

**SNEADS TOWN COUNCIL
REGULAR MEETING
FEBRUARY 13, 2024**

The Town Council of the Town of Sneads, Florida, met in a regular session at the Sneads Town Hall on Tuesday, February 13, 2024, at 6:00 p.m.

Mike Weeks called the meeting to order with the following present:

Mike Weeks, Tony Money, George Alexander,
Angela Locke and Donovan Weeks, Council Members
Daniel Cox, Attorney
Tyler Weeks, Police Chief
Sherri Griffin, City Clerk
Danielle Guy, Deputy Clerk

And the following were absent:

Vacant, Town Manager

All stood for the Pledge of Allegiance.

George Alexander made a motion to approve the Consent Agenda as presented. Tony Money seconded. All voted aye.

1. Minutes for **January** 2024
2. Financial Statements and Budget Review Summary
3. Pay Approved Bills

Agenda #4, Mary and Dave Baker came before the Council to discuss Sneads Park. They stated they had been having Bass Tournaments for St Jude's for a couple of years and really would like to have them at our Park. However, our Park does not currently have the proper staging requirements needed to have a tournament. They stated they had contacted the Army Corp which said we would need to get a master plan and permits for the floating docks. The Bakers also mentioned a couple of grants that the Town could possibly apply for.

Agenda #5, Fire/ Police Station Pre Application. Jim Dean with SERCAP Inc came before the Council and introduced himself and what his company does. He stated it was at no cost to apply for the grants and that the company worked with different programs. The grant/loan program he was applying for on behalf of the Fire/PD station was USDA and would find out the town's eligibility determination. After discussion, Angie Locke made a motion to approve for the town to do the pre- application for the USDA grant/loan. Tony Money seconded. All voted aye.

Agenda #6, Energy Grant. The bids for the Energy Grant were presented to the Council. (See attached) The lowest bidder was M Gay Constructors with a bid of \$180,500. George Alexander made a motion to award the bid to M Gay Constructors as presented. Angie Locke seconded. All voted aye.

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Agenda #7, Building Renovations G-Lea's. The bids for the building renovations of G-Lea's were presented to the Council. (See attached) We only had one bidder. Chuck Neel Construction was the bidder for \$300,000. Donovan Weeks made a motion to award the bid to Chuck Neel Construction as presented pending **CDBG approval**. George Alexander seconded. All voted aye.

Agenda #8, Connectivity Study. Hunter Potts with Melvin Engineering presented the Towns Connectivity Study. (See attached) Angie Locke made a motion to approve the final report and design plans for the Towns Connectivity Study project. Tony Money seconded. All voted aye.

Hunter informed Council that we had a pre-demolition meeting earlier and that the demo on the buildings at Gloster would start tomorrow. He also stated that the Contractor is willing to do the Dodson building for \$2000 less than the bid, bringing the demo total on that building to \$27,000. The town would have to pay for this because it was not part of the grant. Council asked Hunter to try to get the Contractor go lower than the \$27,000, but all agreed that it needed to come down. After discussion, Donovan Weeks made a motion to approve the bid for the Dodson building of \$27,000 or less to Great Southern Demolition. Angie Locke seconded. All voted aye.

Agenda #9, Mobile Home Ordinance. Angie Locke asked Jessica Nabors with the JC Code Enforcement to come before the Council to speak. Mrs Nabors stated that she had been receiving complaints about sheds in the town and with them being within the town limits, they all fall under our Ordinances. She said after looking into the home inspection done on one the sheds, approved at the previous meeting, it did not meet the qualifications of a tiny home as stated in the report. She stated that according to the Florida Building Code a tiny home must be built from the ground up as such, not sheds or utility buildings converted into them. Mrs Nabors spoke about our current Ordinance and the fact that we ask home inspectors to approve mobiles instead of building inspectors. She stated that a building inspector can inspect for more than a home inspector and suggested that we change our Ordinance to read as such.

After discussion, Ordinance # 2023-04 was tabled pending more changes.

Agenda #10, **Ordinance #2024-01**, entitled;

AN ORDINANCE OF THE TOWN OF SNEADS, FLORIDA AMENDING THE QUALIFICATIONS OF THE TOWN MANAGER TO REMOVE THE REQUIREMENT OF THE RESIDENCY WITHIN THE TOWN REPEALING ANY ORDINANCE IN CONFLICT; PROVIDING AN EFFECTIVE DATE.

was read for final reading. Tony Money made a motion to approve as presented. George Alexander seconded. All voted aye.

Agenda # 11, Sneads Recreation Board. Angie Locked stated that Spring Ball sign ups had just closed up and that Ball Day was April 6th.

Agenda #12, Town Attorney. Mr. Cox stated that he would be reaching out to Jackson County about an interlocal agreement on several issues; animal control, code enforcement, and others; Her would get back with Council afterwards. He stated that Municode should be finished soon.

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Agenda #13, Police & Fire. Chief Weeks presented the Police Departments monthly report. (See attached)

Agenda #14, Council Members. Donovan Weeks asked about the junk/debris in yards and campers and what we were doing about them. After discussion, all agreed to send letters to the ones we knew about and once we got a City Manager, that was going to be a priority.

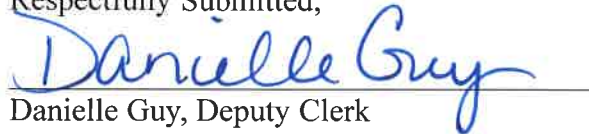
Also discussed was the dumping fee per load at the town's Amnesty site. Currently it is \$25 and used frequently. After discussion, Donovan Weeks made a motion to increase the fee to \$50 per load. George Alexander seconded the motion. All voted aye.

Tony Money asked Hunter Potts to make the Contactor aware the County was getting ready to stripe the road at Gloster Ave, so that they would not be in the way of them.

Agenda #14, Public Comments:
Ervin Ranew

Tony Money made a motion to adjourn at 7:33pm.

Respectfully Submitted,


Danielle Guy, Deputy Clerk

APPROVED:

MIKE WEEKS, COUNCIL PRESIDENT

**Regular Meeting
FEBRUARY 13, 2024**

Budget Summary

GENERAL FUND

JANUARY- Revenues are 1.52% **below** budgeted amount. Expenditures are 3.98% **above** budgeted amount.

GAS TAX

JANUARY- Gas Tax County is 26.68% **above** budgeted amount. Local Option Gas Tax is 9.08% **above** budgeted amount. Expenditures are 9.62% **below** budgeted amount.

SOLID WASTE

JANUARY – Garbage revenues are slightly **above** budgeted amount. Expenditures are 2.22% **below** budgeted amount.

WATER AND SEWER

JANUARY – ACI sewer is in line with budgeted amount. Water sales are 2.22% **below** budgeted amount. Sewer sales are 8.32% **below** budgeted amount. Expenditures are less than 1% **above** budgeted amount.

RECREATION FUND

JANUARY- Signup fees are above budgeted amount. Expenditures are below budgeted amount.

Master Ranger

DAVE + MARY Baker

850.394.7363

cc

Army Corp

Angela.H.Griffin@USACE.Army.mil

Joseph.D.Timmons@USACE.Army.mil

Master Plan

Anything in the ground = Army Corp.

Proposal - written plan - map + description

Roslyn Palmer - 229-220-5051

Map: (Grantwriter)
MANAGE THE MONEY
Go fish GRANTS

Proposal
Written plan - map +
Description

*Roslyn

Joseph.D.Timmons@USACE.
Army.mil

Florida Municipal Ass.
in Tallahassee

cc Angela.H.Griffin

Corps Permit

Master Plan - SNEAS *

Ramp fee or Donation

... ..

MICHAEL L. ANDERSON, INC
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Serving the Construction Industry Since 1967
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P.O. BOX 1405
LYNN HAVEN, FL 32444

TELEPHONE: (850) 785-5700
CELL (850) 774-9738

February 12, 2024

City of Sneads, Florida
c/o Bubba Baker

BID

Furnish and install a state-of-the-art floating dock system \$175,000.00

- Bid based on 200' of floating dock*
 - All marine-grade aluminum (main dock)
 - Poly floats, engineered for 18" free board at 25 lb. per sf live load
 - Includes a 3' x 25' gangway
 - New shoreside concrete pad to receive gangway.
-
- Dock length can be increased at \$850 per lf

BID TAB
Town of Sneads
Recreational Lighting Upgrade Project

ITEM NO.	ITEM	QTY	Bill Smith Electric		American Cable Electric		M. Gay Constructors	
			UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST
1	Pole Replacement	4	\$ 30,000.00	\$ 120,000.00			\$ 45,125.00	\$ 180,500.00
2	Light Replacement / Installation	18	\$ 8,550.00	\$ 153,900.00				
BASE BID TOTAL			\$ 30,000.00	\$ 273,900.00	\$ -	\$ 185,000.00	\$ 45,125.00	\$ 180,500.00

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST
3	Pole Replacement	4	No Bid	No Bid				
4	Timer Switch	1	No Bid	No Bid				
5	Remote Light Switch	1	No Bid	No Bid				
TOTAL			\$ -	\$ -	Included in Base	Included in Base	Included in Base	Included in Base

Notes

- Yellow highlight, bidder did not list a unit price on bid form only Total Cost.
- Blue highlight, bidder listed a unit price for pole replacement and stated all other costs are included in the base amount



Town of Sneads

PO Drawer 159

Sneads, Florida 32460

PH (850) 593-6636 Fax (850)593-5079

Website: sneadsfl.com

Facebook: Town of Sneads – City Hall

February 7, 2024

Kalauna Carter

Office of Energy - Florida Department of Agriculture and Consumer Services

600 South Calhoun Street, Suite B04MS:H-1

Tallahassee, FL 32399

(850) 617-7470

**RE: Recommendation of Award – Town of Sneads
Recreational Lighting Upgrade Project
FDACS Contract 30802**

Dear Kalauna Carter,

On December 21, 2023, the Town of Sneads issued an Invitation to Bid (ITB) to solicit sealed bids for the installation of up to 4 Poles and 18 LED lighting fixtures within the Adam Tucker Wilson Park associated with the Town's FDACS Contract No. 30802. Bids for this project were received from three (3) electrical contractors and were opened on January 31, 2024. The bid responses and project bid tab are attached separately for your review.

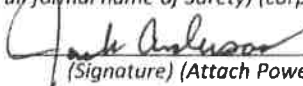
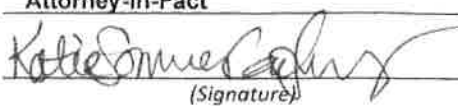
The lowest responsive bidder for the project was M. Gay Constructors, Inc. with a lump sum bid price of One Hundred Eighty Thousand Five Hundred Dollars (\$180,500.00). This price is within the grant budget and in line with the Town's pre-bid cost estimate.

Based on the bid responses received the Town of Sneads hereby requests approval to award this project to the lowest responsive bidder M. Gay Constructors, Inc. and to enter a contract to complete the project Scope of Work.

Sincerely,

Sherri Griffin
Town Clerk

BID BOND (PENAL SUM FORM)

<p>Bidder</p> <p>Name: <u>Chuck Neel Construction, Inc. dba CNC, Inc.</u></p> <p>Address (principal place of business): <u>3325 Green Turtle Lane</u> <u>Panama City Beach, FL 32408</u></p>	<p>Surety</p> <p>Name: <u>The Ohio Casualty Insurance Company</u></p> <p>Address (principal place of business): <u>175 Berkeley Street</u> <u>Boston, MA 02116</u></p>
<p>Owner</p> <p>Name: <u>Town of Sneads, FL</u></p> <p>Address (principal place of business): <u>2028 Third Avenue</u> <u>Sneads, FL 32460</u></p>	<p>Bid</p> <p>Project (name and location): Project ID No: SNE22HR</p> <p><u>Town of Sneads</u> <u>Building Renovations - G-Lea's Salon & Spa</u> <u>8034 Old Spanish Trail</u></p> <p>Bid Due Date: January 9, 2024</p>
<p>Bond</p> <p>Penal Sum: Five Percent (5%) of Amount Bid</p> <p>Date of Bond: December 29, 2023</p>	
<p>Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth in this Bid Bond, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.</p>	
<p>Bidder</p> <p><u>Chuck Neel Construction, Inc. dba CNC, Inc.</u> <i>(Full formal name of Bidder)</i></p> <p>By: _____ <i>(Signature)</i></p> <p>Name: _____ <i>(Printed or typed)</i></p> <p>Title: _____</p> <p>Attest: _____ <i>(Signature)</i></p> <p>Name: _____ <i>(Printed or typed)</i></p> <p>Title: _____</p>	<p>Surety</p> <p><u>The Ohio Casualty Insurance Company</u> <i>(Full formal name of Surety) (corporate seal)</i></p> <p>By:  <i>(Signature) (Attach Power of Attorney)</i></p> <p>Name: <u>Jack Anderson</u> <i>(Printed or typed)</i></p> <p>Title: <u>Attorney-In-Fact</u></p> <p>Attest:  <i>(Signature)</i></p> <p>Name: <u>Katie Godfrey</u> <i>(Printed or typed)</i></p> <p>Title: <u>Underwriter Assistant</u></p>
<p><i>Notes: (1) Note: Addresses are to be used for giving any required notice. (2) Provide execution by any additional parties, such as joint venturers, if necessary.</i></p>	

Bid Form Summary

Part A - Demolition	\$ _____
Part B - Build Back Area "A"	\$ _____
Part C - Exterior Store Front Doors and Fixed Glass	\$ _____
Part D - Interior Trim	\$ _____
Part E - Electrical	\$ _____
Part F - HV/AC	\$ _____
Part G - Fixtures & Hardware (Both Restrooms)	\$ _____
Part H - Flooring	\$ _____
Part I - Exterior	\$ _____
Part J - Exterior Awnings	\$ _____
Part K - Parking & Exterior Signage	\$ _____

TOTAL BID = Parts A + B + C + D + E + F + G + H + I + J + K \$ 300,000.

The Owner reserves the right to award only select parts and not all parts, or reject all bids.

The Owner reserves the right to waive any informality and to award the bid based upon the Owner's determination of best interest and best value. Owner may consider ability to perform, past performance and location of contractors office in selecting contractor.

Contractor's experience will be evaluated as part of the bid selection process.

The contractor shall be on schedule with other projects currently under contract with the owner and others.

Contractor shall furnish and supply all materials, equipment and labor for a complete and operational system including testing and asbuilt drawings.

Town of Sneads Connectivity Framework Map



Legend

- X-Walk
- Transit
- Repair SW
- New SW

Legend
 • Address Points
 • Land Use
 • Parcel
 • Utility

Legend

-  Existing Sidewalk Paths
-  Area Parcels

Vicinity Map



This map is for informational purposes only. It is not intended to be used for any other purpose. The information contained herein is for informational purposes only. It is not intended to be used for any other purpose. The information contained herein is for informational purposes only. It is not intended to be used for any other purpose.

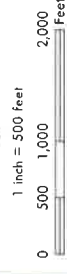


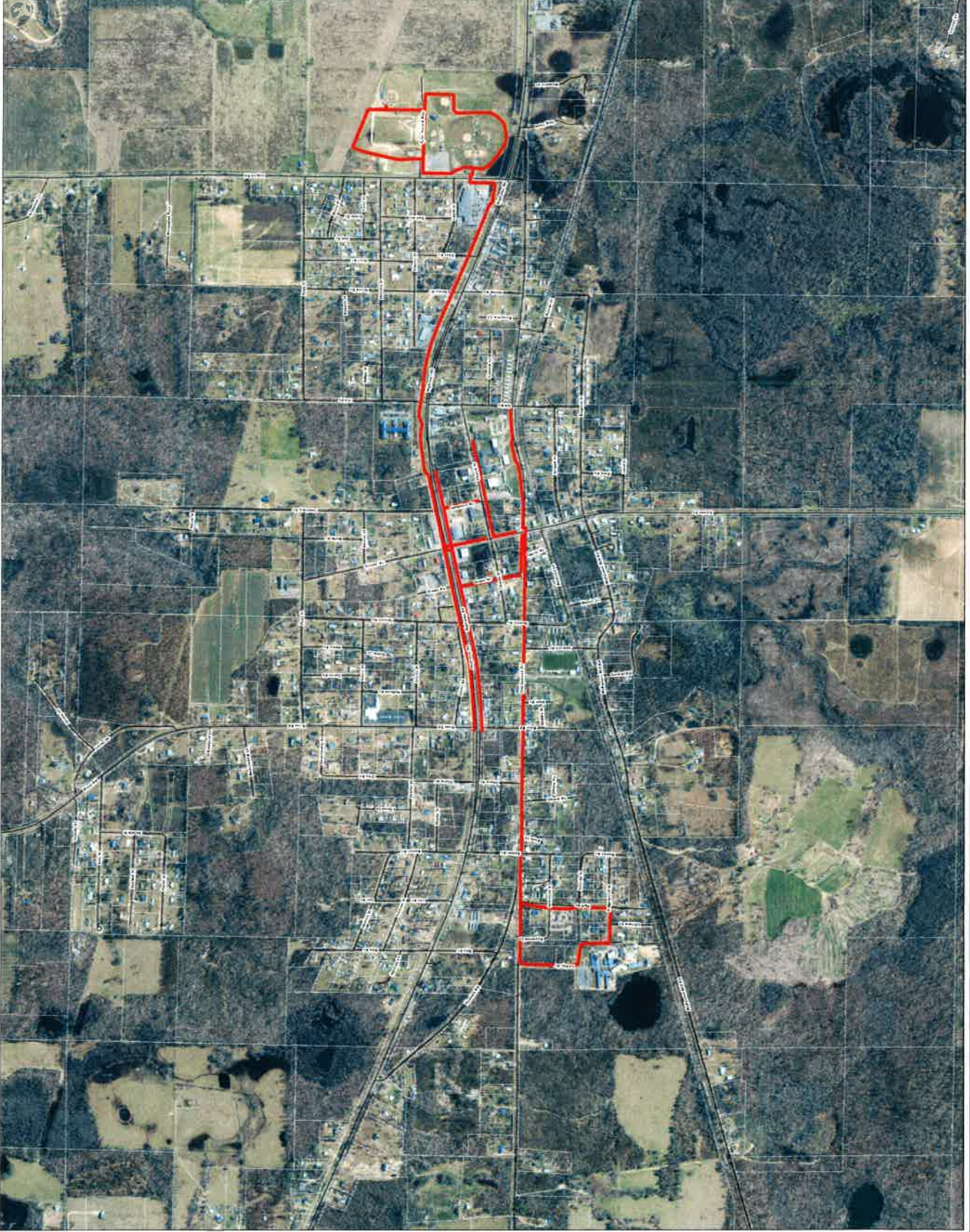
Figure: Existing Sidewalk Paths Map

Project: Streets Connectivity Study

Jackson County

Filename: SND_Overall_Aerial_20220614

Map Date: 5/2/2023
Map Prepared by: WCS



Project Phasing Report Non-Motorized Connectivity Linkage

EXISTING SIDEWALK						
No.	Location	Side	Type	Accessory Issue(s)	Feet	Cost Est.
1	Gloster Avenue from Eugenia Street to Church Street	E	SW	1X - Old Spanish Trail	923	\$ 37,843.00
					Sub-total	\$ 37,843.00

NEW SIDEWALK						
Arterial Connectors						
No.	Location	Side	Type	Accessory Issue(s)	Feet	Cost Estimate
1	River Road from Old Spanish Trail to HWY 90	W	SW	Right of Way Access	472	\$ 19,352.00
2	River Road from HWY 90 to Pope Street	E	SW	3X - HWY 90, Johns Dr., Sherry, Davis	1821	\$ 74,661.00
3	McKeown Mill Road from Central Road to Gloster Avenue	S	SW	Right of Way Access	1903	\$ 78,023.00
4	Section Avenue from HWY 90 to Pope Street	W	SW	3X - Davis, Sherry, Johns	1842	\$ 75,522.00
5	Legion Road from HWY 90 to Pope Street	E	SW	5X - Bruce, Carol, Hawley, Adams, Laura	1961	\$ 80,401.00
					Sub-total	\$ 327,959.00

Connection Links						
No.	Location	Side	Type	Accessory Issue(s)	Feet	Cost Estimate
1	Jackson Avenue from McKeown Mill Road to Old Spanish Trail	E	SW	Railroad Crossing	799	\$32,759.00
2	Pope Street from River Road to Section Avenue	S	SW	2X - Tanna, Garry	1226	\$50,266.00
3	Gorrie Avenue from Old Spanish Trail to Pope Street	W	SW	3X - HWY 90, Adams, Hawley	2269	\$93,029.00
4	Eugenia Street from Gloster Avenue to Third Avenue	S	SW	Connection to Existing Sidewalk at Gloster Avenue	1341	\$54,981.00
5	Old Spanish Trail from Third Avenue to Gorrie Avenue	N	SW	Right of Way Access	1290	\$52,890.00
6	Church Street from Sneads High School to Third Avenue	S	SW	Right of Way Access	368	\$15,088.00
7	Third Avenue from HWY 90 to Church Street	E	SW	Existing Sidewalk Connection at HWY 90	269	\$11,029.00
					Sub-total	\$310,042.00

SAFETY						
No.	Location	Side	Type	Accessory Issue(s)	Feet	Cost Estimate
1	Crosswalk at HWY 90 and River Road (FDOT)	N/S	X-walk	Ped Activated, IPM, Warning signs	100	\$75,000.00
2	Crosswalk at Gloster Avenue and Old Spanish Trail	N/S	X-walk	Striping, Warning Signs/Lighting	70	\$18,000.00
3	Crosswalk at Church Street and Gloster Avenue	N/S	X-walk	Striping, Reflective Markers, Warning Signs	70	\$18,000.00
4	Crosswalk at Cemetery Avenue and Church Street	N/S	X-walk	Striping Reflective Markers, Warning Signs	70	\$18,000.00
5	Crosswalk at HWY 90 and Gorrie Avenue	N/S	X-walk	Ped Activated, IPM, Warning signs	100	\$75,000.00
					Sub-total	\$204,000.00

TRANSIT FACILITY						
No.	Location	Side	Type	Accessory Issue(s)	Feet	Cost Estimate
1	Transit Stop at Old Spanish Trail and Gloster Avenue	SW	Transit	Develop Covered Bus Stop (ADA)	N/A	\$12,500.00
2	Transit Stop at Highway 90 and Legion Road	NW	Transit	Develop Covered Bus Stop (ADA)	N/A	\$12,500.00
					Sub-total	\$25,000.00

SIDEWALK & SAFETY PROJECT TOTAL COST: \$904,844.00

Ordinance No. 2024-01

AN ORDINANCE OF THE TOWN OF SNEADS, FLORIDA, AMENDING THE QUALIFICATIONS OF THE TOWN MANAGER TO REMOVE THE REQUIREMENT OF RESIDENCY WITHIN THE TOWN REPEALING ANY ORDINANCE IN CONFLICT; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Council of the Town of Sneads, Florida, has previously adopted an Ordinance providing the qualifications and requirements of employment of its Town Manager, and

WHEREAS, the Town Council of the Town of Sneads, Florida, wishes to modify the residency requirements applicable to the Town Manager.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Sneads, Florida, as follows:

Section 1. Town Manager Appointment, qualifications, removal:

(a) The Town Council shall appoint a Town Manager upon such terms and for such compensation as the Town council may set. The Town Manager shall be an officer of the Town and shall have such powers and shall perform such other duties as the Town council may direct. No council member shall receive such appointment during the term for which he/she shall have been elected or appointed, nor within one year the expiration of his term as such Councilman.

(b) The Town Manager shall be chosen by the Town Council solely on the basis of his/her executive and administrative qualifications with special reference to actual experience in or knowledge of, accepted practice in respect to the duties of his/her office. At the time of appointment, he/she need not to be a resident of the town or state, but the Town Manager's residence's distance from the town's limits shall not excuse unacceptable performance of the Town Manager's duties.

(c) The Town Council may remove the Town Manager by a majority vote of the Town Council at any regular or Special Session. In the event of such a removal of the Town Manager, the Town Council shall adopt a resolution setting forth the removal effective date thereof. Upon removal of the Town Manager, the Town Council shall cause the Town Manager to be paid any accrued compensation as of the effective date of removal plus a sum equal to one month's salary as of the date of such removal.

Section 2. Powers and duties: the Town Manager shall be the chief executive officer and the head of the administrative branch of the town government. He/she shall be responsible to the Town Council for the proper administration of all affairs of the town and to that end, he/she shall have the power and shall be required to:

(a) Appoint and when necessary for the good of the Town, remove all employees of the Town except the Town Clerk, Town Attorney, Fire Chief and Police Chief. Appointment of or removal of the Town Clerk, Town Attorney, Fire Chief and Police Chief must be approved by a majority vote of the Town council.

(b) Prepare the budget annually and submit it to the Town Council and be responsible for its administration after adoption.

(c) Prepare and submit to the Town council as of the end of the fiscal year a complete report on the finances and administrative activities of the Town for the preceding year.

(d) Keep the Town council advised of the financial condition and future needs of the Town and make such recommendations as may seem to him/her desirable.

(e) Submit annually to the Town a list of recommended capital improvements which in the opinion of the manager are necessary or desirable to be constructed during the forthcoming one-year period. Such a list is to be arranged in order of preference, with recommendations as to which projects shall be constructed.

(f) Perform such other duties as may be prescribed by the charter or required of him/her by the council, not inconsistent with the charter.

Section 3. Absence of Town Manager: To perform his/her duties during his/her temporary absence or disability, the town manager may designate a qualified administrative officer of the Town to perform the duties of the manager until he/she return.

Section 4. Town Council not to interfere in appointments or removals: Neither the council nor any of its members shall direct or request the appointment of any person to, or their removal from office by the Town Manager or by any of his/her subordinates, or in any manner take part in the appointment or removal of officers and employees in the administrative service of the Town except as provided in other sections of this ordinance. Except for the purpose of inquiry, the Council nor any member thereof shall give orders to any subordinates of the Town Manager, either publicly or privately without the knowledge of the Town Manager.

Section 5. This Ordinance shall become effective upon its adoption by the Town council.

PRESENTED, READ IN FULL, AND TABLED PENDING PUBLICATION ON

Jan 9, 2024.

PRESENTED, READ IN FULL AND PASSED ON THIS _____ DAY OF

_____, 2024.

President, Town Council

SEAL

Town Clerk

January 2024

Arrests – 9

Traffic stops – 108

Vehicle burglary – 2 (1 of which a firearm was stolen)

Attempt – 1 attempt caught on home surveillance

Burglary from residence – 3

Suspicious incidents – 8

Persons – 16 (mostly related to thefts)

Animal complaints – 7

Traffic Crash – 4

Juvenile – 2

Baker Act – 1

Assist other Agency – 23