



Town of Lake Hamilton

Town Council Regular Meeting Agenda – April 2, 2024

001

Time: 6:00 P.M.
Location: Town Council Chambers
100 Smith Avenue

MAYOR MICHAEL KEHOE – VICE MAYOR CORA ROBERSON
COUNCIL MEMBERS, PATRICK SLAVENS, LARRY TOMLINSON, MARLENE WAGNER

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

A. WATER CONSERVATION MONTH (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. March 5, 2024, Regular Council Meeting Minutes (pages 4-19)*
- B. March 5, 2024, Council Workshop Minutes (page 20)*
- C. March 20, 2024, Special Council Meeting Minutes (pages 21-22)*
- D. March 21, 2024 Bid Opening for ITB BD 2024-02 Meeting Minutes (page 23)*

7. **PUBLIC COMMENT (Limited to 3 Minutes)** 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.

8. **NEW BUSINESS**

- A. The Swearing In and Promotion of a Police Officer (page 24)*
- B. First Reading of Ordinance O-2024-7 Eagle Trace Annexation 60 Acres (pages 25-31)*
- C. Public Hearing Resolution R-2024-03 Scenic Terrance Phase 4 Final Plat (pages 32-38)*
- D. The Approval of the Town Hall Building Department Addition Building Bid 2024-02 Update (page 39)*
- E. The Approval of the Town of Lake Hamilton Job Classifications plan and Job Description (pages 40-51)*
- F. The Approval of Upgrade Tasers Contract for the Police Department (pages 52-61)*
- G. Consideration of Mediated Settlement Agreement and Release for case number 2023-CA-001408, Watts v. Town of Lake Hamilton (pages 62-71)*
- H. Parks & Recreation Advisory recommendation for the Centennial and July 2nd Independence Day Event (pages 72-73)*

10. **9. 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).



PROCLAMATION
Town of Lake Hamilton
Lake Hamilton, Polk County, Florida

WHEREAS, water is a basic and essential need of every living creature; and

WHEREAS, The State of Florida, Water Management Districts and Lake Hamilton are working together to increase awareness about the importance of water conservation; and

WHEREAS, Lake Hamilton and the State of Florida has designated April, typically a dry month when water demands are most acute, Florida's Water Conservation Month, to educate citizens about how they can help save Florida's precious water resources; and

WHEREAS, Lake Hamilton has always encouraged and supported water conservation, through various educational programs and special events; and

WHEREAS, every business, industry, school, and citizen can make a difference when it comes to conserving water; and

WHEREAS, every business, industry, school, and citizen can help by saving water and thus promote a healthy economy and community; and

NOW, THEREFORE, I Mayor 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 proclaim the month of April as

Water Conservation Month

Lake Hamilton, Florida is calling upon each citizen and business to help protect our precious resource by practicing water saving measures and becoming more aware of the need to save water.

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 2nd day of April 2024.

Town of Lake Hamilton

 Mayor, Michael Kehoe

**TOWN OF LAKE HAMILTON
MINUTES
TOWN COUNCIL REGULAR MEETING
TUESDAY, MARCH 5, 2024
6:00 PM**

The Town Council of Lake Hamilton held a Regular Meeting on Tuesday March 5, 2024, 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

PROCLAMATION

Irish Heritage Month Proclamation read and presented by the Mayor

ROLL CALL

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

Staff: Town Administrator Interim/ Chief Teague, Attorney Maxwell, Town Clerk Jacqueline Borja and Town Planner Chris Kirby were present.

CONSENT AGENDA

Motion made by Council Member Wagner and second by Vice Mayor Roberson approved February 6, 2024, Regular Meeting Minutes, February 14, 2024, Bid Opening for ITB BD 2024-01 Meeting Minutes, February 27, 2024, Special Meeting Minutes and Appointment of Advisory Board Member. **Motion Passed 4-0**

RECOGNITION OF CITIZENS

Curtis Videay 234 S Palm
Glenn Longhorn 1100 Jim Edwards
Thomas Gill 108 Bream St.

OLD BUSINESS

Public Hearing and Second Reading of Ordinance O-2024-01 Business Impact Statement. Attorney Maxwell read the title for the record.

ORDINANCE O-2024-01: AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA AMENDING CHAPTER 1 OF THE LAKE HAMILTON CODE OF

ORDINANCES, TO ADD SECTION 1-13, IMPLEMENTING THE STATE'S STATUTORY MANDATE TO PREPARE BUSINESS IMPACT ESTIMATES PRIOR TO THE ADOPTION OF PROPOSED ORDINANCES PURSUANT TO SECTION 166.041(4), FLORIDA STATUTES; PROVIDING FINDINGS; ADOPTING BUSINESS IMPACT ESTIMATE PROCEDURES, REQUIREMENTS AND EXEMPTIONS; PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

Motion made by Slavens and a second by Roberson to approve the Ordinance O-2024-01 Business Impact Statement on second and final reading. Mayor opened the floor for public comments. No public comments were received. A roll call vote was taken. Tomlinson aye, Roberson aye, Slavens aye, Wagner aye and Kehoe aye. **Motion Passed 5-0.**

**Public Hearing and Second Reading of Ordinance O-2024-02 Utilities Amendment.
Attorney Maxwell read the title for the record.**

ORDINANCE O-2024-02: AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA, RELATING TO WATER AND SEWER UTILITIES; AMENDING SECTION 32-14 AND SECTION 32-15 OF THE CODE OF ORDINANCES OF THE TOWN OF LAKE HAMILTON, FLORIDA (THE "CODE"); TO UPDATE EMERGENCY RESPONSE RATES AND UTILITY AUDIT FEE; TO UPDATE UTILITY ACCOUNT PAYMENT METHODS; PROVIDING FOR CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Motion made by Slavens and a second by Wagner to approve the Ordinance O-2024-02 Utilities Amendment on second and final reading. Mayor opened the floor for public comments. Vice Mayor Roberson commented. A roll call vote was taken. Tomlinson aye, Roberson nay, Slavens aye, Wagner aye and Kehoe aye. **Motion Passed 4-1.**

Public Hearing and Second Reading of Ordinance O-2024-03 Water Connection Amendment.

Attorney Maxwell read the title for the record.

ORDINANCE O-2024-03: AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA; AMENDING TABLE 1 OF SECTION 32-8(e) OF THE CODE OF ORDINANCES OF THE TOWN OF LAKE HAMLTON TO CORRECT AN ERROR IN THE TABLE OF WATER CONNECTION FEES FOR RESIDENTIAL AND COMMERCIAL DEVELOPMENT WITH METERS UP TO 6.0 INCHES; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLITS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

Motion made by Wagner and a second by Roberson to approve the Ordinance O-2024-03 Water Connection Amendment on second and final reading. Mayor opened the floor for public comments. Vice Mayor Roberson commented. A roll call vote was taken. Tomlinson aye, Roberson aye, Slavens aye, Wagner aye and Kehoe aye. **Motion Passed 5-0.**

**Public Hearing and Second Reading of Ordinance O-2024-04 Detour School Annexation.
Attorney Maxwell read the title for the record.**

ORDINANCE O-2024-04: 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 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 4,000 FEET EAST OF DETOUR ROAD ON THE SOUTHWEST CORNER ALFORD ROAD CONTAINING 58.70 ACRES.

Motion made by Roberson and a second by Slavens to approve the Ordinance O-2024-04 Detour School Annexation on second and final reading. Mayor opened the floor for public comments. Glenn Lawhorn 11000 Jim Edwards and Thomas Gill 108 Bream Street commented. A roll call vote was taken. Tomlinson aye, Roberson aye, Slavens aye, Wagner aye and Kehoe aye. **Motion Passed 5-0.**

Public Hearing and Second Reading of Ordinance O-2024-05 Water Tank Road Community Development District.

Attorney Maxwell read the title for the record.

ORDINANCE O-2024-05: AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA ESTABLISHING THE WATER TANK ROAD COMMUNITY DEVELOPMENT DISTRICT PURSUANT TO CHAPTER 190, FLORIDA STATUTES (2023); PROVIDING A TITLE; PROVIDING FINDINGS; CREATING AND NAMING THE DISTRICT; DESCRIBING THE FUNCTIONS AND POWERS OF THE DISTRICT; DESIGNATING FIVE PERSONS TO SERVE AS THE INITIAL MEMBERS OF THE DISTRICTS BOARD OF SUPERVISORS; PROVIDING SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE.

Cassidy Land Development presented a presentation.

Attorney Maxwell requested to accept the petitions and pre-filed testimonies for the record.

Motioned made by Vice Mayor Roberson and second by Mayor Kehoe accepted the petitions and pre-filed testimonies for the record. A roll call vote was taken. Tomlinson nay, Roberson aye, Slavens nay, Wagner aye and Kehoe aye. **Motion Passed 3-2.**

Motion made by Wagner and a second by Kehoe to approve the Ordinance O-2024-05 Water Tank Road Community Development District for second and final reading. Mayor opened the floor for public comments. Frances Vandiver 9111 Lake Hatchineha Road, Donielle Mivon 5720 Water Tank Road, Glenn Lawhorn 11000 Jim Edwards, Thomas Gill 108 Bream Street, Wayne Higgins 3549 Koko Rd, Ernest Wormley 1133 MLK and Christina Faulkner 5800 Lake Hatchineha Road commented. A roll call vote was taken. Tomlinson nay, Roberson aye, Slavens nay, Wagner aye and Kehoe aye. **Motion Passed 3-2.**

NEW BUSINESS

First Reading of Ordinance O-2024-06 Petitions to Extend the Boundaries of Hamilton Bluffs Community Development District.

Attorney Maxwell introduced and read the title for the record.

ORDINANCE O-2024-06: AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA AMENDING SECTION 5 OF ORDINANCE O-22-06 THAT ESTABLISHED THE HAMILTON BLUFF COMMUNITY DEVELOPMENT DISTRICT BY ADDING APPROXIMATELY 444 ACRES OF LAND THERETO PURSUANT TO SECTION 190.046, FLORIDA STATUTES; PROVIDING FOR THE AMENDMENT OF EXHIBIT A TO ORDINANCE O-22-06, TO PROVIDE FOR A NEW METES AND BOUNDS LEGAL

DESCRIPTION OF THE EXTERNAL BOUNDARIES OF THE DISTRICT; PROVIDING FOR ALL OTHER TERMS AND CONDITIONS TO REMAIN UNCHANGED; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Public Hearing Resolution R-2024-02 Wastewater Facility Project Improvements.
Was tabled by council.

New Town Administrator Search

The mayor discussed with the Town Council the process of moving forward in the search for a New Town Administrator. Mayor discussed how Chief Teague is interested in the position for Town Administer. The Chief/Town Administrator Interim Teague requested the search for a new Town Administrator to be halted while he decides to take the position of Town Administrator. **Motion made** by Slaven and a second by Tomlinson to approve postponed the search process for the Town Administer position for 6 months. The council was all in consensus. **Motion Passed.**

STAFF REPORTS:

Town Administrator- Town Administrator Interim Teague gave an overview of the staff reports. Included in packet.

Town Clerk- Town Clerk Borja mentioned to Council that on March 14th, 2024, the Chamber Breakfast will be held at the Balmoral Resort Florida in Haine City and asked Council who will all be attending. Council replied that all will be in attendance including Chief Teague and Police Department Administration Gina Pirtle. She also asked Council who would attend the Ridge League Dinner located in Bartow's Civic Center. Mayor Kehoe, Vice Mayor Roberson, Council Member Wagner, Chief Teague and Police Department Administer Pirtle will be attending. There was an invitation sent to Council to the Winter Haven Seniors High Upgraded Denison Stadium Ribbon Cutting on Monday, March 25, 2024, at 9:00 am. Inform Council that there is scheduled a Special Meeting on March 20, 2024, at 5:00 pm for the Waste water facility improvements.

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 commented that there was a complaint about a rogue league taking over the ball field and people drinking on the ball field. Chief Teague addressed her concerns. She also asked why the stop sign was placed in front of someone's house entrance. Council Member Tomlinson mentioned he saw three semi-trucks coming down from Hatchineha and turning into Detour Rd. ignoring the no trucks signs.

ADJOURNMENT:

Motion made by Wagner and a second by Roberson to adjourn the meeting at 8:20 PM. **Motion Passed 5-0.**

ATTEST:

Michael Kehoe, Mayor

Jacqueline Borja, Town Clerk

Michael Teague, Town Administrator Interim

Town of Lake Hamilton On-going Projects(FY 2024)

Action Item	Deadline	Budget	Status /Update
Police Dept			Updated 3/01/2024
Total			
Building and Planning			
Scenic Terrace Phases 1 & 2			374 permits approved.
Scenic Terrace Phase 3			Final plat and addresses approved. Home construction scheduled for March 24.
Scenic Terrace Phase 4			Final plat in review and addresses pending. Home construction scheduled for May 24.
Feltrim Lakes			SR 17 entrance to be relocated to Chicago Ave. Revised plans in review.
Hamilton Bluffs Phase 1, 2 &3			Final plans approved. Site preparation underway.
Weiberg 2 and 5			Preliminary plat approved. Construction plan comments addressed
New Building Department (CIP)		\$ 350,000	Project is advertised to bid. Construction to begin in April 24'
Hamilton Bluffs 4-7 (Group 9)	3/5/2024		Hamilton Bluffs CDD amended boundary advertised for March. April 2nd Public Notice
Detour School Annexation	3/5/2024		2nd reading scheduled for March 5th approval
Hamilton Bluffs CDD	2/28/2024		Sent for public notice for April 2nd public comment.
Group 9 annexation and Comp Plan amendment	1/9/2024		Approved.
Total			
Open			
Site Work			HB Phase 1 & 2 January 24, site construction start
Plat and Layout			Weiberg 2 and 5 Preliminary Plat approved Nov 7 23'
Total			
Streets			
SR17 Sewer Extension (Pennoni)	1/29/2024		Punch list items addressed. Construction end date March 2024
319 Grant Septic to Sewer	11/17/2023		100%. Punch list items provided 11/14
Sidewalk Program - JT Miller Subdivision (Pennoni)			On hold
Road and Drainage Project - (Chaistain - Skillman)	1/29/2024	\$ 1,975,000	Contract awarded to . June 1, 2024 estimated start.
SR 27 Force Main Project	12/27/2023	\$ 1,300,000	Project included in the 2024 WWTP Phase 2 Grant. Oct 2024 estimated proj. start
Total			
Parks and Recreation			
Gunter Park Phase II -FRDAP Grant A21046	4/30/2023	\$ 50,000	100% completed. Funds issued to Lake Hamilton Aug 8th
Detour Road Ballpark - FRDAP Grant A21070	4/30/2023	\$ 50,000	100% completed. Funds issued to Lake Hamilton Aug 8th
Bruce Martin Little League Field - Proposed Improvements	2024	\$ 50,000	Proposed improvements - Improve restrooms and ballfield lighting
Veterans Park - Proposed FRDAP project	2024	\$ 50,000	2024-25 proposed FRDAP funded . Proposed improvements - Gazebo & Water Element
Total			
Water			
Water Permit	12/27/2023		613,000 MGD, go through 2028.
WTP Build Out	12/27/2023		Survey complete. Title work completed.
WTP Phase 2	12/27/2023		In Design. Construction scheduled for 2024
Total			
Wastewater Plant			
WWTP accepting wastewater	11/17/2023		Contractor finalizing punch list items for Phase 1. Plant in full operation
WWTP Phase 2	12/27/2023		In Design. Construction scheduled for 2024
Total			



Memorandum

To: Town Council

From: Public Services Director

Date: 2-29-2024

Subject: Monthly Update for activities and work performed in February 2024

Sanitation: Normal Operations continue.

Parks: Routine mowing and cleaning of bathrooms continue. At Gunter Park the lights over the basketball court have been repaired.

Streets: Normal Operations. MG Underground is closing out project. The street resurfacing project has awarded a bid.

Water: The Water plant operations are normal. Phase 2 upgrade continues design and planning.

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. Phase 2 planning continues.

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

Sincerely,

Patrick Henry

Public Works Director

Town of Lake Hamilton On-going Projects(FY 2024)

<u>Action Item</u>	<u>Deadline</u>	<u>Budget</u>	<u>Status /Update</u>
Collections and Distributions			
Septic to Sewer MG (Pennoni)	12/27/2023		90% completion - Street Resurfacing started. Estimated completion Jan 15th 2024
319 Grant - Censtate (Pennoni)	11/15/2023		Punch list items complete. Grant finalized
Total		\$ -	
Total CIP			

From the Desk of ...

Chief Michael Teague



03/01/2024

TO: Staff

SUBJECT: Council Report

March Items:

- 2 New Officers have started 1 in in house training the second is in Phase I Training
- Accreditation in Process (working on policies)
- 1 New Officer Processing
- Body Camera still in testing mode
- Vehicles are in but not on the road as of yet still acquiring items
- Old Crown vic to be wrapped for recruiting and special events
- Chief Attended the Police Chief Meeting

Michael Teague



LAKE HAMILTON POLICE DEPARMENT

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

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

FEBRUARY 2024 - MONTHLY ACTIVITY REPORT

	TOTAL CALLS	TOTAL ARRESTS
ABANDONED/ IMPOUNDED	1	0
ABANDONED / FOUND PROPERTY	0	0
ABDUCTION	0	0
AED ASSIST	1	0
ALARM	6	0
ANIMAL COMPLAINT	0	0
ANIMAL COMPLAINT - DOMESTIC	0	0
ANIMAL COMPLAINT - LIVESTOCK	0	0
ANIMAL COMPLAINT - WILDLIFE	1	0
ASSAULT	0	0
ASSAULT - AGGRAVATED	0	0
ASSIST OTHER AGENCY	7	0
ATTEMPT TO CONTACT	3	0
BATTERY	0	0
BATTERY - AGGRAVATED	0	0
BATTERY - DOMESTIC	1	0
BURGLARY - BUSINESS	0	0
BURGLARY - CONVEYANCE	0	0
BURGLARY - RESIDENTIAL	1	0
BURGLARY - STRUCTURE	0	0
CHILD ABUSE	0	0
CRIMINAL MISCHIEF	0	0
CRUELTY TO ANIMALS	0	0
CURFEW VIOLATION	0	0
CUTTING	0	0
DANGEROUS SHOOTING	0	0
DEATH INVESTIGATION	0	0
DIRECTED TRAFFIC ASSIGNMENT	12	0
DISABLED VEHICLE	1	0
DISTURBANCE - CIVIL	5	0
DISTURBANCE - FAMILY	2	0
DISTURBANCE - JUVENILE	0	0
DISTURBANCE - NOISE	4	0
DISTURBANCE - VEHICLE NOISE	2	0
DISTURBANCE - WEAPON	0	0
DISTURBANCE	5	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	1	0
FILING FALSE REPORT	0	0
FIRE	0	0
FIRE ASSIST	0	0
FIRST RESPONDER REQUEST	0	0
FRAUD/FORGERY/COUNTERFEITING/UTTERING	0	0
FUNERAL ESCORT	0	0
GAMBLING	0	0
GRAND THEFT	1	0
HARRASSING PHONE CALLS	0	0
HIT & RUN FATALITY	0	0
HIT & RUN INJURIES	0	0
HIT & RUN PROPERTY DAMAGE ONLY	0	0
HIT & RUN SERIOUS INJURY TO RESULT IN DEATH	0	0
HITCHHIKER	0	0
HIGHWAY OBSTRUCTION	2	0
IDENTITY THEFT	0	0
INDUSTRIAL ACCIDENT	0	0
INFORMATION	69	0
INJURED PERSON	0	0
INVESTIGATION	10	0
LAW ENFORCEMENT CALL	1	0
LEWD ACT	0	0
LITTERING	0	0
LOST PROPERTY	0	0
LOST/ABANDONED TAG OR DECAL	0	0
MAIL THEFT	0	0
MEDICAL ASSIST	0	0
MENTALLY ILL PERSON	2	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	1	0
OVERDOSE	0	0
PATROL BUSINESS	1033	0
PATROL REQUEST	0	0
PATROL RESIDENCE	295	0
PERIMETER CHECK	57	0

PETIT THEFT	0	0
POSS FIREARM BY FELON	0	0
PROPERTY DAMAGE NON-CRIMINAL	0	0
PROWLER	0	0
RESISTING OFFICER	0	0
RETAIL THEFT	0	0
RIOT	0	0
ROBBERY	0	0
RUNAWAY	0	0
SERVE CIVIL PROCESS	0	0
SEXUAL BATTERY (FAMILY,UNK,KNOWN)	0	0
SHOOTING/THROWING MISSILE INTO BUILDING	0	0
SHOOTING/THROWING MISSILE INTO VEHICLE	0	0
SHOOTING/ PERSON	0	0
SOLICITATION VIOLATION	0	0
SPECIAL DETAIL	51	0
STOLEN TAG / DECAL	0	0
STOLEN VEHICLE	0	0
STOLEN VEHICLE RECOVERED	0	0
SUBJECT STOP	0	0
SUICIDE ATTEMPT	1	0
SUSPICIOUS AIRCRAFT	0	0
SUSPICIOUS INCIDENT	1	0
SUSPICIOUS PERSON	4	0
SUSPICIOUS VEHICLE	5	0
TAMPERING	0	0
THEFT	0	0
TRAFFIC ASSIGNMENT	0	0
TRAFFIC COMPLAINT	4	0
TRAFFIC STOP	230	24
TRESPASSING	2	0
UNCONFIRMED EMERGENCY	13	0
VEHICLE CRASH	21	0
WORTHLESS CHECK	0	0
VIOLATION OF INUNCTION	1	0
WARRANT / CAPIAS ARREST	0	0
OVERALL TOTAL	1867	24

	TOTAL CITATIONS	TOTAL ARRESTS
CRIMINAL TRAFFIC	26	24
NON-CRIMINAL TRAFFIC	178	0
PARKING TICKETS	0	0
WARNINGS	103	0
OVERALL TOTAL	178	24

	TOTAL WGT / VALUE	TOTAL ARRESTS
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Recovered Cannabis	67.600	
Recovered Cocaine		
Recovered Meth	3.3	
Recovered Heroin		
Recovered Pills		
Seized Currency		
Based on Property received in Prop Room and not marked Dispo=COR Action=FX		

Reserve Hrs	

Monthly Proficiency Reports -February 2024
Lake Hamilton Police Department
Patrol

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Year to Date	Same Month Last Year	(+ / -) (%)
Patrol															
Calls	2465	1876											4341	2027	(-) 7%
Lima	82	66											148	52	(+) 21%
Warrant Arrest	0	0											0	0	(+-) 0 %
Felony Arrest	2	0											2	0	(+-) 0%
Misd. Arrest	30	24											54	22	(+) 8%
Total Arrest	32	24											56	22	(+) 8%
Cannabis	6.7	5											11.7	0	(+) 100%
Cocaine	0	0											0	0	(+-) 0%
Methamphetamine	0	0											0	0	(+-) 0%
Firearms	0	1											1	0	(+) 100%
Pills	0	0											0	0	(+-) 0%
K2	0	0											0	0	(+-) 0%
Traffic															
Citations	147	169											316	72	(+) 57%
Criminal Citations	38	26											64	22	(+) 15%
Warnings	94	103											197	124	(+) 17%
Crashes	12	16											28	11	(+) 31%
DUI	0	0											0	1	(-) 100%
DRE	0	0											0	0	(+-) 0%
Deployments	0	0											0	0	(+-) 0%
Apprehensions/Arrests	0	0											0	0	(+-) 0%
Hours Trained	11	5											16	12	(-)58%
Demos	0	0											0	0	(+-)0%
Searches	2	0											2	0	(+-)0%
Heroin	0	0											0	0	(+-)0%
Patrol Cont															
														0	(+-)0%
Seized Vehicles	0	0											0	0	(+-)0%
Deaths	0	0											0	0	(+-)0%
Seized Currency	0	0											0	0	(+-)0%

[illegible]

**TOWN OF LAKE HAMILTON
MINUTES
TOWN COUNCIL WORKSHOP MEETING
TUESDAY, March 5, 2024
8:00 PM**

The Town Council of Lake Hamilton held a Town Council Workshop Meeting on Tuesday, March 5, 2024, at 100 Smith Ave., Lake Hamilton, FL 33851.

CALL TO ORDER

Mayor Kehoe called the meeting to order at 8:29 p.m.

ROLL CALL

Roberson, Slavens, Tomlinson, Wagner, and Kehoe were present.

Staff: Clerk Borja, Attorney Maxwell, and Town Administer Interim Teague were present.

WORKSHOP MEETING BUSINESS

The Town Attorney reviewed specific articles within the Town Charter, Town Council Rules of Procedures as well as Florida Statutes as it pertains to the Town Council.

ADJOURNMENT:

Motion made by Slavens and a second by Mayor Kehoe to adjourn the Town Council Workshop meeting at 9:07 PM. **Motion passed 5-0.**

ATTEST:

Michael Kehoe, Mayor

Jacqueline Borja, Town Clerk

Michael Teague, Interim Town Administrator

**TOWN OF LAKE HAMILTON
MINUTES
TOWN COUNCIL SPECIAL MEETING
WEDNESDAY, MARCH 20, 2024
5:00 PM**

The Town Council of Lake Hamilton held a Special Meeting on Wednesday, March 20, 2024, at 100 Smith Ave., Lake Hamilton, FL 33851.

CALL TO ORDER

Mayor Kehoe called the meeting to order at 5:00 p.m.

INVOCATION

The invocation was given by Cora Roberson.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by all.

ROLL CALL

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

Staff: Clerk Borja, Attorney Maxwell, and Town Administer Interim Teague were present.

SPECIAL MEETING BUSINESS

Public Hearing and Resolution R-2024-2: Wastewater Facility Project Improvements Phase 2.

Attorney Maxwell read the title for the record.

RESOLUTION R-24-2: 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 WASTEWATER FACILITY PLAN FOR THE IMPLEMENTATION OF PHASE 2 WWTF AND PUMP STATION IMPROVEMENTS, EFFECTIVE THIS DATE Steve Elias from Pennoni presented the technical and financial aspects of the Wastewater Facility project improvements phase 2. Resolution R-2024-2 was advertised 15 days prior to the meeting.

The mayor opened the public hearing. Charles Gunter 114 Martin St commented. The public hearing was closed.

Motion made by Slavens and a second by Roberson to approve Resolution R-24-2 Wastewater Facility Project Improvement phase 2.

A roll call was taken, Slavens aye, Tomlinson aye, Roberson aye and Kehoe aye. **Motion Passed 4-0.**

ADJOURNMENT:

Motion made by Slavens and a second by Tomlinson to adjourn the special meeting at 5:23 PM.

Motion passed 4-0.

ATTEST:

Michael Kehoe, Mayor

Jacqueline Borja, Town Clerk

Michael Teague, Interim Town Administrator

**TOWN OF LAKE HAMILTON
MINUTES
BID OPENING FOR ITB BD 2024-02
THURSDAY, MARCH 21, 2024
2:00 PM**

The Bid Opening for ITB BD 2024-02 Building Department Building was conducted on Thursday, March 21, 2024, at 2:00 PM, at 100 Smith Ave, Lake Hamilton, FL 33851.

CALL TO ORDER

Town Clerk Borja opened the meeting at 2:00 P.M.

ROLL CALL

The following members were present: Town Clerk Borja, Town Administrator Interim Teague, Police Department Administrator Pirtle, Town Planner Kirby, Building Inspector Joey Foley and WCM Construction Bill Gau.

ITB BD 2024-01 BID OPENING

Clerk Borja noted that there were 3 sealed bids received by the posted time. The first bid was opened from WCM Construction and Roofing LLC in the amount of \$337,120. The second bid was opened from Semco Construction Inc in the amount of \$583,508. The third bid was opened from National Facilities Direct in the amount of \$492,426. The bids will be given to the evaluation committee for review and consideration.

ADJOURNMENT:

The meeting was adjourned at 2:02 P.M.

ATTEST:

Michael Kehoe, Mayor

Jacqueline Borja, Town Clerk

Michael Teague, Town Administrator Interim



Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Lake Hamilton Town Council

FROM: Michael Teague, Intern Town Administrator

AGENDA ITEM: New Officer Swearing In and Promotion

DATE: March 20, 2024

SUMMARY & RECOMMENDATION : Swearing in of New Officers and Promotion of one Officer

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

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

RECOMMENDATION: Yes

ATTACHMENTS: No



Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Lake Hamilton Town Council

FROM: Chris Kirby, Town Planner

AGENDA ITEM: Ordinance O-24-07

DATE: March 19, 2024

SUMMARY & RECOMMENDATION : Annexation for 60 contiguous acres described as Eagles Trace Phase 3

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

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

RECOMMENDATION: Approve

ATTACHMENTS: Ordinance O-24-07

ORDINANCE O-24-07

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 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 1,300 FEET EAST OF DETOUR ROAD ON THE SOUTHSIDE OF LAKE HATCHINEHA ROAD CONTAINING 60 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 ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, AS FOLLOWS:

1. That the Town Council of the Town of Lake Hamilton does hereby annex into the corporate limits of the Town of Lake Hamilton, Florida, 4 parcels owned by the Cassidy Land Development, LLC and consisting of a total of 58.70 acres, described as follows:

Parcel Number: 272822-000000-031020, 272822-000000-014030, 272822-000000-013030

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

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

Ordinance O-24-07
Page 2

and made a part of the Ordinance.

3. All ordinances in conflict herewith are hereby repealed.
4. 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 provision and portions of this ordinance shall remain in full force and effect.
5. This ordinance shall take effect upon adoption.

INTRODUCED on first reading this 2nd day of April, 2024.

PASSED on second reading this _____ day of _____, 2024.

TOWN OF LAKE HAMILTON, FLORIDA

MICHAEL KEHOE, MAYOR

ATTEST:

JACQUELINE BORJA, TOWN CLERK

Approved as to form:

HEATHER CHRISTMAN, TOWN ATTORNEY

Ordinance O-24-07
Page 3

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

Exhibit A

Eagles Trace Phase 3 Annexation Map and Legal Description



Ordinance O-24-07
Page 5

**Eagle Trace Phase 3 - Modification - Annexation
Legal Descriptions**

Parcel Number: 272822-000000-014030 (Per Book 07746, Pages 0489 – 0490):

Parcel One:

The NW 1/4 of the SE 1/4 of the NW 1/4, and the NW 1/4 of the SW 1/4 of the NE 1/4, and the NE 1/4 of the SE 1/4 of the NW 1/4, and the South 1/2 of the NE 1/4 of the NW 1/4 of Section 22, Township 28 South, Range 27 East, Polk County, Florida.

TOGETHER WITH that certain Non-Exclusive Access Easement dated March 1999, between Vivian L. Haren, as grantor, and Alternate 27 Dundee Grove Partnership, a Florida general partnership, as grantee, as recorded in OR Book 4201 at page 1148, public records of Polk County, Florida.

Parcel Number: 272822-000000-031020 (Per Book 07746, Pages 0489 – 0490):

Parcel Two:

The NW 1/4 of the NE 1/4 of the NW 1/4 of Section 22, Township 28 South, Range 27 East, Polk County, Florida, Less and Except road right of way for State Road 542.

Parcel Number: 272822-000000-013030 (Per Book 9908, Pages 0263 – 0266):

The Northwest 1/4 of the Northwest 1/4 of the Northeast 1/4 of Section 22, Township 28 South, Range 27 East, Polk County, Florida, Less State Road right-of-way as described in O.R. Book 455, Page 427, public records of Polk County, Florida.

Eagle Trace Phase 3 – Modification - Annexation
Legal Descriptions

Parcel Number: 272822-000000-014030 (Per Book 07746, Pages 0489 – 0490):

Parcel One:

The NW 1/4 of the SE 1/4 of the NW 1/4, and the NW 1/4 of the SW 1/4 of the NE 1/4, and the NE 1/4 of the SE 1/4 of the NW 1/4, and the South 1/2 of the NE 1/4 of the NW 1/4 of Section 22, Township 28 South, Range 27 East, Polk County, Florida.

TOGETHER WITH that certain Non-Exclusive Access Easement dated March 1999, between Vivian L. Haren, as grantor, and Alternate 27 Dundee Grove Partnership, a Florida general partnership, as grantee, as recorded in OR Book 4201 at page 1148, public records of Polk County, Florida.

Parcel Number: 272822-000000-031020 (Per Book 07746, Pages 0489 – 0490):

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Parcel Number: 272822-000000-013030 (Per Book 9908, Pages 0263 – 0266):

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Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Lake Hamilton Town Council

FROM: Chris Kirby, Town Planner

AGENDA ITEM: Resolution R-2024-03

DATE: March 19, 2024

SUMMARY & RECOMMENDATION : Scenic Terrace Phase 4 Final Plat

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

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

RECOMMENDATION: Approve

ATTACHMENTS: Res R-2024-03

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SPACE FOR RECORDING

RESOLUTION R-2024-03

A RESOLUTION APPROVING THAT CERTAIN PLAT ENTITLED “SCENIC TERRACE SOUTH PHASE 4” FOR FILING IN ACCORDANCE WITH CHAPTER 177, FLORIDA STATUTES; AND ESTABLISHING AN EFFECTIVE DATE.

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

SECTION 1.

That certain plat entitled “Scenic Terrace South Phase 4” and showing the following described property, to wit:

SEE EXHIBIT “A” ATTACHED AND
MADE A PART HEREOF

was presented to the Town Council for approval on the 2nd day of April 2024. The Town Council, having reviewed said plat and having been otherwise fully advised in the premises, hereby approves said plat for filing in accordance with Chapter 177, Florida Statutes.

SECTION 2.

This Resolution shall take effect immediately upon passage.

INTRODUCED AND PASSED at the regular meeting of the Town Council of Lake Hamilton, Florida, held this 2ND day of April 2024.

TOWN OF LAKE HAMILTON, FLORIDA

MICHAEL KEHOE, MAYOR

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SPACE FOR RECORDING

ATTEST:

JACQUELINE BORJA, TOWN CLERK

Approved as to form:

HEATHER R. MAXWELL, ESQ., TOWN ATTORNEY

Record of Vote	Yes	No
Roberson		
Tomlinson		
Kehoe		
Slavin		
Wagner		

BEING A REPLAT OF TRACTS F-1 AND F-2 OF SECCAN TERRACE, SOUTH PHASE, 1 PER PLAT BOOK 199, PAGE 5, TOGETHER WITH
LAND LYING IN SECTION 9, TOWNSHIP 28 SOUTH, RANGE 27 EAST, TOWN OF LAKE HAMILTON, POLK COUNTY, FLORIDA



THIS PLAN, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL REPRESENTATION OF THE SUBDIVISION LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAN. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAN THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

BEING A REPLAT OF TRACTS F-1 AND F-2 OF SCENIC TERRACE SOUTH PHASE, 1 PER PLAT BOOK 129, PAGE 3, TOGETHER WITH LAND LYING IN SECTION 9, TOWNSHIP 28 SOUTH, RANGE 27 EAST, TOWN OF LAKE HAMILTON, POLK COUNTY, FLORIDA



AGE	WADLE	WETTER	AGE	WADLE	WETTER
01	00.00	00.00	00.00	00.00	00.00
02	00.00	00.00	00.00	00.00	00.00
03	00.00	00.00	00.00	00.00	00.00
04	00.00	00.00	00.00	00.00	00.00
05	00.00	00.00	00.00	00.00	00.00
06	00.00	00.00	00.00	00.00	00.00
07	00.00	00.00	00.00	00.00	00.00
08	00.00	00.00	00.00	00.00	00.00
09	00.00	00.00	00.00	00.00	00.00

LEGEND

- = Set (P)RM Reference Monument
- = Create Monument with Disk P/RM LB776
- = Set (PCP) Permanent Control Point
- = Mag Net and Disk "PCP LB776B"
- = Set (PRM) 1/2" Orange Cooped Iron Rod
- = "PRM LB776B" or "S" Marker

COO = Economically Development District

(NR) = Non-Roaded Line

SB = Licensed Business Number

ADVA = Over ADVA

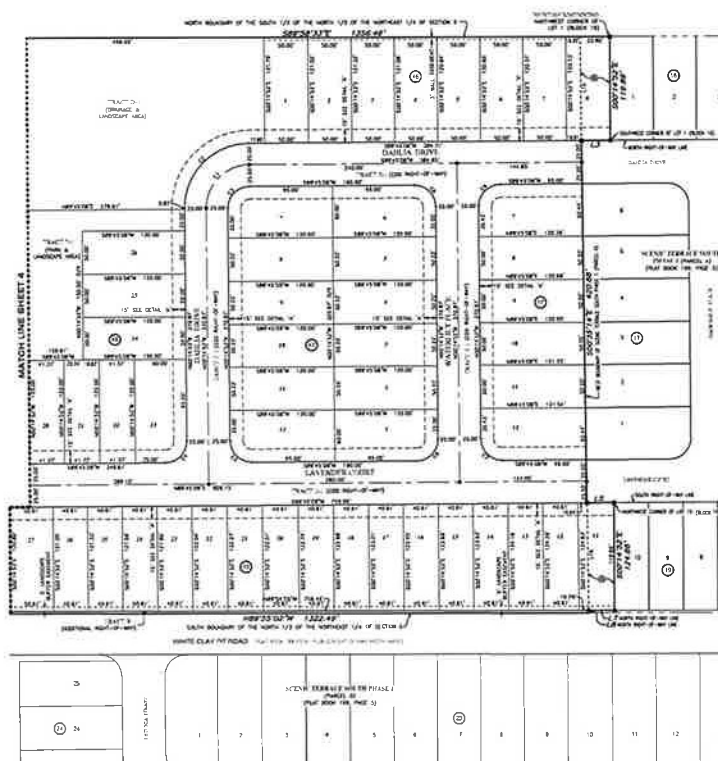
P/E = Private Utility Easement

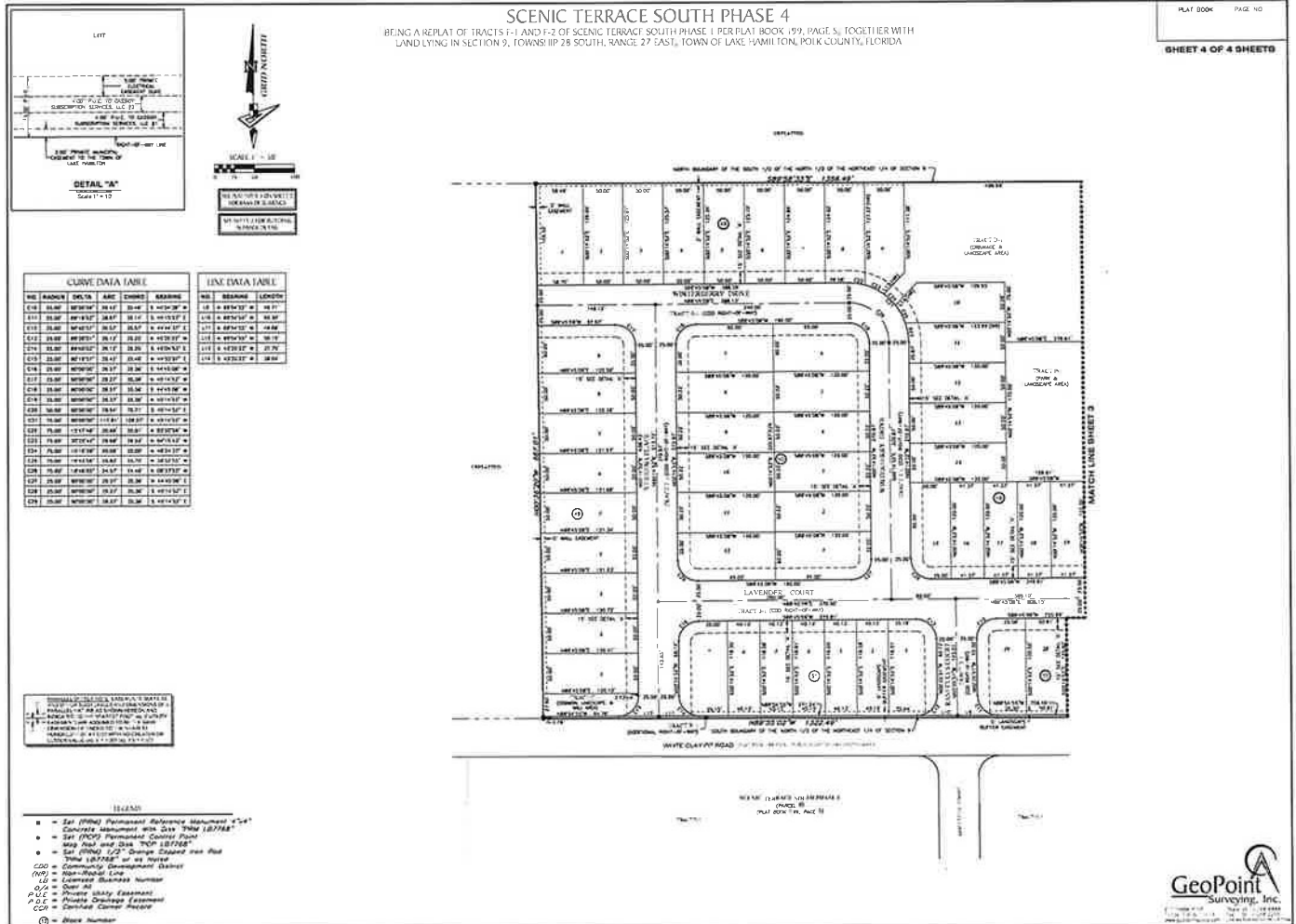
P/E = Private Drainage Easement

CCR = Certified Corner Record

(B) = Block Number

② - limits of Declaration of co-ownership, conduct assessments, and restrictions for some former South par. O.R. 12807, p. 113, O.R. 12718, p. 227, O.R. 12783, p. 13, O.R. 12785, p. 282, and O.R. 12815, p. 202.







Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Lake Hamilton Town Council

FROM: Michael Teague, Intern Town Administrator

AGENDA ITEM: Town Hall Addition

DATE: March 22, 2024

SUMMARY & RECOMMENDATION : Bid and Attorney Review

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☒

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

RECOMMENDATION: Yes

ATTACHMENTS: Yes



Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Lake Hamilton Town Council

FROM: Michael Teague, Intern Town Administrator

AGENDA ITEM: Job Classifications

DATE: March 22, 2024

SUMMARY & RECOMMENDATION : Update to Town Job Classification and number of employees

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

ATTORNEY REVIEW: YES: ☐ NO: ☒ N/A: ☐

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

RECOMMENDATION: Yes

ATTACHMENTS: Yes



Town of Lake Hamilton

100 Smith Avenue - P.O. Box 126

Lake Hamilton, Florida 33851

(863) 439-1910

www.townoflakehamilton.com

Distribution and Collection System Supervisor

Position: Distribution and Collection System Supervisor
Department: Water or Sewer Department
Hourly Range: \$17.00 - \$32.00 Depending on Qualifications
Full-time: Non-Exempt
Hours: Mondays – Fridays, 8:00 a.m. to 5:00 p.m. Weekends, On- Call
Location: Lake Hamilton

SUMMARY:

GENERAL PURPOSE

Under the direction of the Public Works Director, performs duties to support the Maintenance Division by serving as the Utility Maintenance Supervisor. Responsible for the planning, coordinating, and supervising of daily functions of the workers within the Maintenance Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for the planning, coordination, and supervision of Staff for the following: Pump and Motor, Water Pipeline Repair, Wastewater Pipeline Repair and Meter Leads. Maintenance and /repair of critical Infrastructure to include but not limited to water treatment and distribution system (pumps, motors, pipelines, lift stations, bio screens, reuse, drainage systems, electronics, mains, manholes etc.) Responsible for ensuring safe practices and procedures, preventative/predictive maintenance schedules, planning and coordination of activities with other departments. Perform duties necessary to support the utilities division through inspection, maintenance and repair of distribution system, collection system, lift stations, water, and wastewater facilities to include but not limited to pumps, motors, engines, hydraulics, electrical equipment, meters, compressors, valves, controllers, conveyance systems, feed systems and other items related to lift stations, drainage stations or transfer stations. Performs and assist with inspections of new construction, infrastructure maintenance and repair services; must have the ability to operate heavy equipment in a safe and efficient manner. Responsible to ensure the proper training of Personnel. Supervises Personnel and conducts performance evaluations and disciplinary processes and procedures within established organizational and department guidelines, policies and/or directives.

REQUIREMENTS AND QUALIFICATIONS:

- One (1) – two (2) years of related supervisor experience and/or training.
- High School Diplomas or GED

- Florida Driver's License
- FDEP Water Distribution State license
- Microsoft Office Skills

NECESSARY KNOWLEDGE, SKILLS, AND PHYSICAL DEMANDS/ABILITIES:

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- The ability to read letters, memos, contracts, professional and industry literature, spreadsheets, and other job-related analysis.
- Work requires substantial independent judgment and decision-making. Must be able to monitor and assess operations, workload, projects, and staff performance.
- Be able to perform any and all maintenance of the Town of Lake Hamilton and properly document maintenance performed.
- Be able to communicate in a courteous and comprehensible manner with coworkers and supervision, both verbally and in writing.
- Must be able to research, compile, analyze data, and then present findings to management in an acceptable format.
- Be able to work safely, in compliance with all safety regulations.
- Be able to operate power tools, heavy equipment, trucks and hand tools. (See "TOOLS AND EQUIPMENT USED" for a comprehensive list).
- Have the knowledge or be able to obtain/learn the knowledge necessary for operation of electronic meter reading equipment and software.
- Be able to do limited computer work, such as checking email, writing a word document, and operating software for meter reading equipment.
- Be able to perform heavy manual tasks for extended periods of time in the heat and cold and rain.
- Be able to establish and maintain effective working relationships with coworkers, supervision, and the public.
- Be able to understand and carry out written and oral instructions.
- Be able to work unsupervised throughout the day, while still accomplishing assigned tasks.
- Be able to maintain the tools and equipment that one uses during the course of a workday. You do not need to know how to fix everything, but you need to be able to ascertain if there is a problem with a piece of equipment and notify your supervisor.

- While performing the duties of this job the employee is regularly required to use his/her hands to handle, feel and/or operate objects, tools and/or controls and to reach with his/her hand and arms and legs. The employee is frequently required to stand, walk, sit, climb, balance, stoop, kneel, crouch, crawl, smell talk and/or hear. The employee must frequently lift and/or move up to 50 pounds and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus
- The employee must be able to work in outside weather conditions such as rain, cold, heat, wet and/or humidity. The employee must be able to work in an environment that has vibration, high/precarious positions, occasional fume/airborne particle exposure. The employee may have to work with toxic and/or caustic chemicals and the risk of electric shock. The noise level in the work environment is usually loud.

DESIRED QUALIFICATIONS

- Prior experience in water distribution and collection.
- MOR Basic Flagger or greater certification
- Backflow preventer inspection and repair certification

TOOLS AND EQUIPMENT USED

- Motorized vehicles and equipment including dump trucks, pickup truck/utility truck, lawn mowing equipment, chainsaw, edger, hedger, weed eater, jetter/inductor truck, claw truck, saws, pumps, compressors, sanders, generators, hand and power tools, detection devices, phones, ditch diggers, meter reading devices.

SPECIAL CONSIDERATIONS:

Certain essential town services are required to be maintained in any civil emergency (i.e., hurricanes). Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency. Depending on the nature of the emergency, employees may be called upon to perform tasks outside of their daily duties.

Residency

The Town of Lake Hamilton has no residency requirement but is preferred.

From: [Finance Department](#)
To: [Patrick Henry](#); [Michael Teague](#)
Subject: RE: Public Works Job Descriptions
Date: Tuesday, March 26, 2024 2:20:43 PM
Attachments: [image001.png](#)

Thank you for sending these, Pat. For the WWTF Operator, Council approval is not needed since this is already a budgeted position for Full Time. Being that the position was occupied for just over 1 month, there is plenty of money there to use. Mike, please correct me if I'm wrong. We're in a state to take a part timer if we cannot fill as full time. If a part time employee can fulfill a role and adds value, do it. This position was budgeted at \$48,000 and we've used \$5,100 to date; for the proposed rate of \$30/hr, we can work this part timer up to 1,430 hours over the next 6 months, but we'll not be anywhere close to that.

Administrative Assistant position was not budgeted and Distribution Supervisor not budgeted. To support these positions, cost for AA through end of fiscal year is approximately \$19,000 and DS at max rate of pay would be \$28,700 through end of September. Total cost approximately \$48,000 including taxes, benefits, etc. We have over \$300,000 in un-budgeted/not accounted for in Sewer revenue collected in less than 6 months so this easily supports these positions which is why Steve and I said for you to proceed. We will likely end up with about \$700k over for Sewer and about \$250k over for Water in "extra revenue" through 9/30/24. Projection not fact.

Apparently what was missing there was official Council approval BUT Steve said several times that Council was aware that we were going to have to add people based on need and volume...I cannot confirm or deny that but do think that he told them. If we need to create something for presentation to Council to get square, let me know what I need to contribute and let's get it done

I want to make sure that everyone is aware that this year's budget is better than last year, but still not great. Our next fiscal year will be similar and we're still going to be playing pin the tail on the donkey. Until the time can be spent that the budgeting deserves, we're going to ask for permission when we can and beg for forgiveness when we can't.

[Angela Pettus](#)
Finance Director
Town of Lake Hamilton
P.O. Box 126
Lake Hamilton, FL 33851
(863) 439-1910 – Ext. 109
finance@townoflakehamilton.com



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From: Patrick Henry <Henryp@townoflakehamilton.com>
Sent: Monday, March 25, 2024 7:50 AM
To: Michael Teague <teaguem@townoflakehamilton.com>
Cc: Finance Department <Finance@townoflakehamilton.com>
Subject: Public Works Job Descriptions

 [Distribution Collection System Supervisor - Copy.docx](#)  [Water Wastewater Treatment Plant Operator Part Time.docx](#)

Hello, we talked about filing the above positions and getting Council approval.

Water, wastewater operator part time- New hire maybe Jerry Torrance
Utility Administrative - Cathy Sumner, hired 3-18-2024
Distribution Supervisor - New hire maybe Brandon Stanbridge

Please advise how to proceed?

Patrick Henry

Director of Public Works and Utilities

Town of Lake Hamilton

P.O. Box 126

Lake Hamilton, Fl. 33851-0126

(863) 247-0606

henryp@townoflakehamilton.com

www.townoflakehamilton.com



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to a public records request, do not send electronic mail to this entity, contact this office by phone, or in writing.



Town of Lake Hamilton

100 Smith Avenue - P.O. Box 126

Lake Hamilton, Florida 33851

(863) 439-1910

www.townoflakehamilton.com

Utility Administrative Assistant

Position: Administrative Assistant
Department: Water and Sewer Department
Hourly Range: \$15.00- 17.00 Depending on Qualifications
Full-time: Non-Exempt
Hours: Mondays – Fridays, 8:00 a.m. to 5:00 p.m. Weekends, and On- Call as needed
Location: Lake Hamilton

SUMMARY:

GENERAL PURPOSE:

The Water Utility Clerk/Administrative Assistant oversees a variety of responsibilities for the Water Utility. The position also provides clerical and other administrative assistance to the Utility Director. Work under the supervision of the Public Works Director and Town Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide primary reception services at the Utility Department, for visitors, callers, and those seeking assistance of the Town. Correspond by phone, fax, letter or other means to the Town, residents, employees and elected officials as necessary. Assist in the maintenance and care of all office equipment, which includes but is not limited to copy machines, computer equipment, and telephones. Complete regular (monthly, quarterly, and annual) reports as necessary for the Town utility system. Post expenses, revenues, and other necessary entries. Maintain the organization of the Town utility documents and records per State Requirements. Communicates with Utilities Service Department to resolve customer problems, meter reading issues, work orders and new construction meter installation. Other duties as assigned by the Utility Director.

REQUIREMENTS AND QUALIFICATIONS:

- High School Diploma or GED is required.
- Must be willing to learn and demonstrate a positive attitude.

NECESSARY KNOWLEDGE, SKILLS, AND PHYSICAL DEMANDS/ABILITIES:

Ability to demonstrate computer software knowledge and navigation (Microsoft Office – Excel, Word, Outlook). Knowledge of general office equipment and machinery. Independent self-starter with ability to adapt to a frequently changing, fast-paced environment; able to perform with minimal supervision. Excellent communication skills. Ability to work effectively with co-workers and the public. Knowledge of Town utility

operations, ordinances, policies, and procedures. Ability to communicate effectively, both orally and in writing. Ability to work effectively under pressure.

OTHER REQUIREMENTS:

Must be 18 years of age or older. Must possess a valid State of Florida drivers' license. Must possess an honorable military discharge if applicant has been service connected. Must be a United States citizen or naturalized citizen. Must pass a physical examination and drug urinalysis test. Must not have been convicted of a felony. Must be fluent in the English language; ability to communicate in Spanish is a plus. May be required to perform computer software skills test or related assessments.

SPECIAL CONSIDERATIONS:

Certain essential town services are required to be maintained in any civil emergency (i.e., hurricanes). Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency. Depending on the nature of the emergency, employees may be called upon to perform tasks outside of their daily duties.

Residency

The Town of Lake Hamilton has no residency requirement but is preferred.



Town of Lake Hamilton

100 Smith Avenue - P.O. Box 126

Lake Hamilton, Florida 33851

(863) 439-1910

www.townoflakehamilton.com

Water/Wastewater Treatment Plant Operator

Position: Wastewater Treatment Plant Operator and or Water Treatment Plant Operator
Department: Utility Department
Hourly Range: \$17.00 - \$32.00 Depending on Qualifications.
Part Time: Non-Exempt
Hours: As Needed
Location: Lake Hamilton

SUMMARY:

GENERAL PURPOSE

Treat water/wastewater in accordance with state requirements

Perform any and all semi-skilled construction, operation, repair and maintenance work, with the intention of maintaining and improving the Town of Lake Hamilton's facilities, lands, parks, roads and utility systems. Operate collection and distribution systems.

Work under the supervision of the Public Works Director and Town Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Completing projects that are part of your day to day tasks as assigned by the Public Works Director, in addition to any extra tasks given.
- Monitors the performance of all equipment, gauges and charts in the water/wastewater treatment plant, run laboratory tests and compliance sampling, recording all data in compliance with Florida department of environmental protection and the Department of Health, submitting monthly reports and making, or arranging to be made, any necessary repairs to the wastewater treatment systems.
- Mowing, weed eating and edging of all land owned by the Town.
- Operate meter reading software, loading routes and unloading routes, printing out re-read/no-read list and reading the water meters on a monthly basis in coordination with the billing department.
- Repair, installation and replacement of meters.
- Maintain records relating to inspections and maintenance activities
- Minor computer work related to checking emails and operating meter reading software.
- Maintaining equipment and tools by checking and cleaning them before and after use.
- Responding to complaints regarding water system failures, water quality, water consumption, leaks and any other problem in regard to the water distribution.
- Make necessary repairs and alterations to the water distribution piping under the supervision of a licensed water operator.

- Drive town trucks in the day to day operation of the town, loading, unloading and hauling equipment and materials.
- Conform to all safety regulations, completing all tasks in a manner that is safe to oneself, one's co-workers and the public.
- Perform labor activities involved in construction and maintenance projects as part of a crew or individually, including pavement cutting, ditch digging, manhole and line cleaning, laying and backfilling.
- Operating hand tools and power tools
- Be on a rotating on-call list which will require you to respond after normal business hours to town emergencies.
- Operate heavy equipment that includes tractors, zero turn mowers, backhoes and a claw truck if you have the required license.

REQUIREMENTS AND QUALIFICATIONS:

- High School Diploma or GED is required.

NECESSARY KNOWLEDGE, SKILLS, AND PHYSICAL DEMANDS/ABILITIES:

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- FDEP Water/Wastewater Treatment Plant License Class C or greater.
- Be able to perform any and all maintenance of the Town of Lake Hamilton and properly document maintenance performed.
- Be able to communicate in a courteous and comprehensible manner with coworkers and supervision, both verbally and in writing.
- Be able to work safely, in compliance with all safety regulations.
- Be able to operate power tools, heavy equipment, trucks and hand tools. (See "TOOLS AND EQUIPMENT USED" for a comprehensive list).
- Have the knowledge or be able to obtain/learn the knowledge necessary for operation of electronic meter reading equipment and software.
- Be able to do limited computer work, such as checking email, writing a word document, and operating software for meter reading equipment.
- Be able to perform heavy manual tasks for extended periods of time in the heat and cold and rain.
- Be able to establish and maintain effective working relationships with coworkers, supervision, and the public.

NECESSARY KNOWLEDGE, SKILLS AND PHYSICAL DEMANDS/ABILITIES CONTINUED...

- Be able to understand and carry out written and oral instructions.
- Be able to work unsupervised throughout the day, while still accomplishing assigned tasks.
- Be able to maintain the tools and equipment that one uses during the course of a workday. You do not need to know how to fix everything, but you need to be able to ascertain if there is a problem with a piece of equipment and notify your supervisor.
- While performing the duties of this job the employee is regularly required to use his/her hands to handle, feel and/or operate objects, tools and/or controls and to reach with his/her hand and arms and legs. The employee is frequently required to stand, walk, sit, climb, balance, stoop, kneel, crouch, crawl, smell

talk and/or hear. The employee must frequently lift and/or move up to 50 pounds and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- The employee must be able to work in outside weather conditions such as rain, cold, heat, wet and/or humidity. The employee must be able to work in an environment that has vibration, high/precarious positions, occasional fume/airborne particle exposure. The employee may have to work with toxic and/or caustic chemicals and the risk of electric shock. The noise level in the work environment is usually loud.

DESIRED QUALIFICATIONS

- Prior experience in maintenance and/or construction
- Florida CDL Class B license with air brakes endorsement
- MOR Basic Flagger or greater certification
- Backflow preventer inspection and repair certification
- Water Distribution license

TOOLS AND EQUIPMENT USED

- Motorized vehicles and equipment including dump trucks, pickup truck/utility truck, lawn mowing equipment, chainsaw, edger, hedger, weed eater, jetter/inductor truck, claw truck, saws, pumps, compressors, sanders, generators, hand and power tools, detection devices, phones, ditch diggers, meter reading devices.

SPECIAL CONSIDERATIONS:

Certain essential town services are required to be maintained in any civil emergency (i.e., hurricanes). Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency. Depending on the nature of the emergency, employees may be called upon to perform tasks outside of their daily duties.

Residency

The Town of Lake Hamilton has no residency requirement but is preferred.



Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Lake Hamilton Town Council

FROM: Michael Teague, Intern Town Administrator

AGENDA ITEM: Upgraded Tasers

DATE: March 20, 2024

SUMMARY & RECOMMENDATION : Taser Upgrade

new 5 year contract and training for 12 Units

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

FINANCIAL IMPACT: YES: ☒ NO: ☐ If Yes, Please Explain: Will have a 5 year total cost of \$75,325.21 for CIP first year 2024-2025 budget year \$10,803.86 Actual Cost is \$99.00 per officer per month of all training and warranties.

RECOMMENDATION: Yes

ATTACHMENTS: Yes



Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-553335-45377.710WO

Issued: 03/26/2024

Quote Expiration: 04/30/2024

Estimated Contract Start Date: 07/01/2024

Account Number: 110104

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Lake Hamilton Police Dept.- FL 100 SMITH AVE Lake Hamilton, FL 33851 USA	Lake Hamilton Police Dept.- FL PO Box 126 Lake Hamilton FL 33851-0126 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Walter O'Brien Phone: Email: wobrien@axon.com Fax:	Michael Teague Phone: (863) 439-4711 Email: teaguem@townoflakehamilton.com Fax: (806) 271-4378

Quote Summary

Program Length	63 Months
TOTAL COST	\$75,599.89
ESTIMATED TOTAL W/ TAX	\$75,599.89

Discount Summary

Average Savings Per Year	\$6,334.76
TOTAL SAVINGS	\$33,257.49

Payment Summary

Date	Subtotal	Tax	Total
Sep 2024	\$3,634.81	\$0.00	\$3,634.81
Oct 2024	\$7,196.52	\$0.00	\$7,196.52
Oct 2025	\$16,192.14	\$0.00	\$16,192.14
Oct 2026	\$16,192.14	\$0.00	\$16,192.14
Oct 2027	\$16,192.14	\$0.00	\$16,192.14
Oct 2028	\$16,192.14	\$0.00	\$16,192.14
Total	\$75,599.89	\$0.00	\$75,599.89

Quote Unbundled Price:	\$108,857.38
Quote List Price:	\$77,206.18
Quote Subtotal:	\$75,599.89

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1			\$1.00	(\$588.61)	(\$588.61)	\$0.00	(\$588.61)
100552	TRANSFER CREDIT - GOODS	1			\$1.00	\$4,223.42	\$4,223.42	\$0.00	\$4,223.42
C00016	BUNDLE - TASER 10 CERTIFICATION WITH VR	12	60	\$146.87	\$102.91	\$99.57	\$71,690.40	\$0.00	\$71,690.40
A la Carte Software									
20370	AXON VR - FULL ACCESS - TASER ADD-ON USER	7	3		\$22.00	\$0.00	\$0.00	\$0.00	\$0.00
20248	AXON TASER - EVIDENCE.COM LICENSE	8	3		\$5.20	\$0.00	\$0.00	\$0.00	\$0.00
A la Carte Services									
20246	AXON TASER 7 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	7	3		\$2.70	\$0.00	\$0.00	\$0.00	\$0.00
101186	AXON VR - PSO - VIRTUAL	1			\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
101193	AXON TASER - ON DEMAND CERTIFICATION	2	63		\$2.18	\$2.18	\$274.68	\$0.00	\$274.68
A la Carte Warranties									
80396	AXON TASER 7 - EXT WARRANTY - DOCK SIX BAY	1	3		\$7.45	\$0.00	\$0.00	\$0.00	\$0.00
80395	AXON TASER 7 - EXT WARRANTY - HANDLE	7	3		\$7.45	\$0.00	\$0.00	\$0.00	\$0.00
80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	8	3		\$0.50	\$0.00	\$0.00	\$0.00	\$0.00
Total							\$75,599.89	\$0.00	\$75,599.89

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - TASER 10 CERTIFICATION WITH VR	100126	AXON VR - TACTICAL BAG	1	1	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	12	2	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	100393	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK	12	1	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	100394	AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE	4	1	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	100395	AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE	3	1	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	100396	AXON TASER 10 - MAGAZINE - INERT RED	12	1	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	100399	TASER 10 LIVE CARTRIDGE	240	1	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	100400	AXON TASER 10 - CARTRIDGE - HALT	80	1	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	100401	AXON TASER 10 - CARTRIDGE - INERT	120	1	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	12	1	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	100623	AXON TASER - TRAINING - ENHANCED HALT SUIT V2	1	1	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	100748	AXON VR - CONTROLLER - TASER 10	1	1	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	100862	AXON VR - PLACEHOLDER - HANDGUN CONTROLLER	1	1	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	101124	AXON VR - HOLSTER - T10 BLACKHAWK GREY - RH	1	1	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	20019	AXON TASER - BATTERY PACK - COMPACT	12	1	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	20019	AXON TASER - BATTERY PACK - COMPACT	3	1	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	20296	AXON VR - TABLET	1	1	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	20297	AXON VR - TABLET CASE	1	1	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	20378	AXON VR - HEADSET - HTC FOCUS 3	1	1	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	1	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1	1	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1	1	09/01/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	100399	TASER 10 LIVE CARTRIDGE	40	1	09/01/2025
BUNDLE - TASER 10 CERTIFICATION WITH VR	100400	AXON TASER 10 - CARTRIDGE - HALT	100	1	09/01/2025
BUNDLE - TASER 10 CERTIFICATION WITH VR	100399	TASER 10 LIVE CARTRIDGE	40	1	09/01/2026
BUNDLE - TASER 10 CERTIFICATION WITH VR	100400	AXON TASER 10 - CARTRIDGE - HALT	100	1	09/01/2026
BUNDLE - TASER 10 CERTIFICATION WITH VR	100210	AXON VR - TAP REFRESH 1 - TABLET	1	1	03/01/2027
BUNDLE - TASER 10 CERTIFICATION WITH VR	101009	AXON VR - TAP REFRESH 1 - SIDEARM CONTROLLER	1	1	03/01/2027
BUNDLE - TASER 10 CERTIFICATION WITH VR	101012	AXON VR - TAP REFRESH 1 - CONTROLLER	1	1	03/01/2027
BUNDLE - TASER 10 CERTIFICATION WITH VR	20373	AXON VR - TAP REFRESH 1 - HEADSET	1	1	03/01/2027
BUNDLE - TASER 10 CERTIFICATION WITH VR	100399	TASER 10 LIVE CARTRIDGE	30	1	09/01/2027
BUNDLE - TASER 10 CERTIFICATION WITH VR	100400	AXON TASER 10 - CARTRIDGE - HALT	90	1	09/01/2027
BUNDLE - TASER 10 CERTIFICATION WITH VR	100399	TASER 10 LIVE CARTRIDGE	40	1	09/01/2028
BUNDLE - TASER 10 CERTIFICATION WITH VR	100400	AXON TASER 10 - CARTRIDGE - HALT	100	1	09/01/2028

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	20248	AXON TASER - EVIDENCE.COM LICENSE	8	07/01/2024	09/30/2024

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
A la Carte	20370	AXON VR - FULL ACCESS - TASER ADD-ON USER	7	07/01/2024	09/30/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	101180	AXON TASER - DATA SCIENCE PROGRAM	12	10/01/2024	09/30/2029
BUNDLE - TASER 10 CERTIFICATION WITH VR	20248	AXON TASER - EVIDENCE.COM LICENSE	12	10/01/2024	09/30/2029
BUNDLE - TASER 10 CERTIFICATION WITH VR	20248	AXON TASER - EVIDENCE.COM LICENSE	1	10/01/2024	09/30/2029
BUNDLE - TASER 10 CERTIFICATION WITH VR	20370	AXON VR - FULL ACCESS - TASER ADD-ON USER	12	10/01/2024	09/30/2029

Services

Bundle	Item	Description	QTY
BUNDLE - TASER 10 CERTIFICATION WITH VR	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	12
BUNDLE - TASER 10 CERTIFICATION WITH VR	101193	AXON TASER - ON DEMAND CERTIFICATION	1
A la Carte	101186	AXON VR - PSO - VIRTUAL	1
A la Carte	101193	AXON TASER - ON DEMAND CERTIFICATION	2
A la Carte	20246	AXON TASER 7 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	7

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	8	07/01/2024	09/30/2024
A la Carte	80395	AXON TASER 7 - EXT WARRANTY - HANDLE	7	07/01/2024	09/30/2024
A la Carte	80396	AXON TASER 7 - EXT WARRANTY - DOCK SIX BAY	1	07/01/2024	09/30/2024
BUNDLE - TASER 10 CERTIFICATION WITH VR	100197	AXON VR - EXT WARRANTY - HTC FOCUS 3 HEADSET	1	09/01/2025	09/30/2029
BUNDLE - TASER 10 CERTIFICATION WITH VR	100213	AXON VR - EXT WARRANTY - TABLET	1	09/01/2025	09/30/2029
BUNDLE - TASER 10 CERTIFICATION WITH VR	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	12	09/01/2025	09/30/2029
BUNDLE - TASER 10 CERTIFICATION WITH VR	101007	AXON VR - EXT WARRANTY - CONTROLLER	1	09/01/2025	09/30/2029
BUNDLE - TASER 10 CERTIFICATION WITH VR	101008	AXON VR - EXT WARRANTY - HANDGUN CONTROLLER	1	09/01/2025	09/30/2029
BUNDLE - TASER 10 CERTIFICATION WITH VR	80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	12	09/01/2025	09/30/2029
BUNDLE - TASER 10 CERTIFICATION WITH VR	80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	3	09/01/2025	09/30/2029
BUNDLE - TASER 10 CERTIFICATION WITH VR	80396	AXON TASER 7 - EXT WARRANTY - DOCK SIX BAY	1	09/01/2025	09/30/2029

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	100 SMITH AVE	Lake Hamilton	FL	33851	USA
2	100 SMITH AVE	Lake Hamilton	FL	33851	USA

Payment Details

Jul 2024						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Invoice Upon Fulfillment	101186	AXON VR - PSO - VIRTUAL	1	\$0.00	\$0.00	\$0.00
Invoice Upon Fulfillment	20246	AXON TASER 7 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	7	\$0.00	\$0.00	\$0.00
Invoice Upon Fulfillment	20248	AXON TASER - EVIDENCE.COM LICENSE	8	\$0.00	\$0.00	\$0.00
Invoice Upon Fulfillment	20370	AXON VR - FULL ACCESS - TASER ADD-ON USER	7	\$0.00	\$0.00	\$0.00
Invoice Upon Fulfillment	80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	8	\$0.00	\$0.00	\$0.00
Invoice Upon Fulfillment	80395	AXON TASER 7 - EXT WARRANTY - HANDLE	7	\$0.00	\$0.00	\$0.00
Invoice Upon Fulfillment	80396	AXON TASER 7 - EXT WARRANTY - DOCK SIX BAY	1	\$0.00	\$0.00	\$0.00
Total				\$0.00	\$0.00	\$0.00
Sep 2024						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Invoice Upon Fulfillment	100552	TRANSFER CREDIT - GOODS	1	\$4,223.42	\$0.00	\$4,223.42
Invoice Upon Fulfillment	100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1	(\$588.61)	\$0.00	(\$588.61)
Total				\$3,634.81	\$0.00	\$3,634.81
Oct 2024						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	101193	AXON TASER - ON DEMAND CERTIFICATION	2	\$27.47	\$0.00	\$27.47
Year 1	C00016	BUNDLE - TASER 10 CERTIFICATION WITH VR	12	\$7,169.05	\$0.00	\$7,169.05
Total				\$7,196.52	\$0.00	\$7,196.52
Oct 2025						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	101193	AXON TASER - ON DEMAND CERTIFICATION	2	\$61.80	\$0.00	\$61.80
Year 2	C00016	BUNDLE - TASER 10 CERTIFICATION WITH VR	12	\$16,130.34	\$0.00	\$16,130.34
Total				\$16,192.14	\$0.00	\$16,192.14
Oct 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	101193	AXON TASER - ON DEMAND CERTIFICATION	2	\$61.80	\$0.00	\$61.80
Year 3	C00016	BUNDLE - TASER 10 CERTIFICATION WITH VR	12	\$16,130.34	\$0.00	\$16,130.34
Total				\$16,192.14	\$0.00	\$16,192.14

Oct 2027						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	101193	AXON TASER - ON DEMAND CERTIFICATION	2	\$61.80	\$0.00	\$61.80
Year 4	C00016	BUNDLE - TASER 10 CERTIFICATION WITH VR	12	\$16,130.34	\$0.00	\$16,130.34
Total				\$16,192.14	\$0.00	\$16,192.14

Oct 2028						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	101193	AXON TASER - ON DEMAND CERTIFICATION	2	\$61.80	\$0.00	\$61.80
Year 5	C00016	BUNDLE - TASER 10 CERTIFICATION WITH VR	12	\$16,130.34	\$0.00	\$16,130.34
Total				\$16,192.14	\$0.00	\$16,192.14

This Rough Order of Magnitude estimate is being provided for budgetary and planning purposes only. It is non-binding and is not considered a contractable offer for sale of Axon goods or services.

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Exceptions to Standard Terms and Conditions

Agency has existing contract(s) originated via Quote(s): Q-295416, Q-437069, Q-327135

Agency is terminating those contracts effective 07/01/2024 with gap coverage on the quote at \$0 until new program start of 10/1/2024. Any change in these dates will result in modification of the program value which may result in additional fees or credits due to or from Axon.

The parties agree that Axon is applying a Net Transfer Debit of \$3,634.81 to the quote for delivered but unpaid items.





Town of Lake Hamilton

Town Council

Agenda Summary Report

TO: Lake Hamilton Town Council

FROM: Michael Teague, Intern Town Administrator

AGENDA ITEM: Consideration of Mediated Settlement Agreement and Release for case number 2023-CA-001408, Watts v. Town of Lake Hamilton.

DATE: March 28, 2024

SUMMARY & RECOMMENDATION: A mediation was held on March 28, 2024 for case number 2023-CA-001408, Watts v. Town of Lake Hamilton, regarding an accident that involved a Lake Hamilton Police Officer and Mr. Watts. The Town's insurer has approved the proposed settlement. Staff recommend approval of Mediated Settlement Agreement and Release for this case.

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

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

RECOMMENDATION: Yes

ATTACHMENTS: Yes

GENERAL RELEASE OF ALL CLAIMS

Recitals:

A. As used in this General Release of All Claims “PLAINTIFF” shall mean JAMES E. WATTS, as well as his heirs, executors, administrators, personal representatives, successors and assigns, singular or plural, wherever the context so admits or requires.

B. As used in this General Release of All Claims the term “DEFENDANT” shall mean, the TOWN OF LAKE HAMILTON and any and all past, present and future council members, police officers, agents, officials, employees, representatives, departments and any entity jointly or severally, singular or plural, wherever the context so admits or requires.

C. As used in this General Release of All Claims, the “INSURER” shall mean, PREFERRED GOVERNMENTAL INSURANCE TRUST, its agents, employees, representatives, successors, assigns, and any entity or person in privity with them including, PREFERRED GOVERNMENTAL CLAIMS SERVICES who insured the DEFENDANT pursuant to Agreement No. PK FL1 0532012 21-06 under which this claim was made and defended.

WHEREAS, PLAINTIFF alleges that on or about February 7, 2022, PLAINTIFF was allegedly injured in an incident involving PLAINTIFF and a police officer employed by the DEFENDANT, which incident occurred at or near the south bound outside through lane of US 27 near Crump Road in unincorporated Polk County, Florida; and

WHEREAS, as a result of the aforesaid incident, PLAINTIFF claims to have sustained damages, including, but not limited to, bodily injury and resulting pain and suffering, impairment, disability, inconvenience, disfigurement, mental anguish, loss of capacity for the enjoyment of life, expense of hospitalization, medical and nursing care and treatment, loss of earnings, loss of ability to earn money and aggravation of a previously existing condition. The injury to the Plaintiff is

alleged to be permanent within a reasonable degree of medical probability and the Plaintiff will continue to suffer the losses in the future; and

WHEREAS, as a result of the aforesaid incident, PLAINTIFF filed a complaint in the Circuit Court in and for Polk County, Florida Case 2023-CA-001408 naming the TOWN OF LAKE HAMILTON as a DEFENDANT (hereinafter “lawsuit”); and

WHEREAS, DEFENDANT and INSURER have denied and continue to deny any wrongdoing on their respective parts, and have denied and continue to deny any liability for the allegations which were the subject matter of the above-referenced lawsuit, but are desirous of entering into a compromise settlement of this claim in good faith, to avoid further costs of litigation; and

WHEREAS, PLAINTIFF has agreed to accept ONE HUNDRED AND NINETY THOUSAND DOLLARS AND NO/100 DOLLARS (\$190,000.00), in compromise and settlement of any and all claims she may have, whether now known or not known or contemplated against DEFENDANT and INSURER, out of or resulting from the above-described incident, and/or suit, and further agrees to dismiss any and all claims that are currently pending or that may be filed in the future against said DEFENDANT and INSURER, arising out of the above-described incident.

GENERAL RELEASE

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS: That the said and undersigned PLAINTIFF, for and in consideration of the payment to him the total sum of ONE HUNDRED AND NINETY THOUSAND AND NO/100 DOLLARS (\$190,000.00) to him in hand paid, the receipt and sufficiency of which is hereby acknowledged, does hereby remise, release and forever discharge DEFENDANT and INSURER from all manner of action and actions, cause and causes of action, suits, debts, dues, sums of money, account, reckonings, bonds, bills,

specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgments, executions, claims and demands whatsoever, in law or in equity, which PLAINTIFF ever had, now has, or which any personal representative, successor, heir, or assign of PLAINTIFF, hereafter can, shall or may have, against said DEFENDANT and INSURER, by reason of any matter, cause or thing, from the beginning of the world to the date of these presents, including, but not limited to, all claims that were or could have been asserted in the above-referenced "lawsuit" and any and all claims for compensatory damages, injunctive relief, declaratory relief, punitive damages, interest, costs, attorney's fees, federal claims, state statutory or common law claims, lost wages, workers compensation insurance benefits, impairment of earning capacity, physical, emotional or psychological injury, mental anguish, pain and suffering, past and future medical expenses.

NON-ADMISSION OF LIABILITY

This General Release of All Claims shall not be construed as an admission of liability or responsibility by DEFENDANT or its INSURER, but is rather a compromise settlement designed to avoid further litigation and attendant costs. DEFENDANT and INSURER, specifically deny liability for the claims brought by PLAINTIFF, deny all allegations of PLAINTIFF and deny any wrongdoing whatsoever.

PLAINTIFF acknowledges and agrees that this is a General Release of All Claims. PLAINTIFF expressly waives and assumes the risk of any and all claims for damages which exist as of this date, of which PLAINTIFF does not know or suspect to exist, whether through ignorance, oversight, error, negligence, or otherwise and which, if known, would materially affect PLAINTIFF'S decision to enter into this settlement and provide this General Release. PLAINTIFF further agrees that she has accepted payment of the sum specified herein as a complete

compromise of matters involving disputed issues of law and fact. PLAINTIFF assumes the risk that the facts or law may be other than PLAINTIFF believes.

The undersigned further warrants that no promise or inducement not herein expressed has been made, that payment of the above mentioned sum is in full compromise settlement and full satisfaction of all the aforesaid actions, claims and demands whatsoever; that this Release is given in good faith and discharges DEFENDANT and INSURER, from all liability for contribution to any other alleged tortfeasor; that the undersigned is over 21 years of age, legally competent to execute this Release, has read the contents of this Release, has been adequately represented by counsel of his own choice, and signs this Release with full knowledge and appreciation of its meaning.

ATTORNEYS' FEES

Each party hereto shall bear all attorneys' fees and costs arising from the action of its own counsel in connection with this matter, the terms of this settlement agreement, the matters and documents referenced herein, the filing of a dismissal of the Complaint, and all related matters.

DISMISSAL DROPPING SETTling PARTIES AS DEFENDANT

Following receipt of settlement funds and the execution of this release and settlement agreement, counsel for PLAINTIFF has, or will, in the immediate future, deliver to counsel for the DEFENDANT an executed dismissal with prejudice of the DEFENDANT as a party to the pending action. The PLAINTIFF has authorized PLAINTIFF's counsel to execute the dismissal on his behalf and hereby authorizes counsel for the DEFENDANT to file the dismissal with the court and enter it as a matter of record. The court shall retain jurisdiction as to any remaining parties and for enforcing the terms of this settlement.

MEDICARE

To the extent required by law, PLAINTIFF and his counsel agree to comply with 42 U.S.C. Section 1395y and 42 C.F.R. Section 411.25 (hereinafter the Medicare Secondary Payer Statute) should PLAINTIFF qualify under the terms of said statute as a Medicare beneficiary or Medicare eligible. PLAINTIFF and his counsel understand that their failure to adhere to the Medicare Secondary Payer Statute could result in liability to the DEFENDANT and its INSURER and therefore, PLAINTIFF agrees in consideration for the settlement, to defend, hold harmless and indemnify the DEFENDANT and their INSURER should PLAINTIFF or PLAINTIFF'S counsel violate any conditions applicable under the Medicare Secondary Payer Statute which results in either a suit or claim by CMS (Centers for Medicare & Medicaid Services) or any Medicare Part C MAO (Medicare Advantage Organization) for the payment of any lien, interest, penalties, fines, or further lien reimbursement.

It is further agreed and understood that the undersigned will satisfy any Medicare lien or any lien of a Medicare Part C MAO (Medicare Advantage Organization) within 45 days of the date of this settlement and failure to do so may result in payment of the lien amount by DEFENDANT and/or their INSURER entitling them to reimbursement of same as well as attorney fees and costs related thereto.

Upon satisfaction of any Medicare lien or any MAO lien related to the incident giving rise to this claim PLAINTIFF will immediately notify DEFENDANT and their INSURER of such satisfaction by phone and/or e-mail and provide DEFENDANT and their INSURER documentation evidencing same including but not limited to: a copy of the check payable in satisfaction of the lien; and, a copy of CMS's or the MAO's confirmation of lien satisfaction.

INDEMNITY AND HOLD HARMLESS AGREEMENT

It is further agreed and understood that the undersigned will protect, indemnify and save harmless the DEFENDANT and/or their INSURER from any claims or demand by any person, firm or corporation for expenses related to the incident giving rise to this claim, including, but not limited to, the Federal government, Medicare, Medicare Part C MAO (Medicare Advantage Organization), Medicaid, insurance companies, physicians, health care institutions, and any attorneys previously employed by the undersigned. The undersigned acknowledges that all such claims will be satisfied by the Releasers/Plaintiff.

DYESS CLAUSE

The DEFENDANT and/or their INSURER named herein are fully and completely released from any and all claims, but nothing in this Release shall be construed to release any other insurance company from its obligation to provide underinsured/uninsured motorist benefits, personal injury protection benefits, medical payments benefits, health insurance benefits, major medical insurance benefits, disability insurance benefits, or life insurance benefits from any claims arising out of the subject incident.

GOVERNING LAW

The parties hereto agree that the law of the State of Florida shall govern this agreement in all respects.

ENFORCEABILITY OF AGREEMENT

If any provision of this General Release of All Claims shall be held invalid or unenforceable such invalidity or unenforceability shall attach only to such provision and shall not in any manner or affect render invalid or unenforceable any other provision of this Release of All Claims and this agreement shall be carried out as if such invalid or unenforceable provision were

not contained herein. A signed copy or PDF of a signed copy of this General Release of All Claims shall be deemed to be the same, and equally enforceable, as an original.

PLEASE READ THIS DOCUMENT CAREFULLY

Plaintiff acknowledges that she has executed this general release of all claims voluntarily and after having the opportunity to obtain advice of and consult with counsel that she is not executing this document under coercion or distress of any kind whatsoever. The undersigned acknowledges that she has read this release and understands the terms outlined herein.

IN WITNESS WHEREOF, the undersigned hereby sets his hand and seal to this General Release of All Claims this ____ day of _____, 2024.

Signed, sealed and delivered in
The presence of:

JAMES E. WATTS

STATE OF FLORIDA
COUNTY OF _____

The foregoing Release of All Claims was acknowledged before me this ____ day of _____, 2024, by JAMES E. WATTS who is personally known to me or who has produced _____ as identification and who did/did not take an oath or [] online notarization.

My Commission Expires: _____

Print: _____
Notary Public

IN THE CIRCUIT COURT IN AND FOR
POLK COUNTY, FLORIDA
CASE NO.: 2023-CA-001408

JAMES E. WATTS,

PLAINTIFF(S)

V.

TOWN OF LAKE HAMILTON,

DEFENDANT(S)

SETTLEMENT AGREEMENT AT MEDIATION

THE PARTIES hereto have reached the following agreements, at Mediation Conference in full and complete resolution of the above-styled litigation :

1. The Defendant(s) Town of Lake Hamilton, agree to pay the total sum of One hundred ninety thousand Dollars (\$ 190,000.) to the Plaintiff(s) within 20 days. The Plaintiff's attorney's Tax Identification number is . In the event the settlement draft is not honored, after presentment, by the bank for any reason, this Settlement Agreement is voidable at the option of the Plaintiff, and any release or dismissal executed in contemplation of the Agreement shall be treated as nullities.
2. The Plaintiff(s), shall promptly dismiss the lawsuit with prejudice, and shall execute a mutually acceptable Release of the Defendant (s). It is contemplated by the parties that the Release will contain "Dyess" language to prevent unintended forfeiture of group health or other similar insurance.
3. The Plaintiff(s) shall satisfy or resolve all liens and subrogated interests and shall hold the Defendant(s) harmless from same.
4. All parties agree to promptly execute all documents and to perform all acts necessary to complete this Settlement Agreement.
5. All parties agree to bear their own costs and attorney's fees.
6. All parties herein stipulate that the trial court shall retain jurisdiction to enforce all terms of the Settlement Agreement.
7. The mediator's fee shall be paid as follows:
☒ Each party shall pay its proportionate share.
☐ The Defendant (s) shall pay the entire fee.
☐ The Plaintiff (s) shall pay the entire fee.
8. The parties have read and reviewed this Settlement Agreement, had the opportunity to consult with Counsel concerning the terms, conditions and legal effects of the Settlement of this action, this Settlement Agreement and other relevant legal documents associated with the Settlement, had the opportunity to edit and revise this Agreement and are entering into and signing this Agreement voluntarily, knowingly, without coercion and with their consent. All parties acknowledge that all of their agreements are stated in full in this Agreement.
9. This agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.
10. Additional terms of this Settlement, if any, are as follows:
 -- SETTLEMENT SHALL BE CONTINGENT UPON THE APPROVAL BY THE TOWN COUNCIL;
 - PAYMENT SHALL BE MADE WITHIN TWENTY DAY AFTER EXECUTION OF A
RELEASE AGREEABLE BETWEEN THE PARTIES

SIGNED this 3/28/2024 , at Orlando , FLORIDA.

Plaintiff

Defendant

Plaintiff

Attorney for Defendant

Attorney for Plaintiff (s)

Insurance Claim Representative

Defendant

Attorney for Defendant

Insurance Claim Representative

Donna C. Doyle
Gregory P. Miles
Mark S. Walker
Clement L. Hyland
Stan Strickland
James A. Cabler
Douglas B. Beattie
William H. Lore
Richard C. Singer
David C. Schwartz
A. Thomas Mihok
Dawn Berlanga-Helms
J. Ross Davis

Jay S. Colling
Dan H. Honeywell
Philip T. King, Jr.
Thomas K. Brown
Stephen F. Lanosa
Don A. Myers, Jr.
Craig L. Brams
Art Graham
Robert Moletteire
Donald N. Williams
Winifred H. Quinlan
Sonya S. Wesner
Karl Labertew
Armando A. Rodriguez-Feo

Mediate First, Inc
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Orlando, Florida 32801
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Toll-Free: 800-851-9173
Fax: 407-649-8698
Email: admin@mediatefirstinc.com



Town of Lake Hamilton

Town Council

Agenda Summary Report

TO: Lake Hamilton Town Council

FROM: Parks & Recreation Advisory Board

AGENDA ITEM: Recommendation Centennial Events & July 2nd Independence Day Event

DATE: March 21, 2024

SUMMARY & RECOMMENDATION: The Parks and Recreation Advisory Board sends recommendations to Council for the Town of Lake Hamilton Centennial events and the July the 2nd Independence Day Event. The following events were recommended:

It was decided to do one event each month starting in November of 2024 and ending in June 2025 for the **Lake Hamilton Centennial**.

November: The board recommended making a proclamation for the 100 years and having the council dress all in black at the meeting. It recommended to contact PGTV to see about their support of documenting the 100-year anniversary of Lake Hamilton and the Proclamation. The board would like to have the event on November 9th, 2024.

December: The board recommended making a large bonfire and having an ugly sweater contest and caroling in addition to the Tree Lighting Ceremony.

January: A float for the MLK Jr. Parade.

February: Fishing Tournament.

March: A comedy show on March 21st. It was recommended to hire a comedian and charge for admission to the show and have food vendors present with cost for spaces to help cover the event cost. It was recommended to hold it in the ballfield and cover charge could be collected at the gate. It was mentioned a stage would be necessary and could ask to rent it from the County.

April: There was discussion regarding a photo contest with citrus event on April 11th.

May: A carnival was discussed for the month of May.

June: An art and photo contest of historical homes and buildings was discussed for the month of June. Homes/Buildings must be 100 years old. Paintings would happen that same day, pictures to be submitted by a time indicated for entering. There was discussion regarding a prize for each winner and recommended letting their artwork be displayed at the Town Hall for the winners.

July: Independence Day fireworks.

Lake Hamilton July 2nd Independence Day Event Recommendation:

The board discussed how they would like to avoid duplication of Food truck and vendors for the exception beverage vendors. The board also noted they would like to reach out to the vendors who participated in the MLK event this year to be part of the July 2nd Independence Day event.

The board would like craft vendors for activities like corn for families to participate in.

Since last year's event was extremely hot, the board said they would like to add tents with outdoor ac cooling areas and tables with chairs. The board would also like the signage to be posted 2 weeks in advance and there be signs in the event's entrance.

The board would like to make a recommendation to start the food vendors process as soon as possible, craft vendors, corn in the hole family activists and provide tents with cooling stations.

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

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

RECOMMENDATION: Yes

ATTACHMENTS: No



Town of Lake Hamilton

Town Council

Agenda Summary Report

TO: Lake Hamilton Town Council

FROM: Michael Kehoe, Mayor

AGENDA ITEM: July 2nd Independence Day Celebration Resolution

MEETING DATE: April 2, 2024

SUMMARY: The Town Council hereby waives and suspends the restrictions imposed in Chapter 4, Alcoholic Beverages, Section 4-2, Sales – Location Criteria, of the Code of Ordinances of the Town of Lake Hamilton, Florida during the hours of the 2024 July celebration on July 2, 2024, or such other date the event takes place, if needed, due to weather or other circumstances.

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

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

RECOMMENDATION: Yes

SUPPORTING DOCUMENTS ATTACHED: YES: ☒ NO: ☐ N/A: ☐

RESOLUTION R-2024-04

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, POLK COUNTY, FLORIDA, REGARDING THE THIRD-PARTY SALE AND PUBLIC CONSUMPTION OF ALCOHOL ON TOWN PROPERTY DURING THE 2024 JULY CELEBRATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town normally hosts a July celebration for its residents in public areas; and

WHEREAS, the sale and consumption of alcohol is normally prohibited in the areas where the July celebration will be held; and

WHEREAS, the Town desires to allow limited third-party sale of alcohol by properly licensed and insured vendors and the public consumption thereof for the 2024 July event, located only in the downtown area of Main Street between Omaha Street, Second Street and Broadway Street.

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

SECTION 1.

The Town Council hereby waives and suspends the restrictions imposed in Chapter 4, Alcoholic Beverages, Section 4-2, Sales – Location Criteria, of the Code of Ordinances of the Town of Lake Hamilton, Florida during the hours of the 2024 July celebration on July 2, 2024, or such other date the event takes place, if needed, due to weather or other circumstances.

SECTION 2.

The Town Council hereby waives and suspends the restrictions contained in Chapter 18, Licenses, Permits and Business Regulations, Section 18-85, Alcohol and Food Vending or Consumption, of the Code of Ordinances of the Town of Lake Hamilton, Florida during the hours of the 2024 July, celebration, specifically: “The serving, selling or consumption of alcoholic beverages on the streets, rights of way, or in a public park is strictly prohibited, ”The remainder of Section 18-85 shall remain in effect.

SECTION 3.

The aforesaid waivers shall only apply within the downtown area of Main Street between Omaha Street, Second Street and Broadway Street.

SECTION 4.

Upon the conclusion of the 2024 July celebration, the provisions of this resolution shall expire automatically without further action of the Town Council.

Resolution R-2024-04**Page 2 of 2****SECTION 5. CONFLICTS.**

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

SECTION 6. SEVERABILITY.

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

SECTION 7. EFFECTIVE DATE.

This Resolution shall take effect upon its approval 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 2nd day of April 2024.

FLORIDA

TOWN OF LAKE HAMILTON,

MAYOR

MICHAEL KEHOE,

ATTEST:

JACQUELINE BORJA, TOWN CLERK

Approved as to form:

HEATHER R. MAXWELL, ESQ., TOWN ATTORNEY

Record of Vote	YES	NO
Slavin		
Roberson		
Tomlinson		
Wagner		
Kehoe		