefits, rules, or policies provided herein shall not be retroactive prior to the date of their adoption. Any employment agreements or contracts will work in concert with these policies and may include extra benefits if approved by the Town Council.

#### **1-2 Adoption of Personnel Policies**

The following is the Personnel Policy for the Town of Lake Hamilton, Florida, adopted July 7, 2015. This replaces and supersedes prior personnel policies and procedures. It is subject to subsequent amendments as necessary. The Town reserves the power, at its sole discretion and without prior notice, to interpret, revise, or rescind any policy or procedure stated herein.

These rules and regulations were established under authority of Town Council of Lake Hamilton, Florida. The policies and procedures outlined herein shall apply to all personnel employed by Lake Hamilton except:

- Elected Officials.
- Town Attorney.
- Members of Town Boards, Commissions and Committees.
- Consultants and Contractors.
- Volunteers, except as specifically noted for reserve police officers.

#### **General Policy**

It is the fundamental policy of the Town of Lake Hamilton that a fair and uniform personnel management system be established for its employees in order to insure the most effective provision of services to the citizens of the Community. Therefore, it shall be the policy of the Town that:

- a. Employment shall be based on merit, suitability, and ability without regard to race, religion, creed, color, national origin, age, sex, marital status, or the presence of any sensory, mental, or physical disability.
- b. Equitable incentives and conditions of employment shall be established and maintained.
- c. Compensation shall be in accordance with duties assigned and performance shall be the major factor in justifying salary adjustments and increases.
- d. Employees shall be expected to work productively and to demonstrate a considerate and friendly attitude towards persons with whom they come in contact during the course of their work.
- e. Employees shall adhere to the policies and procedures required of them and shall endeavor to serve the citizen and taxpayer to the best of their ability.

The Town retains the sole right to exercise all managerial functions including, but not limited to, these rights:

- To direct the work force.
- To assign, reassign, supervise, discipline, and dismiss employees.
- To transfer or reassign duties as necessary to provide services to the citizen.
- To establish, change, alter, or delete policies as may be deemed necessary to achieve its goals.



### 1-4 Purpose and Scope of Manual

This manual is intended to serve as a source of information about your employment with Lake Hamilton. It answers many of the questions most frequently asked by Town employees. If further information or advice about matters covered in this manual is needed, please contact your supervisor.

The policies and procedures contained in this manual are internal guidelines, which do not create contractual rights and should not be interpreted to constitute binding contractual obligations. The Town reserves the right, in its sole judgment, to modify, amend, or rescind the provisions of this manual. Much of the information contained in this policy is drawn from relevant laws, regulations, and policies. Should there be a conflict between any statement, fact or figure presented here, and the current laws, regulations and policies, the latter takes precedence. This policy is not intended to alter the employment-at-will relationship in any way.

It is the responsibility of each employee to understand and abide by these personnel policies as a condition of continuing employment. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

Departments may have special work rules deemed necessary by the supervisor and approved by the Town Administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring or when amended, such rules will be further explained, and enforcement discussed with the employee by the immediate supervisor. In the event of a conflict in any section and the department rules, the town's personnel policies shall prevail.

### 1-5 Town Administration

The Town Charter of Lake Hamilton establishes the powers of the Lake Hamilton government. These powers are vested in a Town Council consisting of five (5) members, The Mayor and four (4) Council Members. The qualified voters of the Town of Lake Hamilton, elect members of the Town Council for a term of three years. These terms are staggered.

The Town Administrator is a full-time official appointed by the Town Council. The Town Charter specify the duties of this position, which include, acting as the administrative head of the government, preparing the town's annual budget, and executing resolutions and orders of the Council. The Town Administrator shall administer these policies. It is the responsibility of the Administrator to supervise all Town employees.

The Town Charter delegates to the Town Administrator authority in selection, hiring, and dismissal of all other Town employees with the exception of the Town Clerk and Town Attorney. The actual selection and appointment responsibility is assigned to the Town Administrator who shall retain the ultimate authority for all personnel under its auspices.

Except as otherwise prohibited by law, the Town of Lake Hamilton has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

### Old Personnel Policy 2015 (Updated and Approved by Town Council 9/13/2022)

#### 4-16 Longevity Pay

Employers give their employees longevity pay to recognize and reward the length of their tenures. Government agencies implement longevity pay to help attract and retain top employees. The Town of Lake Hamilton consider this type of compensation to recognize loyalty and to inspire new or potential employees to see that the town values experience and loyalty. Longevity pay may be given along with other raises, such as promotions, cost-of-living increases, pay-for-performance, or other raises.

NOTE: It should be noted that the payroll was processed weekly until October 2021, then changed to bi-weekly. Therefore, the pay period amount below was never adjusted to reflect the correct bi-weekly amount.

#### Longevity Pay

Years of Service	Pay Week	Annual Longevity Cost Factor	
5 but less than 10 years	\$7.00	\$364.00	Per eligible employee
10 but less than 15 years	\$9.00	\$468.00	Per eligible employee
15 but less than 20 years	\$11.00	\$572.00	Per eligible employee
20 or more years	\$13.00	\$676.00	Per eligible employee

Paid in November each year. (If an employee leaves during the year the prorated amount will be removed from last paycheck)

This change in policy would affect (4) four employees. The old policy has been in effect since 2015.

Name	DOH	Old Policy	New Policy	Loss of Benefit to Employee
Teague, Michael	01/22/16	\$364.00	\$60.00	\$304.00 per Year
Sims, Harvey	03/08/16	\$364.00	\$60.00	\$304.00 per Year
<u>Sandovalsoto, Brittney</u>	<u>06/04/14</u>	<u>\$49.00</u>	<u>\$60.00</u>	<u>Resigned effective 11/17/2023</u>
Prittle, Regina	05/02/07	\$572.00	\$240.00	\$332.00 per Year

Longevity calculated above is based upon 10/01/2023 thru 09/30/2024

NOTE: It should be noted that the pay roll was processed weekly until October 2021, then changed to bi-weekly.

#### **New Personnel Policy (Approved by Town Council 10/03/2023)**

##### **1.02 Longevity Pay Plan**

- A. All full-time employees who have served as such continuously for six (6) or more full years shall receive longevity payments to be paid during the month of December in accordance with the following schedule:

Years Served Continuously	Amount Earned (\$)
6 <sup>th</sup> through 10 <sup>th</sup> year	\$60.00
11 <sup>th</sup> through 15 <sup>th</sup> year	\$120.00
16 <sup>th</sup> through 20 <sup>th</sup> year	\$240.00
21 <sup>st</sup> year +	\$480.00

- B. If the employee is not at work for sixty (60) consecutive calendar days or longer due to being on paid sick leave status, any additional time which he/she is absent will not be considered in establishing length of service for determining longevity payments.

#### **Old Personnel Policy 2015 (Updated and Approved by Town Council 9/13/2022)**

##### **5-1 Holidays**

The Town observes certain days throughout the year as holidays and all regular full-time employees who are not required to work on the holiday are given leave with pay.

The giving of holidays is a benefit provided by the Town and may be changed or altered from time to time by the Town Council of Lake Hamilton. If there are any changes to the schedule, the Town Administrator will notify all employees.

- New Year's Day
- Martin Luther King Day
- Presidents Day (Missing in New Policy)
- Good Friday (Half Day)
- Memorial Day
- Juneteenth (**Add in 2023**)
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

#### **New Personnel Policy (Approved by Town Council 10/03/2023)**

##### **1.03 Days Observed**

- A. The following, and any other days which the Town Council may declare, are Town holidays. They shall be granted with pay to all eligible employees scheduled to work on such days.

New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
Good Friday	Friday before Easter (Half Day)

Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving	Fourth Thursday in November
Friday after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25

#### **5-4 Vacation Leave Old Personnel Policy 2015 (Updated and Approved by Town Council 9/13/2022)**

##### **Purpose**

The Town recognizes the need for employees to have time away from normal work activity and other personal reasons. Approved vacations contribute to the maintenance of employee health and morale and are therefore beneficial to the operation of Lake Hamilton government. Every eligible employee is encouraged to use this benefit and take annual vacation leave.

##### **Policy**

Regular Employee's Vacation leave may be used at the employee's discretion and with supervisor's approval only after the hours are earned. The Town reserves the right to designate when some or all vacation leave may be taken and bears the responsibility to ensure the time off is prescheduled and coordinated with other time off. Vacation leave with pay may not be taken prior to the time it is recorded and available for use. Employees who become sick on scheduled vacation time off may substitute vacation with sick days provided verification of illness by a doctor and approval of the supervisor. The minimum amount of time that may be charged against vacation leave is four (4) hours. **Probationary Employees are not eligible for vacation leave until they have completed their probationary period.**

***Accrual-*** Vacation leave is accrued on the last day of the pay period. It is recorded and available for use the day following the issuance of the paycheck for the period of accrual. An employee must have active payroll status during the following pay period to be credited for the previous week's accrued vacation leave.

##### **Hours of Accrual Annually**

Hire date up to Five years of service:	80 Hours	2 Weeks
Five years but less than Ten years of service:	120 Hours	3 Weeks
Ten years of service and over:	160 Hours	4 Weeks

Regular full-time employees in positions normally scheduled to work greater or fewer than 40 hours per week will accrue vacation leave on a prorated basis. This will be calculated from the normal scheduled hours for the individual employee.

**Maximum Accrual-** The maximum number of vacation leave hours that may be accrued and carried forward shall not exceed 25% of their annual accrual rate. Any hours accrued in excess of 25% of their annual rate will be forfeited if not used by the end of the fiscal year additional can be approved based on work environment. This allows employees to carry excess vacation hours through the fiscal year.

Vacation leave shall be taken at a time convenient to the town and approved by the Administrator or supervisor. All employees eligible for vacation leave are encouraged to take a vacation period of two weeks each year. The Administrator or supervisor may grant shorter periods of vacation leave as needed. Preference in the scheduling of vacation time shall be given to employees in order of their total length of employment with the town. However, every effort should be made to alternate vacations between employees of the same department that coincide with major holidays.

Upon voluntary termination the eligible employee shall be paid for the unused portion of their accumulated vacation leave. (See Chapter 11)

#### **SECTION 2. VACATION LEAVE (Approved by Town Council 10/03/2023)**

##### **1.04 Eligibility and Rate of Earning**

- A. Vacation leave is computed on the Town's employment anniversary date for each employee.
- B. Each full-time non-exempt employee will earn (accrue) vacation leave with pay on the following basis:

Non-exempt employees

Years Served Continuously	Weeks Earned per Year	Amount Accrued per month (hours)		
		Work Week		
		40 hour	42.875 hour	56 hour
0 through 5 <sup>th</sup> year	2.0	6.67	7.15	9.33
6 <sup>th</sup> through 10 <sup>th</sup> year	3.0	10.00	10.72	14.00
11 <sup>th</sup> through 15 <sup>th</sup> year	3.5	11.67	12.51	16.33
16 <sup>th</sup> through 20 <sup>th</sup> year	4.0	13.33	14.29	18.67
21 <sup>st</sup> year +	4.5	15.00	16.08	21.00

- B. Each full-time exempt employee will earn (accrue) vacation leave with pay on the following basis:

Exempt employees

Years Served Continuously	Weeks Earned per Year	Amount Accrued per month (hours)
0 through 5 <sup>th</sup> year	3.0	10.00
6 <sup>th</sup> through 10 <sup>th</sup> year	3.5	11.67
11 <sup>th</sup> through 15 <sup>th</sup> year	4.0	13.33
16 <sup>th</sup> through 20 <sup>th</sup> year	4.5	15.00
21 <sup>st</sup> year +	5.0	16.66

1.05 Charging Leave

- A. Vacation leave will be charged in increments of no less than one (1) hour, and then followed by a minimum of fifteen (15) minute increments.
- B. Holidays which occur during the period selected by the employee for vacation leave shall be charged against holiday leave and not to vacation leave. *(See Section 6.04, Holiday on Leave Day)*
- C. **Leave may be taken as it is earned on a monthly basis, except that new employees may not take vacation leave until their first (1<sup>st</sup>) anniversary date.**

**DEFINITIONS: For purposes of these policies, the following definitions will apply: (Approved by Town Council 07/7/2015)**

**Probation Period**

A 90-day period at the start of employment with the Town (or at the beginning of a promotion, reassignment, or transfer) that is designated as a period within which to learn the job. The probation period is the last part of the selection process.

1.06 At-Will Employment

- A. All Town of Lake Hamilton employees are *at-will employees*. Said employees have the right to resign employment with the Town at any time, with or without cause, and with or without warning/notice. **Additionally, the Town of Lake Hamilton may, with or without cause, and with or without notice terminate one's employment with the Town as long as the Town does not violate any applicable federal or state law.**
- B.

**Probationary Period (Approved by Town Council 10/03/2023)**

## 1.07

- A. The probationary or working test period is utilized to observe the new employee's work, to secure the most effective adjustment of a new employee to the position and to reject any employee whose performance does not meet the required work standards.
- B. The employment of a person shall be subject to a one (1) year probationary period. The probation shall commence from the initial date of employment. An employee within the probationary period may be discharged, without cause, by the Town Administrator or by the Department Director for which the employee works. If the employee is not discharged before completion of his/her probationary period, the employee shall be confirmed in his/her position and shall be a regular employee of the Town.
- C. Where the completion of minimal educational requirements or other qualifications are required upon the initial employment of an employee, the probationary period may be extended until all of the educational requirements or other qualifications for the

position have been met.

- D. If an employee is promoted to a higher position, his/her promotion shall not be deemed regular until he/she has completed and served in such capacity for a probationary period of six (6) months following the date of the promotion. If the employee is not confirmed in the position to which he/she was promoted, the employee may revert to the position held prior to such promotion or equivalent position if one is available.
- E. During the probationary period the employee's supervisor will notify the employee if their performance is not satisfactory and test period requirements are not being met.
- F. If a newly hired probationary employee has been found to be unqualified to perform or will not properly perform the duties of the position, the employee shall be dismissed by the Department Director at the time of such determination. The Department Director must coordinate this action with the Town Administrator and furnish written notice that the employee does not have the right of administrative appeal. *(See Section 11.05, Appeals)*
- G. If an employee who is serving a probationary period incurred as a result of a promotion and is found to be unqualified to perform the duties of the higher position, every effort will be made to return the employee to the position and status held immediately prior to the promotion. If the employee's former position is filled, the employee may be transferred to a vacant position with the same job classification, subject to the approval of the Department Director. If no vacant position exists the employee will be terminated.
- H. A regular employee who accepts a vacant position of equal classification in another department will be required to serve a three (3) month probationary period following the date of transfer. In the event an employee fails to successfully complete the probationary period, every effort will be made to return the employee to the position and status held immediately prior to the transfer. If the employee's former position is filled, the employee may be transferred to a vacant position with the same job classification, subject to the approval of the Department Director. If no vacant position exists the employee will be terminated.

## 7-21 Prohibited Conduct

~~Threats, threatening language, or any other acts of aggression or violence made toward or by any Town employees WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any attempts to intimidate or instill fear in others, menacing gestures, flashing of concealed weapons, stalking, verbal or physical abuse, or other hostile, aggressive, injurious, and destructive actions undertaken for the purpose of domination or intimidation, where one may fear bodily injury.~~

~~All Town employees are prohibited from possessing a weapon while in the course and scope of performing their job for the Town, whether they are on Town property at the time and whether or not they are licensed to carry a handgun. Employees may not carry a weapon while performing any task on the Town's behalf. This policy also prohibits weapons at any Town sponsored function. This policy further prohibits employees from having any firearms in a personal vehicle on Town property and in a Town vehicle at any time or place.~~

~~This policy applies to all Town employees (except for law enforcement officers), contract and temporary employees, visitors, customers and contractors on Town property, regardless of whether or not they are licensed to carry a concealed weapon. The only exceptions to this policy are law enforcement and other persons who have been given written consent by the Town to carry a weapon on the property.~~

~~Prohibited weapons include any form of weapon or explosive restricted under local, state, or federal regulation. This includes all firearms, illegal knives or other weapons covered by the law. (Legal, chemical dispensing devices such as pepper sprays that are sold commercially for personal protection are not covered by this policy). If you have a question about whether an item is covered by this policy, contact the Town's Police Department. You are responsible for making sure that any potentially covered item you possess is not prohibited by this policy.~~

~~Town property covered by this policy includes, without limitation, all Town owned or leased building and surrounding areas such as sidewalks, walkways, driveways, and parking lots. Town vehicles are covered by this policy at all times regardless of whether or not they are located on Town property.~~

~~The Town reserves the right to conduct searches and inspections of employee's personal effects or Town provided materials in situations meeting the definition of "reasonable cause" and when two supervisors agree on the "reasonable cause" decision. Illegal and/or unauthorized articles discovered, or articles deemed to be dangerous weapons may be taken into custody and may be turned over to law enforcement representatives, as appropriate. Any employee who refuses to submit to a search, or who is found in possession of prohibited or dangerous articles, will be subject to disciplinary action up to and including termination.~~

~~To the extent required by Florida Statutes Section 790.251, this policy does not prohibit an employee from lawful possession of a legally~~

~~owned firearm locked inside the employee's personal (not Town-owned) vehicle.~~

**7-21 Prohibited Conduct (Resolution R-2022-20)**

Threats, threatening language, or any other acts of aggression or violence made toward or by any Town employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any attempts to intimidate or instill fear in others, menacing gestures, flashing of concealed weapons, stalking, verbal or physical abuse, or other hostile, aggressive, injurious, and destructive actions undertaken for the purpose of domination or intimidation, where one may fear bodily injury.

Possession of any deadly weapon, including firearms, is not permitted on Town property, in a Town vehicle, or at any Town work site, unless such possession is a necessary and approved job requirement (i.e. sworn law enforcement officer). However, an employee may possess a legally owned firearm inside or locked to a private motor vehicle in a Town parking lot in manner consistent with Florida Statute 790.251. Mentioning or exhibiting any weapon or object, in any manner that is unsafe, or which suggests or manifests an actual or implied threat of violence shall be grounds for immediate dismissal.

**RESOLUTION R-2022-20**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, POLK COUNTY, FLORIDA, APPROVING AND ADOPTING A REPLACEMENT OF SECTION 7-21 OF THE LAKE HAMILTON PERSONNEL POLICIES; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council of the Town of Lake Hamilton wishes to adopt revised personnel policies of the Town of Lake Hamilton.

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

**SECTION 1.**

Section 7-21 of the Personnel Policies of the Town of Lake Hamilton is hereby repealed and replaced and shall read as follows:  
Section 7-21 Prohibited Conduct

Threats, threatening language, or any other acts of aggression or violence made toward or by any Town employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any attempts to intimidate or instill fear in others, menacing gestures, flashing of concealed weapons, stalking, verbal or physical abuse, or other hostile, aggressive, injurious, and destructive actions undertaken for the purpose of domination or intimidation, where one may fear bodily injury.

Possession of any deadly weapon, including firearms, is not permitted on Town property, in a Town vehicle, or at any Town work site, unless such possession is a necessary and approved job requirement (i.e. sworn law enforcement officer). However, an employee may possess a legally owned firearm inside or locked to a private motor vehicle in a Town parking lot in manner consistent with Florida Statute 790.251. Mentioning or exhibiting any weapon or object, in any manner that is unsafe, or which suggests or manifests an actual or implied threat of violence shall be grounds for immediate dismissal.



**Town of Lake Hamilton**  
***Town Council***  
***Agenda Summary Report***

**TO:** Mayor, Town Council, Town Attorney

**FROM:** Chris Kirby, Town Planner

**AGENDA ITEM:** Ordinance 0-23-15 Comprehensive Plan Amendment – Group 9

**DATE:** Oct 31, 2023

**SUMMARY:** Comprehensive Plan Amendment to change the current and future land use map

**ATTORNEY REVIEW:** YES: ☒ NO: ☐ N/A: ☐

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

**RECOMMENDATION:** Staff recommends approving Ordinance 0-23-15 Group 9 Comprehensive Plan Amendment

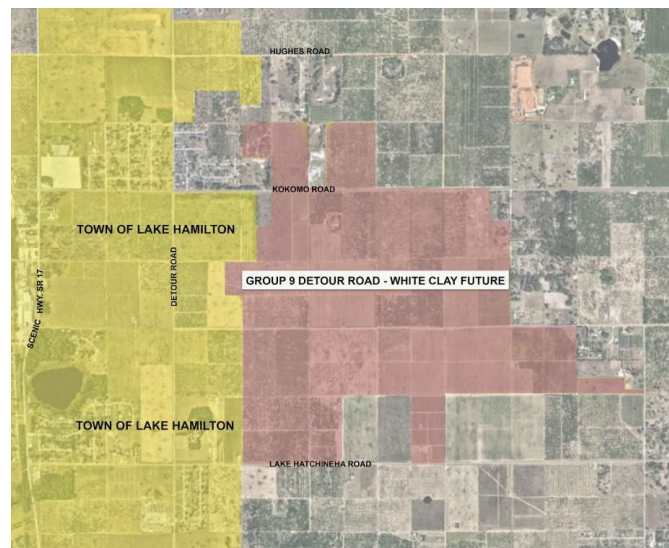
**ATTACHEMENTS:** a) Public Notice  
 b) Ordinance



**NOTICE OF PUBLIC HEARING  
THE TOWN OF LAKE HAMILTONS COMPREHENSIVE PLAN AMENDMENT**

**ORDINANCE O-23-15:** 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 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.

**INSERT O-23-15: Group 9 Detour Road White Clay Future Map**





**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 3<sup>rd</sup> day of October 2023.

**PASSED AND ADOPTED** on second reading by the Town Council of the Town of Lake Hamilton, Florida, meeting in regular session this 7th day of November 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**  
***Town Council***  
***Agenda Summary Report***

**TO:** Mayor, Town Council, Town Attorney

**FROM:** Chris Kirby, Town Planner

**AGENDA ITEM:** Ordinance 0-23-16 Rezoning

**DATE:** Oct 27, 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

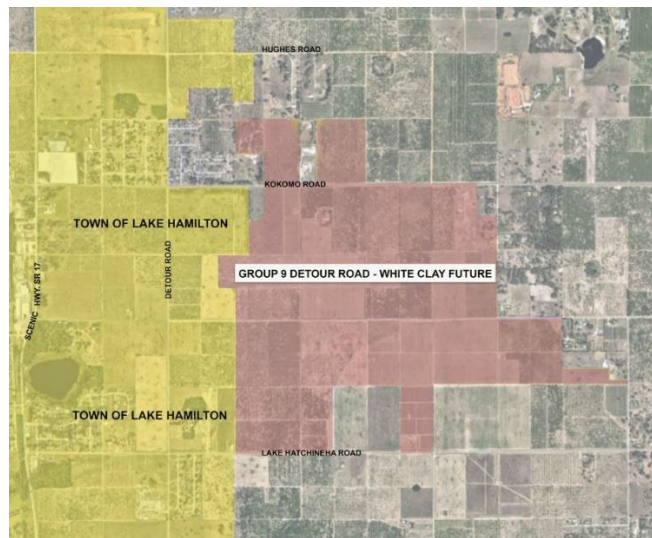
**ATTACHEMENTS:** a) Public Notice

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, Brittney Sandovalsoto, 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.

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

---

BRITTNEY SANDOVALSOTO, 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.

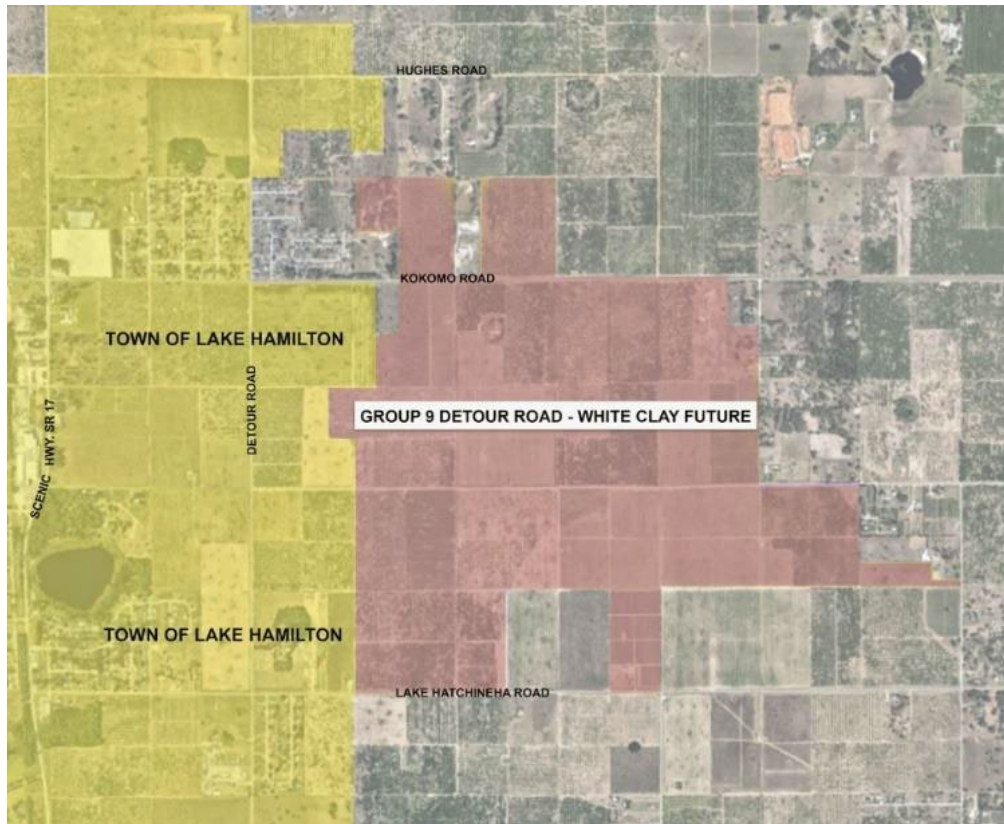
**SECTION 9. EFFECTIVE DATE.** This ordinance shall take effect as provided by state law within ten (10) days of adoption.

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

**EXHIBIT "A"**  
**POLK COUNTY, FLORIDA**

**Location Map**





**RESOLUTION R-2023-21****A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, RECOGNIZING FLORIDA CITY GOVERNMENT WEEK, OCTOBER 16<sup>TH</sup> THRU 22<sup>ND</sup> 2023, AND ENCOURAGING ALL CITIZENS TO SUPPORT THE CELEBRATION AND CORRESPONDING ACITIVIES.**

**WHEREAS**, city government is the government closest to most citizens and the one with the most direct daily impact upon its residents; and

**WHEREAS**, municipal government provides services and programs that enhance the quality of life for residents, making their city their home; and

**WHEREAS**, city government is administered for and by its citizens and is dependent upon public commitment to and understanding of its many responsibilities; and

**WHEREAS**, city government officials and employees share the responsibility to pass along the understanding of public services and their benefits; and

**WHEREAS**, Florida City Government Week offers an important opportunity for elected officials and city staff to spread the word to all citizens of Florida that they can shape and influence this branch of government; and

**WHEREAS**, the Florida League of Cities and its member cities have joined together to teach citizens about municipal government through a variety of activities.

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

**Section 1.**

That the Town of Lake Hamilton encourages all citizens, city government officials and employees to participate in events that recognize and celebrate Florida City Government Week.

**Section 2.**

That the Town of Lake Hamilton encourages educational partnerships between city government and schools, as well as civic groups and other organizations.

**Section 3.**

That the Town of Lake Hamilton supports and encourages all Florida city governments to actively promote and sponsor Florida City Government Week.

**INTRODUCED AND PASSED** at the regular meeting of the Town Council of the Town of Lake Hamilton, Florida, held this 7<sup>th</sup> day of November 2023.

**TOWN OF LAKE HAMILTON, FLORIDA**

---

**MICHAEL KEHOE, MAYOR****ATTEST:**

---

**BRITTNEY SANDOVAL SOTO, TOWN CLERK****APPROVED AS TO FORM:**

---

**HEATHER MAXWELL, TOWN ATTORNEY**

<b>Record of Vote</b>	<b>Yes</b>	<b>No</b>
<b>Roberson</b>		
<b>Tomlinson</b>		
<b>Slavens</b>		
<b>Wagner</b>		
<b>Kehoe</b>		



**Town of Lake Hamilton**  
***Town Council***  
***Agenda Summary Report***

---

**TO:** Lake Hamilton Town Council

**FROM:** Michael W. Kehoe, Mayor

**AGENDA ITEM:** Renaming of Rose Street

**DATE:** November 7, 2023

---

**SUMMARY:** It is the desire of the residents within the JT Miller Subdivision to rename Rose Street to MARTIN LUTHER KING JR. AVENUE in honor of Dr. Martin Luther King Jr.

**ATTORNEY REVIEW:** YES: ☒ NO: ☐ N/A: ☐

**FINANCIAL IMPACT:** YES: ☒ NO: ☐ If Yes, Please Explain: Cost to replace street signs

**RECOMMENDATION:** I recommend that Resolution R-2023-22 be approved by the Town Council in honor of Dr. Martin Luther King Jr.

**ATTACHMENTS:** Resolution R-2023-22, Map of the JT Miller Subdivision and the Petition signed by the residents with addresses on Rose Street.

**RESOLUTION R-2023-22**

**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.**

**WHEREAS**, Section 16-266 requires the Town Council to approve the naming of all streets in the Town of Lake Hamilton; and

**WHEREAS**, Town Council of the Town of Lake Hamilton recommend renaming Rose Street generally located South of Gunter Street, North of Kokomo Road, East of Martin Street and West of Detour Road to be renamed as Martin Luther King Jr. Avenue; and

**WHEREAS**, the proposed street name change will not impact existing mailing addresses; and

**WHEREAS**, the Town Council finds that renaming the street generally located south of Gunter Street and North of Kokomo Road is in the best interests of the citizens and residents of the Town.

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

**SECTION 1. RECITALS ADOPTED.**

That each of the above stated recitals is hereby adopted and confirmed. All exhibits attached hereto and incorporated herein and made a part hereof.

**SECTION 2.**

That the street generally located South of Gunter Street and North of Kokomo Road, as more particularly described in Exhibit “A,” as Martin Luther King Jr. Avenue in accordance with Section 16-266 of the Town’s Code of Ordinances.

**SECTION 3.**

That the appropriate Town officials are authorized and directed to take any and all action necessary to effectuate the intent of this resolution.

**SECTION 4. CONFLICTS.**

All resolutions inconsistent or in conflict herewith shall be and are hereby repealed insofar as there is conflict or inconsistency.

**SECTION 5. SEVERABILITY.**

If any section, sentence, clause, or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this resolution.

**SECTION 6. EFFECTIVE DATE.**

This Resolution shall become effective on January 15, 2024, upon its passage and adoption by the Town Council.

**INTRODUCED AND PASSED** at the regular meeting of the Town Council of the Town of Lake Hamilton, Florida, held this 7<sup>th</sup> day of November 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  
COMMUNITY DEVELOPMENT DEPARTMENT**  
100 Smith Avenue, Lake Hamilton, Florida 33851 (863) 439-1910

**PETITION FOR NEW STREET NAME(S) CHANGE  
APPLICATION PACKET**

1. Application
2. Sample Map of Site Plan for Proposed New Street Name Change

**PETITION FOR PROPOSED RENAME STREET**

**Proposed Street Name Change:** Martin Luther King Jr. Avenue

**Existing Street Name:** Rose Street

**Location:** *Rose Street is in the JT Miller Subdivision, situated East of Martin Street, West of Detour Road, South of Gunter Street, and North of Kokomo Road,*

**Purpose:** *This petition has been submitted for the purpose of honoring the Late Dr. Martin Luther King Jr. The residents of the JT Miller subdivision are requesting that Town Council of the Town of Lake Hamilton rename Rose Street located in the JT Miller Subdivision, situated East of Martin Street, West of Detour Road, South of Gunter Street, and North of Kokomo Road, be renamed as Martin Luther King Jr. Avenue in accordance with Section 16-266 of the Town's Code of Ordinances. Section 16-266 requires the Town Council to approve the naming of all streets in the Town of Lake Hamilton. The proposed street name change will not impact existing mailing addresses other than by name.*

**Sec. 16-266. Street names.**

- (a) *Proposed streets which are in alignment with other existing or proposed streets, shall bear the same names as such existing or proposed street.*
- (b) *In no case shall the name of proposed streets duplicate existing street names, or bear names which may be confused with existing streets; all such street names shall be approved by the town council and the county emergency management system (911).*

**I hereby certify that I am a property owner on said street and that the property owners whose signatures appear below, approve of the street renaming change submitted and that the petition represents:**

☐ All ☐ \_\_\_\_\_ % of the property owners served by said street.

## Petition for Street Name Change

Name	Address	Parcel #	Date	Signature	Approve or Disapprove
KIMBLE, RONALD	1146 ROSE ST	27-28-09-822000-080601			
BADMUS, SHAKIR	1142 ROSE ST	27-28-09-822000-080603			
GUNTER, JOSEPH	1136 ROSE ST	27-28-09-822000-080604			
RODGERS CAROLYN	1118 ROSE ST	27-28-09-822000-080203		Carolyn Rodgers	✓
GORDON CAROL	1022 ROSE ST	27-28-09-822000-050304		Carol Gordon	✓
GORDON CAROL	1118 ROSE ST	27-28-09-822000-050201		Carol Gordon	✓
MYTRUSTS LLC	1130 ROSE ST	27-28-09-822000-080301			
ROBINSON, GLORIE MAE	1006 ROSE ST	27-28-09-822000-050204		Glorie Robinson	✓
LITTLE HOLINESS BAPTIST CHURCH	1145 ROSE ST	27-28-09-822000-090502			
UNKNOWN	1137 ROSE ST	27-28-09-822000-090501			
WHITE, EARLIE	1133 ROSE ST	27-28-09-822000-090401		Earlie White	✓
BARNHILL, TONY	1129 ROSE ST	27-28-09-822000-090404		Tony Barnhill	✓
HARRIS, RALPH	1117 ROSE ST	27-28-09-822000-090107		Ralph Harris	✓
SMITH JOHNNY LEE ESTATE OF	1105 ROSE ST	27-28-09-822000-090106		Johnny Smith	✓
GUNTER, JOSEPH	1101 ROSE ST	27-28-09-822000-090102			
ANDERSON HERBERT	1021 ROSE ST	27-28-09-822000-040406			
SUMMAGE ELLA M	1021 ROSE ST (S) 802 ROSE ST(M)	27-28-09-822000-040405		Ellie Summage	✓
CREWS JEFFREY	1013 ROSE ST	27-28-09-822000-040101		Jeffrey Crews	✓
LABORERS & HARVESTORS MINISTRIES	1005 ROSE ST	27-28-09-822000-040103		Ministries	✓

*The residents of the JT Miller subdivision are requesting that the Town Council of the Town of Lake Hamilton approve by Resolution the requested street name change effective on January 15, 2024. to commigrate the birth of Dr. Martin Luther King Jr. of January 15, 1929.*






## Roads

## Dimensions ParcelFabric



 PLSS Townships


## Waterbodies

Dimensions	Carto	Dist
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## PLSS Sections



 Municipal Boundaries

Dimensions   LabelText



## PLSS Boundaries

Lots

Misc Text



- Gov't Lots

## Lot and Block Text

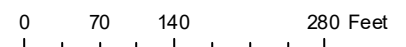
— Railroads

## Blocks

- Parcels

Tiers

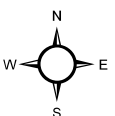
Surrounding Counties



All maps are worksheets used for illustrative purposes only, they are not surveys. The Polk County Property Appraiser assumes no responsibility for errors in the information and does not guarantee the data is free from error or inaccuracy. The information is provided "as is".



Marsha M. Faux, CFA, ASA  
Property Appraiser  
Polk County, Florida



October 30, 2023





**Town of Lake Hamilton**  
***Town Council***  
***Agenda Summary Report***

**TO:** Mayor, Town Council, Town Attorney

**FROM:** Steven Hunnicutt, Town Administrator

**AGENDA ITEM:** RFQ # BD 23-02/Selection of the Design Firm

**DATE:** October 10, 2023

**SUMMARY:** The Town of Lake Hamilton sent out an RFQ (Request for Qualifications) for and Architect firm to design the new building for the building department, that will be attached to the east side of Town Hall. The RFQ was placed in the Winter Haven Sun on 9/6/2023, and the bid closed at 2pm on 10/4/2023, and the sealed bids were open at 3pm, by the Town Clerk. Two (2) bids were received, by Marlon, and Furr Wegman & Banks

The ERC (Evaluation Review Committee) met on 10/10/2023 at 9am, and presented their scores.

The ERC scored and ranked Furr Wegman & Banks as the number one (1) overall.

**ATTORNEY REVIEW:** YES: ☐ NO: ☒ N/A: ☐

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

**RECOMMENDATION:** Staff recommends moving forward with a notice to proceed to Furr Wegman & Banks for the design of the Building Departments new building.

**ATTACHEMENTS:** (1) Copies of submittals from both Furr Wegman & Banks, and Marlon.  
 (2) Rankings from the Selection Committee (ERC).



*Office of The Town Administrator*

October 10, 2023

To: Bidders for RFQ#BD 23-02

Subject: Recommendation of Award/Notice to Proceed

Attention Firms that submitted:

The Town of Lake Hamilton placed an advertised for an RFP # BD 23-02 on September 6, 2023 in the Winter Haven Sun Newspaper.

Two (2) qualification proposals were received at close of 10/4/2023, that ended at 2pm.

1. Furr Wegman & Banks
2. Marlon

The Town of Lake Hamilton will submit to the Town Council for their consideration of award for Notice to proceed for the design of the Building to **Furr Wegman & Banks**.

Thank you for your interest in working with the Town of Lake Hamilton.

Sincerely,  
Town of Lake Hamilton  
*Steven M. Hunnicutt*  
Town Administrator

Town of Lake Hamilton  
RFQ #BD 23-02 Building Addition  
SELECTION COMMITTEE EVALUATION

Selection Committee Members	Furr & Wegman	Marlon		
Chris Kirby	86	77		
Patrick Henry	88	82		
Shawna Schuette	94	87		
Average Score	89	82	0	0

- Final Rankings:
- 1 Furr & Wegman
  - 2 Marlon



**Town of Lake Hamilton**  
***Town Council***  
***Agenda Summary Report***

**TO:** Mayor, Town Council, Town Attorney

**FROM:** Steven Hunnicutt, Town Administrator

**AGENDA ITEM:** Agreement for Professional Services for New Building Department

**DATE:** October 23, 2023

**SUMMARY:** Agreement for Professional Services for Furr, Wegman & Banks Architects to design the new addition for the Building Department.

**ATTORNEY REVIEW:** YES: ☐ NO: ☒ N/A: ☐

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

The total cost for the agreement is \$23,628.00, and was budgeted in the 23-24 fiscal year budget.

**RECOMMENDATION:** Staff recommends approving the AGREEMENT FOR PROFESSIONAL SERVICES for Furr, Wegman & Banks to do the design.

**ATTACHEMENTS:** (1) Copy of the Agreement for Professional Services with the cost breakdown, of the services that will be performed.



October 20, 2023

Steven M. Hunnicutt, ICMA, FCCMA  
 Town Administrator  
 Town of Lake Hamilton  
 100 Smith Avenue  
 Lake Hamilton, FL 33851

Re: Professional Architectural Services Proposal for Town Hall Addition

Dear Steve,

We look forward to collaborating with you on the proposed Building Department New Addition. We are confident that our Design Work will enable us to meet your budgetary & scheduling needs. This proposal will focus on Schematic Design, Design Development, Construction Documents, Bidding Review, Regulatory Permitting, and Construction Administration Professional Architectural Services. Our Team will include Mechanical, Electrical, and Structural Engineering. Our finalized Construction Documents will be coordinated with your Contractor, selected via RFP/interview/Construction Manager procurement method.

#### Scope of Work

New addition to Town Hall, approximately 1,500 SF per Owner's sketch.

General project related notes and specifics include:

1. The new addition will not include any new plumbing or fire sprinkler design.
2. You will contract separately with a Civil Engineer to perform Civil/Site Engineering services directly to you for this project.
3. You have confirmed that the new addition is to have an exterior that is similar to the attached PDF created by our office with a gable end wall & roof that will abut the existing building below the existing roof & overhang line.
4. You will provide us with a site survey.
5. You do plan on hiring a Construction Manager (CM) to build this project.
6. We are to include limited Construction Administration (CA) Professional Architectural Services to include Construction Site Visits, review of & response to RFIs from the CM, and review of Shop Drawings as submitted by the CM.
7. We will include Structural and Electrical Engineering on our design team.
8. The project is to include connection to an existing electrical generator for emergency backup power.
9. Printing/Shipping/etc. will be invoiced as a Reimbursable Expense.
10. Owner will pay directly for all project related Permit & Regulatory Agency Costs.
11. Schedule to be mutually agreed upon.
12. We request the ability to invoice on a monthly basis for work completed.
13. If changes are requested to the scope of the project, they will be subject to additional service fees (to be mutually agreed upon).
14. Construction Administration Phase fee will be billed in equal monthly increments during construction.

**Summary of Professional Services Fees**

Per the items above, we propose to perform our services for a Lump Sum Fixed Fee of \$23,628.00 to be invoiced as follows:

- Existing Conditions Documentation: \$2,000.00
- Programming & Schematic/Design Development Phase: \$7,570.00
- Construction Document Phase: \$9,733.00
- Bid/Permitting Phase: \$1,081.00
- Construction Administration Phase: \$3,244.00

Thank you for considering Furr, Wegman & Banks Architects, P.A. We are prepared to commence immediately with the work as outlined above, and we look forward to continuing our work with you on this project.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'P. Wegman', with a stylized flourish at the end.

Philip D. Wegman, AIA



## 2023 SCHEDULE OF HOURLY RATES & REIMBURSABLE EXPENSES

FURR, WEGMAN & BANKS ARCHITECTS, P. A.  
625 East Orange Street  
Lakeland, FL 33801

<u>CATEGORY</u>	<u>RATE</u>
Principal Architect/Engineer	\$255.00
Senior Project Architect/Engineer	\$170.00
Interior Designer	\$155.00
Designer	\$130.00
Project Manager	\$130.00
Senior CADD Draftsman	\$100.00
Technical Support/CADD Draftsman	\$ 95.00
Administrative/Clerical	\$ 75.00

**Note:** The above fee schedule may be adjusted by mutual written agreement of the parties.

### REIMBURSABLE EXPENSES:

Prints (24" x 36") B&W	Actual Expense
B&W Copy/Print (8 ½ x 11)	\$ 0.20 per sheet
Color Copy/Print (8 ½ x 11)	\$ 1.00 per sheet
Shipping/Courier Service	Actual Expense
Mileage (outside of Pasco, Hernando, Hillsborough, Polk Counties)	\$ 0.655 per mile
Color Renderings (printed in-house)	
8 ½" x 11"	\$ 5.00 each
11" x 17"	\$ 10.00 each
12" x 18"	\$ 12.00 each
CD/Thumb Drive (8 GB)	\$ 8.00 each

2/15/2023



## AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement for Professional Services ("Agreement") is entered into this 20th day of October 2023 by and between Town of Lake Hamilton ("Client") and Furr, Wegman & Banks Architects, P.A. ("FWB"), as follows:

**"FWB"**

Furr, Wegman & Banks Architects, P.A.  
625 E. Orange Street  
Lakeland, FL 33801-5027

**"Client"**

Town of Lake Hamilton  
100 Smith Avenue  
Lake Hamilton, FL 33851

**Project Name/Location:** Town Hall Addition / Lake Hamilton, FL

**Project Description:** As per our proposal dated, October 20, 2023, attached and made a part of this Agreement.

**Scope/Intent and Extent of Services:** As per our proposal dated, October 20, 2023, attached and made a part of this Agreement.

**Fee Arrangement:** As per attached proposal and "Terms and Conditions" attached.

**Special Conditions:** As per our proposal dated, October 20, 2023, attached and made a part of this Agreement.

**THIS AGREEMENT BECOMES NULL AND VOID IF NOT EXECUTED WITHIN THIRTY DAYS  
OF THE DATE OF THIS CONTRACT.**

**Offered By:**

Furr, Wegman & Banks Architects, P.A.



Philip D. Wegman/Vice President

**Accepted By:**

Town of Lake Hamilton

Steven M. Hunnicutt/Town Administrator

## Terms and Conditions

### **Performance Standard:**

Professional services provided by FWB under this Agreement will be performed consistent with the degree of care and skill ordinarily exercised by members of our profession in our community. Upon notice to FWB, and by mutual agreement between parties, FWB will correct any architectural documents which do not meet this standard, without additional compensation.

### **Billing/Payments:**

Invoices for FWB's services will be submitted on a monthly basis, unless we agree to another payment arrangement. Payment shall be due upon receipt of invoice. If the invoice is not paid within 30 days, FWB may, after notice to Client, and without waiving any claim or right against the client, terminate performance under this Agreement. Accounts unpaid 45 days after the invoice date shall be subject to a monthly services charge of 1.5% on the unpaid balance. In the event FWB institutes collection proceedings, the Client shall pay all costs of collection, including reasonable attorneys fee.

### **Indemnification:**

The Client shall, to the fullest extent permitted by law, indemnify and hold harmless FWB, its officers, directors, employees, agents and subconsultants from and against all damage, liability and costs, including reasonable attorneys fees and defense costs, arising out of or in any way connected with the project, except for those damages, liabilities or costs attributable to the sole negligence or willful misconduct of FWB.

### **Certification:**

FWB's obligation to certify documents shall be limited to certification of the construction drawings and to the existence of this Agreement. FWB will not be required to certify any other documents, including Lender or project finance documents.

### **Limitation of Liability:**

In recognition of the relative risks, rewards and benefits of the project to both the Client and FWB, Client agrees that, to the fullest extent permitted by law, FWB's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of FWB's performance, shall not exceed the amount of FWB's fee. Such causes include, but are not limited to, errors, omissions, negligent acts, strict liability, and breach of contract.

**PURSUANT TO SECTION 558.0035 FLORIDA STATUTES, THE CONSULTANT'S CORPORATION IS THE RESPONSIBLE PARTY FOR THE PROFESSIONAL SERVICES IT AGREES TO PROVIDE UNDER THIS AGREEMENT. NO INDIVIDUAL PROFESSIONAL EMPLOYEE, DIRECTOR, OFFICER, OR PRINCIPAL SHALL BE INDIVIDUALLY LIABLE FOR NEGLIGENCE ARISING OUT OF THIS CONTRACT.**

### **Termination of Services:**

This agreement may be terminated by either party should the other party fail to perform any material obligation hereunder. In the event the Client elects to terminate this Agreement for convenience, the Client agrees to pay FWB for all services rendered to the date of termination, all reimbursable expenses, and fee earned as of the date of termination. If Client suspends FWB's performance for more than 60 days, FWB reserves the right to revise the fee schedule.

### **Dispute Resolution:**

Any claims or disputes made during design, construction or post-construction between the Client and FWB, except claims for nonpayment of fees, shall first be submitted to non-binding mediation. Any mediation shall occur within 60 days thereafter. Client and FWB agree to include a similar mediation agreement with the owner, contractors, subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as an initial method for dispute resolution between all parties.

### **Ownership of Documents:**

The design documents produced by FWB under this Agreement shall remain the property of FWB and may not be reproduced by the Client for any other project without the written consent of FWB and may not be assigned without the written consent of FWB.

### **Non-Assignment of Agreement:**

This Agreement may not be assigned without the written consent of FWB, which consent will not be unreasonably withheld if any successor to Client or Owner demonstrates the same financial strength of Client.

### **Additional Services:**

Additional services will be provided, if authorized in writing by the Client. Compensation shall be in accordance with the attached rate schedule.

### **Base Drawings:**

Client shall provide a survey of the property in ACAD format suitable for the schematic architectural design.

### **Changes to Agreement:**

Any changes made to this Agreement must be in writing signed by both parties.

This Agreement and the incorporated Proposal, if any, constitute the entire Agreement between the parties, superseding any prior oral agreements, discussions or representations.



**Town of Lake Hamilton**  
***Town Council***  
***Agenda Summary Report***

---

**TO:** Mayor, Town Council, Town Attorney

**FROM:** Steven Hunnicutt, Town Administrator

**AGENDA ITEM:** Asset Status Change Form

**DATE:** November 1, 2023

---

**SUMMARY:** S&S Towing is wanting to trade a reproduction display cannon, for our 2013 Chevrolet Tahoe, that was used for the K9. No money will be exchanged in this transfer.

**ATTORNEY REVIEW:** YES: ☐ NO: ☐ N/A: ☒

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

**RECOMMENDATION:** Staff recommends approving the Asst Change.

**ATTACHEMENTS:** (1) Copy of Asset Status Change, (1) Picture of Cannon.

## Asset Status Change

<b>(Current or new owner department initiates form; check below which change applies; complete respective section in detail; forward to Finance.)</b>					
Submitted By: <u>Town Administrator</u>		Date: <u>11/1/2023</u>			
Owner Department: <u>Police Department</u>		Cost Center: <u>Vehicles</u>			
Asset Description: <u>2013 Chevrolet</u>		Asset #: _____			
Tahoe (K9)		Serial #: <u>1GNLC2E05DR179430</u>			
Department Director Approving Status Change: <u>S.Hunnicut</u> <span style="float: right;">Date: <u>11/1/2023</u></span>					
					<b>Clearing Agent Approval (Initial/Date)*</b>
<b>Stolen Asset</b>	Date Theft Discovered: _____				
	Police Report Filed: <input type="checkbox"/> No <input type="checkbox"/> Yes (Attach Report)				
<b>Transfer</b>	<b>From</b>	<b>To</b>			<b>Date</b>
	Owner Department:	Other Department: _____			
		Cost Center: _____			
		Acceptance: _____			
		(Receiver Signature)			
	<b>Owner Department</b>	<input type="checkbox"/> <b>Surplus</b>			
Surplus	Other Department: _____				
	Cost Center: _____				
	Acceptance: _____				
	(Receiver Signature)				
<b>Trade - In</b>	Vendor Name: <u>S&amp;S Towing Reproduction Cannon</u>				
	Amount Allowed: _____				
	New Asset Purchased: _____				
<b>Disposal</b>	<b>(Post 30-Day Surplus Process)</b>				
	<b>Cleared By</b>		<b>Method</b>		<b>Date</b>
	<input type="checkbox"/>	Fleet Maintenance	<input type="checkbox"/>	Sold at Auction	
	<input type="checkbox"/>	Procurement Services	<input type="checkbox"/>	Other (Describe Below):	
	<input type="checkbox"/>	Technology Services			

\*For Finance, Fleet Maintenance, Procurement Services and Technology Services use only.\*

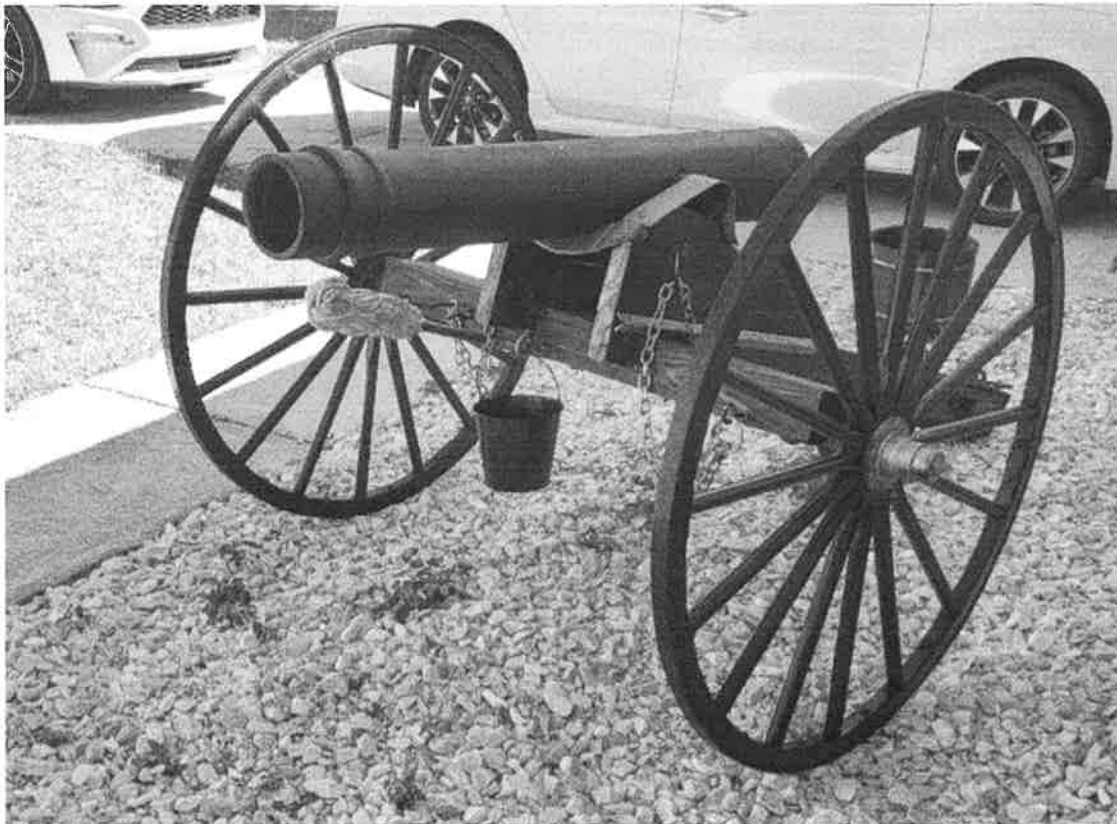
To whom it may concern:

I hope this letter finds you well. I am writing to you today to express our interest in the inoperable Lake Hamilton Police Dept's 2013 Chevrolet Tahoe VIN # 1GNLC2E05DR179430. We would like to offer a trade for this vehicle. We have a reproduction display cannon that we would like to offer as a trade. Please see a photograph of the cannon below. Thank you for your consideration and we look forward to hearing from you soon.

Respectively,

Rebecca Raymond & David Santos

407-234-1905



From the Desk of ...

*Chief Michael Teague*



11/01/2023

**TO:** Staff

**SUBJECT:** Council Report

March Items:

- 2 new applicants (Not completed Academy) (2 openings).
- Accreditation in Process
- 1 New Officer in Phase III Training
- Body Camera Testing by all officers in effect for next 30 days
- Still a backlog on receiving vehicles (1 has arrived, 1 awaiting and 2 additional ordered will be looking at other vendors).
- Awarded \$18,000 Grant for a new 4 seat Polaris for Events
- 

Michael Teague

053

STAT SHEET		23-Oct												
Officer		Citations	Reports Ck	Reports/SAO	Admin Calls	Evidence Items	Validations	Visitors	Code Cases	Backgro Cks	Supoenas	Accidents Mailed	Emails Checked	Training Hours
Gina			20	2	86	18	1	26		2	13		1803	
Kim		262	94	39	89			42		3	17	15	255	
Total		262	114	41	175	18	1	68	0	5	30	15	2058	0

I

Reserve Hrs	



## Monthly Proficiency Reports October 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	(+ / -) (%)
<b>Patrol</b>															
Calls	1850	2027	1904	1902	2459	2411	2370	2542	2445	2582			22492	1425	(+) 45%
Lima	75	58	49	57	66	71	67	84	70	77			674	45	(+) 42%
Warrant Arrest	0	0	0	0	0	1	0	0	0	0			1	0	(+-) 0 %
Felony Arrest	0	0	1	0	1	2	2	1	1	0			8	5	(-) 100%
Misd. Arrest	31	22	21	16	22	28	21	23	19	35			238	10	(+) 71%
Total Arrest	31	22	22	16	23	31	23	24	20	35			247	15	(+) 57%
Cannabis	0	0	0	12.5	0	9.11	19.5	1.701	10.2	5.5			58.511	20	(+) 72%
Cocaine	0	0	0	0	0	0	0	0	0	0			0	0	(+-) 0%
Methamphetamine	0	0	0	0	0.8	0	0	0.07	0	0			0.87	0	(+-) 0%
Firearms	0	0	0	0	0	0	0	0	0	0			0	0	(+-) 0%
Pills	0	0	0	0	0	0	0	0	0	0			0	0	(+-) 0%
K2	0	0	0	0	0	0	0	0	0	0			0	0	(+-) 0%
<b>Traffic</b>															
Citations	100	72	93	101	118	112	80	145	171	240			1232	40	(+) 83%
Criminal Citations	24	22	22	16	17	31	20	20	18	44			234	6	(+) 86%
Warnings	68	124	115	84	118	55	54	79	76	110			883	88	(+) 20%
Crashes	14	11	14	10	4	10	15	17	13	16			124	13	(+) 19%
DUI	0	1	0	0	0	0	0	0	0	0			1	0	(+-) 0%
DRE	0	0	0	0	0	0	0	0	0	0			0	0	(+-) 0%
Deployments	0	0	2	1	0	1	0	0	0	0			4	0	(+-) 0%
Apprehensions/Arrests	0	0	0	0	0	0	0	0	0	0			0	0	(+-) 0%
Hours Trained	14	12	13	10	14	16	14	9	15	15			132	10	(+) 33%
Demos	0	0	0	0	0	0	0	0	1	1			2	0	(+-)0%
Searches	0	0	2	0	0	0	0	0	0	0			2	0	(+-) 0%
Heroin	0	0	0	0	0	0	0	0	0	0			0	0	(+-)0%
<b>Patrol Cont</b>															
														0	(+-)0%
Seized Vehicles	0	0	0	0	0	0	0	0	0	0			0	0	(+-)0%
Deaths	0	0	0	0	0	0	1	0	0	1			2	0	(+-)0%
Seized Currency	0	0	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

## OCTOBER 2023 - MONTHLY ACTIVITY REPORT

	TOTAL CALLS	TOTAL ARRESTS
ABANDONED/ IMPOUNDED	1	0
ABANDONED / FOUND PROPERTY	0	0
ABDUCTION	0	0
AED ASSIST	1	0
ALARM	10	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	17	0
ATTEMPT TO CONTACT	5	0
BATTERY	0	0
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	0	0
CURFEW VIOLATION	0	0
CUTTING	0	0
DANGEROUS SHOOTING	0	0
DEATH INVESTIGATION	0	0
DIRECTED TRAFFIC ASSIGNMENT	30	0
DISABLED VEHICLE	5	0
DISTURBANCE - CIVIL	3	0
DISTURBANCE - FAMILY	1	0
DISTURBANCE - JUVENILE	0	0
DISTURBANCE - NOISE	4	0
DISTURBANCE - VEHICLE NOISE	1	0
DISTURBANCE - WEAPON	0	0
DISTURBANCE	2	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	2	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	2	0
IDENTITY THEFT	1	0
INDUSTRIAL ACCIDENT	0	0
INFORMATION	69	0
INJURED PERSON	0	0
INVESTIGATION	10	0
LAW ENFORCEMENT CALL	0	0
LEWD ACT	0	0
LITTERING	2	0
LOST PROPERTY	0	0
LOST/ABANDONED TAG OR DECAL	0	0
MAIL THEFT	0	0
MEDICAL ASSIST	0	0
MENTALLY ILL PERSON	0	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	0	0
OVERDOSE	0	0
PATROL BUSINESS	1480	0
PATROL REQUEST	1	0
PATROL RESIDENCE	439	0
PERIMETER CHECK	129	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	1	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	45	0
STOLEN TAG / DECAL	0	0
STOLEN VEHICLE	0	0
STOLEN VEHICLE RECOVERED	0	0
SUBJECT STOP	0	0
SUICIDE ATTEMPT	0	0
SUSPICIOUS AIRCRAFT	0	0
SUSPICIOUS INCIDENT	1	0
SUSPICIOUS PERSON	1	0
SUSPICIOUS VEHICLE	5	0
TAMPERING	0	0
THEFT	0	0
TRAFFIC ASSIGNMENT	1	0
TRAFFIC COMPLAINT	11	0
TRAFFIC STOP	243	35
TRESPASSING	2	0
UNCONFIRMED EMERGENCY	14	0
VEHICLE CRASH	19	0
WORTHLESS CHECK	1	0
VIOLATION OF INUNCTION	0	0
WARRANT / CAPIAS ARREST	0	0
<b>OVERALL TOTAL</b>	<b>2582</b>	<b>35</b>

	TOTAL CITATIONS	TOTAL ARRESTS
CRIMINAL TRAFFIC	44	35
NON-CRIMINAL TRAFFIC	287	0
PARKING TICKETS	0	0
WARNINGS	110	0
<b>OVERALL TOTAL</b>	<b>287</b>	

	TOTAL WGT / VALUE	TOTAL ARRESTS
Recovered Cannabis	9.600	0
Recovered Cocaine	0	0
Recovered Meth	0	0
Recovered Heroin	0	0

Recovered Pills	0	0
Seized Currency	0	0
Based on Property received in Prop Room and not marked Dispo=COR Action=FX		



## Memorandum

To: Town Council

From: Public Services Director

Date: 11-1-2023

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

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**Sanitation:** Normal Operations continue.

**Parks:** Routine mowing and cleaning of bathrooms continue.

**Streets:** Normal Operations. MG Underground is prepping the roads for paving that we dug up for the septic to sewer project.

**Water:** The Water plant operations are normal. The Town has been issued a new water use permit from SWFWMD. Well number one received maintenance from Coastal Pump and Equipment on the upper bearing and new packing was installed. The drive shaft shows a lot of wear and indicates replacement and rehabilitation is needed. Cost estimates will be acquired and budgeted for next year.

**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. A ribbon cutting event is planned for November 16<sup>th</sup> at 3pm.

**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



## Memorandum

To: Town Council

From: Town Clerk, Brittney Sandoval, CMC

Date: November 3, 2023

Subject: Monthly Update.

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- There will be no RLC dinner in November, the next dinner is scheduled for December 14<sup>th</sup>.
- The Chamber Luncheon will be held on November 16<sup>th</sup> at 11:30 am. Please let me know if you will be attending.
- As you all are aware, I have put in my resignation and my last day with the Town will be on Friday, November 17<sup>th</sup>.

Other business as usual.