



# TOWN OF LAKE HAMILTON

## TOWN COUNCIL REGULAR MEETING AGENDA JANUARY 5, 2016 6:00 P.M.

The Town Council of the Town of Lake Hamilton will hold a Regular Council Meeting on Tuesday, January 5, 2016 at 6:00 PM in the Council Chambers at Town Hall, 100 Smith Avenue, Lake Hamilton, FL 33851.

### **CALL TO ORDER/INVOCATION/PLEDGE OF ALLEGIANCE/ROLL CALL**

#### **I. APPROVAL OF MINUTES**

- A. December 1, 2015 Regular Meeting

#### **II. RECOGNITION OF CITIZENS** - Limited to three minutes per person. If there are more than three people to talk on one topic, please appoint a designated spokesperson.

- A. Audit Presentation David Ramos
- B. NPDES Presentation Kriss Kaye, Envisors

#### **III. OLD BUSINESS**

- A. **Public Hearing** -Second Reading for Ordinance 2015-06 Special Magistrate
- B. Discuss acquired parcels from Polk County (see community development report)

#### **IV. NEW BUSINESS**

- A. Appoint Canvass Board for Municipal Election in April – Resolution for alternates
- B. Consider changing the date for the April regular meeting (Election Day)

#### **VI. TOWN ADMINISTRATOR/CLERK'S REPORT**

- A. Police - Authorize Disbursement from Law Enforcement Trust Fund
- B. Community Development
- C. Code Enforcement
- D. Public Works

#### **VII. APPROVAL OF INVOICES**

#### **VIII. ATTORNEY COMMENTS**

#### **IX. COUNCIL MEMBER COMMENTS**

#### **ADJOURNMENT**

IF A PERSON DESIRES TO APPEAL ANY DECISION MADE BY THE TOWN COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT ITS MEETING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT, FOR SUCH PURPOSE, AFFECTED PERSONS MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE WHICH THE APPEALS IS TO BE BASED. (F.S. 286.26.105)

**MINUTES  
TOWN COUNCIL REGULAR MEETING  
TUESDAY DECEMBER 1, 2015  
6:00 PM**

The Town Council of Lake Hamilton held a Regular Meeting on Tuesday, December 1, 2015 at Town Hall, located at 100 Smith Avenue, Lake Hamilton, FL 33851.

**CALL TO ORDER**

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

**INVOCATION** – Bob Howland provided the invocation.

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance led by all.

**ROLL CALL**

Kehoe, O'Neill, Roberson, Wagner along with Admin/Clerk Irvine and Attorney Christman. Absent: Tomlinson

**APPROVAL OF MINUTES**

Motion made by Kehoe and a second by O'Neill to approve the minutes of November 3, 2015 regular meeting. Motion Carried.

**RECOGNITION OF CITIZENS:**

Alice Rogers, 315 Smith Ave, voiced concerns regarding code violations at property on Smith Avenue.

Ruth Ann Eaddy, 410 W. Main St., read a letter which she sent to the Ledger editor. It addressed the police department and the choice the town made to keep its department.

**SCHEDULED PRESENTATIONS:**

**Water Distribution System/Paving Program updates** – Town Planner Leonard updated the Council on the assessment of affected properties. He indicated there are several properties which have over 150 feet of frontage. The engineer has done 12 bores on the streets and should have a report for the January meeting.

**OLD BUSINESS:**

Table second reading of Ordinance 2015-16.

**NEW BUSINESS:**

**Board/Trustee Appointments** – With the disbanding of the code enforcement board, we have volunteers who are looking to be appointed to other boards.

**Motion made by Kehoe/O'Neill to appoint Robert Howland to the Board of Adjustment.** There was a question on the motion that if the code board needed to meet prior

to January could Mr. Howland serves on both boards. Staff felt that there would not be a Board of Adjustment meeting in December so the council could make the motion effective January 1<sup>st</sup>. Kehoe/O'Neill amended the motion to be effective January 1, 2016. All voted in favor of the motion.

**Sample Park Board Trustee – Gary White has resigned. Motion made Kehoe/Roberson to appoint Ray Vandemark as a Sample Park Board of Trustee. All voted in favor of the motion.**

**TOWN ADMINISTRATOR/CLERKS REPORT:** Staff will be hosting an open house on Wednesday, December 23<sup>rd</sup>. Santa and treats. Staff will “adopt” a needy family and provide them presents and possibly dinner.

**POLICE:** Staff is working with the design architect for the remodel/addition. Staff is working with USDA to prepare the grant application.

**COMMUNITY DEVELOPMENT:** No further comments.

**PUBLIC WORKS:** Discussion on the HWY 17 water break bill.

**CODE ENFORCEMENT:** The town is waiting for the County to adopt the contract for investigation services. The contract for special magistrate has been approved.

**APPROVAL OF INVOICES:**

Motion made by Roberson and a second by O'Neill. Motion carried.

**ATTORNEY COMMENTS:** NONE.

**COUNCIL MEMBER COMMENTS:** Mayor Wagner reported that she and staff have been meeting with Paul Senft regarding economic development. They are looking to put a group together to work with the County to support our economic development.

Kehoe wished everyone a Merry Christmas and Happy New Year.

**ADJOURNMENT**

Motion made by Roberson and a second by Kehoe to adjourn at 7:04 pm.

ATTEST:

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Marlene M. Wagner, Mayor

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Town Administrator/Clerk  
Sara Irvine

ORDINANCE 2015-06

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, AMENDING THE LAKE HAMILTON CODE OF ORDINANCES TO ADD ARTICLE VI, BOARDS AND COMMITTEES, SPECIFICALLY SECTION 2-150, SPECIAL MAGISTRATE, TO CHAPTER 2, ADMINISTRATION,; PROVIDING FOR AUTHORIZATION TO ESTABLISH THE POSITION OF SPECIAL MAGISTRATE TO CONDUCT CODE ENFORCEMENT HEARINGS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the Town of Lake Hamilton is authorized by the Florida Constitution, Florida Statute, and the Town Charter to promulgate and enforce its ordinances; and

**WHEREAS**, Section 162.03(2) of the Florida Statutes provides that a municipality may adopt, by ordinance, and alternate code enforcement system which gives code enforcement boards or special magistrates, or both, appointed by the local governing body, the authority to hold hearings and assess fines against violators of municipal code and ordinances; and

**WHEREAS**, the Town of Lake Hamilton desires to authorize the enforcement its ordinances through the use of a Special Magistrate as authorized by Section 162.03, Florida Statutes; and

**WHEREAS**, the Town Council desires to provide for the most cost effective and efficient method to hear pending and future code enforcement cases.

**NOW THEREFORE, BE IT ORDAINED** by the Town Council of the Town of Lake Hamilton, as follows:

1. The above referenced “whereas” provisions are adopted herein as findings of fact.
2. Chapter 2, Administration, Article VI, Boards and Committees, Section 2-150,

Special Magistrate, is hereby added to the Code of Ordinances and shall read as follows:

Sec. 2-150. Special Magistrate

- (1) *Authority to appoint.* The Town Council of the Town of Lake Hamilton is hereby authorized to utilize a special magistrate in lieu of the code enforcement board on a regular basis or on a case by case basis as the Town Council may deem appropriate. The Town Council shall have the option to utilize a code enforcement board or special magistrate at any time the Town Council deems appropriate in a manner consistent with law. The Town Council shall also have the authority to appoint an alternate special magistrate.
- (2) *Qualifications.* The special magistrate shall be an attorney who resides in Polk County, or has a place of business located in Polk County, who possesses an outstanding reputation for civic pride, interest, responsibility and business or professional ability. The appointment as special magistrate or alternate special magistrate shall be made by the Town Council on the basis of experience and interest in the fields of zoning, building control and code enforcement. In instances herein the alternate special magistrate is serving, said alternate special magistrate shall have all of the powers and authority of the special magistrate as set forth herein and as otherwise provided by law.
- (3) *Period of service and compensation.* The special magistrate and alternate special magistrate shall be compensated for services rendered and shall serve at the pleasure of the Town Council, and shall not be deemed a Town employee.
- (4) *Support services.* The Town shall provide such clerical, administrative personnel and legal services deemed reasonably necessary to support the special magistrate activities and assist in the proper performance of duties. The special magistrate is not authorized to engage, hire, or use any person, except those provided by Town, to assist in the performance of duties.
- (5) The special magistrate shall have the jurisdiction and authority to hear and decide any code enforcement matters the Town Council shall determine as appropriate.
- (6) The special magistrate shall have the jurisdiction and authority to affirm or modify penalties and decisions, as appropriate and to the extent permitted by law, imposed or entered by predecessor code enforcement boards and special magistrates.

3. It is the intent of the Town Council that the provisions of this Ordinance shall become codified and made a part of the Code of Ordinances of the Town of Lake Hamilton,

Florida, and the sections of this ordinance may be renumbered, reformatted or re-lettered to accomplish such intention.

4. All ordinances in conflict herewith are hereby repealed.

5. Should any section, paragraph, clause, sentence, item, word or provision of this Ordinance be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance as a whole, or any part hereof, not so declared to be invalid.

6. This Ordinance shall take effect January 5, 2016.

INTRODUCED on first reading this 3rd day of November, 2015.

PASSED on second reading this 5th day of January, 2016.

TOWN OF LAKE HAMILTON, FLORIDA

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MARLENE M. WAGNER – MAYOR

ATTEST

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TOWN CLERK SARA IRVINE

Approved as to form:

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TOWN ATTORNEY HEATHER R. CHRISTMAN

RESOLUTION NO. 2016-01

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, APPOINTING ALTERNATES TO SERVE ON THE TOWN CANVASSING BOARD FOR THE APRIL 5, 2016 MUNICIPAL ELECTION

**WHEREAS**, the Town Charter requires the Town Canvassing Board be composed of two members of the Town Council and the Town Clerk; and

**WHEREAS**, the town council has the authority to appoint alternates in case there may be a conflict with Council Members serving on the Canvassing Board.

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON**, as follows:

1. The Town Council does hereby appoint the Deputy Clerk and the Chief of Police to serve as alternates on the Canvassing Board for the 2016 Municipal Election.
2. This Resolution shall be effective upon adoption.

INTRODUCED AND PASSED by the Town Council of the Town of Lake Hamilton, in regular session this 5th day of January 2016.

\_\_\_\_\_  
MARLENE M. WAGNER, MAYOR

\_\_\_\_\_  
TOWN CLERK  
SARA K. IRVINE

Approved as to form:

\_\_\_\_\_  
TOWN ATTORNEY, HEATHER R. CHRISTMAN

the Town Council shall make provision at its next meeting for a special runoff election between the candidates receiving the tie vote to be held within thirty (30) days.

(b) Special. Special municipal elections shall be held in the same manner as the regular annual election except that the Town Council shall fix the time of holding such special elections based in this Charter.

(d) Public notice. All elections held pursuant to this Charter shall have at least thirty (30) days' notice of election or referendum by publication in a local newspaper. The publication shall be made at least twice, once in the first week and once in the third week prior to the week in which the election or referendum is to be held.

#### Section 4.06 Town Canvassing Board.

The Town Canvassing Board shall be composed of two Members of the Town Council and the Town Clerk. At the close of the polls of any Town election, or as soon thereafter as practicable, the Board shall meet at a place and time designated by the Town Clerk and shall proceed to publicly canvass the absentee electors' ballots and then publicly canvass the vote as shown by the number of returns picked up at the Office of the Supervisor of Elections. The Board shall prepare and sign a certificate containing the total number of votes cast for each person or other measure voted on. The certificate shall be placed on file with the Town Clerk.

#### Section 4.07. Recall.

Any member of the Town Council may be removed from office by the electors of the Town following the procedures for recall established by general law.

### ARTICLE V. GENERAL PROVISIONS

#### Section 5.01. Charter amendments.

This Charter may be amended in accordance with the provisions for Charter Amendments as specified in the Municipal Home Rule Powers Act, Chapter 166, Florida Statutes, or its successor. The form, content, and certification of any petition to amend shall be established by ordinance.

#### Section 5.02. Oath of Officers.

After election or appointment and before taking office the Mayor and each Councilperson shall swear or affirm:

"I do solemnly swear (or affirm) that I will support, honor, protect, and defend the Constitution and Government of the United States and of the State of Florida; that I am duly qualified to hold office under the Constitution of the State and under the Charter of the Town of Lake Hamilton; and that I will well and faithfully perform the duties of (title of office) on which I am now about to enter. so help me God."

#### Section 5.03. Budget Adoption.

The Council shall adopt an annual budget for the Town in a timely manner to meet the Polk County deadlines to determine the Ad Valorem Taxes and Non-Ad Valorem Assessments. An ordinance adopting an annual budget shall constitute appropriations of



## Town of Lake Hamilton - General Fund Transaction List by Vendor December 5 - 31, 2015

Type	Date	Num	Memo	Account	Clr	Split	Amount
<b>Ameritas Dental &amp; Vision</b>							
Liability Check	12/30/2015	14138	010-30323	101-001 · CenterSta...		-SPLIT-	-512.92
<b>AutoZone</b>							
Bill	12/21/2015	12884...		202-002 · Accounts ...		521-460 · Rep...	-5.99
Bill Pmt -Check	12/31/2015	14141		101-001 · CenterSta...		202-002 · Acco...	-5.99
<b>Bank of America, N.A.</b>							
Check	12/15/2015	121515		101-001 · CenterSta...		-SPLIT-	-7,125.00
<b>Blue Line Innovations, LLC</b>							
Bill Pmt -Check	12/31/2015	14142	credit memo ...	101-001 · CenterSta...		202-002 · Acco...	-2,921.60
<b>Board of County Comm</b>							
Bill	12/22/2015			202-002 · Accounts ...		-SPLIT-	-1,862.77
Bill Pmt -Check	12/23/2015	14130		101-001 · CenterSta...		202-002 · Acco...	-1,862.77
<b>Board of County Commis-Public Servi tax</b>							
Bill	12/17/2015	NOV15		202-002 · Accounts ...		533-559 · Taxe...	-808.29
Bill Pmt -Check	12/18/2015	14096		101-001 · CenterSta...		202-002 · Acco...	-808.29
<b>Britt's Land Clearing, Inc</b>							
Bill	12/17/2015	1447		202-002 · Accounts ...		541-460 · Rep...	-550.00
Bill Pmt -Check	12/23/2015	14131		101-001 · CenterSta...		202-002 · Acco...	-550.00
<b>Brynjulfson CPA, PA</b>							
Bill Pmt -Check	12/18/2015	14097		101-001 · CenterSta...		202-002 · Acco...	-3,027.76
<b>Cardmember Services</b>							
Check	12/09/2015	122416		101-001 · CenterSta...		-SPLIT-	-8,554.21
<b>Center State Bank - 941</b>							
Liability Check	12/09/2015	121015	59-1560134	101-001 · CenterSta...		-SPLIT-	-2,890.62
Liability Check	12/18/2015	121517	59-1560134	101-001 · CenterSta...		-SPLIT-	-2,848.78
Liability Check	12/22/2015	122415	59-1560134	101-001 · CenterSta...		-SPLIT-	-2,737.50
Liability Check	12/30/2015	123115	59-1560134	101-001 · CenterSta...		-SPLIT-	-3,314.48
<b>Chastain Skillman</b>							
Bill Pmt -Check	12/31/2015	14143		101-001 · CenterSta...		202-002 · Acco...	-500.00
<b>Christman Law, P.L.</b>							
Bill Pmt -Check	12/18/2015	14098		101-001 · CenterSta...		202-002 · Acco...	-1,805.02
<b>City of Auburndale</b>							
Bill	12/09/2015	RLCdec		202-002 · Accounts ...		511-400 · Trav...	-80.00
Bill Pmt -Check	12/09/2015	14089		101-001 · CenterSta...		202-002 · Acco...	-80.00
<b>City of Haines City</b>							
Bill	12/09/2015	101		202-002 · Accounts ...		533-521 · Oper...	-67.50
Bill Pmt -Check	12/23/2015	14132		101-001 · CenterSta...		202-002 · Acco...	-67.50
<b>Colonial Life &amp; Accident Insurance Co.</b>							
Liability Check	12/15/2015	121516		101-001 · CenterSta...		-SPLIT-	-282.64
<b>Conserve Flag Company</b>							
Bill	12/10/2015	241069		202-002 · Accounts ...		513-521 · Oper...	-159.84
Bill Pmt -Check	12/18/2015	14099		101-001 · CenterSta...		202-002 · Acco...	-159.84
<b>Crown Shredding</b>							
Bill Pmt -Check	12/18/2015	14100		101-001 · CenterSta...		202-002 · Acco...	-84.32
<b>David Ramos CPA</b>							
Bill	12/08/2015			202-002 · Accounts ...		511-320 · Acco...	-8,600.00
Bill	12/17/2015	1208		202-002 · Accounts ...		511-320 · Acco...	-10,000.00
Bill Pmt -Check	12/18/2015	14101		101-001 · CenterSta...		202-002 · Acco...	-18,600.00
<b>Dept. of Environmental Protection</b>							
Bill	12/15/2015	25643		202-002 · Accounts ...		533-550 · Trai...	-100.00
Bill Pmt -Check	12/31/2015	14144		101-001 · CenterSta...		202-002 · Acco...	-100.00
<b>Douglas Leonard</b>							
Bill	12/23/2015	mi415		202-002 · Accounts ...		524-522 · Fuel ...	-262.10
Bill Pmt -Check	12/23/2015	14133		101-001 · CenterSta...		202-002 · Acco...	-262.10
<b>Duke Energy</b>							
Bill Pmt -Check	12/18/2015	14102		101-001 · CenterSta...		202-002 · Acco...	-2,527.79
<b>Envisors</b>							
Bill Pmt -Check	12/18/2015	14103		101-001 · CenterSta...		202-002 · Acco...	-1,657.50
Bill	12/22/2015	668663		202-002 · Accounts ...		533-311 · Engi...	-1,253.00
Bill Pmt -Check	12/31/2015	14145		101-001 · CenterSta...		202-002 · Acco...	-1,253.00
<b>Ferguson Enterprises, Inc.</b>							
Bill Pmt -Check	12/18/2015	14104		101-001 · CenterSta...		202-002 · Acco...	-21.00
<b>Florida Municipal Insurance Trust</b>							
Bill Pmt -Check	12/18/2015	14105		101-001 · CenterSta...		202-002 · Acco...	-10,364.00
Bill	12/31/2015	112016		202-002 · Accounts ...		511-450 · Insur...	-10,364.00

**Town of Lake Hamilton - General Fund  
Transaction List by Vendor  
December 5 - 31, 2015**

Type	Date	Num	Memo	Account	Clr	Split	Amount
<b>Florida Police Chiefs Association</b>							
Bill	12/11/2015	9528		202-002 · Accounts ...		521-521 · Oper...	-50.00
Bill Pmt -Check	12/18/2015	121518		101-001 · CenterSta...		202-002 · Acco...	-50.00
<b>Florida Rural Water Association</b>							
Bill	12/15/2015	38194		202-002 · Accounts ...		533-540 · Pub...	-329.00
Bill Pmt -Check	12/18/2015	14106		101-001 · CenterSta...		202-002 · Acco...	-329.00
<b>Fred Fox, Inc</b>							
Bill Pmt -Check	12/31/2015	14146		101-001 · CenterSta...		202-002 · Acco...	-3,000.00
<b>Gall's</b>							
Bill	12/08/2015	00453...		202-002 · Accounts ...		521-523 · Unif...	-28.14
Bill Pmt -Check	12/31/2015	14147		101-001 · CenterSta...		202-002 · Acco...	-28.14
<b>GE Capital-2550B-PD</b>							
Bill	12/17/2015			202-002 · Accounts ...		521-440 · Rent...	-234.30
Bill Pmt -Check	12/18/2015	14107	90136433582	101-001 · CenterSta...		202-002 · Acco...	-234.30
<b>GE Capital-C2550-TH</b>							
Bill	12/17/2015			202-002 · Accounts ...		-SPLIT-	-286.33
Bill Pmt -Check	12/18/2015	14108	90136433575	101-001 · CenterSta...		202-002 · Acco...	-286.33
<b>Gibson &amp; Wirt, Inc.</b>							
Bill Pmt -Check	12/18/2015	14109	VOID:	101-001 · CenterSta...	X	202-002 · Acco...	0.00
Bill	12/31/2015			202-002 · Accounts ...		511-450 · Insur...	-12,666.00
<b>GLT Office Supplies</b>							
Bill Pmt -Check	12/09/2015	14091		101-001 · CenterSta...		202-002 · Acco...	-181.53
Bill	12/16/2015	403906		202-002 · Accounts ...		513-521 · Oper...	-23.39
Bill Pmt -Check	12/31/2015	14148		101-001 · CenterSta...		202-002 · Acco...	-23.39
<b>Haines City Auto</b>							
Bill	12/17/2015	068167		202-002 · Accounts ...		521-460 · Rep...	-56.74
Bill	12/17/2015	068129		202-002 · Accounts ...		521-460 · Rep...	-8.29
Bill Pmt -Check	12/18/2015	14110		101-001 · CenterSta...		202-002 · Acco...	-65.03
<b>Haines City HMA Urgent Care</b>							
Bill Pmt -Check	12/18/2015	14111	employment	101-001 · CenterSta...		202-002 · Acco...	-75.00
Bill	12/31/2015	16884...	physical	202-002 · Accounts ...		521-550 · Trai...	-75.00
<b>Hamilton Company</b>							
Bill	12/30/2015	22265...		202-002 · Accounts ...		533-310 · Prof...	-20.28
Bill Pmt -Check	12/31/2015	14149		101-001 · CenterSta...		202-002 · Acco...	-20.28
<b>Handy Can</b>							
Bill	12/07/2015	20295		202-002 · Accounts ...		572-460 · Rep...	-85.07
Bill -Check	12/31/2015	14150		101-001 · CenterSta...		202-002 · Acco...	-85.07
<b>HydroCorp</b>							
Bill	12/17/2015	00375...		202-002 · Accounts ...		533-310 · Prof...	-246.50
Bill Pmt -Check	12/18/2015	14112		101-001 · CenterSta...		202-002 · Acco...	-246.50
<b>Interstate Billing Service, Inc.</b>							
Bill Pmt -Check	12/18/2015	14113		101-001 · CenterSta...		202-002 · Acco...	-10.70
<b>John Deere Financial</b>							
Bill	12/22/2015		5 100010794 ...	202-002 · Accounts ...		572-640 · Mac...	-574.22
Bill Pmt -Check	12/23/2015	14134	5 100010794 ...	101-001 · CenterSta...		202-002 · Acco...	-574.22
<b>John Pilkey &amp; Associates, Inc.</b>							
Bill Pmt -Check	12/18/2015	14114		101-001 · CenterSta...		202-002 · Acco...	-500.00
<b>Juan Santos</b>							
Bill	12/15/2015	908	water deposit ...	202-002 · Accounts ...		220-001 · Wat...	-131.70
Bill Pmt -Check	12/31/2015	14151	water deposit ...	101-001 · CenterSta...		202-002 · Acco...	-131.70
<b>Kevin Graves</b>							
Bill	12/15/2015	3927	water deposit ...	202-002 · Accounts ...		220-001 · Wat...	-60.51
Bill Pmt -Check	12/31/2015	14152	water deposit ...	101-001 · CenterSta...		202-002 · Acco...	-60.51
<b>Kitto Sheds and Equipment</b>							
Bill Pmt -Check	12/18/2015	14115	Back hoe	101-001 · CenterSta...		202-002 · Acco...	-3,600.00
<b>Lake Hamilton Petty Cash</b>							
Bill	12/31/2015	Dec		202-002 · Accounts ...		521-400 · Trav...	-28.00
Bill Pmt -Check	12/31/2015	14161		101-001 · CenterSta...		202-002 · Acco...	-28.00
<b>Latticia Roberts</b>							
Bill	12/12/2015	clean		202-002 · Accounts ...		513-521 · Oper...	-100.00
Bill Pmt -Check	12/12/2015	14095		101-001 · CenterSta...		202-002 · Acco...	-100.00
<b>LexisNexis</b>							
Bill Pmt -Check	12/31/2015	14153		101-001 · CenterSta...		202-002 · Acco...	-35.00
<b>Lincoln Financial Group</b>							
Liability Check	12/30/2015	14140	GP46958	101-001 · CenterSta...		-SPLIT-	-1,402.60

**Town of Lake Hamilton - General Fund  
Transaction List by Vendor  
December 5 - 31, 2015**

Type	Date	Num	Memo	Account	Clr	Split	Amount
<b>McGee Tire</b>							
Bill	12/22/2015	716174		202-002 · Accounts ...		521-460 · Rep...	-328.64
Bill Pmt -Check	12/31/2015	14154		101-001 · CenterSta...		202-002 · Acco...	-328.64
<b>Mid Florida Credit Union</b>							
Liability Check	12/30/2015	14139	Jagniszak/Fre...	101-001 · CenterSta...		229-005 · Cred...	-325.00
<b>Mid Florida Water</b>							
Bill	12/09/2015			202-002 · Accounts ...		533-310 · Prof...	-60.00
Bill Pmt -Check	12/18/2015	14116		101-001 · CenterSta...		202-002 · Acco...	-60.00
<b>Mr. Wagdy Khalil</b>							
Bill	12/09/2015	MILe		202-002 · Accounts ...		524-522 · Fuel ...	-30.00
Bill Pmt -Check	12/09/2015	14090		101-001 · CenterSta...		202-002 · Acco...	-30.00
<b>Odyssey Manufacturing Company</b>							
Bill Pmt -Check	12/18/2015	14117		101-001 · CenterSta...		202-002 · Acco...	-642.60
Bill	12/21/2015	233689		202-002 · Accounts ...		533-521 · Oper...	-554.40
Bill Pmt -Check	12/23/2015	14135		101-001 · CenterSta...		202-002 · Acco...	-302.10
Bill Pmt -Check	12/31/2015	14155		101-001 · CenterSta...		202-002 · Acco...	-554.40
<b>Omni Waste of Polk County</b>							
Bill	12/11/2015	8099		202-002 · Accounts ...		534-340 · Othe...	-340.00
Bill Pmt -Check	12/18/2015	14118		101-001 · CenterSta...		202-002 · Acco...	-620.00
Bill	12/18/2015	8136		202-002 · Accounts ...		534-340 · Othe...	-320.00
Bill Pmt -Check	12/23/2015	14136		101-001 · CenterSta...		202-002 · Acco...	-340.00
Bill Pmt -Check	12/31/2015	14156		101-001 · CenterSta...		202-002 · Acco...	-320.00
<b>Polk County Fire Rescue</b>							
Bill Pmt -Check	12/09/2015	14092	Plan review	101-001 · CenterSta...		202-002 · Acco...	-142.80
<b>Polk County Transportation Division</b>							
Bill	12/15/2015			202-002 · Accounts ...		541-460 · Rep...	-139.40
Bill Pmt -Check	12/18/2015	14119		101-001 · CenterSta...		202-002 · Acco...	-169.85
Bill Pmt -Check	12/31/2015	14157		101-001 · CenterSta...		202-002 · Acco...	-139.40
<b>Psychological Resources</b>							
Bill	12/14/2015	LKHMT	employment	202-002 · Accounts ...		521-550 · Trai...	-110.00
Bill Pmt -Check	12/23/2015	14137		101-001 · CenterSta...		202-002 · Acco...	-110.00
<b>Randy Lewis Pest Control</b>							
Bill Pmt -Check	12/18/2015	14120		101-001 · CenterSta...		202-002 · Acco...	-45.00
<b>Republic Services</b>							
Bill	12/17/2015			202-002 · Accounts ...		534-340 · Othe...	-7,125.00
Bill Pmt -Check	12/18/2015	14121		101-001 · CenterSta...		202-002 · Acco...	-7,125.00
<b>Rocha Controls</b>							
Bill Pmt -Check	12/18/2015	14122	SCADA	101-001 · CenterSta...		202-002 · Acco...	-1,350.00
<b>Sharra Reynolds</b>							
Bill	12/15/2015	98	water deposit ...	202-002 · Accounts ...		220-001 · Wat...	-82.70
Bill Pmt -Check	12/31/2015	14158	water deposit ...	101-001 · CenterSta...		202-002 · Acco...	-82.70
<b>Southern Electric and Construction</b>							
Bill	12/12/2015	1208		202-002 · Accounts ...		513-521 · Oper...	-65.00
Bill Pmt -Check	12/18/2015	14123		101-001 · CenterSta...		202-002 · Acco...	-65.00
<b>Sunstate Meter</b>							
Bill	12/15/2015	46018		202-002 · Accounts ...		533-460 · Rep...	-643.37
Bill Pmt -Check	12/18/2015	14124		101-001 · CenterSta...		202-002 · Acco...	-643.37
<b>Taquire Studmire</b>							
Bill	12/12/2015	315P		202-002 · Accounts ...		220-001 · Wat...	-6.78
Bill Pmt -Check	12/18/2015	14125		101-001 · CenterSta...		202-002 · Acco...	-6.78
<b>Town of Lake Hamilton</b>							
Bill Pmt -Check	12/16/2015	14093		101-001 · CenterSta...		202-002 · Acco...	-185.00
Bill	12/17/2015	XMAS...		202-002 · Accounts ...		513-521 · Oper...	-185.00
<b>Town of Lake Hamilton Water Expenses</b>							
Bill	12/16/2015			202-002 · Accounts ...		-SPLIT-	-196.00
Bill Pmt -Check	12/16/2015	14094		101-001 · CenterSta...		202-002 · Acco...	-196.00
<b>Unifirst Corporation</b>							
Bill	12/09/2015	19629...		202-002 · Accounts ...		-SPLIT-	-94.96
Bill	12/16/2015	19656...		202-002 · Accounts ...		-SPLIT-	-86.26
Bill Pmt -Check	12/18/2015	14126		101-001 · CenterSta...		202-002 · Acco...	-267.48
Bill	12/23/2015	19684...		202-002 · Accounts ...		-SPLIT-	-86.26
Bill	12/30/2015	19711...		202-002 · Accounts ...		-SPLIT-	-86.26
Bill Pmt -Check	12/31/2015	14159		101-001 · CenterSta...		202-002 · Acco...	-172.52
<b>Verizon Wireless</b>							
Bill	12/30/2015			202-002 · Accounts ...		-SPLIT-	-80.48
Bill Pmt -Check	12/31/2015	14160		101-001 · CenterSta...		202-002 · Acco...	-80.48



Lyle Jagniszak  
Chief of Police

*Lake Hamilton Police Dept.*

PHONE (863) 439-1561  
FAX (863) 439-1136

Post Office Box 126  
Lake Hamilton, FL 33851

DECEMBER 8, 2015

DEAR MAYOR WAGNER AND COUNCIL MEMBERS,

I, LYLE JAGNISZAK, CHIEF OF POLICE, AM REQUESTING THAT I BE ALLOWED TO WITHDRAW \$733.05 FROM THE LAW ENFORCEMENT TRUST FUND TO PURCHASE THE EQUIPMENT NEEDED FOR THE NEW EVIDENCE STORAGE PROCEDURES THAT HAS BEEN MANDATED BY THE STATE ATTORNEY'S OFFICE IE: ZEBRA PRINTER, SCANNERS AND POWER SUPPLY AND ALSO ADDITIONAL SECURITY CAMERAS .

YOUR AUTHORIZATION FOR THIS EXPENDITURE WOULD BE GREATLY APPRECIATED.

THANK YOU IN ADVANCE.

SINCERELY,

A handwritten signature in black ink, appearing to read "Lyle Jagniszak".

LYLE JAGNISZAK  
CHIEF OF POLICE

LJ:rp

**POLICE REPORT**  
**NOVEMBER 25TH THRU DECEMBER 31, 2015**

VIA

**MILEAGE**

UNIT# 1 1481 UNIT#2 939 UNIT#3 1520 UNIT#4 994 UNIT#5 1324 UNIT#6 746 UNIT#7 0 TOTAL 7004

**GAS USED**

UNIT#1 142 UNIT#2 60 UNIT#3 161.3 UNIT#4 50 UNIT#5 146.2 UNIT#6 34.4 UNIT#7 0 TOTAL 593.9

**CALLS RECEIVED**

AGGRAVATED ASSAULT	0
AGGRAVATED BATTERY	0
AID & ASSIST OTHER DEPARTMENT	22
AID & ASSIST PUBLIC	6
ALARM	12
ANIMAL COMPLAINT	5
ASSAULT	0
AUTO ACCIDENT	10
BATTERY	1
BURGLARY	1
BURGLARY GRAND THEFT	0
BURGLARY PETTY THEFT	0
CHILD ABUSE	0
CRIMINAL MISCHIEF	1
DEATH	0
DOMESTIC VIOLENCE	2
DISTURBANCE	16
FIGHT	0
FIRE	2
TRAFFIC ARRESTS	3
GRAND THEFT	0
ILL OR INJ PER/FD ASSIST	13
911	19
IMPOUND VEHICLE	0
INFORMATION	15
JV COMPLAINT	1
NOISE COMPLAINT	3
PETTY THEFT	3
POSSESSION OF ALCOHOL <21	0
POSSESSION OF DRUGS / PARA.	2
PROWLER	0
RECKLESS DRIVING	3
RECOVERED PROPERTY	1
RESISTING ARREST W/O VIOLENCE	0
RESISTING ARREST W/VIOLENCE	0
SHOOTING	0
STOLEN VEHICLE	0
SUSPICIOUS INCIDENT	14
TRESPASSING	0
VIOLATION NOTICES	0
OTHER	24
CAPIAS / WARRANT ARREST	0
CAPIAS/MISDEMEANOR ARREST	5

TOTAL 184

DWI _____	FELONY _____	RADAR <u>10</u>	SEATBELT <u>3</u>	OTHER _____	20
MISD _____	NARCOTIC _____				



## MEMORANDUM

**To:** Town Council  
**From:** Town Planner  
**Date:** December 30, 2015

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1. **Design of Renovations to Town Hall.** The pre-application has been submitted to the Davenport USDA office for a grant and loan to fund the renovations and construction of the expansion of the Police Department. Processing will take four to six weeks.
  2. **FRDAP Grant contracts for Gunter Park and Sample Park.** I received letters from FDEP for both parks today authorizing commencement of project construction. I will schedule meetings with the "Parks Committee", the Sample Park Trustees, and the Northeast Neighborhood in January to confirm the plans submitted in the applications.
  3. **U.S.27 Sewer Project** – Mayor Wagner, Sara Irvine and I met with the staff of Dundee and the Engineer for Boulevard Tire on December 9, 2015. After discussion, the Engineer said he would meet with the owners and get back with Dundee and us after the first of the year.
  4. **Land Deeded by Polk County** - The County has drawn up, approved and recorded the deed for two additional parcels of land in the Northeast Neighborhood. They are identified as:
    - a. Parcel 272809-822000-04032 is 0.47 acres and is located at the southwest corner of the intersection of Detour Road and Monroe Lane. The property is vacant with trees and brush on the southern half. The land has an assessed value of \$11,138
-

**Status Report**  
December 30, 2015

- b. Parcel 272809-822000-060103 is 0.34 acres and is located at the northeast corner of the intersection of Church Street and Pearl Street. It is vacant with trees and brush in the northeast portion of the parcel. The land has an assessed value of \$8,250.

- 5. **Street Resurfacing Program** – I received the “Coring Report” done by Madrid Engineering on December 1, 2015. I expect Steve Dutch of Chastain Skillman will be present at the Council meeting to discuss the report and the effect on the design of the street resurfacing.

Town Attorney Christman has prepared the Special Assessment Resolution required by Chapter 197, F.S. and the required four week advertisement has been placed in the News Chief.

Large maps with aerial background are being prepared and public open houses are planned for Tuesday, January 19 and 26, if the Woman’s Club is available. This type of meeting is usually scheduled from 4:30 to 7:30pm, so citizens can come and go according to their own schedules. Staff will be available to talk about all aspects of the project and answer specific questions about each property impacted by the project.

- 6. **Code Enforcement** – the code enforcement Board met twice in December to consider the reduction of old liens on properties in the Northeast Neighborhood that were being sold.
  - a. On December 7, 2015 they met on the house at 621 Scenic Highway, which is part of a 20 acre property being sold for possible subdivision development. The Board reduced the lien, fines and administrative costs to \$2,750 to the seller and required the buyer to deposit \$1,000 as a guarantee that the violations would be corrected in sixty (60) days from the closing.
  - b. On December 21, 2015, Mary Richardson is purchasing a lot from an owner in Canada to assemble a site for a community church and asked that the lien be reduced to zero. And, one of the properties that the County had given to the Town has two liens on it, which staff asked to be reduced to zero. The Board granted both requests.

# December 2015 Public Works Update

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Our inventory system is finished and I recently made a purchase to bring our low inventory items back up. The significance of this is that I sourced the items through three different vendors after getting quotes from all three. We are now buying only from the cheapest quote and each vendor is cheaper on certain items. This and the fact that we now know what we have and only stock items that we use on a regular basis, is going to save the town a significant amount of time and money. Anything that is outside of our regular stock will be ordered on a project by project basis and we will get at least three quotes for that order, saving us space and money. Just as an example we have three never used valves that we will likely not use because of their design, one of these valves was built in 1982 and it has probably sat buried in the shop since that year. These valves cost about \$800.00 each; thanks to our new process we will avoid such waste in the future.

I have finished the "Scope of Work" for the valve installation project and waiting to hear back from contractors for quotes. I expect I will have heard from some by the time you read this report. We are going to provide the parts for the project since we get better pricing and I can use some of the items from our inventory, items that we do not need to keep in stock, but currently have. This will significantly save us money on the project.

We have finished organizing the inside of the maintenance shop and have turned to the outside. I intend to move the inventory (cast iron risers, sleeves, etc.) we keep in the fenced in area over to the old water plant fenced in area. The old water plant building itself is in rough shape and will require a couple thousand dollars to rehabilitate. It is my recommendation that we tear it down. I can use the concrete slab to bolt down certain items and most things we would store there are too big to go into the existing building anyway. This will save us the expense of upkeep. Alternatively we can replace it with a metal building on the slab, cheaper than repairing the existing building. To be specific the outside trusses are rotten, there are holes all through the concrete and the wiring is completely out of code and would need to be redone. Another option is to sell that piece of property since it is of little use to us, but may hold some value since it is Lake Front. Whichever way the council decides I will make use of whatever assets I have.

Last, but certainly not least. It has become more and more apparent to me that I need a full time operator. As I take on more projects, such as NPDES, Water Co-Op and Town improvements, it would be better if I had a full time operator. This way I have the time to spend with all of the departments and attend all the necessary meetings within the county. At this point having a full time operator is a priority. I have been on call for the water plant by myself since September 2014. Because of this I have not often traveled far from home. The few times I have, I had to make sure certain people were available to respond to any plant alarms. The people I have relied on have informed me that in the future they will require on-call pay if they are expected to be on standby to answer plant alarms in the middle of the night. This is normal practice in the industry and the only reason it hasn't been required before was as a favor to me. I cannot rotate the on-call with Harvey because he has a full time job and his full time job gets preference. This is always going to be the case with a part-time hire. Harvey is willing to come on full time with the town; we only have to say when. I appreciate the council's consideration in the matter.