



Town of Lake Hamilton

Town Council Regular Meeting Agenda – March 3, 2026

Time: 6:00 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 TO ALLEGIANCE

4. ROLL CALL

5. PROCLAMATION

- A. Irish Heritage Proclamation**

6. PRESENTATION

- A. Chief of Police Presentations**
- B. Citrus Connection Presentation**
- C. Presentation is a colorized graphic of a concept site plan for Sample Park Boat Ramp, which incorporates Town staff input.**

7. 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. February 3, 2026, Regular Council Meeting minutes**
- B. February 10, 2026, Special Council Meeting minutes**
- C. Planning Commission application**

8. PUBLIC COMMENT – NON-AGENDA ITEMS (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.

9. OLD BUSINESS

- A. Second reading and adoption of Ordinance O-2026-xx regarding proposed revisions to**

Sec. 16-176 General requirements for accessory uses and structures specifically pertaining to Accessory Dwelling Units (ADU)'s.

- B.** Second Reading and Adoption of Ordinance O-2026-XX Amending the Code to Repeal and Replace Parking Penalty Violations.
- C.** Second Reading and Adoption Ordinance O-2026-XX Amendment to the Special Events Ordinance
- D.** Second and Final 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.

10. NEW BUSINESS

- A.** Consider Interest in Purchasing 25+ Acre Property East/North/Southeast of Detour Ballfield.
- B.** Consider approval of the RFQ for Employee Benefit Insurance Brokerage Services.
- C.** Award of Invitation to Bid - Water and Wastewater Laboratory Services
- D.** Consider Authorization to Piggyback Florida Sheriffs Association Contract Bid No. FSA25-VEH23.0 for Purchase of 2026 F350 Super cab with Crane body from Palmetto Ford.

11. STAFF REPORTS

TOWN ADMINISTRATORS REPORT

TOWN CLERK REPORT

TOWN ATTORNEY REPORT

TOWN COUNCIL COMMENTS

12. ADJOURNMENT

- 13.** 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. Person in attendance at the Town Council meeting are invited to stand during the opening ceremony. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered or to participate in the Pledge of Allegiance. You may remain seated within the Town Council Chambers or exit the Town Council Chambers and return upon completion of the opening invocation and/or

Pledge of Allegiance if you do not wish to participate in or witness the opening invocation and/or the recitation of the Pledge of Allegiance.

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

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

Florida Relay Service by dialing 7-1-1 or 1-800- 955-8771 (TTY) / 1-800-955-8770 (Voice).



Town of Lake Hamilton
Town Council
Agenda Summary Report

TO:

THROUGH:

FROM:

AGENDA ITEM: Irish Heritage Proclamation

DATE: March 3, 2026

SUMMARY & RECOMMENDATION:

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☐

If Yes, Please Explain:

RECOMMENDATION:

ATTACHMENT(S):

[Proclamation for Irish American Heritage Month.pdf](#)



PROCLAMATION

WHEREAS, by 1776 nearly 300,000 Irish nationals had emigrated to the American colonies and played a crucial role in America's War for Independence; and

WHEREAS, five signers of the Declaration of Independence were of Irish descent and three signers were Irish born; and

WHEREAS, Irish Americans helped to fashion a system of government for our young Nation; and

WHEREAS, twenty-two Presidents have proudly proclaimed their Irish American heritage; and

WHEREAS, in 1792 Irish born James Hoban provided the architectural plans for the White House and served as one of the supervising architects for the construction of the Capital; and

WHEREAS, Irish born Commodore John Barry was recognized by the United States Congress in September of 2002 as the "First Flag Officer of the United States Navy"; and

WHEREAS, Commodore Jon Barry fought the last sea battle of the American Revolution off the coast of Florida; and

WHEREAS, in 1813, Captain Oliver Perry, an Irish American, achieved a major naval victory in the Battle of Lake Erie; and

WHEREAS, in 1942, the 5 Sullivan brothers made the ultimate sacrifice for democracy and freedom during the Naval Battle of Guadalcanal and later had the Destroyer USS Sullivan commissioned in their memory; and

WHEREAS, the Irish first came to Spanish "*La Florida*" in the 1500's- first as missionaries and mercenary soldiers and then as planters, traders, businessman, doctors, and administrators; and

WHEREAS, three of the Spanish Governors of "*La Florida*" were actually Irish military officers; and

WHEREAS, Fr. Richard Arthur, an Irish-born priest from Limerick who was appointed parish priest for St. Augustine in 1597 and ecclesiastical judge of "*La Florida*," established the first public school in America and opened it to both boys and girls of all races; and

WHEREAS, Andrew Jackson, whose family came from County Antrim, served as Florida's military governor following its acquisition by the United States; and

WHEREAS, Irish Americans, since America's inception, have provided and continue to provide leadership and service to this nation's political, business, and religious establishments; and

WHEREAS, it is fitting and proper to celebrate the rich cultural heritage and the many valuable contributions of Irish Americans.

NOW, THEREFORE, I Mayor Phyllis Hall, by virtue of the authority vested in me as Mayor of the Town of Lake Hamilton, in the State of Florida, do hereby declare the month of March 2026 as:

Irish American Heritage Month

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 3rd day of March 2026.

Town of Lake Hamilton

Mayor Phyllis Hall



Town of Lake Hamilton Town Council Agenda Summary Report

TO: Town Council
THROUGH: Brittney Sandoval, Town Administrator
FROM: Chris Votour, Chief of Police
AGENDA ITEM: Chief of Police Presentations
DATE: March 3, 2026

SUMMARY & RECOMMENDATION: Chief of Police Presentations

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: N/A

RECOMMENDATION:



Town of Lake Hamilton Town Council Agenda Summary Report

TO:

THROUGH:

FROM:

AGENDA ITEM: Citrus Connection Presentation

DATE: March 3, 2026

SUMMARY & RECOMMENDATION: CEO of Citrus Connection Tom Philips will be presenting updated transit numbers to the Council.

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☐

If Yes, Please Explain:

RECOMMENDATION:

ATTACHMENT(S):

[Town of Lake Hamilton Feb. 2026 \(2\).pdf](#)

TRANSIT BRIEFING

TOWN OF LAKE HAMILTON

LAKE HAMILTON ROUTE

Between Oct. 2024 - Sept. 2025 there were 507 boardings within Town Limits

1
Fixed
Route

17X

Lake Wales / Haines
City Express



STOPS WITHIN TOWN LIMITS

Detour & Tangerine Dr.	323
Broad Way & Smith Ave. (1)	86
210 Monroe Lane	44
Hamilton Blvd. & E.Grove Drive (2)	37
Hamilton Blvd. & E.Grove Drive (1)	9



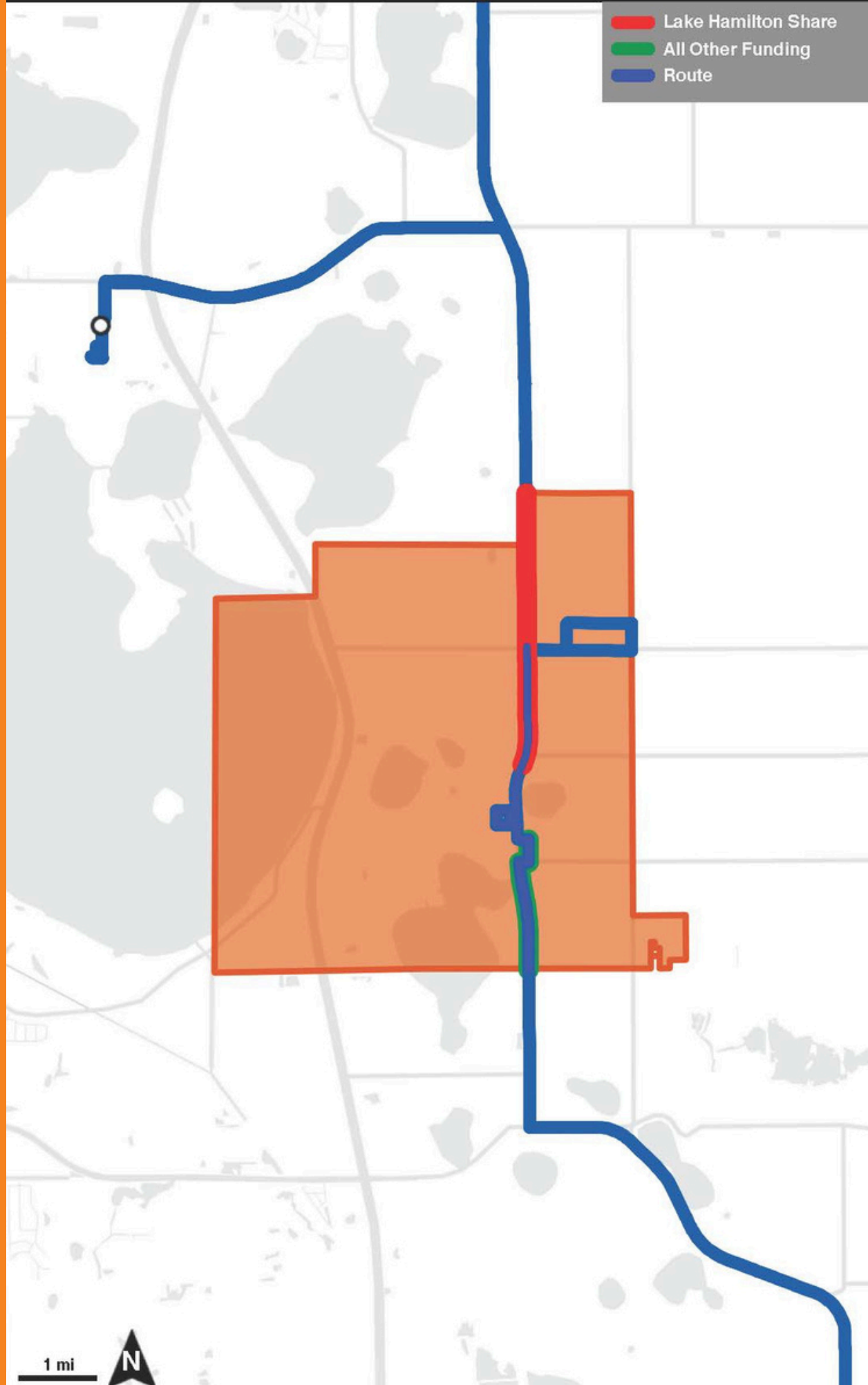
PARA TRANSIT SERVICES

TD Trips Jan. 2024-Jan. 2025



32 Rides

Lake Hamilton Share
All Other Funding
Route



MUNICIPAL CONTRIBUTION

Lake Hamilton

\$ 12,345.66

Municipal Contributions Breakdown

City	Population	Miles	Total	Contract Amount
Lake Hamilton	3,139	12,820	\$101,794.50	\$12,345.66
Dundee	6,557	17,600	\$169,488	\$27,948.42
Fort Meade	6,104	15,750	\$151,673	\$25,011.00
Lake Wales	17,359	90,165	\$828,289	\$143,182.37
Davenport	20,000	18,211	\$175,371.93	\$15,000.00
Auburndale	20,186	51,341	\$407,647.55	\$81,529.51

** Population provided by the BEBR Florida Estimates of Population 2025

QUESTIONS?



Town of Lake Hamilton Town Council Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Patrick Henry, Public Services Director

AGENDA ITEM: Presentation is a colorized graphic of a concept site plan for Sample Park Boat Ramp, which incorporates Town staff input.

DATE: March 3, 2026

SUMMARY & RECOMMENDATION: Staff is requesting Council approval to proceed with concept and move on to the next action item (grant application, design proposal, other).

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

FINANCIAL IMPACT: YES: ☐ NO: ☒

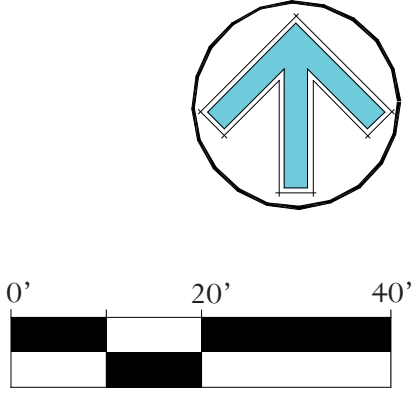
If Yes, Please Explain: No current financial impact with this action.

RECOMMENDATION:

ATTACHMENT(S):

[Sample Park Boat Ramp \(Concept Site Plan\).pdf](#)

SAMPLE PARK IMPROVEMENTS





Town of Lake Hamilton
Town Council
Agenda Summary Report

TO:

THROUGH:

FROM:

AGENDA ITEM: February 3, 2026, Regular Council Meeting minutes

DATE: March 3, 2026

SUMMARY & RECOMMENDATION:

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☐

If Yes, Please Explain:

RECOMMENDATION:

ATTACHMENT(S):

[February 3, 2026 Regular Council Meeting minutes.pdf](#)



**TOWN OF LAKE HAMILTON MINUTES
TOWN COUNCIL REGULAR MEETING
TUESDAY, FEBRUARY 3, 2026
6:00 PM**

The Town Council of Lake Hamilton held a Town Council Regular Meeting on Tuesday, February 3, 2026, at 100 Smith Ave., Lake Hamilton, FL 33851.

CALL TO ORDER

Mayor Hall called the meeting to order at 6:01pm.

INVOCATION

Led by Roberson.

PLEDGE TO ALLEGIANCE

Led by all.

ROLL CALL

Hall, Mathis, Roberson, and Demanche were present.

PRESENTATION

Employee of the Quarter Presentation

Town Administrator Sandoval presented the award to Officer Manuel Yanes Nunez.

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.

January 13, 2026, Regular Council Meeting Minutes

Motion made by Roberson and a second by Mathis to approve Consent agenda

A roll call vote was taken. Hall aye, Mathis aye, Roberson aye, and Demanche aye. **Motion passed 4-0.**

PUBLIC COMMENT – NON-AGENDA ITEMS (Limited to 3 Minutes)

Frances Crews commented.

Bridget Perry commented.

Chuck Walter commented.

OLD BUSINESS

Second reading and adoption of Ordinance O-2026-01 regarding amending the fence standards for vacant properties.

Town Attorney read the ordinance for the record.

Mayor Hall opened the hearing for public comments.

Tammy Pence commented.

Keith Pence commented.

The public hearing was closed.

The Town Council discussed.

Motion made by Roberson and a second by Mathis to approve Second reading and adoption of Ordinance O-2026-01 regarding amending the fence standards for vacant properties.

A roll call vote was taken. Hall aye, Mathis aye, Roberson aye, and Demanche nay. **Motion passed 3-1.**

NEW BUSINESS

First reading of Ordinance O-2025-11 regarding the transmittal of the 2025 Evaluation and Appraisal Report (EAR) to the Florida Department of Commerce for compliance review. Town Attorney read the Ordinance for the record.

Marisa Barmby with Central Florida Regional Planning presented the EAR to the Council.

Mayor Hall opened the hearing for public comments.

Keith Pence commented.

Chuck Walter commented.

Joshua Collier commented.

Chuck Walter commented.

Keith Pence commented.

The public hearing was closed.

The Town Council discussed.

Motion made by Roberson and a second by Hall to approve First reading of Ordinance O-2025-11 regarding the transmittal of the 2025 Evaluation and Appraisal Report (EAR) to the Florida Department of Commerce for compliance review with changes.

A roll call vote was taken. Hall aye, Mathis aye, Roberson aye, and Demanche aye. **Motion passed 4-0.**

Resolution R-2026-XX for the Right of Way Dedication for Parcel ID 272809000000024330 (Water Treatment Facility).

Public Works Director Henry presented.

The Council discussed.

Motion made by Demanche and a second by Mathis to approve Resolution R-2026-XX for the Right of Way Dedication for Parcel ID 272809000000024330 (Water Treatment Facility).

A roll call vote was taken. Hall aye, Mathis aye, Roberson aye, and Demanche aye. **Motion passed 4-0.**

Consider Request to Expend Public Safety Impact Fees for Additional Police Staffing and Equipment to have Sufficient Shift Coverage and Redundancy.

Chief of Police Votour presented.

Michael Demanche commented.

The Council discussed.

Motion made by Roberson and a second by Hall to approve Request to Expend Public Safety Impact Fees for Additional Police Staffing and Equipment to have Sufficient Shift Coverage and Redundancy. A roll call vote was taken. Hall aye, Mathis aye, Roberson aye, and Demanche nay. **Motion passed 3-1.**

Consider Approval of Sourcewell Participation Agreement and Authorization to Piggyback Sourcewell Contract Bid No. 101221-VAC for Purchase of 2026 Non-CDL 3 yard combination Jet/Vacuum Sewer Cleaner from Southern Sewer Equipment Sales.

Public Works Director Henry presented.

Keith Pence commented.

Chuck Walter commented.

Motion made by Demanche and a second by Mathis to approve Sourcewell Participation Agreement and Authorization to Piggyback Sourcewell Contract Bid No. 101221-VAC for Purchase of 2026 Non-CDL 3 yard combination Jet/Vacuum Sewer Cleaner from Southern Sewer Equipment Sales. 3 yard com

A roll call vote was taken. Hall aye, Mathis aye, Roberson aye, and Demanche aye. **Motion passed 4-0.**

Consider Agreement with Pennoni for Design and Engineering Services for the Town Hall Parking Lot Expansion.

Council directed staff on November 4, 2025 to have the Engineer create a proposal and bring it to Council for approval.

Town Administrator Sandoval presented.

Motion made by Mathis and a second by Demanche to approve Agreement with Pennoni for Design and Engineering Services for the Town Hall Parking Lot Expansion.

A roll call vote was taken. Hall aye, Mathis aye, Roberson aye, and Demanche aye. **Motion passed 4-0.**

Consider Request for Qualifications for Survey Support and GIS Services.

Public Works Director Henry presented.

Motion made by Demanche and a second by Mathis to approve Request for Qualifications for Survey Support and GIS Services.

A roll call vote was taken. Hall aye, Mathis aye, Roberson aye, and Demanche aye. **Motion passed 4-0.**

Consider Approval of Change Order No. 2 (two) for the additional pipe installed by Midsouth in the amount of \$61,849.90, the actual cost value of 593 LF of 8 inch sewer force main installed on the project.

Public Works Director Henry presented.

Motion made by Mathis and a second by Roberson to approve Change Order No. 2 (two) for the additional pipe installed by Midsouth in the amount of \$61,849.90 from G/L #401-533-632, the actual cost value of 593 LF of 8-inch sewer force main installed on the project.

A roll call vote was taken. Hall aye, Mathis aye, Roberson aye, and Demanche aye. **Motion passed 4-0.**

STAFF REPORTS

Town Administrator Sandoval: Submitted the staff reports to the Council. She announced the Easter egg hunt will tentatively be on April 4th and it will be brought up to the Parks & Recreation Committee. Also, the Lake Hamilton Woman's club will have their Spaghetti Dinner for the month of February. She let the Council know she will be on leave due to family but does not know when in February.

Town Clerk Borja: She requested the approval of the Agreement with the Supervisor of election for the upcoming April 7, 2026, election. This contract would allow the supervisor of election Melody Bell to help the Town with the Election.

Motioned made by Demanche and second by Mathis to approve the agreement between the Supervisor of Elections and the Town of Lake Hamilton for the upcoming election. A roll call vote was taken. Roberson aye, Demanche aye, Mathis aye and Hall aye. **4-0 motioned passed.**

She also requested a Special Meeting for Tuesday February 10, 2026, at 5:00 pm. For first reading on the charter amendments final language. **The Council was all in Consensus.**

She requested the April Regular Council Meeting to change to April 14, 2026, Due to the election taking place on that same day. **The Council was all in consensus.**

She asked the Council who would volunteer for the canvassing board. The first meeting will be on the day of the election. The tentative meetings are on April 10 at 5:00 and April 14 at 5:10 pm. Council Member Demanche and Vice Mayor Mathis volunteered. The Town Clerk Borja mentioned her office is

currently in qualifying week which ends on February 6, 2026. She also updated the Council on the upcoming dates. The Chamber Luncheon will be on Tuesday February 10, 2026, at 11:30 in Lake Eva Center, Haines City, FL. The Ridge Dinner will be on Thursday February 12, 2026, in Lake Wales.

Town Attorney: Made no comments.

Town Council comments:

Motioned by Mayor Hall and second by Roberson to bring back the item for the shipping containers ordinance to the next agenda. A roll call vote was taken.

Roberson aye, Demanche nay, Mathis nay and Hall aye. **2-2 motioned did not passed.**

Roberson commented on Gunter Park and having a training for officers to have better attitudes.

ADJOURNMENT

Mayor Hall adjourned the meeting at 9:25 pm.

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ATTEST:

Phyllis Hall, Mayor

Jacqueline Borja, Town Clerk

Brittney Sandoval, Town Administrator



Town of Lake Hamilton Town Council Agenda Summary Report

TO:

THROUGH:

FROM:

AGENDA ITEM: February 10, 2026, Special Council Meeting minutes

DATE: March 3, 2026

SUMMARY & RECOMMENDATION:

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☐

If Yes, Please Explain:

RECOMMENDATION:

ATTACHMENT(S):

[February 10, 2026 Special Town Council Meeting minutes.pdf](#)



**TOWN OF LAKE HAMILTON MINUTES TOWN
COUNCIL SPECIAL MEETING TUESDAY,
FEBRUARY 10, 2026 5:00 PM**

The Town Council of Lake Hamilton held a Town Council Special Meeting on Tuesday, February 10, 2026, at 100 Smith Ave., Lake Hamilton, FL 33851.

CALL TO ORDER

Mayor Hall called the meeting to order at 5:03 pm.

INVOCATION

Led by Mathis.

PLEDGE OF ALLEGIANCE

Led by all.

ROLL CALL

Hall, Mathis, and Demanche were present. Roberson was absent.

SPECIAL MEETING BUSINESS

Town Clerk read the Ordinance for the record.

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 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.

Town Clerk Borja presented.

Mayor Hall Opened the hearing for public comments.

Howard Cone commented.

Joshua Collier commented.

Motioned made by Mathis and seconded by Hall to approve the 1st charter amendment Compensation of Mayor and Town Council. A roll call was taken. Demanche aye, Mathis aye and Hall aye. **3-0 motioned passed.**

Motioned made by Mathis and seconded by Hall to deny the 2nd charter amendment Changing method of selection a Mayor. A roll call was taken. Demanche aye, Mathis aye and Hall aye. **3-0 motioned passed.**

Motioned made by Mathis and seconded by Demanche to deny the 3rd charter amendment Town Manager. A roll call was taken. Demanche aye, Mathis aye and Hall aye. **3-0 motioned passed.**

Motioned made by Demanche and seconded by Mathis to approve the 4th charter amendment Recording of Town Council votes on Ordinances and Resolutions by Town Clerk. A roll call was taken. Demanche aye, Mathis aye and Hall aye. **3-0 motioned passed.**

Motioned made by Mathis and seconded by Demanche to approve the 5th charter amendment Appointment of Deputy Town Clerk.

A roll call was taken. Demanche aye, Mathis aye and Hall aye. **3-0 motioned passed.**

ADJOURNMENT

Mayor Hall adjourned at 5:36 pm.

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ATTEST:

Phyllis Hall, Mayor

Jacqueline Borja, Town Clerk

Brittney Sandoval, Town Administrator



Town of Lake Hamilton
Town Council
Agenda Summary Report

TO:

THROUGH:

FROM:

AGENDA ITEM: Planning Commission application

DATE: March 3, 2026

SUMMARY & RECOMMENDATION:

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☐

If Yes, Please Explain:

RECOMMENDATION:

ATTACHMENT(S):

[Planning Commission Application Ron.pdf](#)



TOWN OF LAKE HAMILTON ADVISORY BOARD APPLICATION

Select One Advisory Board: ☒

- ☒ Planning and Zoning Board ☐ Charter Review Committee
☐ Zoning Adjustments & Appeals Board ☐ Parks & Recreation Advisory Board

ONLY Lake Hamilton Residents shall be appointed to Town Advisory Boards.

Name: RONALD A BARAUSKAS Email: RONROBID2020@yahoo.com
Physical Address: 69 WEST MAW ST
Mailing Address: P.O. BOX 961
Home Phone #: 517-915-8217 Cell #: 517-915-8217
Employer: RETIRED

Please answer the following Questions:

Are you a resident in the Town of Lake Hamilton? Yes ☒ No ☐
Are you currently a Homeowner ☒ or Renter ☐ in the Town of Lake Hamilton? Yes ☒ No ☐
Are you a registered voter in the Town of Lake Hamilton? Yes ☒ No ☐
How long have you lived in Lake Hamilton? Years/Months: 4 years 6 months
Are you currently or have you ever served on any government Advisory Board? Yes ☐ No ☒
If yes, which government agency? _____
Are you currently employed by a government agency? Yes ☐ No ☒
If yes, which government agency? _____
Have you ever been convicted of a felony? Yes ☐ No ☒
If yes, please provide documentation of restoration of rights from the state clemency board.

Please note: Per Florida Statutes 112.3145, any individual appointed to an advisory board within a municipality shall be required to submit a Disclosure of Financial Interest Statement, CE Form 1, annually to the Supervisor of Elections of Polk County on or before July 1st of each year.

Applicant's Signature: [Signature] Date: 7-29-25

When completed and filed with the Town Clerk's Office, this document is a public record under Chapter 119, Florida Statutes, and therefore is open to public inspection.

Return form to: Town Clerk's Office
Town Hall
100 Smith Avenue - P.O. Box 126
Lake Hamilton Florida, 33851

OFFICE USE ONLY

Mayor's recommendation for applicant to serve on selected advisory board? Yes ☒ No ☐

Adviory Board Appointment: _____ ☐ Appointment ☐ Reappointment

Date of Appointment: _____ ☐ Primary ☐ Alternate

Mayor's Signature _____ Date _____



Town of Lake Hamilton

Town Council

Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Jeffrey Ball, AICP, CD Director

AGENDA ITEM: Second reading and adoption of Ordinance O-2026-xx regarding proposed revisions to Sec. 16-176 General requirements for accessory uses and structures specifically pertaining to Accessory Dwelling Units (ADU)'s.

DATE: March 3, 2026

SUMMARY & RECOMMENDATION:

During the February 3, 2026 Town Council meeting, Town Council approved the proposed ordinance with the recommended change from the Planning Commission to allow an immediate family member to rent out the ADU.

The current code does not address needed development standards for approving this use. There are no proposed changes relating to which zoning districts that would allow an ADU. They are allowed in all residential zoning districts under the current code.

Changes to the code include minimum setback requirements, density limitations, minimum lot size, second kitchen requirements, not allowing shipping containers to be used as an ADU, and other standards.

The additional standards will help minimize potential impacts to adjacent residential lots.

The attached draft ordinance is in underlined and strike-through format for recording.

Staff is available for any questions.

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: See attached Business Impact Estimate.

RECOMMENDATION:

ATTACHMENT(S):

[ADU Ordinance US TC Adoption.pdf](#)
[Business Impact Estimate- ADU.pdf](#)

ORDINANCE 0-2026-XX

AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA, CHANGING THE GENERAL REQUIREMENTS FOR ACCESSORY USES AND STRUCTURES BY AMENDING CHAPTER 16 ARTICLE III, DIVISION 5 REQUIREMENTS FOR SPECIFIC USES OF THE CODE OF ORDINANCES OF THE TOWN OF LAKE HAMILTON; DECLARING THIS ORDINANCE IS INTENDED TO SECURE AND PROMOTE THE PUBLIC HEALTH, SAFETY, WELFARE AND QUALITY OF LIFE OF THE PUBLIC; PROVIDING SPECIFIC DEVELOPMENT STANDARDS FOR ACCESSORY DWELLING UNITS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION AND SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

Whereas, Section 163.3167(c) Florida Statutes, empowers the Town to adopt land development regulations to guide the growth and development of the Town, and to amend such regulations from time to time; and

Whereas, the Town Council of the Town of Lake Hamilton has determined it necessary and desirable to revise and amend the regulations encompassed by the Land Development Code of the Town; and

Whereas, pursuant to Section 166.041(c)2 Florida Statutes, the Town Council has held two public hearings to amend the Land Development Code of the Town of Lake Hamilton; and

Whereas, the public hearings were advertised and held with due public notice to obtain public comment; and having considered all written and oral comments received during the public hearings the Town Council finds that the changes are necessary and appropriate to the needs of the Town and promote the public health, safety, welfare, and quality of life of residents of the Town.

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

The underlined language in “red” is the proposed changes and ~~strike-through~~ language is being removed.

SECTION 1. RECITALS.

The above recitals are true and correct and incorporated herein.

SECTION 2. CODE AMENDMENTS.

Article IV, Section 18-80 of the Code of Ordinances of the Town of Lake Hamilton, Florida, relating

to Accessory Dwelling Units, is hereby amended to read as follows:

Article III

Sec. 16-176. General requirements for accessory uses and structures.

(a) *Intent, interpretation, definition.* It is the intent of this section to regard certain uses and structures as being accessory to the principal use of the premises so that they may be carried on under the umbrella of the principal use. A use or structure will be considered "accessory" when it is being used in conjunction with the principal use and is incidental and integrally related to the principal use. All accessory structures are listed in table 16-176.1. Accessory structures not listed in table 16-176.1 shall be submitted to the director for consideration and interpretation. An interpretation made by the director may be appealed through the process provided for in article II.

(b) *Relationship to principal use.*

(1) No accessory use or structure shall be allowed on any lot, except in the AG, agricultural district, unless it is accessory to an existing principal use or structure on the lot on which it is to be located.

(2) Construction of an accessory structure shall not commence until construction of the principal building has commenced unless approved by the town council.

(3) For residential lots less than two acres, no detached accessory structure shall be located in any required front yard area. Detached accessory structures may be located in the required rear or side yards. For residential lots exceeding two acres, detached accessory structures may be located in the front yard, rear yard, or side yard. On a corner lot, no accessory structure shall be located closer to the side street right-of-way line than the principal structure.

(4) When an accessory building is attached to a principal structure by a breezeway, roofed passage or otherwise, it shall comply with the yard requirements of the principal building, except for residential private swimming pools with pool cages.

(5) Accessory structures located in non-residential districts shall only be used by the owner, employees of the owner, or tenant of the premises.

(6) Accessory structures located in residential districts shall only be used by the owner or tenant of the principal structure located on the premises, except as further limited herein.

(7) Residential accessory uses shall not be rented or occupied for financial consideration except for an accessory dwelling unit as further provided for in this chapter.

(c) *Location, number, and height of accessory structures.*

(1) *Location.* A detached accessory structure shall not be closer than four feet to the principal building, or closer than five feet to any other accessory building on the same lot. Within nonresidential districts, accessory structures, except for carports, are prohibited within the side and rear yards of lots adjacent to a neighborhood district.

(2) *Number and size.*

a. Any number of accessory structures are permitted provided that the maximum lot coverage of all accessory structures shall not exceed 50 percent of the total area of the required yards.

b. The total floor area of all accessory structures may not exceed a maximum of 2,500 square feet.

(3) *Height requirements.* Accessory structures shall not exceed height requirements of the respective zoning district. For residential zoning districts, accessory structures may not exceed 25 feet in height.

(d) *Permitted accessory uses and structures.* Table 16-176.1 includes a list of permitted accessory uses and structures and the zoning districts in which they are permitted.

Table 16-176.1	
Accessory Uses/Structure's	Zoning Districts
Accessory ~~d~~ Dwelling ~~u~~ Unit	See table of land uses
Drive-thru facility	All commercial zoning districts
Fencing and walls	All zoning districts
Garages or carports (noncommercial)	All zoning districts
Home occupations [subject to (d)(3) [(f)(2)]]	All residential zoning districts
Mailboxes	All zoning districts
Off-street parking and driveways [subject to (d)(5) [(f)(4)]]	All zoning districts
Wireless telecommunications antennas or tower	All zoning districts
Satellite dishes	All zoning districts
Signs	All zoning districts
Storage buildings	All zoning districts
Swimming pools	All zoning districts
Tennis courts	All zoning districts
Any other building or use that the development director determines is customarily incidental to the permitted principal use or principal building	All zoning districts

(e) *Accessory uses and structures permitted by interpretation.* Uses other than those listed herein may be determined to be accessory uses in any district based upon interpretation by the development director. Add

(1) Accessory Dwelling Unit (ADU)

Accessory dwelling unit means a single accessory building or structure, detached or attached from the primary structure, located on the same property as the primary building or structure

that is used as an additional or secondary living unit and may contain a kitchen, bathroom, and sleeping area.

(a) An accessory dwelling unit may only be established on lots where the resulting density of the lot, including the accessory dwelling unit, is consistent with the zoning classification minimum standards and complies with the density designation established by the Comprehensive Plan.

(b) No more than one ADU is permitted on a lot.

(c) The primary structure on the lot shall not have more than one indoor kitchen.

(d) The structure shall not exceed the maximum size permitted for accessory structures in the applicable zoning classification and, in cases where no maximum size is provided for a particular zoning classification, the structure shall not exceed 50 percent of the size of the principal structure.

(e) If the Accessory Dwelling Unit is two or more stories, the visibility from the 2nd story and higher must be shielded to prevent direct sight from the structure into adjacent properties with a residential use. Such shielding may include, but is not limited to, the use of opaque windows, buffering, and configuring open decks to ensure they do not face adjacent properties.

(f) If the accessory structure is two or more stories, the setback requirements otherwise required under this chapter shall be multiplied by two. Required setbacks are 10 feet rear and 10 feet side.

(g) The ADU may not be rented out or leased except to an immediate family member.

(h) Minimum lot size is a half-acre in size without a kitchen. One acre with a kitchen.

(i) The ADU can not be taller than the principle structure on the property.

(j) If the ADU is connected to the principle structure via a breezeway, then it is considered part of the principle structure and must meet the required setbacks established in 16-103 A-1 and does not need to meet the size requirements.

(k) Cargo shipping containers may not be used for or as an accessory dwelling unit.

(l) If a lot containing an accessory dwelling unit is split so that the principal structure and the accessory dwelling unit are no longer located on the same lot, then the accessory dwelling unit will violate the Code's prohibition against accessory structures with no associated principal structure.

(m) The ADU shall be on the same electric meter as the principal structure.

(f) *Specialty accessory uses and structures.*

(1) *Swimming pools.* Swimming pools are permitted in C and M districts under the same regulations as commercial retail use, and may be used for commercial purposes. Pools located in any R or AG district shall meet the following requirements:

a. *Location.* Swimming pools shall be located only within areas which permit the principal building or the accessory buildings, as measured to the edge of the water.

b. *Fencing.* All swimming pools shall be completely enclosed by a protective fence or wall not less than four feet high.

c. *Private use only.* No pool in any AG or R district may be used for commercial purposes.

d. *Screen enclosures.* Enclosures over and around swimming pools shall be erected so as to conform to setback requirements of accessory buildings; however, such enclosures may be attached to the principal building.

e. *Lighting.* Pools shall be located and installed such that no direct light nor reflected light is visible on adjoining property.

(2) *Home occupations.* The following provisions apply to home occupations:

a. *Employees.* No person other than a member of the family residing on the premises shall be employed in the home occupation.

b. *Use.* The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to the use of the unit for residential purposes by its occupants. Under no circumstances shall the residential character of the property be changed by the home occupation.

c. *No indication.* There shall be no indication from the exterior that the building is being used in whole or in part for any purposes other than that of a dwelling, except that a sign two square feet in size may be displayed in or attached to the building.

d. *Within a structure.* Business activities associated with a home occupation, including storage of merchandise and materials, shall take place only within a structure.

e. *Size limit.* No home occupation shall occupy more than a total of 500 square feet of floor area.

f. *Traffic.* Traffic shall not be generated by the home occupation in greater volumes than would normally be generated by a dwelling unit in a residential area. No additional parking spaces shall be provided in excess of those required to serve the residential unit.

(3) *Drive-up facilities.* All facilities providing drive-up or drive-through service shall provide on-site stacking lanes in accordance with the following standards:

a. The facilities and stacking lanes shall be located and designed to minimize turning movements in relation to drive-way access to streets and intersections.

b. The facilities and stacking lanes shall be located and designed to minimize or avoid conflicts between vehicular traffic and pedestrian areas such as sidewalks, crosswalks, or other pedestrian access ways.

c. A bypass lane shall be provided.

d. Stacking lane distance shall be measured from the service window to the property line bordering the furthest street providing access to the facility.

e. Minimum stacking lane distance shall be as follows:

1. Financial institutions shall have a minimum distance of 200 feet. Two or more stacking lanes may be provided which together total 200 feet.

2. All other uses shall have a minimum distance of 120 feet.

f. Alleys or driveways in or abutting areas designed, approved, or developed for residential use shall not be used for circulation of traffic for drive-up facilities.

g. Where turns are required in the exit lane, the minimum distance from any drive-up station to the beginning point of the curve shall be 34 feet. The minimum inside turning radius shall be 25 feet.

h. Construction of stacking lanes shall conform to all engineering design standards adopted by the town.

(4) *Driveways.* A driveway as a customary accessory use, provided that such driveway only serves a principal use that is allowed in each district in which the driveway is located. Commercial traffic through residential zoning districts is specifically prohibited. A driveway does not count as square footage for purposes of calculating the limitations imposed by subsection (c)(2).

(5) *Accessory use in religious, educational, and community buildings.* Child care center, pre-school, Boy or Girl Scouts or other similar programs shall be permitted as an accessory use in religious, educational, and community buildings.

(g) *Permitted temporary accessory uses and structures.* The following uses are temporary accessory uses in any district unless further limited herein:

(1) Construction/sales office on site of a construction project provided such trailer is removed upon completion of the project. In residential districts, the construction trailer must be removed upon completion of the first residential dwelling unit for the subdivision or project or, in the case of a subdivision or project for which approval has been given for phased development, for the first dwelling unit for that phase.

(2) Portable storage containers — 90 days duration limitation unless approved for a longer duration by the town council.

(3) Roll-off trash container during construction — limited to 90-day duration and may be allowed up to three nonconsecutive times in a one-year period unless approved for a longer duration by the town council.

(4) A temporary recycling collection facility sponsored by a business, school, church, or non-profit community group shall be allowed as an accessory use, provided the following restrictions and conditions are met:

a. Containers are located on business, church, school, or non-profit community group grounds;

b. Activity is at least 150 feet from any adjacent property zoned or used for residential purposes; and

c. The temporary facility is maintained in a clean, litter-free condition on a daily basis.

(5) Sales office in a new residential subdivision model home.

- (6) Sales trailer in a new residential subdivision until a model home is complete.
- (7) Signs per section 16-334.
- (8) Re-locatable classrooms/trailers are permitted as a temporary accessory use to schools and assembly uses in any zoning district.
- (h) *Prohibited accessory uses and structures.* The following accessory uses are specifically prohibited:
 - (1) Automotive repair in residential districts except for personal vehicles being repaired inside a garage.
 - (2) Hog lots.
 - (3) Livestock commercial feed lots.

SECTION 2. 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 to be invalid.

SECTION 3. CODIFICATION AND SCRIVENER'S ERRORS.

The Town Council intends that this Ordinance be made part of the Town of Lake Hamilton Code of Ordinances, and that sections of this Ordinance can be renumbered or re-lettered and the word "Ordinance" may be changed to "Section", "Article", or some other appropriate word or phrase to accomplish codification, and regardless of whether this Ordinance is ever codified, the Ordinance may be renumbered or re-lettered and typographical errors and clarification of ambiguous wording that do not affect the intent may be corrected with the authorization of the Town Administrator without the need for a public hearing.

SECTION 4. CONFLICTS.

All ordinances in conflict herewith are hereby repealed to the extent necessary to give this ordinance full force and effect

SECTION 5. EFFECTIVE DATE.

This ordinance shall become effective immediately upon passage.

INTRODUCED AND PASSED on first reading at the regular meeting of the Town Council of Lake Hamilton, Florida, held the 3rd day of February, 2026.

PASSED AND ADOPTED on second reading at the Regular meeting of the Town Council of Lake Hamilton, Florida, held the 3rd day of March, 2026.

TOWN OF LAKE HAMILTON, FLORIDA

Phyllis Hall, Mayor

Attest with Seal:

Jacqueline Borja, Town Clerk

Approved as to Form:

Anthony Sabatini, Town Attorney

Record of Vote	Yes	No
Hall	_____	_____
Roberson	_____	_____
Mathis	_____	_____
Demanche	_____	_____



Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on Lake Hamilton's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference:

ADU Ordinance

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means Lake Hamilton is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance. If no boxes are checked, the Business Impact Estimate Requirements Section will be completed. Lake Hamilton may, in its own discretion, determine to perform a Business Impact Estimate for ordinances exempted per Florida Statutes. This Business Impact Estimate may be revised following its initial posting.

REASON EXEMPTED FROM BUSINESS IMPACT ESTIMATE REQUIREMENTS

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Development orders and development permits, as those terms are defined in s. 163.3164, and development agreements, as authorized by the Florida Local Government Development Agreement Act under ss. 163.3220-163.3243;
 - b. Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality;
 - c. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - d. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - e. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

¹ See Section 166.041(4)(c), Florida Statutes.

BUSINESS IMPACT ESTIMATE REQUIREMENTS

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, Lake Hamilton hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

The proposed ordinance will establish new development standards for ADU's.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in Lake Hamilton, if any:
 - (a) An estimate of direct compliance costs that businesses may reasonably incur;
 - (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
 - (c) An estimate of Lake Hamilton's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

No direct economic impacts.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

Impacts will be negligible.

4. Additional information the governing body deems useful (if any):
[You may wish to include in this section the methodology or data used to prepare the Business Impact Estimate.]

N/A



Town of Lake Hamilton Town Council Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Chris Votour, Chief of Police

AGENDA ITEM: Second Reading and Adoption of Ordinance O-2026-XX Amending the Code to Repeal and Replace Parking Penalty Violations.

DATE: March 3, 2026

SUMMARY & RECOMMENDATION: Requesting to change/update ordinances. These ordinances will add parking violations, and new fine amounts. The current ordinance has outdated priced listing and we are reimplementing the civil citations and need updated costs.

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: N/A

RECOMMENDATION:

ATTACHMENT(S):

[Ordinance O-2026-XX Parking Citation Ordinance FS Redline_.pdf](#)

ORDINANCE 2026-XX

AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA, AMENDING SEC. 1-8, TITLED GENERAL PENALTY; CONTINUING VIOLATIONS, OF THE CODE OF ORDINANCES OF THE TOWN OF LAKE HAMILTON; DECLARING THIS ORDINANCE IS INTENDED TO SECURE AND PROMOTE THE PUBLIC HEALTH, SAFETY, WELFARE AND QUALITY OF LIFE OF THE PUBLIC; INCLUDING A CIVIL PENALTY AMOUNT TABLE; ESTABLISHING PARKING VIOLATIONS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida Statutes §166.021 provides the broad authority for municipalities under home-rule to legislate on parking; and

WHEREAS, Florida Statutes §316.008 specifically authorizes municipalities to regulate parking and establish violation penalties on local roads; and

WHEREAS, Together, these statutes empower the Town of Lake Hamilton to adopt and enforce parking ordinances; and

WHEREAS, the Town Council of the Town of Lake Hamilton has determined it necessary and desirable to revise and amend the parking violations and civil penalties encompassed by Chapter 1, Section 1-8 of the Code of Ordinances of the Town of Lake Hamilton titled “General Penalty-continuing violations”; and

WHEREAS, pursuant to Florida Statutes §166.041(3)(a) , the Town Council is holding the first of two public hearings to amend the General Penalty; continuing violations section of the Town of Lake Hamilton Chapter 1 General Provisions Ordinances; and

WHEREAS, the public hearing was advertised and held with due public notice to obtain public comment; and having considered all written and oral comments received during the public hearings the Town Council finds that the changes are necessary and appropriate to the needs of the Town.

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

SECTION 1. RECITALS. The above recitals are true and correct and incorporated herein by reference.

SECTION 2. AMENDMENT TO LAKE HAMILTON CODE OF ORDINANCES. Chapter 1, Section 1-8 of the Code of Ordinances of the Town of Lake Hamilton, Florida, titled “General Penalty-continuing violations”, is hereby amended to read as follows:

The underlined language in “red” is the proposed changes and ~~strike through language~~ is being removed.

Sec. 1-8 General penalty; continuing violations.

- (a) A police officer or a code enforcement inspector (in this section, such an individual is referred to as a code officer) is authorized to issue a citation to a person when, based upon personal investigation, the code officer has reasonable cause to believe that the person has committed a civil infraction in violation of a duly enacted Code or ordinance.
- (b) Prior to issuing a citation, other than a citation for Prohibited Parking as defined below, a code officer shall:
 - (1) Provide notice to the person that the person has committed a violation of a Code or ordinance, and
 - (2) Establish a reasonable time period within which the person must correct the violation. Such time period will be no more than 30 days. If, upon personal investigation, a code officer finds that the person has not corrected the violation within the time period, a code officer may issue a citation to the person who has committed the violation.

If a repeat violation is found or if the code officer has reason to believe that the violation presents a serious threat to the public health, safety, or welfare, or if the violation is irreparable or irreversible, or that the violator is engaged in violation of an itinerant or transient nature within the jurisdiction while moving from place to place, a code officer does not have to provide the person with a reasonable time period to correct the violation and may immediately issue a citation.
- (c) A citation issued by a code officer will either be personally served by the code officer to the individual or mailed by first class. The refusal of a person to sign the citation shall not affect the validity of the citation. The citation will contain:
 - (1) The date and time of issuance.
 - (2) The name and address of the person to whom the citation is issued.
 - (3) The date and time the civil infraction was committed.
 - (4) The facts constituting reasonable cause.
 - (5) The number or section of the Code or ordinance violated.
 - (6) The name and authority of the code officer.
 - (7) The procedure for the person to follow in order to pay the civil penalty or to contest the citation.
 - (8) The applicable civil penalty if the person elects to contest the citation.
 - (9) The applicable civil penalty if the person elects not to contest the citation.
 - (10) A conspicuous statement that if the person fails to pay the civil penalty within the time allowed, or fails to appear before the town's special master to contest the citation, the person shall be deemed to have waived his or her right to contest the citation and that, in such case, judgment may be entered against the person for an amount up to the maximum civil penalty.
- (d) Upon receipt of the citation, the person must either pay the fine to the town within 15 days from the issue date, or, within the specified time period, contest the fine by filing a request for hearing. Any person that receives a citation may contest the citation by filing a written request for hearing and providing the written request to the clerk for the town's code enforcement division within 15 days from the citation issue date. Upon the filing of a request for hearing, the town will proceed with scheduling and holding a hearing on the matter before the town's special master. A failure to file a timely request for hearing will waive the right to

a hearing before the special master.

- (e) A violation of a Code or an ordinance enforced pursuant to such section is a civil infraction. The maximum civil penalty shall not exceed \$500.00. If the person who has committed the civil infraction does not contest the citation, the civil penalty shall be less than the maximum (\$500.00).
- (f) The following shall constitute Prohibited Parking within the Town limits:
1. Parking in a Disability Space without a permit
 2. Parking over a sidewalk
 3. Parking the wrong way on the roadway
 4. Parking in violation of restricted parking signage or notices

- (g) The civil penalty provided for the disposition of a citation issued pursuant to this section for Prohibited Parking shall be as follows:

<u>PARKING VIOLATION</u>	<u>CIVIL PENALTY</u>
<u>Parking in a Disability Space w/o a permit</u>	<u>\$150.00</u>
<u>Parking over a sidewalk</u>	<u>\$45.00</u>
<u>Parking the wrong way on a roadway</u>	<u>\$45.00</u>
<u>Parking in violation of restricted parking</u>	<u>\$45.00</u>

- (h) The provisions of this section are an additional and supplemental means of enforcing a Code or ordinance. Nothing contained in this section shall prohibit the special master from enforcing a Code or ordinance by any other means.
- (i) An order of the special master containing findings of fact and conclusions of law that a violation of the town code has occurred shall be a final administrative order as provided in section F.S. § 162.11. Any appeal taken from the order must be filed within 30 days of the execution of the order as provided in F.S. § 162.11. An order-imposing fine, entered for failure to comply with an order of the code officer, shall be considered a final administrative order for the purposes of an appeal. Failure to file an appeal within the 30-day period shall render the order of the special master conclusive, binding and final.
- (j) Any person who willfully refuses to sign and accept a citation issued by a code officer shall be guilty of a misdemeanor of the second degree, punishable as provided in F.S. §§ 775.082,

775.083.
(Code 1976, § 1-8; Ord. No. 2012-04, § 1, 4-3-2012)
State law reference(s)—Penalty for ordinance violations, F.S. § 162.22.

SECTION 3. CONFLICTS. All ordinances in conflict herewith are repealed to the extent necessary to give this Ordinance full force and effect.

SECTION 4. SEVERABILITY. If any provision of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

SECTION 5. CODIFICATION. It is the intent of the Town Council that the provisions of this Ordinance shall become codified and made part of the Code of Ordinances of the Town of Lake Hamilton, FL, and the sections cited in this Ordinance may be renumbered, reformatted, or re-lettered to accomplish such intention.

SECTION 6. 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

Record of Vote	Yes	No
Roberson		
Mathis		
Demanche		
Hall		



Town of Lake Hamilton Town Council Agenda Summary Report

TO: Town Council

THROUGH: Matthew Jones, Public Services Superintendent

FROM: Brittney Sandoval, Town Administrator

AGENDA ITEM: Second Reading and Adoption Ordinance O-2026-XX Amendment to the Special Events Ordinance

DATE: March 3, 2026

SUMMARY & RECOMMENDATION:

AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA, PERTAINING TO SPECIAL EVENTS IN PUBLIC PARKS; AMENDING CHAPTER 18, ARTICLE IV, SPECIAL EVENTS IN PUBLIC PARKS OF THE CODE OF ORDINANCES OF THE TOWN OF LAKE HAMILTON; UPDATING REQUIREMENTS AND ADDING A NEW SECTION TO PROVIDE AN APPLICATION PROCESS FOR PARK RENTALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

Staff is requesting that Council consider the amendment to the current special events ordinance due to the current ordinance is specified for only special events in public parks and does not account for the reservation of those park facilities. We are requesting that those be split up into two different application types so that the applications are relevant for the purpose.

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: N/A

RECOMMENDATION:

ATTACHMENT(S):

[O-2026-XX SPECIAL EVENTS ORDINANCE CLEAN.pdf](#)

ORDINANCE 0-2026-XX

AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA, PERTAINING TO SPECIAL EVENTS IN PUBLIC PARKS; AMENDING CHAPTER 18, ARTICLE IV, SPECIAL EVENTS IN PUBLIC PARKS OF THE CODE OF ORDINANCES OF THE TOWN OF LAKE HAMILTON; UPDATING REQUIREMENTS AND ADDING A NEW SECTION TO PROVIDE AN APPLICATION PROCESS FOR PARK RENTALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Article VIII, Section 2 of the Florida Constitution provides that municipalities shall have governmental, corporate and proprietary powers to enable them to conduct municipal government, perform municipal functions and render municipal services, and may exercise any power for municipal purposes except as otherwise provided by law; and

WHEREAS, Chapter 166, Florida Statutes, the “Municipal Home Rule Powers Act” reinforces the authority granted under the Florida Constitution and authorizes municipalities to exercise any power for municipal purposes, except when expressly prohibited by law and enact ordinances in furtherance thereof; and

WHEREAS, the Town Council recognizes the need to update Chapter 18, Article IV of the Code of Ordinances of the Town of Lake Hamilton regarding Special Events in Public Parks; and

WHEREAS, the Town Council deems it in the best interest of the residents of the Town of Lake Hamilton to amend Chapter 18, Article IV of the Lake Hamilton Code of Ordinances as set forth herein.

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

1. RECITALS. The above recitals are true and correct and incorporated herein.

2. CODE AMENDMENTS. Article IV, Section 18-80 of the Code of Ordinances of the Town of Lake Hamilton, Florida, relating to Special Events in Public Parks, is hereby amended to read as follows:

The underlined language in “red” is the proposed changes and ~~strike through language~~ is being removed.

ARTICLE IV. - SPECIAL EVENTS IN PUBLIC PARKS

Sec. 18-80. - Definitions.

(a)Definitions. The following words, terms and phrases, when used in this section, shall have

the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning.

Large group special event means any special event which is reasonably expected to have between 100 and 200 participants in a one-hour period.

Medium group special event means any special event which is reasonably expected to have between 50 and 100 participants in a one-hour period.

Small group special event means any special event which is reasonably expected to have up to 50 participants in a one-hour period.

Special event means a civic, commercial, co-sponsored or private event, and includes but is not limited to uses or activities such as art shows, festivals, weddings, reunions, parties, concerts, parades and fairs if held on public property.

Sec. 18-81. - Application requirements.

(a) Responsible persons for special events are required to submit an application created and amended as needed by the Town Administrator in the form provided by the town, which requires a non-refundable application fee of \$25.00. ~~The application fee will be waived for the town residents after proof of residency, organized athletic events, civic or religious activities, town or other government sponsored events.~~ (b) Applications for small group special events must be submitted no later than two weeks prior to the event. Applications for medium and large group special events must be submitted at least one month prior to the event.

Sec. 18-82. - Insurance.

A certificate of liability insurance listing the town as an additional insured is required at the time of the application if the event will utilize equipment not provided at the park, such as a bounce house, petting zoo, catered events, use of a generator, or use for organized sports. Limits of \$500,000.00 per each person; \$1,000,000.00 for each occurrence for bodily injury liability; and \$100,000.00 for each occurrence on property damage are required.

Sec. 18-83. - Security deposit.

A deposit of \$100.00 is required for clean-up and damage to facilities at the park. If the area is left in the condition it was found the deposit will be refunded. Clean up required by town staff or any damage to property will forfeit the entire deposit. Damage or clean up beyond the amount of the deposit will be determined by the town and assessed to the responsible applicant.

Sec. 18-84. - Streets and parking.

If the event will need the temporary use of public streets, the applicant must submit a plan showing and describing how streets serving the event will be kept open to non-event traffic and to emergency vehicles and include a parking plan. The plan must be submitted one month prior to the event to the town police department for review and approval.

Sec. 18-85. - Alcohol and food vending or consumption.

The serving, selling or consumption of alcoholic beverages on the streets, rights of way, or in a public park is strictly prohibited. The selling of food and merchandise in a non-commercial zoning district is prohibited, unless authorized by the council for a special event, and that they have the appropriate licenses, insurance and permit to operate as a business.

Sec. 18-86. - Requirements.

(a)Off-duty officers. Medium and large group events will require the employment of off-duty police officers or sheriff's deputy. A plan is required to be submitted at least 30 days prior to event for review and approval by the town police department to ensure adequate security is provided for the safety of the citizens. Applicant will be responsible for all associated costs.(b)Trash. The applicant organization shall provide additional trash collection containers and recycling receptacles for medium and large events and shall provide for their removal and the disposal of accumulated trash and recyclables.(c)Toilet facilities. Additional portable facilities are required for medium and large events and are the responsibility of the applicant. Medium events require two additional facilities and large events require three. A plan must be submitted showing where the facilities will be located and information on the vendor must be submitted with the application.

Sec. 18-87. - Unsafe activity.

In the event that any group event activity, whether permitted or not, conducted within the town limits becomes unsafe for the citizens of the town, the general public, emergency personnel, or becomes a traffic hazard, the activity can be shut down by the police and the area cleared regardless of the event or park hours.

Sec. 18-88. - Restrictions.

(a)Park hours are dawn to dusk in parks with no lights; 9:00 p.m. if park has lights. You may not start your event before dawn and must have your event completed, cleared out of the park and cleaned up before dusk or 9:00 p.m. (whichever occurs first).(b)If event or park exceeds capacity admission to the event will cease and/or event will be closed.(c)Lewd, suggestive or vulgar activities or music are prohibited.(d)Pets (unless service) are not allowed in city parks. Any person with a service pet shall be responsible for both the conduct of the pet and removal of feces deposited by such pet. The person responsible for the service pet must have in their possession the container/equipment required for feces removal.(e)Cattle, horses, mules, swine, sheep, goats, or fowl shall not be allowed except in such permitted events allowed by the town council.(f)No driver of any vehicle shall obstruct traffic or park or stop on any road or driveway except at a place so designated or in case of an emergency beyond his control. Any unlicensed motorized or electric vehicles are prohibited, unless otherwise authorized by the town. Authorized or approved ADA mobility devices.(g)Non-motorized vehicles, bicycles, skateboards, and rollerblades are permitted except in or around structures, spectator areas or where use of such vehicles creates a safety hazard.~~(h)No fires shall be built by any person against or adjacent to any building, structure, tree, plant or near the property of others or in any public area except in such areas that are specifically designated for fire building and burning. No person starting a fire shall leave the area without extinguishing the fire.~~(i)While on or within any park property or recreational area, no person shall openly carry, possess, display, or discharge firearms of any type, nature or description in violation of the laws of the state. Further, while on or within any park property or recreational area, no person shall openly carry, possess, display, or use any other form of weapon that is (1) actually or potentially inimical or harmful to human life or to wildlife, or (2) otherwise dangerous to human life and safety, including, but not limited to, air rifles or pistols, spring guns, bows and arrows, and paint guns. The prohibitions stated in this section do not apply to duly authorized law enforcement officers acting within the scope and course of their duties.(j)Fireworks are prohibited on town property

unless specifically approved by the town council.(k)Gambling is prohibited on town property.(l)No person will loiter in or around any restroom, wooded or natural area, nor engage in any lewd or lascivious behavior as defined in F.S. chapter ~~798~~ and 800, (1995) or any amended statute.

Sec. 18-89. - Waivers.

Any waivers to the policy must be approved by the town council, which meets the first Tuesday of every month.

Sec. 18-90. - Penalty.

It shall be unlawful for any person to violate or fail to comply with any provision of this section. The violation of any provision of this section shall be punishable by a fine not exceeding \$500.00 or imprisonment for a term not exceeding 60 days or both by such fine and imprisonment.

Sec. 18-91 Public Park Rentals

The following shall apply to rentals and reservations of public parks for use outside of special events as described above.

(a) Event Parking under this park rental application will not block any roadway, interfere with use of public streets, and will at all times allow the flow of non-event traffic as well as emergency vehicles.

(b) Alcohol and food vending. There will be zero alcohol consumption and sale of alcohol on any streets, rights of way, or public park.

(c) The requirements under Sec. 18-86 above shall not apply to Park Rentals under this Section 18-91. All other requirements, rules, and restrictions as described above applicable to park rentals for special events shall apply to park rentals under this Section 18-91.

3. CONFLICTS. All ordinances in conflict herewith are repealed to the extent necessary to give this Ordinance full force and effect.

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

5. CODIFICATION. It is the intent of the Town Council that the provisions of this Ordinance shall become codified and made part of the Code of Ordinances of the Town of Lake Hamilton, FL, and the sections cited in this Ordinance may be renumbered, reformatted, or re-lettered to accomplish such intention.

6. 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 13th day of January 2026.

PASSED AND ADOPTED on second reading at the Regular meeting of the Town Council of Lake Hamilton, Florida, held this 2nd day of February 2026.

TOWN OF LAKE HAMILTON, FLORIDA

PHYLLIS HALL, MAYOR

ATTEST WITH SEAL:

JACQUELINE BORJA, TOWN CLERK

Approved as to form:

ANTHONY SABATINI, TOWN ATTORNEY

Record of Vote	Yes	No
Roberson		
Mathis		
Demanche		
Hall		



Town of Lake Hamilton Town Council Agenda Summary Report

TO:

THROUGH:

FROM:

AGENDA ITEM: Second and Final 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: March 3, 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. The first reading was on Tuesday February 10, 2026, and the Council voted to change the charter amendments from 5 to 3 and here is the ordinance with the updated changes.

Please motioned to approve the Ordinance in order to have the Charter Amendments approved language in the upcoming **2026 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 O-2026- xx.pdf](#)

ORDINANCE 2026-XX

AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA; PROPOSING AMENDMENTS TO THE TOWN CHARTER; AUTHORIZING THE SUBMISSION OF THREE 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 three 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 – 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 5. Proposed Charter Amendment No. 3 – Appointment of Deputy Town Clerk.

This amendment authorizes the Town Clerk 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 special meeting of the Town Council of Lake Hamilton, Florida, held this 10 day of February , 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



Town of Lake Hamilton Town Council Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Patrick Henry, Public Services Director

AGENDA ITEM: Consider Interest in Purchasing 25+ Acre Property East/North/Southeast of Detour Ballfield.

DATE: March 3, 2026

SUMMARY & RECOMMENDATION: Staff was contacted by the owners a parcel that is roughly 25 acres that is located east and adjacent to the Detour Ballfield. I have provided a copy of the email received from the property owner for reference. They would like to gauge the level of interest the Town has if any in purchasing the property for future use. They were looking into developing the property into a subdivision, but reached out to the Town to see if there was an interest as they would rather give the Town the opportunity to obtain the property before moving forward with a subdivision. If the Council desires to look into the idea, we could do further research and gather any questions there may be.

The Parcel numbers below are the properties regarding the information above:

27-28-10-000000-043020

27-28-10-000000-043040

27-28-10-000000-044010

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: If Council has interest in moving forward there would be cost associated with researching and obtaining the property.

RECOMMENDATION:

ATTACHMENT(S):

[Property Information for Parcel: 27-28-10-000000-043040 \(PDF\)](#)

[Property Information for Parcel: 27-28-10-000000-043020 \(PDF\)](#)

[Property Information for Parcel: 27-28-10-000000-044010 \(PDF\)](#)
[Email regarding potential value of property \(PDF\)](#)
[Aerial Map of all 3 properties \(PDF\)](#)
[Detour Road.png](#)
[Detour Road 2.jpeg](#)

Parcel Details: 27-28-10-000000-043040

Owners *Recently purchased this property? [Click here.](#)*

MASSEY MARK B 100%

Mailing Address ([Address Change form](#))

5037 TAMIAMI TRL E
NAPLES FL 34113-4127

Physical Street Address *Why postal city and municipality? [Click here.](#)*

DETOUR RD

Postal City and Zip

HAINES CITY FL 33844

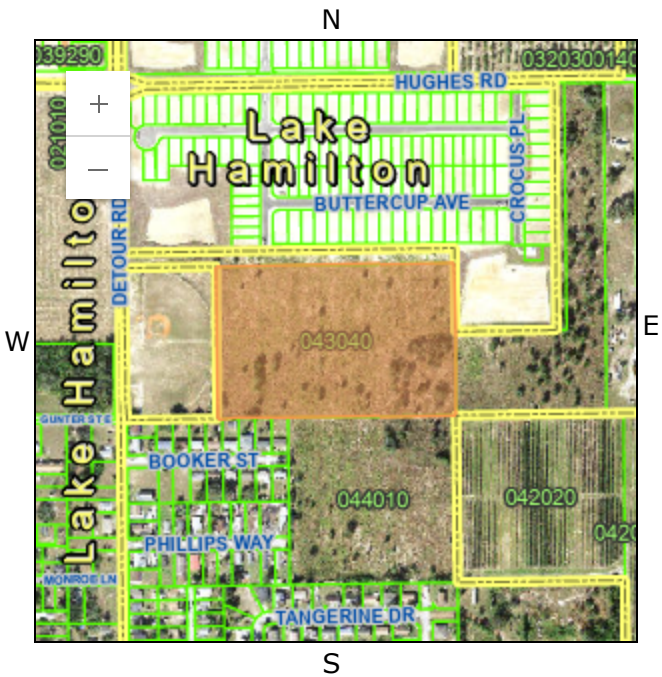
Parcel Information

Municipality **Unincorporated Polk County (Code: 90000)**
Neighborhood **140990.00**
[Search Recent Sales in this Neighborhood](#)
Subdivision **NOT IN SUBDIVISION**
Property (DOR) **Unplatted tracts 10 - 29.99**
Use Code **acres (Code: 9920)**
Acreage **12.98**
[Community Redevelopment Area](#) **NOT IN CRA**

Property Desc

DISCLAIMER: The property description provided is a summary of the original legal description and should not be used for conveying property, as it may render the deed invalid.

Area Map



Section Maps for 272810

[HTML \(opens in new tab\)](#)

[Printable PDF](#)

Sales History

Important Notice: If you wish to obtain a copy of a deed for this parcel, click on the blue OR Book/Page number. If the Book/Page number does not have a blue link or if the document is restricted, it may not be available online. Please contact the Polk County Clerk Indexing Department at 863-534-4516. If the Type Inst is an "R", please contact the Property Appraiser at 863-534-4765 to order "R" type instruments.

OR Book/Page	Date	Type Inst	Vacant/ Improved	Grantee	Sales Price
10014/00723	12/2016	Q	V	MASSEY MARK B	\$100
09947/01309	09/2016	M	V	MASSEY MARK B	\$100
7912/1300	06/2009	Q	V	BOUND CAROL LEANN MASSEY	\$100
07931/00361	06/2009	C	V	BOUND CAROL LEANN MASSEY	\$0 58

7482/1511	11/2007	C	V	MASSEY OLLIE MAE	\$100
7449/2168	10/2007	Q	V	MASSEY OLLIE MAE	\$100
3737/1011	09/1996	W	V		\$1,600

Exemptions

Note: The drop down menus below provide information on the amount of exemption applied to each taxing district. The HX—first \$25,000 homestead exemption may be allocated to one or more owners. The HB second amended homestead exemption reflects the name of the first owner only.

Code	Bld. #	Description	% Ownership	Renew Cd	Year Name	Note	Value
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PERMITS

Please contact the [appropriate permit issuing agency](#) to obtain information. This property is located in the **Unincorporated Polk County** taxing district.

Land Lines

LN	Land Description	Ag/GreenBelt	Land Unit Type	Front	Depth	Units
1 *	RESIDENTIAL	N	ACREAGE	0	0	1.85
2 *	RESIDENTIAL	N	ACREAGE	0	0	11.13

* For Zoning/Future Land Use contact Polk County or the Municipality the parcel is located in.

NOTICE: All information ABOVE this notice is current (as of Thursday, February 12, 2026 at 2:10:12 AM). All information BELOW this notice is from the 2025 Tax Roll, except where otherwise noted.

Value Summary (2025)

Desc	Value
LAND VALUE	\$175,262
BUILDING VALUE	\$0
EXTRA FEATURES VALUE	\$0
JUST MARKET VALUE	\$175,262
AG CLASSIFIED LAND VALUE	\$0
AGRICULTURE CLASSIFICATION SAVINGS	\$0
*HOMESTEAD CAP AND SOH PORTABILITY SAVINGS	\$0
ASSESSED VALUE	\$175,262
EXEMPTION VALUE (COUNTY)	\$0
TAXABLE VALUE (COUNTY)	\$175,262

*This property contains a Non Homestead Cap with a differential of \$0.

Values by District (2025)

District Description	Just Market Value	Assessed Value	Exemption	Final Tax Savings	Taxable Value	Final Tax Rate	Final Taxes
BOARD OF COUNTY COMMISSIONERS	\$175,262	\$175,262	\$0	\$0.00	\$175,262	6.634800	\$1,162.83

POLK COUNTY PARKS MSTU	\$175,262	\$175,262	\$0	\$0.00	\$175,262	0.528600	\$92.64
POLK COUNTY LIBRARY MSTU	\$175,262	\$175,262	\$0	\$0.00	\$175,262	0.198500	\$34.79
POLK COUNTY STORMWAT ER MSTU	\$175,262	\$175,262	\$0	\$0.00	\$175,262	0.094100	\$16.49
POLK COUNTY SCHOOL BOARD - STATE	\$175,262	\$175,262	\$0	\$0.00	\$175,262	3.042000	\$533.15
POLK COUNTY SCHOOL BOARD - LOCAL	\$175,262	\$175,262	\$0	\$0.00	\$175,262	2.248000	\$393.99
SOUTHWES T FLA WATER MGMT DIST	\$175,262	\$175,262	\$0	\$0.00	\$175,262	0.183100	\$32.09
				Tax Savings:	\$0.00	Total Taxes:	\$2,265.98

Taxes

Desc	Last Year (2024)	2025 Final
Taxing District	UNINCORP/SWFWMD (Code: 90000)	UNINCORP/SWFWMD (Code: 90000)
Millage Rate	12.9429	12.9291
Ad Valorem Assessments	\$2,236.35	\$2,265.98
Non-Ad Valorem Assessments	\$0.00	\$0.00
Total Taxes	\$2,236.35	\$2,265.98

Your final tax bill may contain Non-Ad Valorem assessments which may not be reflected on this page, such as assessments for roads, drainage, garbage, fire, lighting, water, sewer, or other governmental services and facilities which may be levied by your county, city or any other special district. Use the [Property Tax Estimator](#) to estimate taxes for this account.

Note: The tax collector link is not available while they perform required maintenance. If you have questions, please contact the tax collector's office. Thank you for your patience.

Prior Year Final Values

The Final Tax Roll is the 1st certification of the tax rolls by the Value Adjustment Board, [per Florida Statute 193.122\(2\), F.S.](#) This is the date all taxable property and tax rolls are certified for collection to the Tax Collector. Corrections made after this date are not reflected in the Final Tax Roll Values.

DESCRIPTION	2024	2023	2022	2021
LAND VALUE	\$175,262.00	\$168,771.00	\$142,806.00	\$128,526.00
BUILDING VALUE	\$0.00	\$0.00	\$0.00	\$0.00
EXTRA FEATURES VALUE	\$0.00	\$0.00	\$0.00	\$0.00
JUST MARKET VALUE	\$175,262.00	\$168,771.00	\$142,806.00	\$128,526.00

HOMESTEAD CAP AND SOH PORTABILITY SAVINGS	\$4,193.00	\$13,254.00	\$1,427.00	\$0.00
ASSESSED VALUE	\$171,069.00	\$155,517.00	\$141,379.00	\$128,526.00
EXEMPTION VALUE (COUNTY)	\$0.00	\$0.00	\$0.00	\$0.00
TAXABLE VALUE (COUNTY)	\$171,069.00	\$155,517.00	\$141,379.00	\$128,526.00

DISCLAIMER:

The Polk County Property Appraiser makes no representations or warranties regarding the completeness and accuracy of the data herein, its use or interpretation, the fee or beneficial/equitable title ownership or encumbrances of the property, and assumes no liability associated with its use or misuse. See the posted Site Notice.

Last Updated: Thursday, February 12, 2026 at 2:10:12 AM

Parcel Details: 27-28-10-000000-043020

Owners *Recently purchased this property? [Click here.](#)*

MASSEY MARK B 100%

Mailing Address ([Address Change form](#))

5037 TAMIAMI TRL E
NAPLES FL 34113-4127

Physical Street Address *Why postal city and municipality? [Click here.](#)*

DETOUR RD

Postal City and Zip

HAINES CITY FL 33844

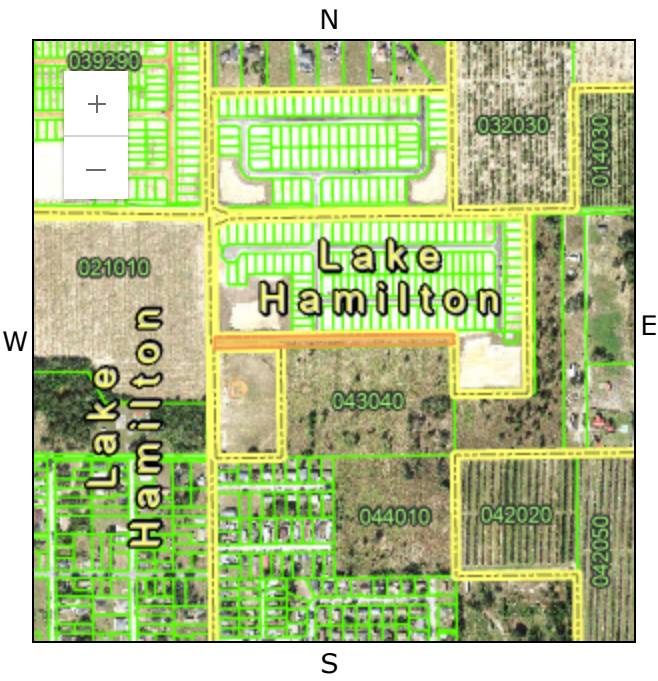
Parcel Information

Municipality **Unincorporated Polk County (Code: 90000)**
140990.00
Neighborhood [Search Recent Sales in this Neighborhood](#)
Subdivision **NOT IN SUBDIVISION**
Property (DOR) Use Code **Vac.Res (Code: 0001)**
Acreage **1.80**
[Community Redevelopment Area](#) **NOT IN CRA**

Property Desc

DISCLAIMER: The property description provided is a summary of the original legal description and should not be used for conveying property, as it may render the deed invalid.

Area Map



Section Maps for 272810

[HTML \(opens in new tab\)](#)

[Printable PDF](#)

Sales History

Important Notice: If you wish to obtain a copy of a deed for this parcel, click on the blue OR Book/Page number. If the Book/Page number does not have a blue link or if the document is restricted, it may not be available online. Please contact the Polk County Clerk Indexing Department at 863-534-4516. If the Type Inst is an "R", please contact the Property Appraiser at 863-534-4765 to order "R" type instruments.

OR Book/Page	Date	Type Inst	Vacant/ Improved	Grantee	Sales Price
10014/00715	12/2016	Q	V	MASSEY MARK B	\$100
09947/01301	09/2016	M	V	MASSEY MARK B	\$100
7912/1300	06/2009	Q	V	BOUND CAROL LEANN MASSEY	\$100
07931/00361	06/2009	C	V	BOUND CAROL LEANN MASSEY	\$0 62

7482/1511	11/2007	C	V	MASSEY OLLIE MAE	\$100
7449/2168	10/2007	Q	V	MASSEY OLLIE MAE	\$100
7100/1854	11/2006	M	V	MASSEY OLLIE MAE	\$100
2615/0133	02/1988	W	I		\$100
2615/0131	02/1988	W	I		\$100
2562/1615	09/1987	W	I		\$100

Exemptions

Note: The drop down menus below provide information on the amount of exemption applied to each taxing district. The HX—first \$25,000 homestead exemption may be allocated to one or more owners. The HB second amended homestead exemption reflects the name of the first owner only.

Code	Bld. #	Description	% Ownership	Renew Cd	Year Name	Note	Value
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PERMITS

Please contact the [appropriate permit issuing agency](#) to obtain information. This property is located in the **Unincorporated Polk County** taxing district.

Land Lines

LN	Land Description	Ag/GreenBelt	Land Unit Type	Front	Depth	Units
1	* RESIDENTIAL	N	ACREAGE	0	0	1.80

* For Zoning/Future Land Use contact Polk County or the Municipality the parcel is located in.

NOTICE: All information ABOVE this notice is current (as of Thursday, February 12, 2026 at 2:10:12 AM). All information BELOW this notice is from the 2025 Tax Roll, except where otherwise noted.

Value Summary (2025)

Desc	Value
LAND VALUE	\$24,291
BUILDING VALUE	\$0
EXTRA FEATURES VALUE	\$0
JUST MARKET VALUE	\$24,291
AG CLASSIFIED LAND VALUE	\$0
AGRICULTURE CLASSIFICATION SAVINGS	\$0
*HOMESTEAD CAP AND SOH PORTABILITY SAVINGS	\$9,562
ASSESSED VALUE	\$14,729
EXEMPTION VALUE (COUNTY)	\$0
TAXABLE VALUE (COUNTY)	\$14,729

*This property contains a Non Homestead Cap with a differential of \$9,562.

Values by District (2025)

District Description	Just Market Value	Assessed Value	Exemption	Final Tax Savings	Taxable Value	Final Tax Rate	Final Taxes
BOARD OF COUNTY	\$24,291	\$14,729	\$0	\$0.00	\$14,729	6.634800	\$97.72 63

COMMISSIONERS							
POLK COUNTY PARKS MSTU	\$24,291	\$14,729	\$0	\$0.00	\$14,729	0.528600	\$7.79
POLK COUNTY LIBRARY MSTU	\$24,291	\$14,729	\$0	\$0.00	\$14,729	0.198500	\$2.92
POLK COUNTY STORMWATER MSTU	\$24,291	\$14,729	\$0	\$0.00	\$14,729	0.094100	\$1.39
POLK COUNTY SCHOOL BOARD - STATE	\$24,291	\$24,291	\$0	\$0.00	\$24,291	3.042000	\$73.89
POLK COUNTY SCHOOL BOARD - LOCAL	\$24,291	\$24,291	\$0	\$0.00	\$24,291	2.248000	\$54.61
SOUTHWEST FLA WATER MGMT DIST	\$24,291	\$14,729	\$0	\$0.00	\$14,729	0.183100	\$2.70
				Tax Savings:	\$0.00	Total Taxes:	\$241.02

Taxes

Desc	Last Year (2024)	2025 Final
Taxing District	UNINCORP/SWFWMD (Code: 90000)	UNINCORP/SWFWMD (Code: 90000)
Millage Rate	12.9429	12.9291
Ad Valorem Assessments	\$231.05	\$241.02
Non-Ad Valorem Assessments	\$0.00	\$0.00
Total Taxes	\$231.05	\$241.02

Your final tax bill may contain Non-Ad Valorem assessments which may not be reflected on this page, such as assessments for roads, drainage, garbage, fire, lighting, water, sewer, or other governmental services and facilities which may be levied by your county, city or any other special district. Use the [Property Tax Estimator](#) to estimate taxes for this account.

Note: The tax collector link is not available while they perform required maintenance. If you have questions, please contact the [tax collector's office](#). Thank you for your patience.

Prior Year Final Values

The Final Tax Roll is the 1st certification of the tax rolls by the Value Adjustment Board, [per Florida Statute 193.122\(2\), F.S.](#) This is the date all taxable property and tax rolls are certified for collection to the Tax Collector. Corrections made after this date are not reflected in the Final Tax Roll Values.

DESCRIPTION	2024	2023	2022	2021
LAND VALUE	\$24,291.00	\$23,391.00	\$19,792.00	\$17,813.00
BUILDING VALUE	\$0.00	\$0.00	\$0.00	\$0.00

EXTRA FEATURES VALUE	\$0.00	\$0.00	\$0.00	\$0.00
JUST MARKET VALUE	\$24,291.00	\$23,391.00	\$19,792.00	\$17,813.00
HOMESTEAD CAP AND SOH PORTABILITY SAVINGS	\$10,901.00	\$11,218.00	\$8,726.00	\$7,753.00
ASSESSED VALUE	\$13,390.00	\$12,173.00	\$11,066.00	\$10,060.00
EXEMPTION VALUE (COUNTY)	\$0.00	\$0.00	\$0.00	\$0.00
TAXABLE VALUE (COUNTY)	\$13,390.00	\$12,173.00	\$11,066.00	\$10,060.00

DISCLAIMER:

The Polk County Property Appraiser makes no representations or warranties regarding the completeness and accuracy of the data herein, its use or interpretation, the fee or beneficial/equitable title ownership or encumbrances of the property, and assumes no liability associated with its use or misuse. See the posted Site Notice.

Last Updated: Thursday, February 12, 2026 at 2:10:12 AM

Parcel Details: 27-28-10-000000-044010

Owners *Recently purchased this property? [Click here.](#)*

MASSEY MARK B 100%

Mailing Address ([Address Change form](#))

5037 TAMIAMI TRL E
NAPLES FL 34113-4127

Physical Street Address *Why postal city and municipality? [Click here.](#)*

PHILLIPS WAY

Postal City and Zip

HAINES CITY FL 33844

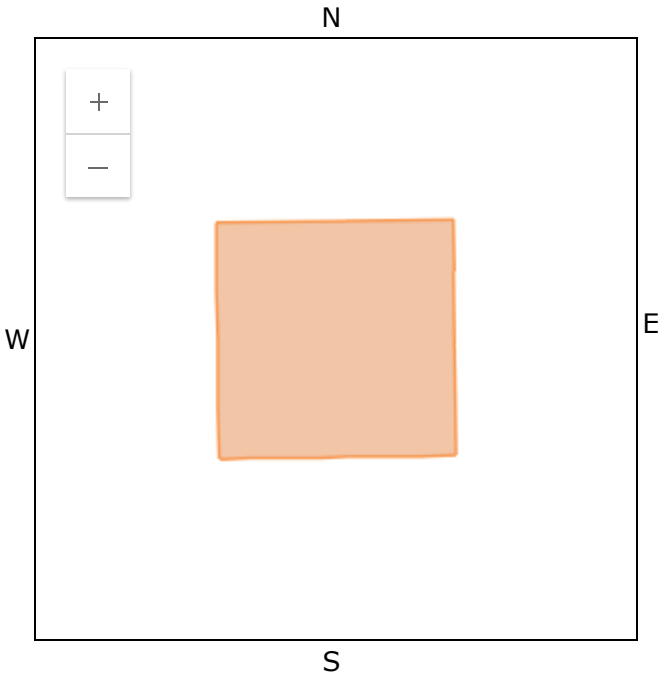
Parcel Information

Municipality **Unincorporated Polk County (Code: 90000)**
140990.00
Neighborhood [Search Recent Sales in this Neighborhood](#)
Subdivision **NOT IN SUBDIVISION**
Property (DOR) **Unplatted tracts 10 - 29.99**
Use Code **acres (Code: 9920)**
Acreage **10.05**
[Community Redevelopment Area](#) **NOT IN CRA**

Property Desc

DISCLAIMER: The property description provided is a summary of the original legal description and should not be used for conveying property, as it may render the deed invalid.

Area Map



Section Maps for 272810

[HTML \(opens in new tab\)](#)

[Printable PDF](#)

Sales History

Important Notice: If you wish to obtain a copy of a deed for this parcel, click on the blue OR Book/Page number. If the Book/Page number does not have a blue link or if the document is restricted, it may not be available online. Please contact the Polk County Clerk Indexing Department at 863-534-4516. If the Type Inst is an "R", please contact the Property Appraiser at 863-534-4765 to order "R" type instruments.

OR Book/Page	Date	Type Inst	Vacant/ Improved	Grantee	Sales Price
10014/00721	12/2016	Q	V	MASSEY MARK B	\$100
09947/01307	09/2016	M	V	MASSEY MARK B	\$100
7912/1300	06/2009	Q	V	BOUND CAROL LEANN MASSEY	\$100
07931/00361	06/2009	C	V	BOUND CAROL LEANN MASSEY	\$0

7482/1511	11/2007	C	V	MASSEY OLLIE MAE	\$100
7449/2168	10/2007	Q	V	MASSEY OLLIE MAE	\$100
3737/1011	09/1996	W	V		\$1,600
2615/0133	02/1988	W	V		\$100
2615/0131	02/1988	W	V		\$100

Exemptions

Note: The drop down menus below provide information on the amount of exemption applied to each taxing district. The HX—first \$25,000 homestead exemption may be allocated to one or more owners. The HB second amended homestead exemption reflects the name of the first owner only.

Code	Bld. #	Description	% Ownership	Renew Cd	Year	Name	Note	Value
------	--------	-------------	-------------	----------	------	------	------	-------

PERMITS

Please contact the [appropriate permit issuing agency](#) to obtain information. This property is located in the **Unincorporated Polk County** taxing district.

Land Lines

LN	Land Description	Ag/GreenBelt	Land Unit Type	Front	Depth	Units
1	* RESIDENTIAL	N	ACREAGE	0	0	1.70
2	* RESIDENTIAL	N	ACREAGE	0	0	8.35

* For Zoning/Future Land Use contact Polk County or the Municipality the parcel is located in.

NOTICE: All information ABOVE this notice is current (as of Thursday, February 12, 2026 at 2:10:12 AM). All information BELOW this notice is from the 2025 Tax Roll, except where otherwise noted.

Value Summary (2025)

Desc	Value
LAND VALUE	\$135,633
BUILDING VALUE	\$0
EXTRA FEATURES VALUE	\$0
JUST MARKET VALUE	\$135,633
AG CLASSIFIED LAND VALUE	\$0
AGRICULTURE CLASSIFICATION SAVINGS	\$0
*HOMESTEAD CAP AND SOH PORTABILITY SAVINGS	\$0
ASSESSED VALUE	\$135,633
EXEMPTION VALUE (COUNTY)	\$0
TAXABLE VALUE (COUNTY)	\$135,633

*This property contains a Non Homestead Cap with a differential of \$0.

Values by District (2025)

District Description	Just Market Value	Assessed Value	Exemption	Final Tax Savings	Taxable Value	Final Tax Rate	Final Taxes
BOARD OF COUNTY	\$135,633	\$135,633	\$0	\$0.00	\$135,633	6.634800	\$899.90 67

COMMISSIONERS							
POLK COUNTY PARKS MSTU	\$135,633	\$135,633	\$0	\$0.00	\$135,633	0.528600	\$71.70
POLK COUNTY LIBRARY MSTU	\$135,633	\$135,633	\$0	\$0.00	\$135,633	0.198500	\$26.92
POLK COUNTY STORMWATER MSTU	\$135,633	\$135,633	\$0	\$0.00	\$135,633	0.094100	\$12.76
POLK COUNTY SCHOOL BOARD - STATE	\$135,633	\$135,633	\$0	\$0.00	\$135,633	3.042000	\$412.60
POLK COUNTY SCHOOL BOARD - LOCAL	\$135,633	\$135,633	\$0	\$0.00	\$135,633	2.248000	\$304.90
SOUTHWEST FLA WATER MGMT DIST	\$135,633	\$135,633	\$0	\$0.00	\$135,633	0.183100	\$24.83
				Tax Savings:	\$0.00	Total Taxes:	\$1,753.61

Taxes

Desc	Last Year (2024)	2025 Final
Taxing District	UNINCORP/SWFWMD (Code: 90000)	UNINCORP/SWFWMD (Code: 90000)
Millage Rate	12.9429	12.9291
Ad Valorem Assessments	\$1,730.65	\$1,753.61
Non-Ad Valorem Assessments	\$0.00	\$0.00
Total Taxes	\$1,730.65	\$1,753.61

Your final tax bill may contain Non-Ad Valorem assessments which may not be reflected on this page, such as assessments for roads, drainage, garbage, fire, lighting, water, sewer, or other governmental services and facilities which may be levied by your county, city or any other special district. Use the [Property Tax Estimator](#) to estimate taxes for this account.

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Prior Year Final Values

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DESCRIPTION	2024	2023	2022	2021
LAND VALUE	\$135,633.00	\$130,610.00	\$110,516.00	\$99,464.00
BUILDING VALUE	\$0.00	\$0.00	\$0.00	\$0.00

EXTRA FEATURES VALUE	\$0.00	\$0.00	\$0.00	\$0.00
JUST MARKET VALUE	\$135,633.00	\$130,610.00	\$110,516.00	\$99,464.00
HOMESTEAD CAP AND SOH PORTABILITY SAVINGS	\$3,247.00	\$10,259.00	\$1,106.00	\$0.00
ASSESSED VALUE	\$132,386.00	\$120,351.00	\$109,410.00	\$99,464.00
EXEMPTION VALUE (COUNTY)	\$0.00	\$0.00	\$0.00	\$0.00
TAXABLE VALUE (COUNTY)	\$132,386.00	\$120,351.00	\$109,410.00	\$99,464.00

DISCLAIMER:

The Polk County Property Appraiser makes no representations or warranties regarding the completeness and accuracy of the data herein, its use or interpretation, the fee or beneficial/equitable title ownership or encumbrances of the property, and assumes no liability associated with its use or misuse. See the posted Site Notice.

Last Updated: Thursday, February 12, 2026 at 2:10:12 AM

From: cle@superiorsiteservices.com
To: [Brittney Sandoval](#)
Subject: Re: Lake Hamilton potential property.
Date: Tuesday, February 10, 2026 4:09:02 PM

CAUTION: This email originated from outside the organization. Use caution with links and attachments.

Hi Brittney,

I hope you're doing well. I wanted to follow up on our prior correspondence and thank you again for taking the time to review the information we shared regarding the property.

As additional context, we became aware of a neighboring property transaction in which approximately **30 acres sold for \$2,212,500**, or roughly **\$73,750 per acre**. We understand this sale occurred approximately **two and a half years ago**, and we recognize that market conditions, property characteristics, and municipal priorities can change over time. This information is not intended to replace a formal appraisal, but simply to provide a nearby historical data point.

Applying that same per-acre figure to the **25 acres** we have discussed with the Town would suggest a value in the range of **approximately \$1.8–\$1.9 million**, based on that prior transaction alone. We share this purely as background information.

At this point, it would be very helpful for us to understand the Town's level of interest. Even if the timing or pricing isn't right today, knowing whether this is a property the Town would realistically have interest in now or in the foreseeable future would help us determine appropriate next steps on our end.

Thank you again for your time and consideration. We appreciate your feedback and look forward to hearing your thoughts when convenient.

Sincerely,
Chad Lee

On Oct 1, 2025, at 12:14 PM, cle [superiorsiteservices.com](mailto:cle@superiorsiteservices.com)
<cle@superiorsiteservices.com> wrote:

Hi Brittney,

Thank you so much for getting back to us and for taking the time to review the property. We completely understand that the \$2.5 million range feels high. We're looking into possibly having a formal appraisal done, and if we move forward with that, we'll be sure to share the results with you.

In the meantime, if the Town has a number or range in mind that you'd consider fair, we'd love to hear it. That might help us see if there's a middle ground that works for everyone.

Thank you again for your time and consideration.

Sincerely,

Chad Lee

Chad Lee

On Oct 1, 2025, at 8:57 AM, Brittney Sandoval <brittney@townoflakehamilton.com> wrote:

Good morning,

Thank you for reaching back out, although we recognize that the property could be a benefit to the Town for additional park space, the price mentioned is extremely out of range for the Town at this time. If anything changes in the future, please feel free to reach out.

Sincerely,

Brittney Sandoval

Town Administrator

Town of Lake Hamilton

P.O. Box 126

Lake Hamilton, FL 33851-0126

(863) 439-1910 Office

(863) 439-1421 Fax

Brittney@townoflakehamilton.com

www.townoflakehamilton.com

<image001.jpg>

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this

entity. Instead, contact this office by phone or in writing.

From: clee [superiorsiteservices.com](mailto:clee@superiorsiteservices.com) <clee@superiorsiteservices.com>
Sent: Friday, September 26, 2025 1:11 PM
To: Brittney Sandoval <brittney@townoflakehamilton.com>
Subject: Re: Lake Hamilton potential property.

CAUTION: This email originated from outside the organization. Use caution with links and attachments.

We did a quick review of comparable sales to provide you and your team with the necessary information to evaluate this opportunity. I appreciate any feedback when you have time. Thanks again for your time.

On Sep 17, 2025, at 4:05 PM, Brittney Sandoval
<brittney@townoflakehamilton.com> wrote:

Good afternoon,
This is my email.

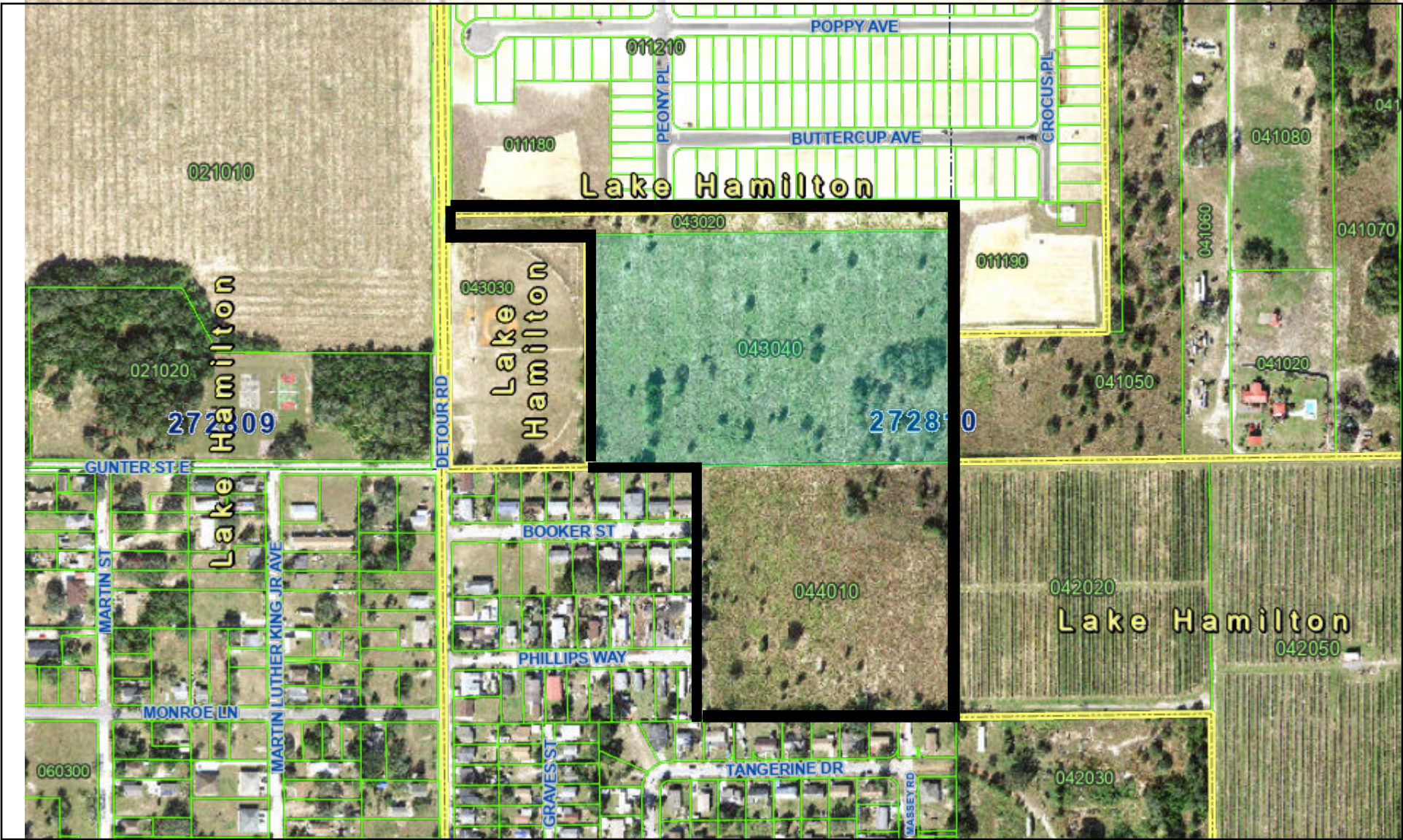
Brittney Sandoval
Town Administrator
Town of Lake Hamilton
P.O. Box 126
Lake Hamilton, FL 33851-0126
(863) 439-1910 Office
(863) 439-1421 Fax
Brittney@townoflakehamilton.com
www.townoflakehamilton.com

<image001.jpg>

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

<image001.jpg>

Property East of Detour Ballfield



0 195 390 780 Feet

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







Town of Lake Hamilton Town Council Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Nancy Oakes, Finance Director

AGENDA ITEM: Consider approval of the RFQ for Employee Benefit Insurance Brokerage Services.

DATE: March 3, 2026

SUMMARY & RECOMMENDATION: Approval of RFQ for Employee Insurance Brokerage Services. Staff is looking to go out to bid for an insurance broker as the need is present to ensure the Town has the best possible providers for the acquisition of providers for employee benefits and maintaining the benefit program successfully.

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: The Town of Lake Hamilton (TOLH) is requesting Request for Qualifications for Professional Services (RFQ) from qualified offerors to provide Broker/Agent of Record professional services for all health, dental, life and other related employee benefit. The selected offeror shall assist with the strategic planning, design and negotiation of the most cost-effective programs as well as the implementation and servicing of those plans. The services will be required beginning with October 2026, benefits year. There is no cost to the Town to acquire an Insurance Broker except those for notification purposes required in the RFQ process.

RECOMMENDATION:

ATTACHMENT(S):

[RFQ Insurance Brokerage Services 2026-2.pdf](#)

RFQ # 2026-02	Due Date & Time: April 8, 2026, at 2:00 PM EST / 14:00	Advertised Date(s): March 11, 2026
Project Coordinator: Nancy Oakes Phone: (863) 439-1910 x109 Email: noakes@townoflakehamilton.com	Respond to: Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave. Lake Hamilton, Fl. 33851 Phone: (863) 439-1910	
Title: Town of Lake Hamilton Employee Benefit Insurance Brokerage Services		



**Request for Qualifications – Employee Benefit Insurance
Brokerage Services**

Town of Lake Hamilton
Request for Qualifications
100 Smith Ave. Lake Hamilton Florida 33851
Phone (863) 439-1910

To: All Prospective Proposers
From: Town of Lake Hamilton
Subject: RFQ # 2026-02
Date: March 11, 2026

Dear Potential Proposer:

Pursuant to the requirements set forth in the Consultants' Competitive Negotiations Act (CCNA), chapter 287, Florida Statutes, and all policies and procedures promulgated thereby, Town of Lake Hamilton, Florida, an Equal Employment Opportunity (EEO) employer, does hereby announce that it is accepting written proposals from all qualified firms or individuals interested in providing Employee Benefit Insurance Brokerage Services as described in the "Scope of Services" section of this Request for Qualifications for Employee Benefit Insurance Services (RFQ) document: Employee Benefit Insurance Services. The successful proposers shall prove by their qualifications, experience, availability, approach, and plan for the work that they will best serve the overall needs of the Town of Lake Hamilton. The selection of the successful proposers shall be at the Town of Lake Hamilton's discretion and shall be made in a prompt manner after the receipt and evaluation of all responses.

If you are interested in preparing a response to this RFQ document, please complete all the requirements set forth in this RFQ document in the manner proscribed. Please be aware that under the competitive proposal process, the stipulations set forth herein are fully binding on you, the proposer, to the extent that you confirm acceptance by your signature on the *Acceptance of Conditions* page.

All proposers are advised that under chapter 119, Florida Statutes, all responses are deemed a public record and opened to public scrutiny as provided for in said statute.

The Town of Lake Hamilton welcomes your response to this RFQ document. The Town of Lake Hamilton reserves the right to reject any proposal found to be non-responsive, vague, non-conforming, or irresponsible. The Town of Lake Hamilton may withdraw all or part of this proposal at any time to protect its best interest. The desire of the Town of Lake Hamilton to pursue proposals shall in no way obligate the Town of Lake Hamilton to compensate you for your efforts or to execute a contract with you. All proposers are asked to be thorough yet concise in their response. Failure to provide the response in the manner prescribed herein may be grounds for disqualification.

RFQ # 2026-02	Due Date & Time: April 8, 2026, at 2:00 PM EST / 14:00	Advertised Date(s): March 11, 2026
Project Coordinator: Nancy Oakes Phone: (863) 439-1910 x109 Email: noakes@townoflakehamilton.com	Respond to: Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave. Lake Hamilton, Fl. 33851 Phone: (863) 439-1910	
Title: Town of Lake Hamilton Employee Benefit Insurance Brokerage Services		

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4	Terms and Conditions	5
5	Submittal Format	8
6	Evaluation and Contracting Procedures	8
7	Office of Record	10
8	Time of Performance	10
9	Estimated Timeline	10
10	Budget and Cost	10
11	Summary Statement	10

ATTACHMENT	TITLE	PAGE NO.
A	Addendum Acknowledgement	11
B	Acceptance of Proposal Terms and Conditions	12
C	Drug Free Workplace Certification	13
D	Conflict of Interest Statement	14
E	Public Entity Crimes Disclosure	15
F	Statement of No Proposal	17
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RFQ # 2026-02	Due Date & Time: April 8, 2026, at 2:00 PM EST / 14:00	Advertised Date(s): March 11, 2026
Project Coordinator: Nancy Oakes Phone: (863) 439-1910 x109 Email: noakes@townoflakehamilton.com	Respond to: Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave. Lake Hamilton, Fl. 33851 Phone: (863) 439-1910	
Title: Town of Lake Hamilton Employee Benefit Insurance Brokerage Services		

Section 1 **Summary of Services**

A. Introduction:

It is the intent of this Request for Qualifications for Professional Services (RFQ) to hire pre-qualified Employee Benefit Insurance Brokerage Services (hereinafter Broker) to provide professional services to the Town of Lake Hamilton. The Town of Lake Hamilton (hereinafter TOLH) is requesting Request for Qualifications for Professional Services (RFQ) from qualified offerors to provide Broker/Agent of Record professional services for all health, dental, life and other related employee benefit programs. The selected offeror shall assist with the strategic planning, design and negotiation of the most cost-effective programs as well as the implementation and servicing of those plans. The services will be required beginning October 2026, benefits year.

The term of the Agreement will be for a period of three (3) years ("the Term") with TOLH's sole option to extend the Term for two (2) additional one-year extensions.

B. Background:

There are currently 44 employees actively enrolled in the health insurance plan. Part-time employees are not eligible for employer health coverage and fringe benefits but are encouraged to participate in health wellness initiatives.

The TOLH offers a comprehensive healthcare benefit plan which consists of medical, dental, vision, life, accidental death and dismemberment, and short and long-term disability insurances as well as COBRA administration.

Medical benefits are presently offered to eligible employees through Blue Cross/Blue Shield of Florida's (Florida Blue) HMO & PPO plans. Optional dental and vision benefits are provided through Guardian and Unum. Employer paid life insurance, Short Term and Long-Term coverage is provided by The Hartford. Other non-employer subsidized benefits include supplemental life, cancer, accident, hospital confinement and critical illness insurance provided by Colonial.

Section 2 **Scope of Services**

The categories and representative tasks required for this project are outlined below, however the list is not intended to be a complete list of all services necessary. All Proposers must be able to provide the following services:

1. Analyze existing coverage and identify or develop cost/saving alternative benefit strategies and plans.
2. Assist in the development and planning of long-range goals and strategies, including making projections of potential savings.

RFQ # 2026-02	Due Date & Time: April 8, 2026, at 2:00 PM EST / 14:00	Advertised Date(s): March 11, 2026
Project Coordinator: Nancy Oakes Phone: (863) 439-1910 x109 Email: noakes@townoflakehamilton.com	Respond to: Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave. Lake Hamilton, Fl. 33851 Phone: (863) 439-1910	
Title: Town of Lake Hamilton Employee Benefit Insurance Brokerage Services		

3. Advise and assist the TOLH in evaluating and selecting among coverage alternatives provided by the insurance carriers, including the various health plan options offered, deductibles, co-insurance, out-of-pocket expenses, premiums, etc.
4. Alert the TOLH of any existing or potential gaps or overlaps in coverage.
5. Advise and assist the TOLH in the process, in the event the TOLH determines it is in its best interest to enter new contracts for insurance coverage with different carriers.
6. Prepare and distribute benefit packages ensuring that all required information and disclosures are included.
7. Organize and conduct annual open enrollment meetings for all eligible employees and provide accurate responses to all employee inquiries.
8. Prepare a comprehensive Employee Benefit Guide annually. Assist in preparing additional educational and promotional materials when requested by the TOLH.
9. Perform an annual analysis of the TOLH's benefit plan in order to contain costs and maximize benefits, report utilization trends for the group.
10. Collect and provide benchmarking data to assess the competitiveness of the TOLH's benefit plan as compared to those of similar size municipalities; provide information on the common trends and best practices in employee benefits.
11. Provide written updates on new legislation, legal decisions, regulatory changes, and administrative requirements impacting on employee benefits and recommend a plan of action to ensure compliance.
12. Establish relationships with those providers that will most greatly benefit the needs of the TOLH.
13. Coordinate Section 125 benefits via third-party administration, if requested by the TOLH.
14. Assist with the development and implementation of an employee wellness initiative, to include year-round educational and informational initiatives.
15. Promotional materials, carrier on-site presentations, meetings, employee outreach, and other methods that increase employee understanding of how to improve their health, make the best use of their benefits and contain costs.
16. Provide professional advice and guidance to ensure compliance with Affordable Care Act (ACA), Health Insurance Portability and Accountability Act (HIPAA), post-employment and other state and federally mandated benefits.

RFQ # 2026-02	Due Date & Time: April 8, 2026, at 2:00 PM EST / 14:00	Advertised Date(s): March 11, 2026
Project Coordinator: Nancy Oakes Phone: (863) 439-1910 x109 Email: noakes@townoflakehamilton.com	Respond to: Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave. Lake Hamilton, Fl. 33851 Phone: (863) 439-1910	
Title: Town of Lake Hamilton Employee Benefit Insurance Brokerage Services		

17. Provide Consolidated Omnibus Budget Reconciliation Act (COBRA) benefit administration in compliance with federal and local regulations.
18. Assist with the resolution of all employee claims, inquiries, complaints, issues, and all employer eligibility and billing disputes.
19. Assign a primary contact to the TOLH who will be reasonably available for meetings and conference calls and will promptly respond to inquiries and requests, preferably on the same business day.

Section 3 **Qualifications**

The offeror must meet the following minimum requirements:

1. Offerors shall possess all licenses, business tax receipts and/or permits required to perform the Services requested herein in the State of Florida.
2. The Offeror shall demonstrate no less than five (5) years of experience, knowledge, skills, and abilities providing similar services to other units of local government.
3. Offerors shall provide three (3) examples of previous work similar to the scope of services for this RFQ. Services must have been performed within the last five years prior to the issuance of this RFQ.
4. Offeror's agent assigned to the TOLH must have a minimum of five (5) years of experience providing Employee Benefit Insurance Brokerage Services and must be capable of speaking and making decisions on behalf of the Offeror.

5.

Section 4 **Terms and Conditions**

- A. **Fund Availability:** Any contract resulting from this solicitation is deemed effective only to the extent that funds are available. The Town of Lake Hamilton abides by the provisions set forth in Florida Statutes relative to the appropriation of funds.
- B. **Prompt Payment Act:** Payments will be made pursuant to section 218.70, Florida Statutes, Florida's Prompt Payment Act.
- C. **Contracting Parameters:** Upon receipt and ranking of all proposals, the Evaluation and Recommendation Committee (ERC) shall provide to the Town Council its rankings and a recommended top-ranked firm or firms. Approval of the top-ranked firm or firms by the Town of Lake Hamilton by the successful proposer or proposers, along with documentation included in the proposal as required by this RFQ document and other additional materials submitted by the proposer and accepted by the Town of Lake Hamilton, shall be the basis for negotiation of a contract addressing the requirements of this RFQ document. A purchase order and/or other award document will be issued by the Town of Lake Hamilton upon completion of all negotiations and approval of the contract by the Town of Lake Hamilton.

RFQ # 2026-02	Due Date & Time: April 8, 2026, at 2:00 PM EST / 14:00	Advertised Date(s): March 11, 2026
Project Coordinator: Nancy Oakes Phone: (863) 439-1910 x109 Email: noakes@townoflakehamilton.com	Respond to: Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave. Lake Hamilton, Fl. 33851 Phone: (863) 439-1910	
Title: Town of Lake Hamilton Employee Benefit Insurance Brokerage Services		

- D. **Governing Laws and Venue:** Any contractual arrangement between the Town of Lake Hamilton and the proposer shall be consistent with, and be governed by, the ordinances of the Town of Lake Hamilton, the laws of the State of Florida, both procedural and substantive, and applicable federal statutes, rules, and regulations. Any and all litigation arising under any contractual arrangement shall be brought in the appropriate court in Polk County, Florida.
- E. **Conflict of Interest:** All proposers must disclose, with their proposal, the name of any corporate officer, director, or agent who is also an officer or employee of the Town of Lake Hamilton. Furthermore, all proposers must disclose the name of any Town of Lake Hamilton officer or employee who owns, directly or indirectly, an interest of ten percent (10%) or more of the proposer's firm or any of its branches, subsidiaries, or partnerships.
- F. **Additional Terms and Conditions:** No additional terms and conditions included with the proposal response shall be evaluated or considered, and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this solicitation. If submitted either purposely, through intent or design, or inadvertently, appearing separately in transmitting letters, specifications, literature, price lists, or warranties, it is understood and agreed the general and special conditions in this solicitation are the only conditions applicable to this proposal and the proposer's authorized signature affixed to the proposal signature section attests to this.
- G. **Liability:** The Consultants shall act as an independent contractor and not as an employee of the Town of Lake Hamilton. The successful proposers will be required to indemnify, defend, and hold and save harmless the Town of Lake Hamilton, its officers, agents, and employees, from damages arising from the performance of, or the failure to perform, any task or duty required to be performed by the successful proposers.
- H. **Indemnity:** The successful proposers will be asked to fully indemnify the Town of Lake Hamilton.
- I. **Insurance:** During the entire period of performance of any contract resulting from this solicitation, the Consultants shall procure and maintain at least the minimum kinds of insurance as stipulated herein. Proof of such insurance must be provided to the Town of Lake Hamilton prior to beginning contract performance.
- J. **Public Entities Crimes:** A person or affiliate who has been placed on the convicted contractor list, following a conviction for public entity crime, may not submit a proposal on a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to any public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, in CATEGORY TWO, for a period of thirty-six (36) months from the date of being placed on the convicted contractor list. By signature on this solicitation and confirmation on the attached form, the proposer certifies that it is qualified to do business with the Town of Lake Hamilton in accordance with all Florida Statutes.
- K. **Acceptance of Services:** Receipt of service shall not constitute acceptance. Final acceptance and authorization of payment shall be given only after a thorough inspection indicates that the performance meets the specifications and/or all conditions. Should the delivered service differ in any respect from the specifications, payment will be withheld pursuant to section 218.70, Florida Statutes, until such time as the successful proposer takes necessary corrective action. If the proposed corrective action is not acceptable to the Town of Lake Hamilton, the Town of Lake Hamilton may refuse final acceptance of the service.
- L. **Firm Location:** Principal place of business, headquarters, or other place of business for more than one (1) year within the legal boundaries of Polk County, Florida, prior to the solicitation issue date of this proposal.

RFQ # 2026-02	Due Date & Time: April 8, 2026, at 2:00 PM EST / 14:00	Advertised Date(s): March 11, 2026
Project Coordinator: Nancy Oakes Phone: (863) 439-1910 x109 Email: noakes@townoflakehamilton.com	Respond to: Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave. Lake Hamilton, Fl. 33851 Phone: (863) 439-1910	
Title: Town of Lake Hamilton Employee Benefit Insurance Brokerage Services		

- i. To be considered a legitimate place of business, the location must be staffed by full-time employees; it shall be legally addressed to receive mail via the United States Postal Service and be serviced by public utilities or permitted alternatives. Attachment "H", Firm Location, shall be included in any proposal to be considered for receipt of evaluation criteria points based on firm location, if applicable.
 - ii. The Town of Lake Hamilton reserves the right to request additional information, if necessary, to document eligibility.
- M. **Minority Business Enterprise Preference:** In instances where two or more of the highest ranked proposals are identical in every way, the proposer certified as a minority business enterprise under Florida Statutes will be favorably considered for the award.
- N. **Drug-Free Workplace Preference:** Whenever two or more proposals are equal with respect to price, quality, and delivery, and services are received for procurement subject to the Town of Lake Hamilton Administrative Code, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference, in accordance with section 287.087, Florida Statutes. Certification of an implemented drug-free workplace program must be included with the proposal when the proposal is submitted.
- O. **Audits and Records—Responsibilities of Successful Proposer:** Before or after an agreement is prepared and executed, the successful proposer may be required to disclose their financial condition in a specified manner. In addition, subsequent to an agreement being executed, the successful proposer must maintain financial records and reports relating to funds paid by any parties for work on the matters which are the subject of this RFQ document and submit reports to the Town of Lake Hamilton in the form and frequency requested. The Consultant must maintain books, records, documents, and other evidence according to generally accepted accounting principles, procedures, and practices, which sufficiently and properly reflect all costs of any nature expended in the performance of the resulting contract, and retain said copies for a period of no less than three (3) years after termination of the project. The aforesaid records, books, documents, and other evidence shall be subject at all times to inspection, review, or audit by the Town of Lake Hamilton Auditor or its designee. The successful proposer shall include these aforementioned audit and record keeping requirements in contracts and subcontracts thereto entered into by the successful proposer with any party for work required in the performance of this project.
- P. **Additional Information:** The Town of Lake Hamilton reserves the right to request any additional information needed for clarification from any proposer for evaluation purposes.
- Q. **Equal Opportunity:** The Town of Lake Hamilton recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women owned business enterprises. All proposers are asked to make an affirmative statement as to its support of all applicable equal opportunity and affirmative action requirements. A copy of the Town of Lake Hamilton's Equal Employment Opportunity policy is available upon request.
- R. **Cost of Submittal:** The proposer understands that any and all costs related to the submittal of a proposal is considered an operational cost of the Proposer and shall not be passed on to, or be borne by, the Town of Lake Hamilton.

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Section 5 **Submittal Format**

Please provide all information in response to the RFQ as outlined below.

1. Identification – Identify the responding entity. Specify the type of business submitting the RFQ (e.g., sole proprietorship, partnership, not-for-profit, corporation, etc.)
2. Contact Information – Provide the contact's name, address, telephone number, and email address of the responding entity.
3. Approach and Understanding of Scope of Services – To include, but not limited to:
 - a. High-quality level of services to be provided
 - b. Conveyance of a willingness to work with TOLH Staff to maximize resources
 - c. Examples of exemplary customer service and what the TOLH should expect from the offeror
 - d. Data Security
4. Qualifications and Experience – To include, but not limited to:
 - a. Expertise of human resources and employee benefits management, in public, private and/or non-profit sector
 - b. Experience with similar sized governmental agencies
 - c. Qualifications & experience of the firm, & its subcontractors/suppliers relevant to the Scope of Work
 - d. Relationships with insurance/benefits companies, references, etc.
 - e. Availability of qualified personnel
5. Cost Saving Initiatives - Proposals should demonstrate additional innovative ways and approaches to cost saving initiatives, including but not limited to, the following:
 - a. Development of long-range cost strategies
 - b. Innovative ideas for cost containment
 - c. Examples of cost-savings implementation for clients that may have saved money

Section 6 **Evaluation and Contracting Procedures**

- A. Evaluation/Recommendation Committee.** The Evaluation and Recommendation Committee (ERC) is comprised of qualified Town of Lake Hamilton staff members and/or professional Town advisors recommended by the Town Administrator in coordination with the requesting department. The composition of the committee shall promote diversity through the selection of qualified members representing various Town offices, departments, and/or professional advisors. The ERC shall consist of no less than three (3) and no more than four (4) members. The Finance Department representative shall be the non-voting chair of the committee.
- B. Initial Evaluation of Responses.** The Project Coordinator shall perform the initial review of all proposals submitted for initial qualifications certification. This entails checking with the appropriate professional

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regulatory agency to ensure proper professional licensing and checking that the firm is at least minimally qualified based upon its capabilities, adequacy of personnel, past record of performance, and experience. A checklist of the essential items required by the solicitation shall be prepared by the Project Coordinator and presented to the ERC prior to its first meeting.

- C. Ranking.** The ERC will review the RFQ responses and score the responses in accordance with the advertised scoring criteria. Recommendation of the top-ranked firm shall be forwarded to the Finance Department Office Administrator.
- D. Proper Notifications.** The Project Coordinator will notify all proposers of the ERC's decision, list the names of firms recommended for an optional interview, and coordinate the interview schedule as necessary.
- E. Presentations or Interviews (optional).** The ERC may hear presentations and/or conduct interviews with up to three of the selected proposers regarding the qualifications, approach to the project, ability to furnish the required services, and all criteria set forth herein. Compensation shall not be discussed or considered during the interview or presentation process.
- F. Presentation to the Town of Lake Hamilton Council.** The Project Coordinator shall prepare an agenda item for presentation to the Town of Lake Hamilton Council requesting the designation of, and the authorization to negotiate with, the top-ranked firm.
- G. Contract Negotiations.** The Project Coordinator shall coordinate the negotiation schedule upon authorization by the Council.
- H. Negotiation Team.** The Negotiating Team for the Town shall begin negotiations with the number one ranked firm, as approved by the Town of Lake Hamilton Council, for professional services at compensation which the Negotiation Team determines is fair, competitive, and reasonable. **NOTE:** In the event the Negotiation Team cannot negotiate a satisfactory contract with the number one ranked firm, negotiations shall begin with the second ranked firm upon prior consent of the Town of Lake Hamilton Council. This process shall be repeated, each time moving to the next ranked firm. If the third firm cannot be negotiated with successfully, the project is to be re-evaluated and considered for re-advertising.
- I. Award of Contract.**
 1. The Town Administrator, or its designee, shall review the fees and rates of compensation for reasonableness prior to submitting a draft contract or agreement to the Town Attorney's office. Other experts may be consulted to assist in this process.
 2. The Project Coordinator shall format the contracts and forward same to the Town Attorney for review and approval.
 3. The Project Coordinator shall prepare an agenda item requesting award of contract to successful proposer by the Town of Lake Hamilton Council and to authorize the Chairman or Vice Chairman to execute the agreements. The Town of Lake Hamilton Council retains full discretion to reject the contracts so negotiated and order further negotiations or to terminate negotiations and commence

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negotiations with the next ranked firm.

Section 7 **Office of Record**

The Town of Lake Hamilton Town Clerk's Office shall be the official "office of record" for all information transactions and data disbursements associated with this solicitation. The town clerk's Office may be reached Monday through Friday between 8:00 a.m. and 5:00 p.m. at 863-439-1910

Section 8 **Time of Performance**

The services described herein and in the attached shall be performed in a prompt and correct manner within the standards of good and ethical productivity as negotiated between the Town and the successful proposers. All proposers are asked to provide the best estimate for compliance with the scope of work as established by the solicitation. All contract timelines will be based on projected scopes and estimated times for performance.

Section 9 **Estimated Timeline**

First Advertisement	March 11, 2026
RFQ Released to General Public	March 11, 2026
Cut-off for questions to be answered via addendum	March 26, 2026
Proposal Opening	April 8, 2026
Evaluation & Selection Committee Meeting(s)	April 8, 2026
Council Authorization of Contract Negotiations	April 14, 2026
Council Approval of Contracts	April 14, 2026

Section 10 **Budget and Cost**

As stewards of public funds, the Town maintains all adopted budgetary parameters in the performance of its contracts. The ability of the successful proposer to maintain a sense of fiscal responsibility shall be favorably considered in the ranking and award of a contract.

Section 11 **Summary**

Responses to this solicitation will be evaluated using the above criteria. Firms and individuals will be notified in writing whether they have been selected for interview/presentation within a reasonable time after the submittal date. The Town of Lake Hamilton welcomes your response to this solicitation. Please note that failure to comply with any aspect of these procedures may be the cause for disqualification of firm's Expression of Interest. All proposers' submittals SHALL conform to the format as requested and detailed above. Failure to conform to the required submittal format may be cause for disqualification.

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Attachment "A"
Addendum Acknowledgment

Acknowledgment is hereby made of receipt of addenda issued during the solicitation period.	Addendum # _____ through # _____
	Initial:
	Date:
Person Completing RFQ Document (Signature) :	
Name (Printed):	Title:

>>> Failure to submit this form may disqualify your response. <<<

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Attachment "B"

Acceptance of Proposal Terms & Conditions

I/we, the undersigned, do hereby accept in total all the terms and conditions stipulated and referenced in this RFQ document and do hereby agree that if a contract is offered or negotiated it will abide by the terms and conditions presented in the RFQ document or as negotiated pursuant thereto. The signature(s) below are an acknowledgment of our full understanding and acceptance of all the terms and conditions set forth in this RFQ document or as otherwise agreed to between the parties in writing.

Contracting Party Signature

Contracting Party Printed Name

Title

Date

Mailing Address: _____

Phone/Fax/E Mail Address: _____

NOTARY:

STATE OF (_____)

COUNTY OF (_____)

Sworn and subscribed before me this _____ day of _____, 20 _____

Personally known: _____

Or Produced Identification: _____

Notary Public - State of: _____ Commission Expires: _____

>>>Failure to submit this form may disqualify your response. <<<

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Attachment "D" Conflict of Interest Statement

STATE OF (_____))
COUNTY OF (_____))

Before me the undersigned authority personally appeared _____, who was duly sworn, deposes, and states:

- A. I am the _____ of _____ with a local office in _____ and principal office in _____.
- B. Said entity is submitting this proposal/offer to RFQ # _____.
- C. The AFFIANT has made a diligent inquiry and provided the information in this statement affidavit based upon its full knowledge.
- D. The AFFIANT states that only one submittal for this solicitation has been submitted and tendered by the appropriate date and time and that said above stated entity has no financial interest in other entities submitting a proposal for the work contemplated hereby.
- E. Neither the AFFIANT nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restrict or restraint the competitive nature of this solicitation including but not limited to the prior discussion of terms, conditions, pricing, or other offer parameters required by this solicitation.
- F. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise prohibited from participating in this solicitation or any contracting to follow thereafter by any government.
- G. Neither the entity nor its affiliates, nor anyone associated with them, have any potential conflict of interest because and due to any other clients, contracts, or property interests in this solicitation or the resulting project.
- H. I hereby also certify that no member of the entity's ownership or management or staff has a vested interest in any Town Division, Department, or Office.
- I. I certify that no member of the entity's ownership or management is presently applying, actively seeking, or has been selected for an elected position within the Town of Lake Hamilton government.
- J. In the event that a conflict of interest is identified in the provision of services, I, the undersigned, will immediately notify the Town in writing.

Dated this _____ day of _____, 20_____

AFFIANT

Typed Name of AFFIANT

Title

NOTARY:

STATE OF (_____))

COUNTY OF (_____))

Sworn and subscribed before me this _____ day of _____, 20_____

Personally known: _____

Or Produced Identification: _____

Notary Public - State of: _____ Commission Expires: _____

PLEASE COMPLETE AND SUBMIT WITH PROPOSAL
>>>> Failure to submit this form with your PROPOSAL may disqualify your response. <<<<

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Attachment "E" PUBLIC ENTITY CRIMES

SWORN STATEMENT UNDER SECTION 287.133(3) (a), FLORIDA STATUTES: THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal, ITN, or Contract Number _____, for _____.
2. This sworn statement is submitted by _____ whose business address is
[Name of entity submitting sworn statement] _____ and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____).
3. My name is _____ and my relationship to the above is
[Please print name of individual signing] _____.
4. I understand that a "public entity crime" as defined in section 287.133(l)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in section 287.133(l)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that "affiliate" as defined in section 287.133(l)(a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.
7. I understand that a "person" as defined in section 287.133(l)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies].

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who is active in the management of the entity, nor any affiliate of the entity have been convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders,

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employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND **[Please indicate which additional statement applies].**

____ There has been a proceeding concerning the conviction before a judge or hearing officer of the State of Florida, Division of Administrative Hearings, or a court of law having proper jurisdiction. The final order entered by the hearing officer or judge did not place the person or affiliate on the convicted contractor list. **[Please attach a copy of the final order.]**

____ The person or affiliate was placed on the convicted contractor list. There has been a subsequent proceeding before a court of law having proper jurisdiction or a judge or hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the judge or hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted contractor list. **[Please attach a copy of the final order.]**

____ The person or affiliate has not been placed on any convicted vendor list. **[Please describe any action taken by or pending with the Department of General Services.]**

[Signature]

Date: _____

NOTARY:

STATE OF (_____)

COUNTY OF (_____)

Sworn and subscribed before me this _____ day of _____, 20 _____

Personally known: _____

Or Produced Identification: _____

Notary Public - State of: _____ Commission Expires: _____

PLEASE COMPLETE AND SUBMIT WITH PROPOSAL
>>>> Failure to submit this form with your Bid may disqualify your response. <<<<

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Attachment "F" Statement of "NO PROPOSAL"

If you do not intend to submit this requirement, please complete and return this form prior to date shown for receipt of proposals to: Town of Lake Hamilton, Attn: Town Clerk, 100 Smith Ave, Lake Hamilton, FL 33851

I/WE HAVE DECLINED TO PROPOSE TO _____ titled _____ for the following reason(s):

- ☐ _____ Proposal too "restrictive", i.e., geared toward one firm or provider.
- ☐ _____ Insufficient time to respond to Request for Qualifications.
- ☐ _____ We do not offer this service.
- ☐ _____ Our schedule would not permit us to perform.
- ☐ _____ Unable to meet requirements.
- ☐ _____ Unable to meet bond requirements.
- ☐ _____ Work unclear (please explain below).
- ☐ _____ Other (please specify below).

REMARKS: _____

I/We understand that if this "No Proposal" form is not executed and returned, my/our name may be deleted from the list of qualified proposers for Town of Lake Hamilton for future projects.

Typed Name and Title _____

Company Name _____

Address _____

Signature and Title _____

_____/_____/_____
Telephone/Fax Number Date E Mail Address

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Attachment "G" Firm Location

I/We, affirm that _____ has maintained a ____ principal, ____ headquarters or, ____ other place of business within the boundaries of Polk County, Florida for more than one (1) year prior to the date of this proposal. The signature(s) below are an acknowledgment of our full understanding and acceptance that evaluation criteria provides points based on firm location as set forth in this RFQ document.

Contracting Party Signature

Contracting Party Printed Name

Title

Date

Mailing Address: _____

Phone/Fax/E Mail Address: _____

NOTARY:

STATE OF (_____)

COUNTY OF (_____)

Sworn and subscribed before me this _____ day of _____, 20 _____

Personally known: _____

Or Produced Identification: _____

Notary Public - State of: _____ Commission Expires: _____

>>> Failure to submit this form may disqualify your response. <<<



Town of Lake Hamilton Town Council Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Patrick Henry, Public Services Director

AGENDA ITEM: Award of Invitation to Bid - Water and Wastewater Laboratory Services

DATE: March 3, 2026

SUMMARY & RECOMMENDATION: The Town issued an Invitation to Bid for Water and Wastewater Laboratory Services in accordance with Town procurement requirements. Bids were opened in February 2025, at which time one (1) bid was received.

The ITB required that bid pricing remain firm for forty-five (45) days. Due to administrative scheduling, other project constraints and internal review processes, the award was not presented to the Town Council within that time period.

The sole bid received was reviewed and determined to be responsive, and the bidder was determined to be responsible and capable of performing the required services in accordance with the ITB specifications.

Although the original bid pricing period expired, the vendor has provided written confirmation agreeing to honor the original bid pricing and all terms and conditions of the ITB with no changes.

Staff recommends awarding the Invitation to Bid (ITB) for **Water and Wastewater Laboratory Services to Florida Spectrum Environmental Services Inc** in the amount of **\$17,427.00**, subject to execution of a contract which is attached.

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: Invitation to Bid (ITB) for **Water and Wastewater Laboratory Services to Florida Spectrum Environmental Services Inc** in the amount of **\$17,427.00**

Funding approved with budget FY 25/26.

RECOMMENDATION:

ATTACHMENT(S):

(Action Item) AGREEMENT FOR WATER AND WASTEWATER LABORATORY SERVICES.pdf
(Supporting Documentation) Memo TOLH Award bid to Florida Spectrum Environmental Services Inc.docx
(Supporting Documentation) Town of Lake Hamilton Letter 2026.pdf
(Supporting Documentation) Non-Contractual Items & Sampling Services.pdf
(Supporting Documentation) TOWN OF LAKE HAMILTON ITB NO. 2024-06 PRICING.pdf

AGREEMENT FOR WATER AND WASTEWATER LABORATORY SERVICES

This Agreement is made and entered into this 11th day of March, 2026, by and between:

Town of Lake Hamilton, Florida, a municipal corporation (“Town”), and **Florida Spectrum Environmental Services, Inc**, a Florida Laboratory company (“Contractor”).

1. SERVICES

Contractor shall provide Water and Wastewater Laboratory Services in accordance with the Invitation to Bid issued by the Town, with bids opened in **February 27, 2025**, including all specifications, requirements, and pricing, which are incorporated herein by reference.

2. TERM

The term of this Agreement shall commence on **March 11th 2026** and continue through **March 11th 2029**, with the option to re-new for a period of up to two (2) one year periods after the initial contract on a yearly basis.

3. COMPENSATION

The Town agrees to pay Contractor an amount **not to exceed \$17,427** based on the pricing submitted in response to the Invitation to Bid and reaffirmed by the Contractor in writing.

4. PAYMENT

Payment shall be made upon receipt of proper invoices and acceptance of services by the Town.

5. INSURANCE

Contractor shall maintain all insurance required by the ITB and Town policy and shall provide current certificates prior to execution of this Agreement.

6. TERMINATION

Either party may terminate this Agreement without cause upon written notice, in accordance with the ITB and Town policy. The Town may terminate immediately for cause, including poor performance or noncompliance

7. INDEMNIFICATION

Contractor shall indemnify, defend, and hold harmless the Town and its officers, employees, and agents from any claims arising out of Contractor’s performance under this Agreement.

8. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

9. ENTIRE AGREEMENT

This Agreement, together with the Invitation to Bid and the Contractor’s bid response, constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

CONTRACTOR NAME

By:

WITNESS:

WITNESS:

TOWN OF LAKE HAMILTON

By: Britnney Sandoval, Town Manager

ATTEST:

City Clerk



Town of Lake Hamilton

Town Council

Agenda Summary Report

TO: Lake Hamilton Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Patrick Henry, Public Works Director

AGENDA ITEM: Award of Invitation to Bid - Water and Wastewater Laboratory Services

DATE: February 13, 2026

SUMMARY & RECOMMENDATION:

The Town issued an Invitation to Bid for Water and Wastewater Laboratory Services in accordance with Town procurement requirements. Bids were opened in February 2025, at which time one (1) bid was received.

The ITB required that bid pricing remain firm for forty-five (45) days. Due to administrative scheduling, other project constraints and internal review processes, the award was not presented to the Town Commission within that time period.

The sole bid received was reviewed and determined to be responsive, and the bidder was determined to be responsible and capable of performing the required services in accordance with the ITB specifications.

Although the original bid pricing period expired, the vendor has provided written confirmation agreeing to honor the original bid pricing and all terms and conditions of the ITB with no changes.

Staff conducted a price reasonableness review and confirmed:

- The scope of services has not changed
- Pricing remains consistent with historical and market laboratory service costs
- No additional conditions or escalation factors were introduced by the vendor

Legal Justification

Under **Florida Statute § 287.057(6)**, *when less than two responsive bids are received for a competitive procurement, the public agency may negotiate on the best terms and conditions and award a contract without resoliciting competitive sealed bids or proposals, provided the agency documents the reasons such action is in the best interest of the agency.*

In this procurement, only one responsive bid was received, and the vendor has confirmed in writing that it will honor the original bid pricing and terms. Staff has conducted a review and determined that the pricing remains fair and reasonable, that the scope of work has not changed, and that award is in the best interest of the Town. Based on these documented findings and the authority granted by **F.S. § 287.057(6)**, award of the contract to **Florida Spectrum Environmental Services Inc** is legally permissible and consistent with Florida procurement law.

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☒ NO: ☐

RECOMMENDATION:

Staff recommends awarding the Invitation to Bid (ITB) for Water and Wastewater Laboratory Services to **Florida Spectrum Environmental Services Inc** in the amount of **\$17,427.00**, subject to execution of a contract which is attached.

ATTACHMENTS:

- Florida Spectrum Environmental Services Inc letter honoring submitted proposal
- Non-contractual Items and sampling Services
- Bid proposal sheet for Drinking water and Wastewater Analysis
- Agreement for Water and Wastewater Laboratory Services between Florida Spectrum Environmental Services Inc



February 10, 2026

Mr. Jerry Torrance
Utilities Department
100 Smith Avenue
Lake Hamilton, FL 33851

RE: ITB NO. 24-1120 – Water and Wastewater Lab Analysis Services

Dear Mr. Torrance,

On behalf of Florida-Spectrum Environmental Services, Inc., I am pleased to formally reaffirm and honor the pricing submitted in our proposal dated February 27, 2025, for ITB NO. 24-1120, Water and Wastewater Lab Analysis Services.

Florida-Spectrum is fully prepared to provide reliable, high-quality analytical support services to the Town of Lake Hamilton and is committed to meeting and exceeding all specified requirements. We are confident that our proposal offers exceptional value, and we stand ready to commence services promptly upon approval.

We appreciate your consideration and the opportunity to continue supporting the Town. Please do not hesitate to contact me directly at 954-978-6400 or kkutil@flenviro.com should you require any additional information or documentation.

Thank you for your time and consideration. I look forward to the opportunity to work with you.

Sincerely,

Katharine A. Kutil

Katharine A. Kutil
Director of Sales & Marketing
Florida – Spectrum Environmental Services, Inc.

Florida-Spectrum Environmental Services, Inc.
1460 W. McNab Road, Fort Lauderdale, FL 33309

Pembroke Laboratory
528 30th Street NE
Fort Meade, FL 33841

• Big Lake Laboratory
610 North Parrot Ave.
Okeechobee, FL 34972

• Spectrum Laboratories
108 Airport Park Drive
Garden City, GA 31408

• Lakeland Laboratories
111 E. Easton Drive
Lakeland, FL 33803

www.flenviro.com

All NELAP certified analyses are performed in accordance with Chapter 64E-1 Florida Administrative Code, which has been determined to be equivalent to NELAC standards. Analyses certified by programs other than NELAP are designated with a “~”.

NON-CONTRACTUAL ITEMS & SAMPLING SERVICES

All non-contractual items will be billed in accordance with Florida-Spectrums' current pricelist, less a 50% discount.

Courier/Pick-up Fees: Florida Spectrum asks that the Town of Lake Hamilton work with us in advance when requesting bottles or pickups. Florida-Spectrum will send a field tech or courier whichever is less expensive to Florida-Spectrum to accommodate the Town.

<u>SAMPLING RATES</u>	
Sampling Rates	Rates
Sampling Labor Rate M - F (per hour)	\$105.00
Sampling Labor Rate for Saturday (per hour)	\$157.50
Sampling Labor Rate for Sunday or Holiday (per hour)	\$210.00
Courier Service (free for projects > \$1,000)	\$60.00
Field Tests	
pH, conductivity, chlorine (free, total residual, dioxide), dissolved oxygen (DO), depth to water, total depth of well, filtered in field, oxidation reduction potential (ORP), salinity, turbidity	\$22.00 per/sample
<u>EXPEDITED SERVICES & SPECIAL DELIVERABLES</u>	
Expedited Analytical Service	Factor x Price
Same Day, <10 Hrs (200% Surcharge) requires Management Approval	3.00
1 Day (24 Hours) (100% Surcharge) requires Management Approval	2.00
2 Days (48 Hours) (75% Surcharge)	1.75
3 Days (72 Hours) (50% Surcharge)	1.50
4 Days (96 Hours) (25% Surcharge)	1.25
For TCLP/SPLP:	Factor x Price
2 Days (48 Hours) (100% Surcharge)	2.00
3 Days (72 Hours) (75% Surcharge)	1.75
4 Days (96 Hours) (50% Surcharge)	1.50
Weekend Fees	Price
Saturdays Microbiological samples dropped off, picked up or sampled on a Friday	\$85.00
Sundays and Holidays Mobilize personnel and open laboratory on Sundays or Holidays	\$375.00

BID PROPOSAL

BID SHEET GROUP "A"

WASTEWATER ANALYSIS

WORK TO BE PERFORMED FOR THE TOWN OF LAKE HAMILTON UTILITIES DEPARTMENT:

Test wastewater, and sludge samples from plants operated by the Town of Lake Hamilton Utilities Department.

ENVIRONMENTAL ANALYSES

Item #1 Pick-up as directed by Town of Lake Hamilton Utilities and analyze.

Bi-weekly representative wastewater samples pick up at one (1) Wastewater facilities within Lake Hamilton.

A. EFF Carbonaceous BOD-5 day \$ 30.00 Per sample x 26/yr. = \$ 780.00

B. EFF Total Suspended Solids \$ 20.00 Per sample x 26/yr. = \$ 520.00

A. INF Carbonaceous BOD-5 day \$ 30.00 Per sample x 26/yr. = \$ 780.00

B. INF Total Suspended Solids \$ 20.00 Per sample x 26/yr. = \$ 520.00

C. Nitrogen, Nitrate, Total as N \$ 12.00 Per sample x 26/yr. = \$ 312.00

D. Fecal Coliform \$ 25.00 Per sample x 26/yr. = \$ 650.00

Total Group Price \$ 3,562.00

Item #2 Pick-up as directed by Town of Lake Hamilton Utilities and analyze.

Quarterly representative wastewater samples:

A. Phosphorus, Total \$ 25.00 Per sample x 4/yr. = \$ 100.00

B. Nitrogen, Total \$ 30.00 Per sample x 4/yr. = \$ 120.00

Total Group Price \$ 220.00

Item #3 Pick up as directed by Town of Lake Hamilton Utilities Department, normally annual sampling beginning with January. This would equal 1 sample per year.

Residuals: Conduct sludge analysis as per FDEP and EPA 40 CFR 503. 13, Table 1 using approved methods.

<u>Analyte</u>	<u>Method</u>	<u>Results</u>
PH	EPA 150.1	Std units
Total Phosphorus	Std. Methods 434C/E	% dry wgt
Total Nitrogen	EPA 351.4/351.3	% dry wgt
Total Solids %	Std Methods 2540.G	mg/L
Arsenic	EPA 7061	mg/kg/by
Cadmium	EPA 7130	mg/kg/by
Copper	EPA 7210	mg/kg/by
Lead	EPA 7380	mg/kg/by
Mercury	EPA 7471	mg/kg/by
Molybdenum	EPA 7481	mg/kg/by
Nickel	EPA 7420	mg/kg/by
Selenium	EPA 7740	mg/kg/by
Zinc	EPA 79501	mg/kg/by
Total Potassium	Std. Methods D5673-05	% dry wgt

Price for Group \$ 268.00 **per sample** **Per year = \$** 268.00

WASTEWATER MONITORING WELLS

Item #4 Collect Sample, Analyze, Submit FDEP reports to Town of Lake Hamilton Utilities for 3 wastewater groundwater monitor well sites.

Quarterly monitoring well samples for the following group of analysis:

Field Parameters include: Dissolved Oxygen, Turbidity, pH, temperature, specific conductivity, and water level to NGVD.

Laboratory parameters include: Nitrogen, Nitrate Total as (N), Solids. Total Dissolved Solids (TDS)), Arsenic Total Recoverable, Chloride (as Cl), Cadmium Total Recoverable, Chromium Total Recoverable, Lead Total Recoverable, Fecal Coliform, Sulfate Total, Turbidity, Sodium Total Recoverable

* Part D of report to be completed and submitted to Florida Department of Environmental Protection and the governing Utility.

Price for Group \$ 954.00 **per sample set x 4 / yr =** \$ 3,816.00

Item # 5 At the direction of the Utility, samples for Primary and Secondary Drinking Water Standards will be picked up and analyzed

Price for Group \$ 2,315.00 **per sample** **Per year =** \$ 2,315.00
(\$1,815.00 for Tables 1-6; plus Dioxin \$500.00)

Group A Item 1 Totals \$ 3,562.00

Group A Item 2 Totals \$ 220.00

Group A Item 3 Totals \$ 268.00

Group A Item 4 Totals \$ 3,816.00

Group A Item 5 Totals \$ 2,315.00

Group A Items 1-5 TOTAL \$ 10,181.00

BID SHEET GROUP “B”**DRINKING WATER ANALYSIS**

Item #6 Pick up as directed by Town of Lake Hamilton Utilities Department and analyze.

Monthly representative water samples pick up at one (1) Water facility within Lake Hamilton.

Microbiological Analysis 62-550.310(5)

Price for Group \$ 25.00 **per sample x up to 60 samples per year = \$** 1,500.00

Item #7 Pick up as directed by Town of Lake Hamilton Utilities Department and analyze.

Every Three Years representative water samples pick up at one (1) Water facility within Lake Hamilton.

Primary inorganics 62-550.310.1 (less Asbestos). Price must include all analysis listed in Chapter 62-550 Table 1, except Asbestos which is priced separately in Group “B,” Item 12.

Price for Group \$ 250.00 **per sample x up to 1 sample every 3 years = \$** 250.00

Item #8 Pick up as directed by Town of Lake Hamilton Utilities Department and analyze.

Every Three Years representative water samples pick up at one (1) Water facility within Lake Hamilton.

Secondary Standards 62.550.320 Price must include all analysis listed in Table 4

Price for Group \$ 200.00 **per sample x up to 1 sample every 3 years = \$** 200.00

Item #9 Pick up as directed by Town of Lake Hamilton Utilities Department and analyze.

Total Trihalomethanes 62-550.310.2(a). Price must include all analysis listed.

Quarterly monitoring well samples for the following group of analysis:

A. TTHM

Price for Group \$ 50.00 per sample x 8 samples per year = \$ 400.00

B. HAA5

Price for Group \$ 121.00 per sample x 8 samples per year = \$ 968.00

Item #10 Pick up as directed by Town of Lake Hamilton Utilities Department and analyze.

A. VOCs 62.550.310.2(b). Includes all analyses listed.

Price for Group \$ 100.00 per sample x up to 1 sample every 3 years = \$ 100.00

B. SOCs 62.550.310(b). Includes all analyses listed.

Price for Group \$ 905.00 per sample x up to 1 sample every 3 years = \$ 905.00

Item #11 Pick up as directed by Town of Lake Hamilton Utilities Department and analyze.

Radionuclides 62-550.310(4). Price for separate tests for each individual parameter listed.

A. Gross Alpha and Beta \$ 90.00 per sample

B. Radium 226/228 (combined) \$ 250.00 per sample

C. Uranium \$ 33.00 per sample

Item #12 Pick up as directed by Town of Lake Hamilton Utilities Department and analyze.

Asbestos 62-550.310.1. Price for each separate test for Asbestos

Price for Group \$ 398.00 per sample x up to 5 sample every 9 years = \$ 1,990.00

Item #13 Pick up as directed by Town of Lake Hamilton Utilities Department and analyze.

Lead and Copper analyses under the Lead and Copper Rule. Price for analyses for Lead and Copper combined. Approximately 20 samples on every 3rd year.

Price for group \$ 28.00 per sample x 20 samples every 3rd year = \$ 560.00

Group B Total Item #6 \$ 1,500.00

Group B Total Item #7 \$ 250.00

Group B Total Item #8 \$ 200.00

Group B Total Item #9 \$ 1,368.00

Group B Total Item #10 \$ 1,005.00

Group B Total Item #11 \$ 373.00

Group B Total Item #12 \$ 1,990.00

Group B Total Item #13 \$ 560.00

Group B Items 6-13 TOTAL \$ 7,246.00

GROUPS A AND B GRAND TOTAL \$ 17,427.00



Town of Lake Hamilton Town Council Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Patrick Henry, Public Services Director

AGENDA ITEM: Consider Authorization to Piggyback Florida Sheriffs Association Contract Bid No. FSA25-VEH23.0 for Purchase of 2026 F350 Super cab with Crane body from Palmetto Ford.

DATE: March 3, 2026

SUMMARY & RECOMMENDATION: The Utilities Department is responsible for the maintenance and repair of the Town's wastewater lift stations and a variety of pumps and motors that support essential infrastructure. At present, the Town does not possess any equipment capable of lifting or removing pumps, motors, or other heavy components. Because of this, staff must rely entirely on private contractors for tasks such as pump pulls, motor extraction, and heavy equipment handling. This dependency has resulted in:

- Increased maintenance costs: as contractor rates are significantly higher than in-house labor costs.
- Delayed response times: particularly during after-hours emergencies or high demand periods.
- Reduced operational flexibility: limiting staff's ability to address urgent issues quickly, which can increase the risk of system downtime or sanitary sewer overflows.

Staff recommends the Town Council consider taking the following action.

1. Approve the purchase of a Ford F-350 Super Cab 4x4 crane truck from Palmetto Ford of Miami utilizing the Florida Sheriffs Association Cooperative Purchasing Contract FSA25-VEH23.0; and
2. Authorize the Town Administrator to execute all necessary purchase documents.

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain:

The cost of the Ford F-550 Super Cab 4x4 with crane is \$109,321. Funding will be provided through

the Wastewater Enterprise Capital Projects Machinery & Equipment fund and was budgeted in the FY25-26 Budget GL: 401-535-046.

RECOMMENDATION:

ATTACHMENT(S):

(Supporting Information) Memo TOLH Palmetto Ford of Miami F350 Crane Body FSA Contract.docx
(Action Item) TOLH_ Palmetto Ford Piggyback agreement for services.docx
(Supporting Information) TOWN OF LAKE HAMILTON FSA PIGGYBACK LETTER - SIGNED.pdf
(Supporting Information) TOWN OF LAKE HAMILTON ITEM 29 F350 4X4 SUPERCAB 9CB
AUTOCRANE 4KC FSA PRICE SHEET.pdf



Town of Lake Hamilton

Town Council

Agenda Summary Report

TO: Lake Hamilton Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Patrick Henry, Public Works Director

AGENDA ITEM: Authorization to Piggyback Florida Sheriffs Association Contract Bid No. FSA25-VEH23.0 for Purchase of 2026 F350 Super cab with Crane body from Palmetto Ford

DATE: February 18, 2026

SUMMARY & RECOMMENDATION:

The Public Works Department is responsible for the maintenance and repair of the Town's wastewater lift stations and a variety of pumps and motors that support essential infrastructure. At present, the Town does not possess any equipment capable of lifting or removing pumps, motors, or other heavy components. Because of this, staff must rely entirely on private contractors for tasks such as pump pulls, motor extraction, and heavy equipment handling.

This dependency has resulted in:

- **Increased maintenance costs:** as contractor rates are significantly higher than in-house labor costs.
- **Delayed response times:** particularly during after-hours emergencies or high demand periods.
- **Reduced operational flexibility:** limiting staff's ability to address urgent issues quickly, which can increase the risk of system downtime or sanitary sewer overflows.

A dedicated crane truck is a critical piece of equipment that will allow the Town to handle these tasks internally, improve operational reliability, and ensure faster emergency responses.

Staff has identified a Ford F-350 Super Cab 4x4 equipped with a service-body crane as the most suitable and cost-effective solution for the Town's utility needs. This vehicle will enable staff to safely lift and remove wastewater pumps, pull motors, handle lift station components, and perform a wide range of heavy-duty maintenance activities.

To procure this vehicle efficiently and at a competitive price, staff recommends purchasing through the Florida Sheriffs Association (FSA) Cooperative Purchasing Program, Contract FSA25-VEH23.0.

Piggybacking this contract offers several key benefits:

1. **Competitive Pricing:** The FSA contract is competitively bid statewide, ensuring the Town receives pricing that is typically lower than independently solicited bids.
2. **Procurement Compliance:** Piggybacking satisfies competitive procurement requirements without the need to issue a separate Town bid or RFP, saving time and administrative cost.
3. **Expedited Acquisition:** The Town can move forward with the purchase immediately, avoiding delays associated with conducting a standalone solicitation.
4. **Vendor Reliability:** The recommended vendor, Palmetto Ford of Miami, is an approved FSA contract supplier with a track record of delivering municipal grade vehicles.

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

ATTORNEY REVIEW: YES: ☐ NO: ☒ N/A: ☐

FINANCIAL IMPACT: YES: ☒ NO: ☐

The cost of the Ford F-550 Super Cab 4x4 with crane is \$109,321. Funding will be provided through the Wastewater Enterprise Capital Projects Machinery & Equipment fund.

In addition to avoiding the cost of outsourcing pump pulls and motor removals, the Town will reduce emergency response expenses and improve control over scheduling and maintenance priorities. The investment is expected to result in long-term operational savings and improved reliability of essential utility systems.

RECOMMENDATION:

Staff recommends the Town Commission consider taking the following action.

1. Approve the purchase of a Ford F-350 Super Cab 4x4 crane truck from Palmetto Ford of Miami utilizing the Florida Sheriffs Association Cooperative Purchasing Contract FSA25-VEH23.0; and
2. Authorize the Town Manager to execute all necessary purchase documents

ATTACHMENTS:

- FSA25-VEH23.0 Palmetto Ford of Miami bid for 2026 F350 Super Cab 4x4 with crane body package
- Letter from Palmetto Ford extending piggyback services to Lake Hamilton
- Agreement to Piggyback a contract for services bid by another Governmental Entity between Palmetto Ford of Miami and Town of Lake Hamilton

AGREEMENT TO PIGGYBACK A CONTRACT FOR SERVICES

BID BY ANOTHER GOVERNMENTAL ENTITY

WHEREAS, Palmetto Ford of Miami., a Florida corporation (the “Contractor”), entered into an agreement dated June 1, 2025 with the Florida Sheriffs Association, a Florida municipal corporation or political subdivision of the State of Florida, for Heavy trucks pursuant to F.S. §287.057 (the “Contract”).

WHEREAS, the Town of Lake Hamilton, a Florida municipal corporation (the “Town”) has the legal authority pursuant to F.S. §287.057 by another governmental entity when seeking to utilize the same or similar services provided for in the said contract; and

WHEREAS, the Town desires to “piggyback” onto the above referenced Contract between the Contractor and the Florida Sheriffs Association for utilization of the same or similar services to purchase Heavy truck (the “Work”) and the Contractor consents to the aforesaid “piggybacking”.

NOW THEREFORE, having found it to be in the public interest,

1. The Contractor affirms and ratifies the terms and conditions of the above referenced Contract with the Florida Sheriffs Association and agrees to perform the services set forth therein for the Town in accordance with the terms of said Contract until the Work is completed. Contractor further agrees that for the purposes of interpretation and enforcement of the subject Contract, the term “Town of Lake Hamilton” shall be substituted for the term “Florida Sheriffs Association” throughout the Contract.

2. The Town agrees to utilize the services of the Contractor in a manner and upon the terms and conditions as set forth in the Florida Sheriffs Association Agreement until the Work is completed.

A. Public Records. Contractor acknowledges that it is acting on behalf of a Public agency and that this Agreement is subject to the provisions of §119.0701, Florida Statutes, and that Contractor must comply with the public records laws of the State of Florida. Contractor shall:

1. Keep and maintain public records required by the public agency to perform the service.

2. Upon request from the public agency’s custodian of public records, the Seller shall provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

3. The Seller shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as

authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.

4. The Seller shall, upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the Seller or keep and maintain public records required by the public agency to perform the service. If the Seller transfers all public records to the public agency upon completion of the contract, the Seller shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Seller keeps and maintains public records upon completion of the contract, the Seller shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

5. A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the Seller of the request, and the Seller must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

6. If Seller does not comply with a public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.

7. A Seller who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under s. 119.10.

8. If a civil action is filed against a Seller to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the Seller the reasonable costs of enforcement, including reasonable attorney fees, if:

(a) The court determines that the Seller unlawfully refused to comply with the public records request within a reasonable time; and

(b) At least 8 business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the Seller has not complied with the request, to the public agency and to the Seller.

9. A notice complies with subparagraph (8)b if it is sent to the public agency's custodian of public records and to the Seller at the Seller's address listed on its contract with the public agency or to the Seller's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

10. A Seller who complies with a public records request within 8 business days after the notice is sent is not liable for the reasonable costs of enforcement.

IF THE SELLER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Town of Lake Hamilton

Attn: City Clerk

100 Smith Ave

Lake Hamilton, FL 33851 (863) 439-1910 ext 110

Jborja@townoflakehamilton.com

CONTRACTOR NAME
HAMILTON

TOWN OF LAKE

By:
Sandoval, Town Manager

By: Britnney

WITNESS:

ATTEST:

WITNESS:

City Clerk



Palmetto Ford of Miami

7245 NW 36th Street ~ Miami, Florida 33166 ~ 305-592-3673

City of Lake Hamilton, Florida
100 Smith Ave
Lake Hamilton, FL. 33851

C/O Jerry "JT" Torrance

RE: Letter authorizing the Town of Lake Hamilton, Florida to piggyback off of the Palmetto Ford of Miami contracts with the Florida Sheriff's Association (FSA)

Please accept this letter as confirmation that the Town of Lake Hamilton, Florida is invited to access and purchase any trucks awarded to Palmetto Ford of Miami, in accordance to the pricing, terms and conditions listed under the following Florida Sheriff's Association Contracts (FSA)

- Contract FSA25-VEH23.0 - Heavy Trucks and Busses
- Contract FSA25-VEL33.0 – Pursuit, Administrative and Other Vehicles

We look forward to working with you and the Town of Lake Hamilton in acquiring the trucks needed to support your fleet and community's needs.

I remain at your service and please feel free to contact me with any questions or needs.

Respectfully,

A handwritten signature in blue ink, appearing to read "Charlie Rodgers".

Charlie Rodgers
Government Sales Manager for Palmetto Ford of Miami
305-470-1334 Direct / 305-972-7133 Mobile
croders@palmettofordtrucks.com

Palmetto Ford of Miami

7245 NW 36 Street Miami, Florida 33166

305-470-1334 / 305-972-7133 cell

crodgers@palmettofordtrucks.com

FLORIDA SHERIFFS ASSOCIATION PRICE SHEET

bid / Contract #: FSA25-VEH23.0

Purchaser: TOWN OF LAKE HAMILTON

Date: 02/16-2026

Address: P.O. BOX 126

Phone: 863-605-8919

City: LAKE HAMILTON, FL. 33851

JERRY "JT" TORRANCE JR.

jtorrance@townoflakehamilton.com

Base Model:	SPEC 29 - 2026 F350 SUPER CAB 4X4 (X3H)	Price:	\$52,212.00
Inc.	AM / FM / BLUETOOTH RADIO, AIR CONDITIONING		
Exterior / Interior:	WHITE / GRAY VINYL / HD VINLY FLOOR COVERING		
Delivery Info:	ESTIMATED AT 18 WEEKS FROM RECEIPT OF ORDER		

Option #	660A - XL TRIM PACKAGE	Price:	\$0.00
Option #	99N - 7.3L V8 GASOLINE ENGINE	Price:	\$0.00
Option #	44G - 10 SPEED AUTOMATIC TRANSMISSION	Price:	\$0.00
Option #	18B - FACTORY CAB STEPS	Price:	\$441.00
Option #	52B - FACTORY ELECTRIC TRAILER BRAKE CONTROLLER	Price:	\$297.00
Option #	76C - FACTORY BACK UP ALARM	Price:	\$228.00
Option #	872I - FACTORY BACK UP CAMERA KIT AND INSTALLATION	Price:	\$738.00
Option #	90L - POWER GROUP, INC. DOOR LOCKS, WINDOWS, MIRROR	Price:	\$0.00
Option #	CRANE-4 - AUTOCRANE EHC-4 4,000LB CAPACITY ELECT. / HYD. CRANE, 16'	Price:	\$25,458.00
Option #	REACH, BOOM REST	Price:	\$0.00
Option #	CRANE-4 - AUTOCRANE EHC-4 OPTION - 20' REACH IN LIEU OF 16' REACH	Price:	\$1,932.00
Option #	CRANE-BOD1 - KNAPHEIDE 6108D54-CRK 9' CRANE BODY, CRANE BUMPER,	Price:	\$20,616.00
Option #	STANDARD SHELVES, INTEGRATED HITCH RECEIVER	Price:	\$0.00
Option #	FCSS - FOUR CORNER SPLIT AMBER / WHITE LED STROBES	Price:	\$748.00
Option #	OUTRIGGER-M - MANUAL OUTRIGGERS	Price:	\$3,694.00
Option #	SLINER - SPRAY LINER IN CARGO AREA, TOP OF COMPARTMENTS AND TOP	Price:	\$2,325.00
Option #	OF REAR BUMPER.	Price:	\$0.00
Option #	TOWPKG - TOW PACKAGE, 7-WAY FLAT PLUG, 2 5/16" BALL INSERT, PIN	Price:	\$632.00
Option #	CLIP - DISCOUNTED	Price:	\$0.00
Option #	X4N - 4.10 LIMITED SLIP REAR AXLE	Price:	\$0.00
Option #		Price:	\$0.00
Option #		Price:	\$0.00
Option #		Price:	\$0.00
Option #		Price:	\$0.00
Option #		Price:	\$0.00

Note:

Note:

Price of Base Unit and all Selected Options: \$109,321.00

Total Price of Multiple Units - Quantity: 1 \$109,321.00