Town of Lake Hamilton

Town Council Special Meeting Agenda – February 10, 2026

Time: 5:00 P.M.
Location: Chambers 100 Smith Avenue

Phyllis Hall, Mayor
Robert Mathis, Vice Mayor
Cora Perry Roberson, Council Member Seat 1
Carmen Demanche, Council Member Seat 4

1. **CALL TO ORDER**
2. **INVOCATION**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL**
5. **SPECIAL MEETING BUSINESS**

   A. First Reading Ordinance O-2026-XX Town Charter Amendments AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA; PROPOSING AMENDMENTS TO THE TOWN CHARTER; AUTHORIZING THE SUBMISSION OF FIVE SEPARATE CHARTER AMENDMENTS TO THE ELECTORS OF THE TOWN AT THE NEXT MUNICIPAL ELECTION TO BE HELD IN APRIL 2026; PROVIDING THE BALLOT TITLES AND SUMMARIES FOR EACH PROPOSED AMENDMENT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

6. **ADJOURNMENT**
7. **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).

5.A

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO:

THROUGH:

FROM:

AGENDA ITEM: First Reading Ordinance O-2026-XX Town Charter Amendments

AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA; PROPOSING AMENDMENTS TO THE TOWN CHARTER; AUTHORIZING THE SUBMISSION OF FIVE SEPARATE CHARTER AMENDMENTS TO THE ELECTORS OF THE TOWN AT THE NEXT MUNICIPAL ELECTION TO BE HELD IN APRIL 2026; PROVIDING THE BALLOT TITLES AND SUMMARIES FOR EACH PROPOSED AMENDMENT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

DATE: February 10, 2026

SUMMARY & RECOMMENDATION: The Town Council motioned to approve the Town Charter Committee recommendations to make changes to the Town Charter. In order to have the Town Charter Amendments on the Ballot, the language needs to be approved via Ordinance.
Please motioned to approve the Ordinance in order to have the Charter Amendments approved language in the upcoming election ballot.
Town Attorney has provided and reviewed the attached ordinance.
No financial impact.

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☐

If Yes, Please Explain:

RECOMMENDATION:

ATTACHMENT(S):
Charter Amendments Ordinance_.pdf

ORDINANCE 2025-XX

AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA; PROPOSING AMENDMENTS TO THE TOWN CHARTER; AUTHORIZING THE SUBMISSION OF FIVE SEPARATE CHARTER AMENDMENTS TO THE ELECTORS OF THE TOWN AT THE NEXT MUNICIPAL ELECTION TO BE HELD IN APRIL 2026; PROVIDING THE BALLOT TITLES AND SUMMARIES FOR EACH PROPOSED AMENDMENT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Hamilton, Florida, is a municipal corporation organized and existing under the laws of the State of Florida; and

WHEREAS, section 166.031, Florida Statutes, authorizes municipalities to amend their charters by approval of the electors voting in a referendum election; and

WHEREAS, the Town Council desires to submit certain proposed amendments to the Town Charter to the qualified electors of the Town for approval or rejection.

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

Section 1. Recitals. The foregoing recitals are true and correct and incorporated herein by reference.

Section 2. Election Authorized. Pursuant to section 166.031, Florida Statutes, the Town Council hereby proposes five amendments to the Town Charter and authorizes their submission to the electors of the Town of Lake Hamilton at the next municipal election to be held in April 2026.

Section 3. Proposed Charter Amendment No. 1 – Compensation of Mayor and Town Council.

This amendment updates the Town Charter by removing outdated limits on compensation for the Mayor and Town Council members. Compensation would no longer be fixed in the Charter and instead may be established by ordinance or other lawful means, as permitted by law.

Section 4. Proposed Charter Amendment No. 2 – Changing Method of Selecting Mayor.

This amendment changes the method of selecting the Mayor. The Mayor would no longer be elected as a separate office but instead would be selected by the Town Council from among its members, along with the Vice-Mayor, at the first regular council meeting following each regular election.

Section 5. Proposed Charter Amendment No. 3 – Town Manager Title.

The purpose of this amendment is to clean up language of the Charter. The Charter currently refers to the Town Manager as Town Administrator. The proposed amendment would change all references to Town Administrator to Town Manager, which is the current title of the position. This amendment does not create any new rights, duties, obligations, or prohibitions.

Section 6. Proposed Charter Amendment No. 4 – Recording of Town Council Votes on Ordinances and Resolutions by Town Clerk.

The proposed amendment would clean up language to reflect that the recording of roll call council votes on ordinances and resolutions shall be done by the town clerk. This charter amendment does not create any new rights, duties, obligations, or prohibitions.

Section 7. Proposed Charter Amendment No. 5 – Appointment of Deputy Town Clerk.

This amendment authorizes the Town manager to appoint a deputy Town clerk to assist with the administration of Town operations.

Section 8. Conflicts. All ordinances in conflict herewith are repealed to the extent necessary to give this ordinance full force and effect.

Section 9. Severability. 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 invalid.

Section 10. Effective Date. This Ordinance shall take effect immediately upon passage.

INTRODUCED AND PASSED on first reading at the regular meeting of the Town Council of Lake Hamilton, Florida, held this ___ day of _____, 2026.

PASSED AND ADOPTED on second reading at the regular meeting of the Town Council of Lake Hamilton, Florida, held this ___ day of _____, 2026.

TOWN OF LAKE HAMILTON, FLORIDA

_____
Phyllis Hall, Mayor

Attest with Seal:

_____
Jacqueline Borja, Town Clerk

Approved as to Form:

_____
Anthony Sabatini, Town Attorney