



## Town of Lake Hamilton

### Town Council Regular Meeting Agenda – January 9, 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**

A. **Martin Luther King Day (page 3)**

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. *December 5, 2023, Regular Meeting Minutes (pages 4-7)*

B. *Vehicles/Budget Amendment Request (pages 8-15)*

C. *Chairman's Circle/Sponsorship Opportunities (pages 16-19)*

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 Reading of Ordinance O-23-15 Comprehensive Plan Amendment (pages 20-23)*

B. *Public Hearing and Second Reading of Ordinance O-23-16 Rezoning 626.82 Acres (pages 24-31)*

9. **NEW BUSINESS**

A. *Public Hearing Resolution R-24-1 Water Treatment Plant and Well Project Improvements (pages 32-275)*

B. *Professional Civil Engineering Services/Town Hall Addition (pages 43-50)*

10. **STAFF REPORTS**

**TOWN ADMINISTRATORS REPORT**

**TOWN CLERK REPORT**  
**TOWN ATTORNEY REPORT**  
**TOWN COUNCIL COMMENTS**

**ADJOURNMENT**

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

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

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



## TOWN OF LAKE HAMILTON, FLORIDA

### PROCLAMATION

**WHEREAS**, the Civil Rights movement of the 1960's has profoundly impacted the course of American history and continues to shape the direction and debate of our society; and

**WHEREAS**, one of the great leaders of that 20th century movement is Dr. Martin Luther King, Jr., whose "dream" is no less inspirational and important today than when he first expressed it more than 50 years ago; and

**WHEREAS**, even with the gains of the Civil Rights movement over the years, there are many goals and needs that must be pursued to continue our commitment to achieve justice in our society, including a commitment to economic justice in the face of increasing disparity between rich and poor; and

**WHEREAS**, as we look forward to the future with optimism—inspired by Dr. King's legacy and informed by his wisdom and vision—let us rededicate ourselves to keeping his dream alive and be reminded that we are united together as one community;

**Now, THEREFORE I**, Michael Kehoe, Mayor of the Town of Lake Hamilton, on behalf of the Town Council, do hereby proclaim January 15, 2024, in Lake Hamilton as community celebration.

*Dr. Martin Luther King's Day*

To encourage all of us to recommit ourselves to achieving Dr. King's dream.

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Michael Kehoe, Mayor

ATTEST:

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Jacqueline Borja, Town Clerk

*Dated this 9<sup>th</sup> day of January 2024.*

**TOWN OF LAKE HAMILTON  
MINUTES  
TOWN COUNCIL REGULAR MEETING  
TUESDAY, December 5, 2023  
6:00 PM**

The Town Council of Lake Hamilton held a Regular Meeting on Tuesday December 5, 2023, at 100 Smith Ave., Lake Hamilton, FL 33851.

**CALL TO ORDER**

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

**INVOCATION**

Invocation was given by Vice Mayor Roberson

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance led by all

**ROLL CALL**

Vice Mayor Cora Roberson, Council Member Larry Tomlinson, Council Member Patrick Slavens and Mayor Michael Kehoe were present. Council Member Marlene Wagner was absent.

**Staff:** Town Administrator Hunnicutt, Attorney Maxwell, Town Clerk Jacqueline Borja, Police Chief Mike Teague and Town Planner Chris Kirby were present.

**APPROVAL OF MINUTES**

**Motion made** by Vice Mayor Roberson and second by Council Member Slavens approved November 7, 2023, Regular Meeting Minutes and November 7, 2023, Special Meeting Minutes.

**Motion Passed 4-0**

**RECOGNITION OF CITIZENS**

No public comments were made.

**NEW BUSINESS**

**Public Hearing and First Reading of Ordinance O-23-15 Comprehensive Plan Amendment for 626.82 acres.**

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

Attorney Maxwell read the title for the record.

**ORDINANCE O-23-15** Comprehensive Plan Amendment an Ordinance of Town Council of the Town of Lake Hamilton amending the comprehensive plan of the town of Lake Hamilton Florida said amendment being known as 231011, amending the current and Future Land Use Map classification from agricultural lands to PUD for 626.82 Acres of land located adjacent to the east side of Detour Road, adjacent to the South side of Kokomo Road and adjacent to the North side of Lake Hatchineha Road; Transmitting said amendment to the department of Economic

Opportunity for compliance review; providing for severability; and providing for an effective date.

**Motion made** by Slaven and a second by Roberson to approve first reading Ordinance O-23-15. No public comments were received. A roll call was taken, Slavens aye, Tomlinson aye, Roberson aye and Kehoe aye. **Motion Passed 4-0.**

### **Public Hearing and First Reading of Ordinance O-23-16 Rezoning 626.82 Acres Attorney Maxwell read the title for the record.**

**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 Rd and adjacent to the south side Kokomo Rd; 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 severalty, providing for correction of scrivener's errors; providing for conflict; and providing for an effective date.

**Motion made** by Slavens and a second by Tomlinson to approve Ordinance O-23-16. A roll call vote was taken. Tomlinson aye, Roberson aye, Slavens aye, and Kehoe aye. **Motion Passed 4-0.**

### **Discussion of MLK Event/Parade**

Lake Hamilton Northeast Community Revitalization Organization Inc. reached out to the Town for support for the upcoming Martin Luther King event, that will be held on January 27<sup>th</sup>, 2024, at Gunter Park. LHNCRO, Inc. is a registered non-profit organization. Staff asked for direction on how to move forward. The adopted budget and the 2024 Martin Luther King Jr. Event Budgeted was attached.

**Motion made** by Slaven and a second by Tomlinson to approve partnership with Lake Hamilton Northeast Community Revitalization Organization Inc for the Martin Luther King event in the amount of \$7,010 for the Police Officers, stage, lights in-kind, wash stations and other staff. Frances Crews on 2519 State Rd 17 S. Haines City and Marvis Jackson on 1005 Rose St. Lake Hamilton commented. A roll call was taken, Slavens aye, Tomlinson aye, Roberson aye and Kehoe aye. **Motion Passed 4-0.**

### **Padar Pin Point Center**

Staff recommended the approval of the Tracer Electronics Unit, in the amount of \$16,032. The funds are available in Operating Supplies GL #401-533-521, in Water Utilities. The Town needs the Impulse Radar to expedite old lines in the ground and any damage to existing lines.

**Motion made** by Slavens and a second by Tomlinson to approve the Tracer Electronics Unit, in the amount of \$16,032. A roll call vote was taken. Tomlinson aye, Roberson aye, Slavens aye, and Kehoe aye. **Motion Passed 4-0.**

### **Addendum to Phase 2 Wastewater Treatment Facility Design**

Staff recommended the approval of the addendum for the Wastewater Treatment Facility Phase 2 design for a fee of \$38,000, the amount is included in the Town's FDEP funding request. The Wastewater Treatment Facility Phase 2 design is a split-faced operations building. The attached outline is on page 2. 4.1 general.

**Motion made** by Slavens and a second by Roberson to approve the addendum for the Wastewater Treatment Facility Phase 2 design in the amount of \$38,000. A roll call vote was taken. Tomlinson aye, Roberson aye, Slavens aye, and Kehoe aye. **Motion Passed 4-0.**

**STAFF REPORTS:**

**Town Administrator-** Town Administrator Hunnicutt gave an overview of the Florida League of Cities meeting. Updated Council on the building for the building department. Updated Council on the price Extreme Ink Charges for Veteran's plaques in the amount of \$320. The City received thank you letters from Alta Vista Elementary school to thank public works director and staff for joining the school for teacher day. Reminded Council for their Vision/Mission Statement. Updated Council on the budgeted vehicles and staff for the Police Department. Updated Council on the new addition to the staff for the front desk.

**Town Clerk-** Town Clerk Borja mentioned to Council that she will attend the Polk County Election Workshop on January 10<sup>th</sup>, 2024. She reminded Council of the upcoming Chamber of Commerce Luncheon at 12:00 pm and the Ridge Luncheon at 6:00pm on the December 14<sup>th</sup>, 2023, and ask who would be able to attend; Mayor Kehoe and Council Member Tomlinson confirmed they would attend the Chamber of Commerce Luncheon and Vice Mayor Roberson confirmed she would attend the Ridge Luncheon with Council Member Wagner. Slavens commented he would not be able to attend both. The Town Clerk asked Council if the upcoming Regular Council Meeting will be the 2<sup>nd</sup> of January or the 9<sup>th</sup> of January; Council agreed on the 9<sup>th</sup> of January 2024. Town Clerk requested Council to write action minutes; Council approved. The Town Clerk updated Council on the holiday dates the City Hall will be closed the 25<sup>th</sup> and 26<sup>th</sup> of December and the 1<sup>st</sup> of January. The Town Clerk requested Council if she could leave Friday 8<sup>th</sup>, 2023 at noon for her sister's pinning ceremony from the College of Engineers in Tampa; Council approved.

**Police Department-** Included in Packet.

**Community development-** Included in Packet

**Public Works-** Included in Packet.

**TOWN ATTORNEY COMMENTS:** No comments.

**COUNCIL COMMENTS:** Vice Mayor Roberson welcome Town Clerk Borja to the Town of Lake Hamilton and mentioned her concerns over the detour and Kokomo Rd four way stop and ask staff if a speed bump could be placed; Town Administrator said he would get back to her on the request. Vice Mayor Roberson also asked status on the 3 ways stop sign for Gunter St and Detour Rd; Town Administrator said he would get back to her on status. Mayor Kehoe commented that Saturday December 9<sup>th</sup>, 2023, at 10:00am will be Pancake with Santa at the Woman's Club.

**ADJOURNMENT:**

**Motion made** by Slavens and a second by Mayor Kehoe to adjourn the meeting at 7:42 PM.

**Motion Passed 4-0.**

ATTEST:

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

\_\_\_\_\_  
Jacqueline Borja, Town Clerk

\_\_\_\_\_  
Steven M. Hunnicutt, Town Administrator

## Monthly Proficiency Reports -November 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	2791		25283	1529	(+) 58%
Lima	75	58	49	57	66	71	67	84	70	77	75		749	38	(+) 49%
Warrant Arrest	0	0	0	0	0	1	0	0	0	0	2		3	0	(+) 100 %
Felony Arrest	0	0	1	0	1	2	2	1	1	0	2		10	1	(+) 50%
Misd. Arrest	31	22	21	16	22	28	21	23	19	42	28		273	14	(+) 50%
Total Arrest	31	22	22	16	23	31	23	24	20	42	32		286	15	(+) 53%
Cannabis	0	0	0	12.5	0	9.11	19.5	1.701	10.2	5.5	4.8		63.311	0	(+) 100%
Cocaine	0	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	4.8		5.67	0	(+) 100%
Firearms	0	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	(+) 0%
K2	0	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	224		1456	51	(+) 77%
Criminal Citations	24	22	22	16	17	31	20	20	18	44	33		267	14	(+) 58%
Warnings	68	124	115	84	118	55	54	79	76	110	128		1011	66	(+) 48%
Crashes	14	11	14	10	4	10	15	17	13	16	12		136	5	(+) 58%
DUI	0	1	0	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	(+) 0%
Deployments	0	0	2	1	0	1	0	0	0	0	0		4	0	(+) 0%
Apprehensions/Arrests	0	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	11		143	10	(+) 9%
Demos	0	0	0	0	0	0	0	0	1	1	1		3	0	(+) 0%
Searches	0	0	2	0	0	0	0	0	0	0	0		2	0	(+) 0%
Heroin	0	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	(+) 0%
Deaths	0	0	0	0	0	0	1	0	0	1	0		2	0	(+) 0%
Seized Currency	0	0	0	0	0	0	0	0	0	0	0		0	0	(+) 0%



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

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**TO:** Mayor, Town Council

**FROM:** Steven Hunnicutt Town Administrator

**AGENDA ITEM:** Budget Amendment Request

**DATE:** January 4, 2024

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**SUMMARY:** Budget amendment for (2) new vehicles for the building Department, that will be used for the Building Inspector, and a Building Official. The money was approved in the 2023/24 CIP Budget under Vehicle/s for Building Department.

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

**FINANCIAL IMPACT:** YES: ☒ NO: ☐ If Yes

**RECOMMENDATION:** Staff is recommends the Request.

**ATTACHEMENTS:** (1) Copy of the Amended Request form, and the New Acquisition Forms for the vehicles.





**Town of Lake Hamilton**  
100 Smith Avenue - P.O. Box 126  
Lake Hamilton, Florida 33851  
(863) 439-1910  
www.townoflakehamilton.com

## BUDGET AMENDMENT REQUEST FORM

### "FROM ACCOUNT"

Account Number	Current Balance	Amount Transfer
001.322.100 Building Permits	\$295,321.35	\$2,000.00

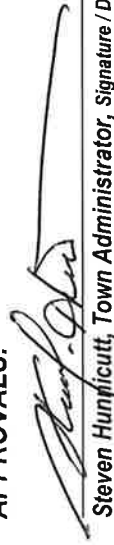
### "TO ACCOUNT"

Account Number	Amount Transferred	New Balance
001.524.064 CIP BUILDING	\$2,000.00	\$52,000.00

### JUSTIFICATION:

THE 2023/24 ANNUAL BUDGET WAS APPROVED. IN THE BUILDING DEPARTMENT \$50,000.00 (CIP) WAS APPROVED FOR VEHICLES. 2 NEW VEHICLES WERE FOUND, AT STATE CONTRACT PRICING, FOR A BUILDING INSPECTOR, AND BUILDING OFFICIAL. THESE VEHICLES WILL CARRY OVER FOR 5 to 7 years.

### APPROVALS:

  
Steven Hunnicutt, Town Administrator, Signature / Date

Michael W. Kehoe, Mayor, Signature / Date

Entry Control # \_\_\_\_\_

Fiscal Year \_\_\_\_\_

Transaction Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(For Finance Department Use Only)

Finance Officer's - Signature / Date

(Request to be placed on Council Consent Agenda for Approval)

009

## New Acquisition Sheet

**Top section to be completed by Department**  
**(Complete in detail and forward to Finance with invoice payment documents)**

Submitted By: Steven Hunnicutt Date: 12/29/2023  
 Owner: \_\_\_\_\_ Payment: \_\_\_\_\_  
 Department: Building Account #: 001-524-064

Type of Asset: ☐ Computer ☒ Vehicle ☐ Other Fixed Asset (\$ 1,000.00 and up)  
☐ Printer ☐ Rolling Stock  
☐ Copier ☐ Rolling Stock Attachment

Description: New Ford Escape

Manufacturer: Ford

Model: Escape Model Year: 2023 Serial #: 1FMCU0FN1PUA00351

Purchased From: Weikert Ford

Purchased Date: 12/29/2023 Purchase Amount: \$25,500.00

**To be completed by FM or TS Clearing Agent**

FM/TS Asset #: \_\_\_\_\_

Assigned By: \_\_\_\_\_ Date Assigned: \_\_\_\_\_

**To be completed by Finance Department**

Asset #: \_\_\_\_\_

Classification: \_\_\_\_\_

Reporting category (Check One): ☐ Controlled ☐ Capital

Depreciation Status (Check One): ☐ Non-Depreciable ☐ Depreciable

Check #: \_\_\_\_\_

Input By: \_\_\_\_\_ Input Date: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Date 12/29/23

 21399 Hwy. 27  
 Lake Wales, FL 33859  
 863-676-7944

 INVOICE NUMBER  
 34100351
**SOLD TO:**
 TOWN OF LAKE HAMILTON  
 PO BOX 126  
 LAKE HAMILTON, FL 33851

**PHONE NUMBERS** (863) 439-4711 WORK (863) 660-7905

YEAR	MAKE	MODEL	VIN	STOCK NUMBER
2023	FORD	ESCAPE	1FMCU0FN1PUA00351	34100351
CUSTOMER NUMBER		NEW OR USED	KEY NUMBER(s)	SALESPERSON(s)
GAP ___ TWF ___ Simoniz ___		NEW	30195	CHRISTIAN CASARES
Trade-In 1		Cash Price of Vehicle		
YEAR		Less Pre-owned Allowance &/or Discount		
MAKE		Net Difference		
MODEL		Administration Fee		
COLOR		Electronic Registration Filing Fee		
MILEAGE		Lead Acid Battery Fee		
STK#		Florida New Tire Fee		
VIN		Subtotal		
LIEN(S) TO		Sales Tax <del>6.00000</del> % County Tax <del>1.00000</del> %		
LIEN AMOUNT(s) \$		Lemon Law Warranty Enforcement Act		
Trade-In 2		Florida Title, Registration, Tag Fees		
YEAR		Trade Pay-off Balance		
MAKE		Subtotal		
MODEL		Motor Vehicle Service Contract (ESP)		
COLOR		Sales Tax on ESP		
MILEAGE		GRAND TOTAL		
STK#		Rebate		
VIN		Deposit		
LIEN(S) TO		Cash Down		
LIEN AMOUNT(s) \$		Balance Due On Delivery		
		<b>LIEN HOLDER</b>		
		N/A		



012

CARFAXonline.com  
Customer Care: 855-845-5733



Date: 12/29/2023 10:06 AM  
Salesperson:  
Manager: Justin Land

FOR INTERNAL USE ONLY

BUSINESS NAME \_\_\_\_\_ Home Phone: \_\_\_\_\_  
CONTACT \_\_\_\_\_  
Address: 34100531 \_\_\_\_\_ Work Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

VEHICLE  
Stock #: \_\_\_\_\_ New / Used: New VIN: \_\_\_\_\_ Mileage: 0  
Vehicle: 0 \_\_\_\_\_ Color: \_\_\_\_\_  
Type: \_\_\_\_\_

TRADE IN  
Payoff: \_\_\_\_\_ VIN: \_\_\_\_\_ Mileage: \_\_\_\_\_  
Vehicle: \_\_\_\_\_ Color: \_\_\_\_\_  
Type: \_\_\_\_\_

Selling Price	28,995.00
Discount	2,151.50
Rebate	2,000.00
Adjusted Price	24,843.50

Total Purchase	24,843.50
Trade Allowance	
Trade Difference	
Taxable Fees (Estimated)	255.50
Doc Fee	399.00
Non Tax Fees	2.00
Trade Payoff	
Cash Deposit	
Balance	25,500.00

Customer Approval: \_\_\_\_\_ Management Approval: \_\_\_\_\_  
By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.

282  
001-524-064

28

## New Acquisition Sheet

**Top section to be completed by Department  
(Complete in detail and forward to Finance with invoice payment documents)**

Submitted By:	<u>Steven Hunnicutt</u>	Date:	<u>12/29/2023</u>
Owner		Payment	
Department:	<u>Building</u>	Account #:	<u>001-524-064</u>
Type of Asset:	<input type="checkbox"/> Computer <input checked="" type="checkbox"/> Vehicle <input type="checkbox"/> Other Fixed Asset (\$ 1,000.00 and up)		
	<input type="checkbox"/> Printer <input type="checkbox"/> Rolling Stock		
	<input type="checkbox"/> Copier <input type="checkbox"/> Rolling Stock Attachment		
Description:	<u>New Ford Escape</u>		
Manufacturer:	<u>Ford</u>		
Model:	<u>Escape</u>	Model Year:	<u>2023</u>
		Serial #:	<u>1FMCU0GN0PUB06692</u>
Purchased From:	<u>Weikert Ford</u>		
Purchased Date:	<u>12/29/2023</u>	Purchase Amount:	<u>\$26,500.00</u>

**To be completed by FM or TS Clearing Agent**

FM/TS Asset #:	<u></u>
Assigned By:	<u></u>
Date Assigned:	<u></u>

**To be completed by Finance Department**

Asset #:	<u></u>
Classification:	<u></u>
Reporting category (Check One):	<input type="checkbox"/> Controlled <input type="checkbox"/> Capital
Depreciation Status (Check One):	<input type="checkbox"/> Non-Depreciable <input type="checkbox"/> Depreciable
Check #:	<u></u>
Input By:	<u></u>
Input Date:	<u></u>
Notes:	<u></u>
	<u></u>
	<u></u>



Date 12/29/23

 21399 Hwy. 27  
 Lake Wales, FL 33859  
 863-676-7944

 INVOICE NUMBER  
 34206692
**SOLD TO:**
 TOWN OF LAKE HAMILTON  
 PO BOX 126  
 LAKE HAMILTON, FL 33851

**PHONE NUMBERS** (863) 439-4711 WORK (863) 660-7905

YEAR	MAKE	MODEL	VIN	STOCK NUMBER
2023	FORD	ESCAPE	1FMCU0GN0PUB06692	34206692
CUSTOMER NUMBER		NEW OR USED	KEY NUMBER(s)	SALESPERSON(s)
GAP ___ TWF ___ Simoniz ___		NEW	31451	CHRISTIAN CASARES
Trade-In 1		Cash Price of Vehicle		
YEAR		Less Pre-owned Allowance &/or Discount		
MAKE		Net Difference		
MODEL		Administration Fee		
COLOR		Electronic Registration Filing Fee		
MILEAGE		Lead Acid Battery Fee		
STK#		Florida New Tire Fee		
VIN		Subtotal		
LIEN(S) TO		Sales Tax <del>5.00000%</del> County Tax <del>1.00000%</del>		
LIEN AMOUNT(S) \$		Lemon Law Warranty Enforcement Act		
Trade-In 2		Florida Title, Registration, Tag Fees		
YEAR		Trade Pay-off Balance		
MAKE		Subtotal		
MODEL		Motor Vehicle Service Contract (ESP)		
COLOR		Sales Tax on ESP		
MILEAGE		GRAND TOTAL		
STK#		Rebate		
VIN		Deposit		
LIEN(S) TO		Cash Down		
LIEN AMOUNT(S) \$		Balance Due On Delivery		
		LIEN HOLDER		
		N/A		



015

CARFAXonline.com  
Customer Care: 855-845-5733



Date: 12/29/2023 10:06 AM  
Salesperson: Christian Casares  
Manager: Justin Land

FOR INTERNAL USE ONLY

BUSINESS NAME City of Lake Hamilton Home Phone: (863) 326-3082  
CONTACT

Address Lake Hamilton, FL 33851 Work Phone:  
Polk

E-Mail: Cell Phone: (863) 326-3082

VEHICLE  
Stock # 34206692 New / Used : New VIN : 1FMCU0GN0PUB06692 Mileage : 300  
Vehicle : 2023 Ford Escape Color : OXFORD WHITE  
Type : Active 4dr Fron UOG

TRADE IN  
Payoff : VIN : Mileage :  
Vehicle : Color :  
Type :

Selling Price	30,840.00
Discount	2,996.50
Rebate	2,000.00
Adjusted Price	25,843.50
Total Purchase	25,843.50
Trade Allowance	
Trade Difference	
Taxable Fees (Estimated)	255.50
Doc Fee	399.00
Non Tax Fees	2.00
Trade Payoff	
Cash Deposit	
Balance	26,500.00

Customer Approval: Management Approval:  
By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.

282

001-524-064

28



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

**TO:** Mayor, Town Council

**FROM:** Steven Hunnicutt Town Administrator

**AGENDA ITEM:** Chairman's Circle/Sponsorship Opportunities

**DATE:** December 18, 2023, 2023

**SUMMARY:** Northeast Polk Chamber, allowed us to join at an introductory rate, as a favorable gesture. The fees for Memberships are attached.

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

**FINANCIAL IMPACT:** YES: ☒ NO: ☐ If Yes, Please Explain: The Town can afford funds from 001-511-054 SUBS, PUBS & MEMBERHIPS, and move funds from 001-001-511-055 TRAINING (Town Council) General Fund. The cost will be allocated with a transfer from the General Fund.

**RECOMMENDATION:** Staff is recommending for the approval of the Chairman's Circle Membership at the Bronze Level of \$255.00 for the 2024 Year. The sponsorship levels are also outline on the attachment, and that is the Decision of the Council to determine which one, or ones they are interested in.

**ATTACHEMENTS:** (1) Annual Membership/Sponsorship Opportunity schedules/2024 Monthly meeting dates.



Chairman's Circle:	Platinum- \$10,000.00+
	Gold- \$7500.00
	Silver- \$5000.00
	Bronze- \$2500.00

**Annual Banquet Sponsorship: JANUARY 25, 2024 ) Lake Eva Event Center, Haines City 6-9pm**

Premium -	\$2500.00 (16 tickets & advertisement)
Presenting -	\$1200.00 (8 tickets & advertisement)
Awards-	\$500.00 (4 tickets & advertisement)
Ticket price -	\$45.00

**Pig Roast Sponsorship: AUGUST 9, 2024 Tom Fellows Event Center, Davenport 6-9pm**

Presidential -	\$3500.00 (16 tickets and advertisement)
Congressional-	\$2500.00 (10 ticket and advertisement)
Gubernatorial-	\$1500.00 (8 tickets and advertisement)
State Legislature-	\$1000.00 (4 tickets and advertisement)
Legislative Aide-	\$500.00 (2 tickets and advertisement)
Chest of Cheer-	\$400.00
Door Prizes -	\$300.00
Tickets -	\$50.00

**Youth Leadership & Scholarship Golf Tournament: October 2024 (location & Date TBA)**

Title Sponsor	<del>\$3000.00 (Par 3 Premium sponsor- Foursome &amp; hole sponsor)</del> <b>TAKEN</b>
Platinum Sponsor -	\$2500.00 (Foursome & hole sponsor, additional premium advertisement)
Lunch/Awards -	\$1500.00 (Lunch & Awards sponsor, Foursome & hole sponsor)
Par 3 -	\$700.00 (Foursome & hole sponsor- man the Par 3)
Putting Contest-	\$500.00 (Sponsor of the Putting contest)
Chest of Cheer-	\$400.00
Team & Hole Sponsor-	\$500.00
Hole Sponsor-	\$50.00
Single entry -	\$100.00

**Tallahassee trip for Leadership classes Small World Bus & Hotel for Youth-January 18-19 2024**

Sponsorships are available to help offset the cost for this transportation & youth hotel rooms  
Premium advertising all year long on the front page of the website and the leadership pages of our website.

\$1000.00 Legislative Road trip sponsor (Table of 8 at Leadership graduation luncheon)
\$500.00 Wheels on the legislative bus sponsor (4 tickets at Leadership graduation luncheon)
\$250.00 Explore the Capitol sponsor (2 tickets at Leadership graduation luncheon)

**Youth Leadership sponsor:** \$300.00 (advertisement on website & weekly newsletter)

**Chamber Website Sponsor:** \$500.00

**Breakfast/Lunch Sponsor:** \$350.00 (6 tickets, time to address the audience (2-3 min to promote business and advertisement)

**Chamber Membership:** Amount varies depending on number of employees (Associate location listings, multiple addresses included for no additional cost for most Chairman's Circle levels – 10% discount on Membership fee for Chairman's Circle Members)

**We are now using digital billboard and local newspaper advertisements as premium advertising for our Chairman's Circle partners.**

**All Chairman's Circle packages include advertising/promotion (logo & web-links) on the home page of the Chamber's website, weekly e-newsletter, social media platforms and more!**

**2024 MONTHLY Breakfast and Luncheons schedule: 2024**

February 22<sup>nd</sup>- Teacher Appreciation Luncheon-Tom Fellows Event Center

March 14<sup>th</sup>- Breakfast- Balmoral Poolside

April 11<sup>th</sup>-Luncheon-Speaker to be determined - Lake Eva Event Center

May 9<sup>th</sup> –Leadership Graduations Luncheon- Tom Fellows Event Center

June 13<sup>th</sup>- Luncheon-Speaker to be determined- Lake Eva Event Center

July 11<sup>th</sup>- Luncheon- Speaker to be determined- Tom Fellows Event Center

August 15<sup>th</sup> – Luncheon- City of Haines City update- Lake Eva Event Center

Sept 12<sup>th</sup> - Citizens Bank & Trust Breakfast (Greg Littleton)- Tom Fellows Event Center

October 10<sup>th</sup> Luncheon- Sheriff Grady Judd Luncheon -Lake Eva Event Center

November 14<sup>th</sup> – Luncheon -State of the City Davenport-Tom Fellows Event Center

December 12<sup>th</sup>- AdventHealth update- Lake Eva Event Center



**Town of Lake Hamilton**  
 100 Smith Avenue - P.O. Box 126  
 Lake Hamilton, Florida 33851  
 (863) 439-1910  
[www.townoflakehamilton.com](http://www.townoflakehamilton.com)

## BUDGET AMENDMENT REQUEST FORM

"FROM ACCOUNT"		"TO ACCOUNT"			
Account Number	Current Balance	Amount Transfer	Account Number	Amount Transferred	New Balance
001.361.100 Interest Income	\$22,662.45	\$2,500.00	001.511.054 Council Memberships	\$2,500.00	\$2,500.00

### JUSTIFICATION:

Only \$1200.00 was approved in 2015.11.054 for Council Memberships. The Town Received A PRO-RATED AMOUNT FOR THE 2023 FISCAL YEAR, AND FOR THE ANNUAL GROUND MEMBERSHIP. FOR THE FISCAL 2024 CALENDAR YEAR, IS \$2,500.00.

### APPROVALS:

*Steven Hunnicutt* 1-4-2024  
 Steven Hunnicutt, Town Administrator, Signature / Date

\_\_\_\_\_  
 Michael W. Kehoe, Mayor, Signature / Date

Entry Control # _____
Fiscal Year _____
Transaction Date: ____/____/____
(For Finance Department Use Only)

\_\_\_\_\_  
 Finance Officer's - Signature / Date

**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 23-15ESR, 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.

**WHEREAS**, the Planning Commission for the Town of Lake Hamilton reviewed and recommended for 1<sup>st</sup> reading for the Town Council December 5<sup>th</sup> meeting.

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

**SECTION 1. RECITALS.**

The provisions set forth in the recitals of this Ordinance (whereas clauses) are hereby adopted by the Town Council as legislative findings and intent of the Ordinance.

**SECTION 2. AMENDMENT TO THE COMPREHENSIVE PLAN.**

The Town of Lake Hamilton Comprehensive Plan, Future Land Use Map is hereby amended as set forth in Exhibit "A".

**SECTION 3. SEVERABILITY.**

If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

**SECTION 4. COPY OF ORDINANCE ON FILE.**

A copy of this Ordinance shall be kept on file in the office of the Lake Hamilton Town Clerk.

#### **SECTION 5. CONFLICTS WITH OTHER ORDINANCES.**

That portion of any Ordinance which may be in conflict with this Ordinance is hereby repealed with the adoption of this Ordinance.

#### **SECTION 6. EFFECTIVE DATE.**

This Ordinance shall become effective on the 31<sup>st</sup> day after its adoption by the Town Council of the Town of Lake Hamilton unless challenged by an affected person within 30 days after adoption. If challenged with 30 days after adoption, this Ordinance will not become effective until the state land planning agency or the Administration Commission, respectively, issues a formal determination that the adopted small scale development amendment is in compliance.

#### **SECTION 7. INCORPORATION INTO COMPREHENSIVE PLAN.**

It is the intention of the Town Council that the provisions of this Ordinance shall become and be made a part of the Comprehensive Plan of the Town; and that sections of this Ordinance may be renumbered or relettered and the word "ordinance" may be changed to "chapter", "section", "article", or such other appropriate word or phrase in order to accomplish such intentions; and regardless of whether such inclusion in the Comprehensive Plan is accomplished, sections of this Ordinance may be renumbered or relettered and the correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the Town Administrator or her designee, without need of public hearing, by filing a corrected or recodified copy of same with the Town Clerk.

**INTRODUCED AND PASSED** on first reading by the Town Council of the Town of Lake Hamilton, Florida, meeting in regular session this 5<sup>th</sup> day of December 2023.

**PASSED AND ADOPTED** on second reading by the Town Council of the Town of Lake Hamilton, Florida, meeting in regular session this 9<sup>th</sup> day of January 2024.

TOWN OF LAKE HAMILTON, FLORIDA

\_\_\_\_\_  
MICHAEL KEHOE, MAYOR

ATTEST:

\_\_\_\_\_  
JACQUELINE BORJA, TOWN CLERK

Approved as to form:

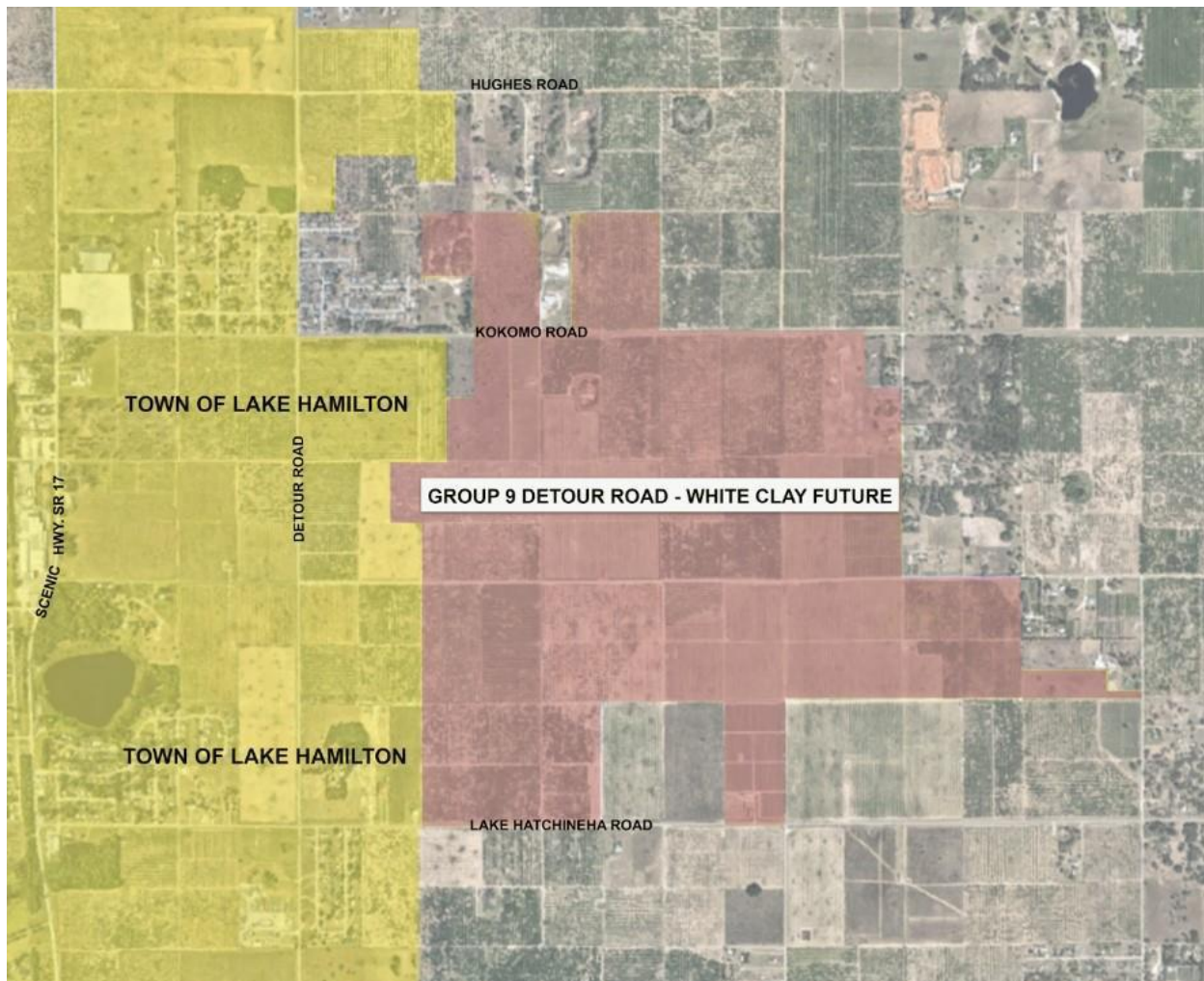
\_\_\_\_\_  
HEATHER MAXWELL, TOWN ATTORNEY

Record of Vote	Yes	No
Roberson		
Tomlinson		
Slavens		
Wagner		
Kehoe		

## Exhibit "A"

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





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

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

**FROM:** Chris Kirby, Town Planner

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

**DATE:** Nov 28, 2023

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

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

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

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

**ATTACHEMENTS:** a) Public Notice

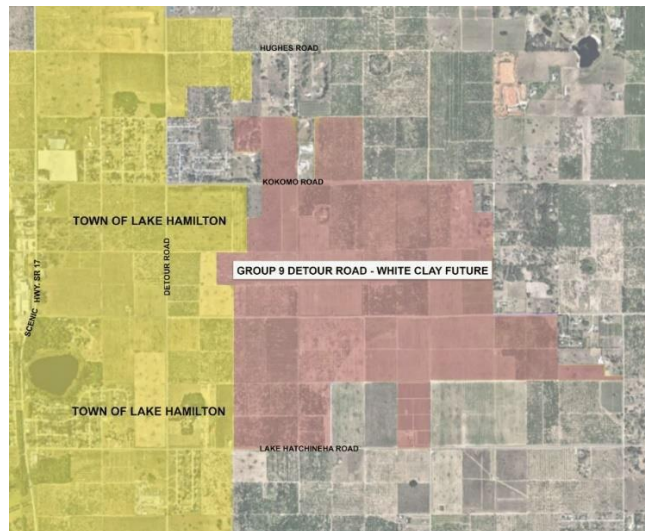
b) Ordinance 0-23-16 with Exhibit A



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

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

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



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

If a person desires to appeal any decisions made as a result of the above hearing or meeting, he or she will need a record of the proceedings, and that for such purposes, he or she may need to ensure that a verbatim record of the proceedings is made. (Florida Statutes 286.0105)

In accordance with the Americans with Disabilities Act and F. S. 286.26, persons with disabilities needing special accommodations to participate in these proceedings please contact Town Clerk, Jacqueline Borja , Town Hall, Lake Hamilton, FL at 863-439-1910 ext. 110 within two (2) working days of your receipt of this notification.

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

## **ORDINANCE O-23-16**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, POLK COUNTY, FLORIDA REZONING A 626.82 ACRES OF LAND LOCATED EAST OF DETOUR ROAD; ADJACENT TO THE NORTH SIDE OF LAKE HATCHINEHA AND ADJACENT TO THE SOUTH SIDE OF KOKOMO ROAD; AGRICULTURAL TO PUD KNOWN AS GROUP 9; AMENDING THE LAKE HAMILTON PUD TO INCLUDE SUCH 626.82 ACRES OF LAND; PROVIDING FOR SEVERABILITY, AND PROVIDING FOR CORRECTIONS OF SCRIVENERS ERRORS; PROVIDING FOR CONFLICT AND EFFECTIVE DATE.**

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

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

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

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

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

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

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

ADOPTED on first reading this \_\_\_\_ day of \_\_\_\_\_, 2023.

PASSED on second reading this \_\_\_\_ day of \_\_\_\_\_, 2023.

TOWN OF LAKE HAMILTON, FLORIDA

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MICHAEL KEHOE, MAYOR

ATTEST:

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JACQUELINE BORJA, TOWN CLERK

Approved as to form:

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HEATHER CHRISTMAN, TOWN ATTORNEY

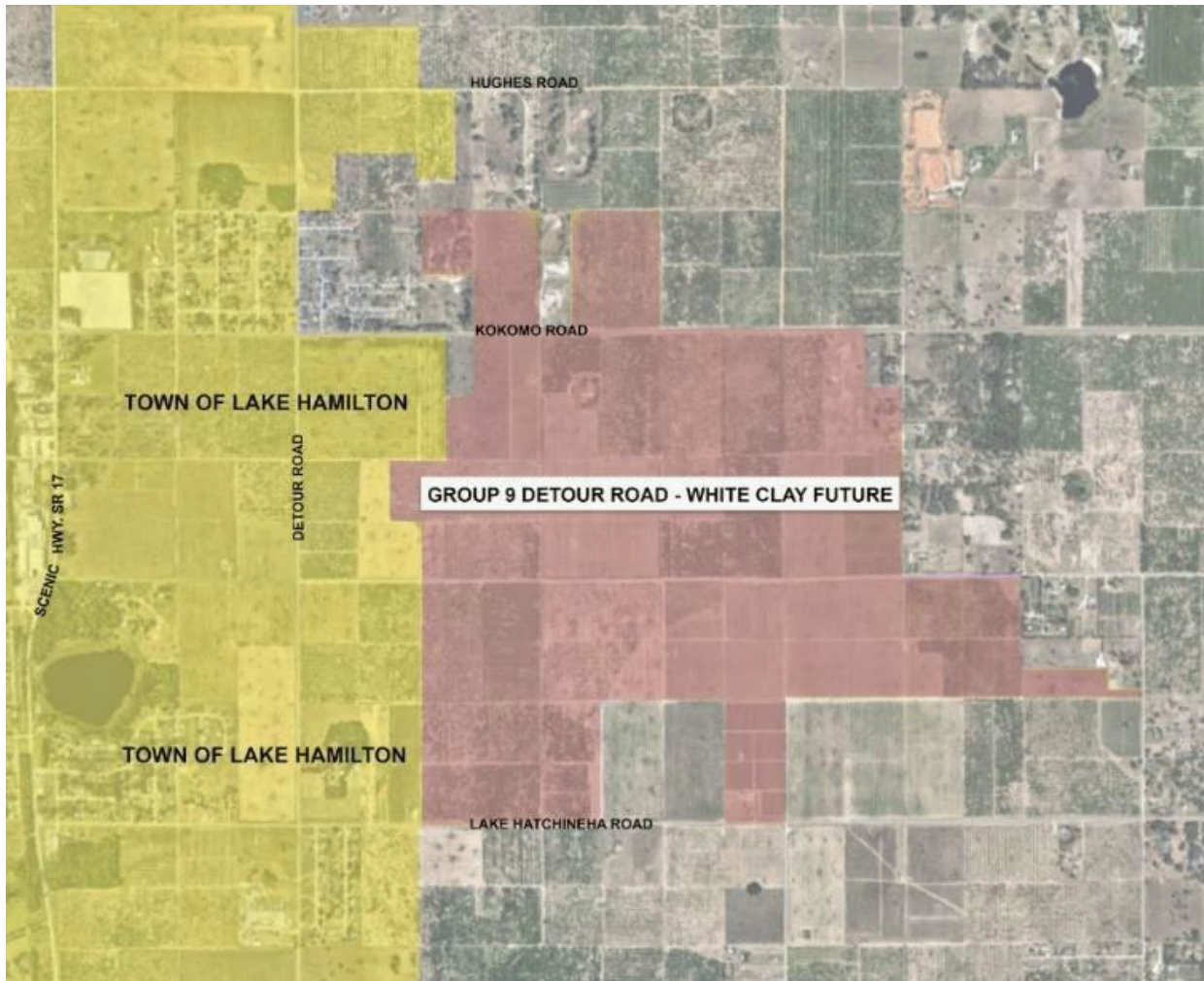
**SECTION 8. NO CODIFICATION.** The provisions of this Ordinance shall not be codified, but the Annexed Property shall be incorporated and included in all appropriate maps of the Town Limits of the Town of Lake Hamilton, Florida, by the Town Administrator, and the Town Administrator is hereby directed 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**





HUGHES ROAD

KOKOMO ROAD

TOWN OF LAKE HAMILTON

DETOUR ROAD

GROUP 9 DETOUR ROAD - WHITE CLAY FUTURE

TOWN OF LAKE HAMILTON

LAKE HATCHINEHA ROAD

SCENIC HWY. SR 17



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

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**TO:** Mayor, Town Council

**FROM:** Steven Hunnicutt Town Administrator

**AGENDA ITEM:** Resolution R-2024-1

**DATE:** December 20, 2023, 2023

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**SUMMARY:** Resolution to go after funding for our Water Treatment Plant, and Well Project facility improvements.

**ATTORNEY REVIEW:** YES: ☒ NO: ☐ NIA: ☐

**FINANCIAL IMPACT:** YES: ☐ NO: ☐ If Yes

**RECOMMENDATION:** Staff recommends the approval of Resolution of R-2024-1.

**ATTACHEMENTS:** (1) Copy of the Resolution



**RESOLUTION NUMBER R-2024-1****A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, RELATING TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) STATE REVOLVING FUND (SRF), ADOPTION OF THE WATER FACILITY PLAN FOR THE IMPLEMENTATION OF MONROE ST. WTP AND OFFSITE WELL IMPROVEMENTS, EFFECTIVE THIS DATE**

**WHEREAS**, Florida Statutes provide for loans to local government agencies to finance the construction of water facilities; and Florida Administrative Code requires the formal authorization by Town Council to formally adopt a facility plan outlining necessary Monroe St WTP and Offsite Well facility improvements to comply with State of Florida funding requirements;

**WHEREAS**, formal adoption of the proposed Facility Plan is required for the Town of Lake Hamilton to participate in the State Revolving Loan Fund Program;

**WHEREAS**, the Town Council of the Town of Lake Hamilton, Florida agrees with the findings and summary of necessary improvements as outlined in the Facility Plan for the purpose of Monroe St. WTP and Offsite Well Construction funding;

**NOW THEREFORE BE IT RESOLVED** by the Town Council of the Town of Lake Hamilton, Florida formally approves and adopts the Town of Lake Hamilton Facility Plan as written and presented to the Town Council on this date;

**SECTION 1. FINDINGS**

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

The Town of Lake Hamilton Florida, is authorized to approve the proposed Facility Plan.

The Town Manager is hereby designated as the authorized representative to provide the assurances and commitments that will be required by the Facility Plan.

The Mayor is hereby designated as the authorized representative to execute the Facility Plan which will become the foundation of all activities related to the wastewater facility improvements. The Mayor is authorized to represent the Town in carrying out the Town's responsibilities under the Facility Plan. The Mayor is authorized to delegate responsibility to appropriate Town Staff to carry out technical, financial, and administrative activities associated with the Facility Plan.

The legal authority for adoption of this facility plan is pursuant to the Town Charter, Town Code of Ordinances, and the Laws of the State of Florida.

All Resolutions or part of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect or any other section or part of this Resolution.

**SECTION 2. EFFECTIVE DATE**

This Resolution shall take effect upon its approval and adoption by the Town Council.

**APPROVED AND ADOPTION THIS 9<sup>TH</sup> DAY OF JANUARY 2024.**

**TOWN COUNCIL  
TOWN OF LAKE HAMILTON, FLORIDA**

\_\_\_\_\_  
**MAYOR (SEAL)**

**ATTEST:**

**APPROVED AS TO FORM AND  
CORRECTNESS:**

\_\_\_\_\_  
**TOWN ATTORNEY**

\_\_\_\_\_  
**TOWN CLERK**



# Florida Department of Environmental Protection

## REQUEST FOR INCLUSION ON THE CLEAN WATER PRIORITY LIST

Clean Water State Revolving Fund Program  
3900 Commonwealth Blvd., MS 3505, Tallahassee, FL 32399-3000

Process to receive a State Revolving Fund (SRF) Loan. This Request for Inclusion (RFI) form, Form RFI 1 per subsection 62-503.200(33), F.A.C., lets us know that you are interested in obtaining an SRF loan. Each RFI will be assigned a project engineer to assist you throughout the SRF funding process. The information contained in the RFI is used to determine a priority score for your project; and the priority score is used to rank projects on the SRF priority list. Only projects ranked on the fundable portion of the priority list will receive consideration for a loan. Your project engineer will assist you in understanding all program requirements necessary before you are asked to submit a loan application, Form Application 1 or Form Application 2 per paragraph 62-503.430(1)(a), F.A.C. Please note that costs incurred before the adoption of the project on the fundable or waiting portion of the priority list are ineligible for reimbursement.

**Type of Loan Requested in this Application.** Select only one loan category and project type.

Loan Category: Planning ☐ Design ☐ Inflow/Infiltration Rehabilitation ☐ Construction ☒  
Project Type: Design/Bid/Build ☒ Design/Build (D/B) ☐ Construction Manager at Risk (CMR) ☐

Note: Procurement of professional services must meet the requirements of the Consultants' Competitive Negotiation Act, Section 287.055, F.S.

### 1. Applicant's Name and Address.

Project Sponsor: Town of Lake Hamilton Contact Person: Steven Hunnicutt Title: Town Manager  
PO Box 126 Lake Hamilton Polk FL 33851  
(street address) (city) (county) (state) (zip code)  
(863)439-4711 shunnicut@townoflakehamilton.com  
(telephone) (ext.) (email address)

Contact Person Address (if different): \_\_\_\_\_  
(street address) (city) (state) (zip code)

### 2. Name and Address of Applicant's Consultant (if any).

Firm: Pennoni Contact Person: Steven Elias Title: P.E.  
401 3rd St SW Winter Haven Polk FL 33880  
(street address) (city) (county) (state) (zip code)  
(863)324-1112 selias@townoflakehamilton.com  
(telephone) (ext.) (email address)

### 3. Certification by Authorized Representative. I certify that this form and attachments have been completed by me or at my direction and that the information presented herein is, to the best of my knowledge, accurate.

shunnicut@townoflakehamilton.com \_\_\_\_\_  
(email address) (date)  
Steven Hunnicutt Town Manager  
(name, typed) (title)

[Signature]  
(signature)

# REQUEST FOR INCLUSION ON THE CLEAN WATER PRIORITY LIST

036

## 4. Eligible Projects.

- Stormwater management facilities, such as detention/retention facilities, treatment facilities, etc. sponsored by a local government (eligible under Section 212 of the amended Clean Water Act).
- Wastewater management facilities, such as sewers, pump stations, treatment plants, reuse facilities, sludge facilities, etc. sponsored by a local government (eligible under Section 212 of the amended Clean Water Act).
- Nonpoint source pollution control best management practices for agriculture, silviculture, on-site treatment and disposal, wetlands, mining, marinas, brownfields or groundwater protection sponsored by any entity (eligible under Section 319 or 320 of the amended Clean Water Act).

## 5. Project Information (Please attach).

- Describe the project, its location, the scope, why it's needed and the environmental benefit.
- Attach maps showing system boundaries, existing and proposed service area, and project area.

## 6. Estimated Costs (Clean Water Act Section 212, 319, and 320).

- |  |             |
|--|-------------|
| a. Planning and/or SSES including geotechnical studies and surveying         | _____       |
| b. Design  | _____       |
| c. Special Studies including feasibility studies                             | _____       |
| d. Eligible Land (necessary land divided by total land times purchase price) | _____       |
| e. Construction, Equipment, Materials, Demolition and Related Procurement    | \$7,828,234 |
| f. Construction Contingency (10% of Item e)                                  | \$641,759   |
| g. Technical Services during Construction                                    | \$587,640   |
| h. Sum of Items a. through g.  | \$9,057,633 |

## 7. Project Schedule.

(Month and Year)

- |  |               |
|--|---------------|
| a. Submit the planning or SSES documentation   | December 2023 |
| b. Submit the design documents, obtain permits, and acquire sites (as necessary)       | December 2023 |
| c. Start activity (such as construction or non-structural best management practice)    | December 2024 |
| d. Complete activity (such as construction or non-structural best management practice) | January 2026  |

## 8. Population

- |   |       |
|---|-------|
| a. Population served by the system        | 1,537 |
| b. Population to be served by the project | 1,537 |

## 9. Project Priority

- Baseline Priority Categorization.

In the Table below, identify each of the project components for which the project qualifies and provide the component's construction cost. The baseline priority score (BPS) will be determined by prorating each component. The project sponsor must provide documentation that supports the selection of a base priority score of 350 points or greater.

# 037 REQUEST FOR INCLUSION ON THE CLEAN WATER PRIORITY LIST

<u>Project Component</u>	<u>Priority Points</u>	<u>Component Construction Cost</u>
1. Eliminate a documented acute or chronic public health hazard. Examples include elimination of failing septic tanks, failing package plants, or elimination of sanitary sewer overflows.	500 points	_____
2. Implement a project included in, or to be implemented as a direct result of, an adopted Basin Management Action Plan or a Reasonable Assurance Plan approved pursuant to section 403.067, F.S.	450 points	_____
3a. Protect surface or ground water by preventing or reducing a documented source of pollution, pollution reductions necessary to meet regulatory requirements; or		
3b. Projects or activities by local governments or on-site system management entities, under section 319 of the Act, that correct septic tank failures in springsheds of first magnitude springs; or correct septic tank contributions to nutrient impaired spring systems.	400 points	_____
4. Address a compliance problem documented in an enforcement action where the Department has issued a notice of violation or entered a consent order with the project sponsor.	375 points	_____
5. Meet the criteria for a Green Project; correct excessive inflow/infiltration or other issues within the collection and transmission system that cause sanitary sewer overflows; scheduled rehabilitation; replacement; repair described in an approved asset management plan; or reuse that replaces an existing or proposed demand on a water supply.	350 points	_____
6. Planning and design loans; projects for the installation of wastewater transmission facilities to be constructed concurrently with other construction projects occurring within or along a transportation facility right-of-way; or for rehabilitation, replacement or repair not included in an approved asset management plan.	340 points	\$9,205,878 _____
7. Projects that construct other reclaimed water systems or residuals reuse systems that do not meet the criteria of component 5. above.	300 points	_____
8. Ensure compliance with other enforceable standards or requirements.	200 points	_____
9. Timely submitted projects that otherwise meet the requirements of the Act (including land or wastewater system acquisition projects).	100 points	_____
b. Restoration and Protection of Special Water Bodies.		
In order to qualify for a base score multiplier, identify which of the water bodies listed below that the project will assist in restoring or protecting; and reference the location in existing documentation where substantiating information may be found or attach other such substantiating information. If none are selected, the multiplier equals 1.0. If one or more are selected, the multiplier is 1.2. Supporting documentation must be provided for items selected.		
1. A priority water body identified in an adopted Surface Water Improvement and Management (SWIM) Plan.		<input type="checkbox"/>
2. A water body classified as Outstanding Florida Waters or Wild and Scenic Rivers.		<input type="checkbox"/>
c. Projects that document any of the following shall have bonus points added to the priority score after the adjustment under paragraph (b) above, as indicated. Items 3, 4 and 5 below are only applicable to financially disadvantaged small communities.		
1. Elimination of Ocean Outfalls.	15 points	<input type="checkbox"/>
2. Consistency with an Integrated Water Resource Management (One Water) plan.	15 points	<input type="checkbox"/>
3. Population of 10,000 or less as of most recent decennial census, and affordability index less than or equal to 100.		
	1000 divided by the affordability Index = <u>11</u> points.	
4. Negative population trend as defined in 62-505.300(2)(c)2, F.A.C.	25 points	<input type="checkbox"/>
5. End of useful life as defined in 62-505.300(2)(c)3., F.A.C.	25 points	<input type="checkbox"/>

Return the completed form to the State Revolving Fund Program, 3900 Commonwealth Blvd., MS 3505, Tallahassee, Florida, 32399-3000. The form may be scanned and emailed to [SRFRFI@FloridaDEP.gov](mailto:SRFRFI@FloridaDEP.gov).

**ATTACHMENT NO. 1**  
**PROJECT BACKGROUND**

**ATTACHMENT 1****Project Description****For****Loan Application****Clean Water State Revolving Fund (CWSRF)**

Project Name: Lake Hamilton WWTF Phase 2 and US-27 Force Main Extension

Location: PO Box 126, Lake Hamilton FL. 33851

PWS ID: FL6530977

Town of Lake Hamilton Population: 1,537

Town of Lake Hamilton MHI: \$43,409

Statewide MHI: \$61,777

The Town of Lake Hamilton (Town) has approximately 1,537 residents (US Census) residing within its Town limits, which encompasses approximately 4.96 square miles. As of 2023, the Town has recently completed construction of a 0.25 MGD wastewater treatment facility (WWTF) and own's an existing pumping station and force-main system along the US-27 corridor.

The current WWTF requires resiliency and other system improvements that were deleted during the Phase 1 project (eliminated due to elevated bids) to help the Town better comply with BMAP discharge requirements and other FDEP regulations for treatment facilities. The plant was recently constructed in the summer of 2023, but due to budgetary constraints during bidding, certain elements were removed from the scope of construction. These include an influent surge tank and flow meter, which are required by FDEP regulations, an operations building, and grinder pump stations and drain line. The influent surge tank is of critical importance to the plant to protect the treatment equipment from surging diurnal flows that reduce the efficiency of the of the anoxic and aerobic tanks. Additional Phase 2 improvements will include an elevated headworks and blower and second treatment train, which will improve treatment efficiency of the plant and provide long term redundancy or the process the equipment.

In parallel to the Phase 2 WWTF project is the US-27 pump station rehabilitation and force main project. Currently the Town of Lake Hamilton owns and operates a force main and pump station system that collects wastewater from approximately 40 customers. Due to construction prior to the WWTF, the force main conveys wastewater to the Town of Dundee via a tap-in connection at the Town limits to the Dundee force main system. The Town desires to convert this system to convey wastewater to the Lake Hamilton WWTF via a new force main path along the US-27 corridor and through the Town limits. This improvement is necessary for construction due to the limiting conditions behind the existing force main. The Town is only permitted to convey

wastewater to the Dundee facility dependent on the continued capacity of the Dundee system. This scenario would leave untreated sewage inside pipes with no ability for disposal. Due to Dundee's WWTF capacity limitations and contractual obstacles between municipalities, Lake Hamilton must redirect its wastewater flows from the US-27 corridor to its new WWTF.

The following are the proposed improvements for the Town of Lake Hamilton:

- Second treatment train with anoxic and aerobic chambers
- Elevated headworks with fine screening and grit removal
- Influent flow meter
- Influent surge tank
- Onsite Operations Building
- Pump Station Rehabilitation
- Offsite force main for conveyance to Town facility

The Town desires to acquire CWSRF grant (principal forgiveness)/loan funding for bidding and construction. The project will be bid and constructed in accordance with FDEP DWSRF requirements and will include AIS, BABA, and Davis-Bacon Requirements.



**ATTACHMENT NO. 2**  
**PROJECT MAP**

TOWN OF LAKE HAMILTON - ZONING MAP

Legend

- Lake Hamilton Town Boundary
- Parcels
- US Highways
- State Roads
- County Roads
- Local Roads
- Water Bodies
- Lake Hamilton Zoning
  - AG - Agricultural
  - R-1 - Single Family
  - R-2 - Single Family
  - R-3 - Single Family
  - R-4 - Single Family
  - R-5 - Single Family, Modular
  - RMF - Multi-Family
  - MH-1 - Mobile Home Park
  - PUD - Planned Unit Development
  - C-1 - Highway Commercial
  - C-2 - Neighborhood Commercial
  - M-1 - Industrial
  - PI - Public Institutional
  - Parks
  - CON - Conservation
  - NA
  - Environmental Lands Overlay



Town of Lake Hamilton  
100 Smith Avenue, P.O. Box 126  
Lake Hamilton, FL 33651  
Phone: (863) 439-1910  
www.townoflakehamilton.com



CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
555 East Church Street, Bartow, FL 33830-3931  
P.O. Box 2089, Bartow, FL 33831-2089  
(863) 534-7130 - Fax (863) 534-7138  
www.cfrpc.org

Town Boundary Updated per  
Ordinance no. O-22-02  
April 5, 2022

Zoning Updated per  
Ordinance no. O-22-08  
March 1, 2022

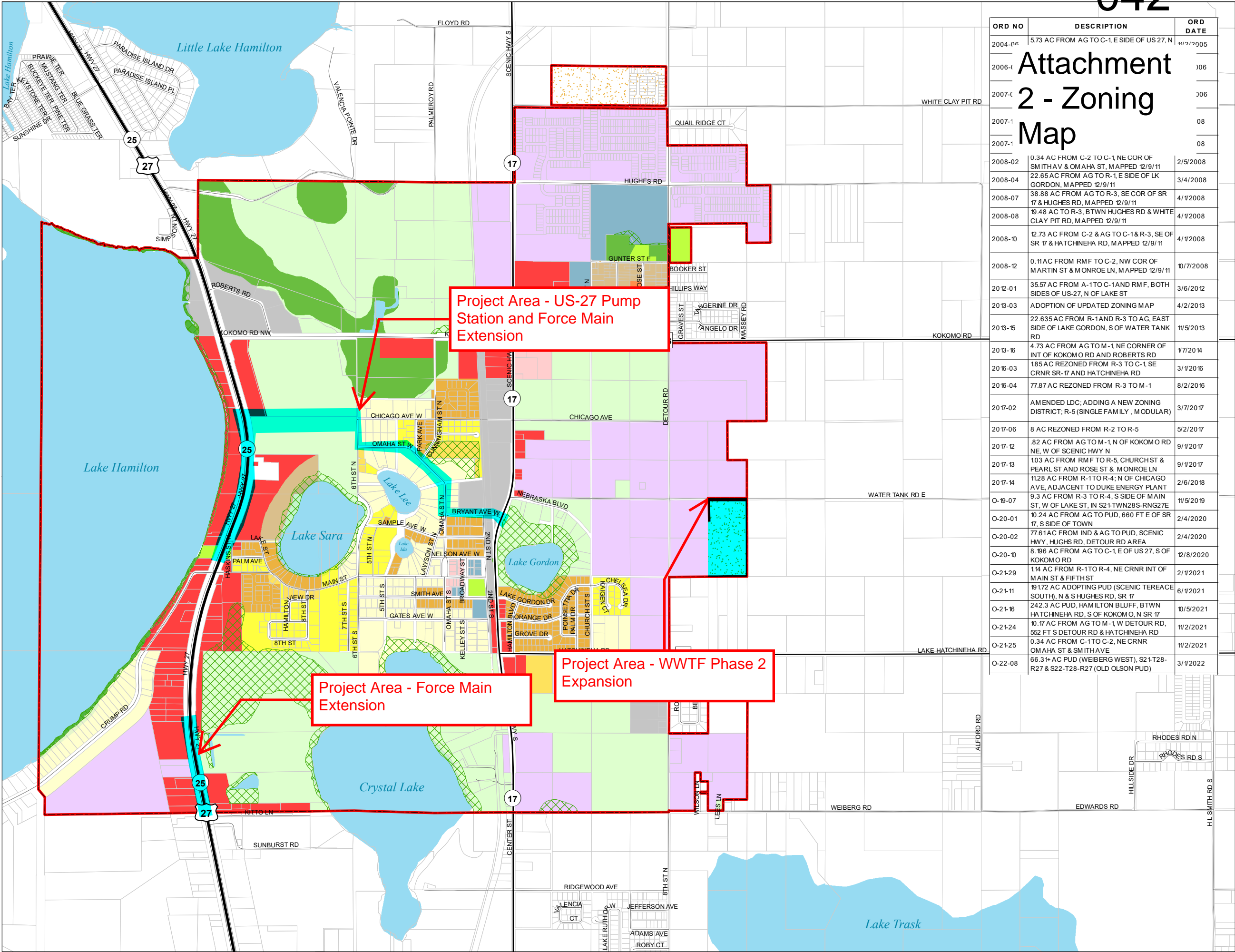
I hereby certify that this is the Official Zoning  
Map of the Town of Lake Hamilton, Florida.

*Michael Kehoe*  
Michael Kehoe, Mayor



DISCLAIMER:  
The information on this map should be considered  
conceptual and subject to change. This map is not a  
survey.

Data Sources:  
Central Florida Regional Planning Council  
Florida Department of Transportation  
Polk County Property Appraiser  
Town of Lake Hamilton



ORD NO	DESCRIPTION	ORD DATE
2004-06	5.73 AC FROM AG TO C-1, E SIDE OF US 27, N	11/2/2005
2006-1	Attachment 2 - Zoning Map	
2007-1		
2007-1		
2008-02	0.34 AC FROM C-2 TO C-1, NE COR OF SMITHAV & OMAHA ST, MAPPED 12/9/11	2/5/2008
2008-04	22.65 AC FROM AG TO R-1, E SIDE OF LK GORDON, MAPPED 12/9/11	3/4/2008
2008-07	38.88 AC FROM AG TO R-3, SE COR OF SR 17 & HUGHES RD, MAPPED 12/9/11	4/1/2008
2008-08	19.48 AC TO R-3, BTWN HUGHES RD & WHITE CLAY PIT RD, MAPPED 12/9/11	4/1/2008
2008-10	12.73 AC FROM C-2 & AG TO C-1&R-3, SE OF SR 17 & HATCHINEHA RD, MAPPED 12/9/11	4/1/2008
2008-12	0.11 AC FROM RMF TO C-2, NW COR OF MARTIN ST & MONROE LN, MAPPED 12/9/11	10/7/2008
2012-01	35.57 AC FROM A-1 TO C-1 AND RMF, BOTH SIDES OF US-27, N OF LAKE ST	3/6/2012
2013-03	ADOPTION OF UPDATED ZONING MAP	4/2/2013
2013-15	22.635 AC FROM R-1 AND R-3 TO AG, EAST SIDE OF LAKE GORDON, S OF WATER TANK RD	11/5/2013
2013-16	4.73 AC FROM AG TO M-1, NE CORNER OF INT OF KOKOMO RD AND ROBERTS RD	1/7/2014
2016-03	185 AC REZONED FROM R-3 TO C-1 SE CRNR SR-17 AND HATCHINEHA RD	3/1/2016
2016-04	77.87 AC REZONED FROM R-3 TO M-1	8/2/2016
2017-02	AMENDED LDC; ADDING A NEW ZONING DISTRICT; R-5 (SINGLE FAMILY, MODULAR)	3/7/2017
2017-06	8 AC REZONED FROM R-2 TO R-5	5/2/2017
2017-12	.82 AC FROM AG TO M-1 N OF KOKOMO RD NE, W OF SCENIC HWY N	9/1/2017
2017-13	103 AC FROM RMF TO R-5, CHURCH ST & PEARL ST AND ROSE ST & MONROE LN	9/1/2017
2017-14	1128 AC FROM R-1 TO R-4; N OF CHICAGO AVE, ADJACENT TO DUKE ENERGY PLANT	2/6/2018
O-19-07	9.3 AC FROM R-3 TO R-4, S SIDE OF MAIN ST, W OF LAKE ST, IN S21-TWN28S-RNG27E	11/5/2019
O-20-01	10.24 AC FROM AG TO PUD, 660 FT E OF SR 17, S SIDE OF TOWN	2/4/2020
O-20-02	77.61 AC FROM IND & AG TO PUD, SCENIC HWY, HUGHES RD, DETOUR RD AREA	2/4/2020
O-20-10	8.196 AC FROM AG TO C-1 E OF US 27, S OF KOKOMO RD	12/8/2020
O-21-29	1.14 AC FROM R-1 TO R-4, NE CRNR INT OF MAIN ST & FIFTH ST	2/1/2021
O-21-11	19172 AC ADOPTING PUD (SCENIC TERRACE SOUTH), N & S HUGHES RD, SR 17	6/1/2021
O-21-16	242.3 AC PUD, HAMILTON BLUFF, BTWN HATCHINEHA RD, S OF KOKOMO, N SR 17	10/5/2021
O-21-24	10.17 AC FROM AG TO M-1, W DETOUR RD, 552 FT S DETOUR RD & HATCHINEHA RD	11/2/2021
O-21-25	0.34 AC FROM C-1 TO C-2, NE CRNR OMAHA ST & SMITH AVE	11/2/2021
O-22-08	66.31+ AC PUD (WEIBERG WEST), S21-T28-R27 & S22-T28-R27 (OLD OLSON PUD)	3/1/2022



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

**TO:** Mayor, Town Council

**FROM:** Steven Hunnicutt Town Administrator

**AGENDA ITEM:** Professional Civil Engineering Services/ Town Hall Addition

**DATE:** December 19, 2023, 2023

**SUMMARY:** Gadd & Associates will be providing the Civil Engineering for the new addition to Town Hall, for the Building Department.

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

**FINANCIAL IMPACT:** YES: ☒ NO: ☐ If Yes, The funds were approved in the 2023-2024 CIP Budge for this building.

**RECOMMENDATION:** Staff is recommending for approval for compensation of \$11,650.00 for the Civil part of the Building.

**ATTACHEMENTS:** (1) Civil Engineering Agreement.



4685 E. COUNTY ROAD 540A  
LAKELAND, FL 33813  
Phone: (863) 940-9979

December 13, 2023

Steven Hunnicutt  
Town Administrator  
Town of Lake Hamilton  
[shunnicutt@townoflakehamilton.com](mailto:shunnicutt@townoflakehamilton.com)

**RE: Town of Lake Hamilton - Town Hall Building Addition**  
Professional Civil Engineering Services  
GA Proposal # 1215.23.A

Dear Steven:

In response to the Town of Lake Hamilton's (CLIENT) request for a proposal, Gadd & Associates, LLC (ENGINEER) offers the following (the "Proposal"):

#### **SCOPE OF WORK**

It is our understanding that the Town of Lake Hamilton wishes to construct a new +/- 1,500 SF addition that will attach to the existing Town Hall building as generally depicted in Attachment 'A'.

The proposed project lies within a portion of Polk County Property Appraiser's parcel number 272816-823000-024010. The site address is 100 Smith Ave., is in the Town of Lake Hamilton (CITY), and has a PI (Public Institution) Zoning and Public Buildings and Grounds Future Land Use. Pursuant to Table 16-103.1(A) of the Town's Land Development Regulations, Government where the principal use is that of providing service, not retail operations is a permitted use. Accordingly, no land use or zoning modifications are anticipated or included herein.

This site will require permitting with the Town of Lake Hamilton (Site Development) and Southwest Florida Water Management District or FDEP (Environmental Resource Permit).

CITY regulates general Development Approval for the property with respect to land use, site circulation, refuse, landscaping, irrigation, parking, setbacks, potable water, sewer, etc. No land use modifications and or waivers are anticipated or included herein for the proposed construction. As related to water & sewer, it is our understanding that no water or sewer is required for the construction. No onsite parking or drive improvements are requested by CLIENT. No offsite road improvements are anticipated or included herein.

The Southwest Florida Water Management District (SWFWMD) / FDEP and Town of Lake Hamilton regulate stormwater discharge for the property. Based on preliminary research, the area proposed

for construction of the building addition is within a permitted basin previously permitted with FDEP with the 10/2 process. As included herein, ENGINEER will prepare calculations and Construction Drawings verifying regulatory requirements are met. Additionally, ENGINEER will submit permit applications on CLIENT's behalf to FDEP and respond as necessary for approval.

Specific tasks included herein are detailed in the Scope of Services.

## **SCOPE OF SERVICES:**

### **TASK ONE – ONSITE DESIGN & PERMITTING**

This task includes the preparation of submittal documents and CLIENT coordination for the proposed construction. Specifically, this task includes:

- Meet with CLIENT and OWNER as required prior to and during design process to ensure adherence to CLIENT needs and expectations
- Participate in design meetings and upload progress documents as directed by CLIENT
- Coordinate with CLIENT, Architect, and Sub-Consultants throughout design process
- Prepare detailed Demolition, Construction Surface Water Management Plan, Layout, Access, Grading, and Construction Detail design drawings as required for permitting and construction
- Coordinate and participate in pre-application meetings and discussions as required with permitting agencies
- Prepare detailed stormwater and utility calculation packages as required by Agencies
- Prepare and submit the following permit applications and associated documents
  - CITY - Site Plan Review & Concurrency Application
  - FDEP – 10/2 Environmental Resource Permit
- Respond to any requests for additional information, as required
- Provide Construction Drawings and permit package to CLIENT

### **TASK TWO - CONSTRUCTION SERVICES**

This task includes CLIENT/Contractor coordination, site visits, meetings, and final certifications required during and at the completion of construction to closeout site permitting. Specifically, this task includes:

- Attend project kick-off, pre-construction, and utility provider meetings, as required
- Review of Contractor's shop drawings and respond to requests for additional information
- Attend construction progress meetings and/or construction inspections as required
- Visit project site at any additional key milestones to review progress of project and ensure conformance to Contract Documents
- Respond to Contractor requests for clarification/interpretation
- Prepare Grading & Drainage As-Built certifications and Drawings provided by Contractor to CITY as required
- Conduct Final Walk Through & document any deficiencies to CLIENT

**COMPENSATION**

Task One - Onsite Design and Permitting	\$6,500
Task Two - Construction Services	\$1,000
<b>Civil Engineering Services Sub-Total</b>	<b>\$7,500</b>
<b>Reimbursable Sub-Consultant Boundary &amp; Topographic Survey Allowance*</b>	\$2,850
Lump Sum Reimbursable Expenses**	Included
Pond Soil Boring	\$1,300
Retainer Amount	\$0

Application and agency fees will be required for permitting. ENGINEER may pay these fees directly to be reimbursed by CLIENT in addition to the fees included herein.

\*Sub-Consultant services, if required, will be billed at actual cost plus 10% mark up.

\*\*Lump Sum Reimbursable Expenses include mileage, postage, & copies for the duration of the project included within this scope. Any additional expenses will be documented to the CLIENT in advance and billed at actual costs.

We appreciate the opportunity to provide you with this proposal. Please contact our office if you have any questions or require additional information. If this agreement is acceptable by CLIENT, please sign the authorization below and return to our office with the requested Retainer. Retainer will be applied to the final invoice. This proposal shall remain valid for 30 days.

Respectfully Submitted,

  
Rodney A. Gadd, P.E.  
Principal

**AUTHORIZATION AND AGREEMENT TO PROCEED BASED UPON THE FOREGOING PROPOSAL  
TERMS AND THE TERMS HEREUNDER**

Signature	Name (Print)	Date
-----------	--------------	------

Company	Title	Email
---------	-------	-------

Billing Address	Email / Mail Preference (circle)
-----------------	-------------------------------------

**SPECIFIC EXCLUSIONS FROM SCOPE OF WORK/SERVICES AND THIS AGREEMENT INCLUDE BUT ARE NOT NECESSARILY LIMITED TO THE FOLLOWING:**

- Agency Review & Permitting Fees
- Construction Layout, Easement, and Platting Surveys
- Environmental and/or Threatened/Endangered Species Assessments & Permitting
- Gas, Fiber Optics, Communications, Electrical Supply Design & Permitting
- Architectural, Structural, Mechanical, and Electrical Design & Permitting
- Geotechnical Borings, Testing, or Exploration other than described
- Landscape & Irrigation Design or Permitting
- Traffic Studies & Offsite Road Improvements
- Environmental Assessment or Permitting
- Offsite Utility Extensions/Modifications
- Retaining Wall Design or Permitting
- Professional Legal/Title Services
- Flood Studies/FEMA Permitting
- Photometric/Lighting Plans
- Land Use Modifications
- Waivers or Variances
- Fire Hydrant Testing
- Recording Fees

**TERMS AND CONDITIONS**

The aforementioned stated proposal and Agreement shall include the following terms and conditions between CLIENT and ENGINEER. By signing as provided for above, this document becomes a binding contract and the CLIENT agrees to the following additional terms and conditions:

1. Modifications, deletions, or additions to the scope of work/services or to any task contained herein will require a separate written and signed agreement.
2. CLIENT recognizes that ENGINEER is not an expert in all fields of development including but not limited to threatened or endangered species, site contamination, and/or the potential for geotechnical issues that may or may not impact this project. ENGINEER recommends that CLIENT obtain the services of a qualified professional in these fields to conduct site surveys to determine if any conditions exist that may preclude developing the site.
3. CLIENT acknowledges that ENGINEER's scope of work/services includes only those items specifically detailed herein as related to the Civil Engineering portion of the project and recognizes that any other professional work/services (e.g., architects, plumbing engineers, fire protection designers, etc.) are required to be provided by CLIENT. These services must be provided in a timely manner during ENGINEER's work or additional services fee may be required.
4. Payment for professional services will be billed monthly on a percentage completed basis and is the responsibility of the CLIENT and/or Authorized Signatory. Compensation is due within 30 days of the date of the invoice. Any work performed and billed on this project that remains unpaid after 60 days from initial billing shall be charged 1.5% interest per

month. Any balance remaining unpaid after 90 days from date of initial billing shall be deemed in default with reasonable collection and attorney's fees due and payable.

5. If a dispute arises related to and/or regarding this proposal and Agreement, the prevailing party shall be paid and/or compensated by the other party for any and all costs, expenses and attorney fees incurred by the prevailing party as part of, related to and/or regarding the dispute, whether such is incurred pre-lawsuit, incurred during the course of a pending lawsuit and/or incurred post-lawsuit (including, but not limited to, any and all related appeals).
6. If any legal action/lawsuit is initiated/filed related to and/or regarding this proposal and Agreement, such legal action/lawsuit shall be filed in a Court of jurisdiction in and/or for Polk County, Florida. Any such legal action/lawsuit shall be governed/construed/interpreted under and applying Florida law.
7. The Agreement shall be binding upon and inure to the benefit of the parties to the Agreement and their respective successors and permitted assigns.
8. Any provision of the Agreement that is determined by any court of competent jurisdiction to be invalid or unenforceable will not affect the validity or enforceability of any other provision herein or the invalidity or unenforceability of such provision in any other situation or in any other jurisdiction. Any provision of the Agreement held invalid or unenforceable only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable.
9. The individuals signing the Agreement represent and warrant that they, respectively, possess the full and valid authority of and for the respective entities/parties to the Agreement to enter into the proposal and the Agreement, and further represent and warrant that the Agreement has been duly authorized, executed and delivered by each respective party and that the Agreement constitutes a legal, valid and binding obligation, enforceable against each party in accordance with the terms herein.
10. If requested, all retainer amounts shall be applied to the last invoice.
11. ENGINEER agrees to notify CLIENT of additional services required and will obtain authorization to proceed prior to proceeding.
12. ENGINEER is not responsible for taxes levied by federal, state, and local authorities.
13. ENGINEER will carry General Liability and Professional Liability insurance. Certificates of insurance will be furnished within a reasonable amount of time upon request. If the CLIENT requires insurance coverage or limits in excess of ENGINEER's normal policies, and it is available, CLIENT agrees to reimburse ENGINEER for such additional expense.
14. CLIENT agrees to not hold ENGINEER responsible for project delays that are out of the ENGINEER's control.
15. CLIENT has authority and dually allows ENGINEER and its Sub-Consultants unlimited access



to the property during the duration of this contract.

16. Charges for sub consultant fees that will be billed at direct cost plus 10%. Supporting documentation will be included with the invoice. Actual costs below estimated amount will be credited to the CLIENT.
17. Additional work not included within this scope that is required by sub-consultants will be billed at cost plus 10%. Approval from CLIENT will be obtained prior to ENGINEER authorizing work.
18. CLIENT understands and accepts that ENGINEER cannot guarantee that concepts and/or features requested by CLIENT are possible or will be allowed by applicable permitting agencies. Payment for services rendered is required regardless of constructability or acceptance by any municipal, county, state and/or federal agencies.

## ATTACHMENT 'A'

