

**SNEADS TOWN COUNCIL  
REGULAR MEETING  
OCTOBER 12, 2021**

The Town Council of the Town of Sneads, Florida, met in a regular session at the Sneads Town Hall on Tuesday, October 12, 2021, at 6:00 p.m.

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

Mike Weeks, Donovan Weeks, George Alexander,  
Angela Locke, and Tony Money; Council Members  
Daniel Cox, Attorney  
Lee Garner, Town Manager  
Sherri Griffin, City Clerk  
Danielle Guy, Deputy Clerk

And the following were absent:  
Mike Miller, Police Chief

All stood for the Pledge of Allegiance.

Donovan Weeks made a motion to approve the **September** minutes as presented. George Alexander seconded. All voted aye.

Sherri Griffin, City Clerk presented Financial Statements and Budget Review Summary for **September**. (See Attached) Donovan Weeks made a motion to accept them as presented. Tony Money seconded. All voted aye.

Tony Money made a motion to pay approved bills. Angela Locke seconded. All voted aye.

Mr. Garner asked Council for approval of application for the Andy Easton & Associates to develop a Florida Boating Improvement Program Grant. (See attached) If funded the Town would pay a total of \$2000 and FWC would pay the remaining. After discussion, Donovan Weeks made the motion to approve for Andy Easton & Associates to apply for the above grant. Tony Money seconded. All voted aye.

The lease agreement with the Jackson County Tax Collectors Office was up for an extended term. Tony Money made a motion to approve the agreement as presented. George Alexander seconded. All voted aye.

Mr. Garner stated that the Town needed to have a proposed spending plan in place for the American Rescue Plan Act Funds. (ARPA) These are the funds the town will be getting the next two years. He presented Council with known projects that he felt needed to be done and met the required procurement policies. (See attached) After discussion, George Alexander made a motion to accept the proposed spending plan for the ARPA as presented. Donovan Weeks seconded. All voted aye.

Brandon McIntyre, RocBoy Nation, a music entertainment company came before the Council to discuss an event he was wanting to have at Sneads Park on October 31<sup>st</sup>. Mr. Garner explained that he had spoken with Mr. McIntyre about having a BBQ contest and Car Show and told him to go out to our Lake and see if that would be a good venue and to get back and they would work out the details. However, that has not happened and instead Mr. McIntyre is promoting the event and charging to get into our park. This is not allowed since it is a public park. After discussion, all agreed that the event would be great to have and that we would all have it together in the spring.

**Resolution #21-13**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SNEADS, FLORIDA (THE "TOWN") APPROVING THE SALE AND TERMS OF SALE OF THE TOWN'S CAPITAL UTILITY REVENUE REFUNDING BONDS, SERIES 2021 (THE "BONDS"); ESTABLISHING THE TERMS THEREOF; APPROVING A PRIVATE PLACEMENT FOR THE BONDS; AUTHORIZING CERTAIN OFFICIALS AND EMPLOYEES OF THE TOWN TO TAKE ALL ACTIONS REQUIRED AND EXECUTE AND DELIVER ALL DOCUMENTS, INSTRUMENTS AND CERTIFICATES NECESSARY IN CONNECTION WITH THE ISSUANCE, SALE AND DELIVERY OF THE BONDS; AUTHORIZING THE REFUNDING OF THE TOWN'S OUTSTANDING WATER AND SEWER SYSTEM REVENUE BONDS, SERIES 2003 AND WATER AND SEWER SYSTEM REVENUE BONDS SERIES 2010 (THE "REFUNDED BONDS"); AUTHORIZING CERTAIN OFFICIALS AND EMPLOYEES OF THE TOWN TO TAKE ALL ACTIONS AND ENTER INTO ALL AGREEMENTS REQUIRED IN CONNECTION WITH THE REFUNDING OF THE REFUNDED BONDS; SPECIFYING THE APPLICATION OF THE PROCEEDS OF THE BONDS; PROVIDING CERTAIN OTHER DETAILS WITH RESPECT TO THE BONDS; AND PROVIDING AN EFFECTIVE DATE.**

was presented and read to the Council by Dan Cox. Donovan Weeks made a motion to approve Resolution #21-13 as presented. Tony Money seconded. All voted aye.

Mr. Garner presented Council with the RFP# 2021-03 results. He informed them we only had one firm that applied, after having properly advertising. He stated that Melvin Engineering was that firm and he recommended that we award the RFP/RFQ to them for both Hurricane Michael Related Program Administration Services and Engineering Services. Donovan Weeks made a motion to award the bid the Melvin Engineers as presented. Tony Money seconded. All voted.

Mr. Garner presented his managers report as follows: (See Attached)

- Public Hearing for CDBG-DR Grant- Ballfield Lights
- Sneads Recreation Department is now Incorporated

**Regular Meeting  
October 12, 2021  
Page 3**

Both Tony Money and Mike Weeks stated that the lighting at the ballpark needed to be a priority.

All Council thanked the Sneads Recreation Board for their efforts and job that they are doing so far.

George Alexander thanked the Police Department for their help with the SHS Homecoming Parade.

Mike Weeks stated that we needed to get control over the mosquito spraying. Mr. Garner stated he was working with the County right now as well on the Town getting someone.

**Public Comments:**

Wendi Lewis- Sneads Recreation- Soccer Opening Day, Saturday, October 23<sup>rd</sup>

Donovan Weeks made a motion to adjourn at 7:08 pm.

Respectfully Submitted,

  
Danielle Guy, Deputy Clerk

**APPROVED:**

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**MIKE WEEKS, COUNCIL PRESIDENT**

**Regular Meeting  
OCTOBER 12, 2021**

Budget Summary

**GENERAL FUND**

**SEPTEMBER**-Revenues are 42.8% **above** budgeted amount. (Hurricane Relief Funds & CARES Act Funds)

Expenditures are 14.7% **above** budgeted amount. (CARES Act Purchases)

I still have payables and receivables to account for. Budget Amendment will be presented to Council in November Meeting.

**GAS TAX**

**SEPTEMBER**- Gas Tax County is 2.8% **above** budgeted amount. Local Option Gas Tax is 3.4% **above** budgeted amount.

Expenditures are 39% **below** budgeted amount.

No Amendment will be needed.

**SOLID WASTE**

**SEPTEMBER**-Garbage revenues are 8.08% **above** budgeted amount.

Expenditures are 4.9% **above** budgeted amount.

Budget Amendment will be presented to Council in November Meeting.

**WATER & SEWER**

**SEPTEMBER**-Sewer Special is 14.0% **below** budgeted amount and ACI Sewer is less than 1% **below** budgeted amount. Water Sales and Sewer Sales are **above** budgeted amount.

Expenditures are **above** budgeted amount.

Budget Amendment will be presented in November Meeting.

**RECREATION FUND**

**SEPTEMBER**- Expenditures are below budgeted amount.

No Budget Amendment is needed for this fund.



By Email to: [sneadsmgr@sneadsfl.com](mailto:sneadsmgr@sneadsfl.com)

September 27, 2021

Lee Garner, Town Manager  
Town of Sneads  
2028 Third Avenue (P.O. Drawer 159)  
Sneads, Florida 32460

Re: Grant Writing/Administration Proposal – Florida Boating Improvement Program

Dear Mr. Garner:

Attached for your consideration is a proposal for Andy Easton & Associates to develop a Florida Boating Improvement Program Grant Application for the Town of Sneads. I spoke with FWC staff recently, and they indicated that the best approach for the Town would be to first submit a grant application to fund a boat ramp/dock design and permitting services project, and then upon completion of the project, submit a 2<sup>nd</sup> grant application that would request funding for construction. As described by the attached proposal, the fee for developing the first grant application would be a lump sum fee of \$1,000. After the grant is funded, the fee for administration services would be \$5,000. FWC would pay for \$4,000 of the fee and the Town would pay for the remaining \$1,000.

The grant application deadline has not been announced yet but is expected to be in the spring of 2022 (February or March). If this grant writing proposal is acceptable to you, please let me know and I will send a consultant agreement for your review and approval. In the meantime, attached is a scope of services to give you an idea of what is involved in the grant writing/administration process.

Sincerely,  
ANDY EASTON & ASSOCIATES

A handwritten signature in dark ink that reads "Andy Easton".

Andy Easton, Grant Consultant

**FLORIDA BOATING IMPROVEMENT PROGRAM**  
**GRANT WRITING & ADMINISTRATION PROPOSAL**

**Grant Writing/Administration Fee**

Andy Easton & Associates (Grant Consultant) is offering to prepare a Florida Boating Improvement Program (FBIP) Grant Application for the Town of Sneads that requests funding for design and permitting services that are required for a Boat Dock/Boat Ramp construction project. The lump sum grant writing fee of \$1,000 will be due upon award of the grant. The grant administration fee of \$5,000 will be billed periodically after grant award.

A second grant application for construction of the Boat Dock/Boat Ramp will be submitted after the design and permitting grant is completed. A scope of work and fee for the construction grant application will be provided at a later date.

The following addresses grant writing and administration tasks for the FBIP design and permitting grant application.

**Fee for Grant Writing and Administration Services**  
**Boat Dock/Boat Ramp Design and Permitting Services**

Grant Writing Fee	\$1,000	Due upon award of the FBIP grant. If the grant is not awarded, no fee is due. <b>This fee is to be paid by the Town with local funds.</b>
Grant Administration Fee	\$1,000	Due upon award of the FBIP grant. If the grant is not awarded, no fee is due. <b>This fee serves as local match for the FBIP grant and is paid by the Town with local funds.</b>
Grant Administration Fee	\$4,000	Due upon submission of invoices during project implementation. <b>This fee is paid by the FBIP grant.</b>
Total	\$6,000	(\$2,000 from Town of Sneads and \$4,000 from FBIP)

**Grant Writing Tasks**

Grant writing tasks shall include the following:

**A. Becoming Familiar with the Project**

The first step in the grant writing process is for the Grant Consultant to become familiar with the project. Information about the project will be obtained from existing Town documents, Town staff, and others that may be familiar with the project.

**B. Background and Purpose of the Florida Boating Improvement Program**

The Florida Boating Improvement Program provides funding to local governments for projects designed to serve the needs of boaters and boating related activities. The program is administered by the Florida Fish and Wildlife Conservation Commission (FWC) pursuant to Sections 206.606 and 327.47 F.S. The grant application deadline for 2022 has not been announced, but it is expected to be in February or March 2022. The specific FWC grant category that the Town would be applying for is:

- Boating Access Facilities (boat ramps and related)

**FLORIDA BOATING IMPROVEMENT PROGRAM**  
**GRANT WRITING & ADMINISTRATION PROPOSAL**

**C. Required Grant Application Documents**

The Grant Consultant will prepare and/or coordinate with the Town to obtain the following documents that are required for each grant application:

- a. Cover Letter: application transmittal cover letter
- b. Application: One (1) application with original signature from the Town Manager.
- c. Resolution: An adopted resolution, by the Town of Sneads Town Council that authorizes the Town Manager to apply for and administer the grant on behalf of the Town.
- d. Boundary Map that shows the boundary of the project site.
- e. Site Control Documentation: (e.g. a deed, lease, results of title search, etc. for the project site.)
- f. Existing Condition Photographs: (sufficient to depict the physical characteristics of the project area)
- g. Aerial Photographs: (marked with the approximate boundaries of the project site)
- h. Detailed Cost Estimate and Sketch from an engineer (Baskerville Donovan)
- i. Navigational Chart: An 8.5" x 11" photocopy of a current NOAA North American Datum 83 nautical chart (provide the NOAA chart name and number) indicating the precise location of the project site.
- l. Letters of Support: Attach letters of known public support for the project.

**D. Characteristics of a Competitive Funding Request**

As noted in Attachment 1 (Scoring Criteria), a grant application that propose a project with a total cost of \$200,000 or less will receive a high ranking. Also, since the Town is a Rural Area of Opportunity, it does not need to provide a significant amount of local match. However, FWC does require a small local contribution to the project of about \$1,000 – which can be used as part the grant administration fee. Andy Easton & Associates will coordinate with Town staff to develop a grant application that addresses the evaluative criteria shown in Attachment 1 to this proposal.

**E. Unallowable Costs**

During the grant application development process, it is important to be aware of what the grant will not pay for any of the following items: Application preparation costs, Legal fees, Facility maintenance and operation costs, Equipment acquisition, and General Business, marketing, or promotional costs

**FLORIDA BOATING IMPROVEMENT PROGRAM**  
**GRANT WRITING & ADMINISTRATION PROPOSAL**

**F. Grant Writing Schedule**

Andy Easton & Associates will begin the grant application development process in December 2021 but will coordinate with the Town before then to obtain information about the project. Andy Easton will be the project manager and point of contact. The grant application will be finalized and provided to the Town for approval prior to the February/March 2022 grant application deadline.

**G. Grant Administration Services**

Grant administration services will consist of monitoring the project progress, developing quarterly progress reports, coordinating requests for reimbursements, and developing the grant closeout package. As noted above, the fee for grant administration services is \$5,000, of which \$1,000 would be paid by the Town as local match and \$4,000 by the FBIP grant. Here is a sample grant budget for design and permitting services (from Bradford County's FBIP grant):

**Sample Budget from an FBIP grant agreement (\$58,000 grant + \$1,000 local match)\***

<b>Deliverable</b>	<b>TOTAL COST</b>	<b>LOCAL SHARE</b>	<b>FBIP SHARE</b>
Administration	\$5,000	\$1,000	\$4,000
Project Inspection Fees	\$0	\$0	\$0
Permits	\$16,000	\$0	\$16,000
Architectural and Engineering	\$38,000	\$0	\$38,000
Demolition and Removal	\$0	\$0	\$0
Equipment Purchase (OCO):	\$0	\$0	\$0
Equipment Rental	\$0	\$0	\$0
Supplies & Materials	\$0	\$0	\$0
Construction Costs	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$59,000</b>	<b>\$1,000</b>	<b>\$58,000</b>
<b>PERCENTAGE</b>	<b>100%</b>	<b>01.70%</b>	<b>98.30%</b>

- The FBIP budget shown above is from Bradford County from a previous FBIP grant. The 2022 FBIP grant rule has not yet been published and so the local match (local share) rules could change. Also, if more local match is provided, the competitiveness of the grant application increases. As the grant writing process gets underway, more information on how local match impacts the competitiveness of the grant application will be provided.



**FLORIDA BOATING IMPROVEMENT PROGRAM**  
**GRANT WRITING & ADMINISTRATION PROPOSAL**  
**ATTACHMENT 1**  
**GRANT APPLICATION SCORING CRITERIA**

# FLORIDA BOATING IMPROVEMENT PROGRAM

## GRANT WRITING & ADMINISTRATION PROPOSAL

Florida Boating Improvement Program Guidelines

Attachment I-B

### Evaluation Criteria for Grant Applications for Boating Access Facilities

#### Part A: Qualitative Evaluation

	Points
1. Project will increase boating access through additional launch lanes, additional parking, or additional tie-ups/moorings	0 – 10
2. Project site provides access to significant boating opportunities (ie. access to fresh water and salt water, access to a chain of lakes, new public access to a water body)	0 – 10
3. Project site provides adequate parking and amenities such as restrooms, boarding docks, staging areas, utilities hook ups, and educational kiosks	0 – 10
4. Project will enhance or improve boating or boating access and provides a benefit to boaters	0 – 10
5. Project provides for a documented need	0 – 10
6. Project has clearly defined scope of work including goals, approach, tasks, and deliverables	0 – 10
7. Project is cost efficient and provides high value	0 – 10
Total possible points =	70

#### Part B: Technical Evaluation

	Points
1. Total project cost (grant request plus matching funds) is ...	
a. Less than or equal to \$200,000	10
b. Greater than \$200,000 and less than or equal to \$400,000	5
c. Greater than \$400,000	0
Total possible points =	10
2. Cost Share (Cash plus non-cash)	
a. Applicant's share is equal to or greater than 50% of total project cost	10
b. Applicant's share is at least 25% but less than 50% of total project cost.	5
c. Applicant's share is less than 25% of total project cost.	0
Total possible points =	10
3. Application preparation	
a. Complete application with all necessary attachments submitted by due date	5
b. Cost estimate provided is in the form of a formal bid, written quote from a proposed vendor, or an engineer's cost estimate.	5
Total possible points =	10

#### Part C: Bonus Points

- Five bonus points will be awarded to Projects located in a county with a population of 100,000 or less, or Projects located in a coastal county with a high level of boating-related activities from individuals residing in other counties.

**FLORIDA BOATING IMPROVEMENT PROGRAM**  
**GRANT WRITING & ADMINISTRATION PROPOSAL**  
**ATTACHMENT 2**

**ALLOWABLE COSTS**

Boating Access Facilities Grant Category

- Costs associated with the design, engineering, permitting, construction, repair, or enhancement of publicly owned boat ramps, lifts, hoists, marine railways, other public launching facilities, and associated amenities for recreational boaters.
- Costs associated with the design, engineering, permitting, construction, repair, or enhancement of publicly-owned piers and docks, mooring fields, and associated amenities for recreational boaters.
- Costs associated with the design, engineering, permitting, construction, repair, or enhancement of associated amenities for recreational boaters. Eligible amenities include boarding docks, staging areas, restrooms, trailer parking, access roads, dry storage facilities, utilities hook-ups, laundry facilities, fueling docks and educational kiosks.
- Costs associated with program management and administration

Lease Extension and Modification Agreement

This Agreement extends and modifies the Lease between the Town of Sneads, Florida as Lessor, and Jackson County, Florida as Lessee, dated October 1, 2016, as follows:

Paragraph 2 is amended as follows: The extended term of this Lease five (years) commencing on October 1, ~~2016~~ 2021 and ending September 30, ~~2021~~ 2026.

The following sentence is added to Paragraph 3: Commencing with rent payable October 1, 2022 and thereafter, the amount of rent due is \$1,100.00 per month.

In all other respects the Lease shall remain in full force and effect.

ATTEST:

TOWN OF SNEADS, FLORIDA

\_\_\_\_\_  
Sherri Griffin, Municipal Clerk

\_\_\_\_\_  
Mike Weeks, Town Council President

ATTEST:

JACKSON COUNTY, FLORIDA

\_\_\_\_\_  
Clayton Rooks, III, Clerk of Court

\_\_\_\_\_  
James Peacock, Chairman of the Board of  
County Commissioners

PROPOSED SPENDING PLAN

AMERICAN RESCUE PLAN ACT(ARPA)

AMOUNT OF TOWN ALLOCATION: \$890,020

RECEIVED 2021: \$445,010

TO BE RECEIVED IN 2022: \$455.010

Based on known projects, I propose to spend some of the funds received from the ARPA on the following projects within the Town of Sneads:

- a. Sneads Park bathroom grinder stations and force main – Authorized for water/sewer – Estimated amount: \$160,000
- b. Replacement of Pump #2, Sprayfield – Authorized for water/sewer, Estimated \$61,500
- c. Install Sprayfield pump controls – Authorized for water/sewer, Estimated \$4200
- d. Install water level remote monitoring – Authorized for water/sewer, Estimated \$6300
- e. Repair/Upgrade Lift Station #9 – Authorized for water/sewer, Estimated \$106,000
- f. Cleanout of 60,000 GAL. WELL for Potable Water Quality – Authorized water/sewer, Est: \$ 40,000

ESTIMATED EXPENDITURES 2021 - \$378,000

BALANCE \$67,010 CURRENT TRANCH

TOTAL BALANCE: \$522,020

All projects will be properly advertised and bid out as required by Federal Procurement Policies.



ELMON LEE GARNER  
TOWN MANAGER

It's well known that the ARP Act stimulus package includes as much as \$350 billion for states, counties, cities, tribes, and territories. Here is eCivis' summary of the federal stimulus package and how funds are flowing through governments:

## Use of Funds

- Must be used by **December 31, 2024**.
- State and local governments cannot use the funds towards pensions or to offset revenue resulting from a tax cut enacted since **March 3, 2021**.
- State and local governments could transfer funds to private nonprofit groups, public benefit corporations involved in passenger or cargo transportation, and special-purpose units of state or local governments.



### State, Local, Tribal, and Territorial Support

The American Rescue Plan Act of 2021 adds additional State and Local Coronavirus Relief Funds to keep first responders, frontline health workers, and other providers of vital services safely on the job as states, local governments, Tribes, and territories roll out vaccines and fight to rebuild economies.

60% of funds would go to states and 40% to localities. Local governments of every size would receive dedicated allotments. Funds are available until expended, awarded directly from Treasury within 60 days of enactment, and subject to eligible uses including to replace revenue lost, delayed, or decreased as a result of the pandemic.



### States and the District of Columbia

- \$25.5 billion equally divided — every state receives at least \$500 million
- \$169 billion based on the state share of total unemployed workers



### Local governments

Divided evenly between cities and counties:

- \$65.1 billion to counties
- \$65.1 billion to cities using a modified Community Development Block Grant formula



### Emergency Management

For Federal Emergency Management Agency (FEMA) disaster relief funds and vaccination efforts



### \$20 Billion Tribes

Tribes: \$20 billion to federally recognized Tribal governments

- \$1 billion divided equally
- \$19 billion divided as determined by the Secretary of the Treasury



### \$10 Billion Coronavirus Capital Projects Fund

Additional funding would remain available from the Treasury until expended for making payments to States, territories, and Tribal governments to carry out critical capital projects for work, education, and health monitoring in response to the pandemic.

- \$100 million would be split between Territories
- \$100 million would be split equally between Tribal governments and Hawaii (each with minimum of \$50,000)



### \$4.5 Billion Territories

\$2.25 billion divided equally and \$2.25 billion based on population

### • \$117 Million Oversight of Funds

The bill would provide additional funds to oversight entities to promote transparency and accountability of all federal coronavirus relief funds.

- Government Accountability Office: \$77 million
- Pandemic Response and Accountability Committee: \$40 million

If you want a deeper dive into ARPA fund allotments, Questica's OpenBook has a free [interactive data visualization tool](#) that allows you to view breakdowns of ARPA funding by state, county, and city.

The primary purposes of this funding are highlighted in the Act itself and are summarized in the July 19 2021 [Treasury guidance for Coronavirus State and Local Fiscal Recover Funds Frequently Asked Questions](#). Refer to pg. 20 section 4.7 which summarizes eligible use categories described in the Interim Final Rule for economic hardship experienced by households, businesses, and individuals prior to March 3, 2021. Below is a summary:



### **Support public health expenditures**

COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff.



### **Address negative economic impacts caused by the public health emergency**

Economic harms to workers, households, small businesses, impacted industries, and the public sector.



### **Replace lost public sector revenue**

Funding to provide government services to the extent of the reduction in revenue experienced.



### **Provide premium pay for essential workers**

Additional support to those who bear the greatest health risks because of their service.



### **Invest in water, sewer, and broadband infrastructure**

Make necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and expand access to broadband internet.



## Town of Sneads

PO Drawer 159

Sneads, Florida 32460

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

Email: Sneadsmgr@sneadsfl.com

October 1, 2021

MEMO TO: Council President and Councilmembers

SUBJECT: BBQ Contest and Ultimate Food Contest 2021 – Advertised

Mr. Brandon McIntyre, of ROCBOYNATION, has approached the Town regarding having a large BBQ cookoff and food contest at Sneads Park, on Sunday, October 31, 2021, with vendors and entertainment, and allowing the food vendors to sell food. I have been associated with BBQ cooking contests for many years and the contestants cannot sell food, only give away samples after the judging is completed.

I researched our lease with the Secretary of the Army, as the Director of the U. S. Army Corps of Engineers, and it is specific regarding certain activities. Section 10 of the lease states that without the written approval of the District Engineer, the lessee shall neither transfer nor assign this lease nor sublet the premises or any part thereof, nor grant any interest, privilege, or license whatsoever in connection with this lease. Section 11 further states fees may be charged by the Lessee for the entrance to or use of the premises of any facilities, however, no user fee may be charged by the Lessee or its sublessees for use of facilities developed in whole or part with federal funds if a user charge by the Corps of Engineers for the facility would be prohibited under law.

When Mr. McIntyre first approached me about 2 weeks ago about such an event, I informed him and he admits, to go out to Sneads Park and see if the venue would be ok for what he wanted to do, come back to see me so we could work out logistical details. He never came back until September 28<sup>th</sup>, after we had seen flyers advertising the event on Facebook and around town. I called him and asked him to come see me at which time I again confirmed that he did not come back to see me, and based upon the terms of the lease, we could not do the event in the time frame he has advertised and to postpone the event until proper logistical details were worked out. I got the impression that he was dead set on having the event, but I informed him he would not have permission of the Town and it needed to be postponed. He stated he would rent the pavilions or the log cabin and do it anyway, which I understand he rented one of the pavilions on the 28th. Today, we noticed on his Facebook page and from flyers around town, that he changed the event on yesterday to The Ultimate Food Contest 2021 to be held at Sneads Park on Sunday, October 31<sup>st</sup>, with early registration to begin on October 2, 2021. I put a comment on his Facebook page that the Town did not approve it, and he deleted it a few minutes after I posted it.

I am all for helping him and others bring activities into the Town but there are certain guidelines and time frames that must be followed. I am going to ask him to come to the council meeting on October 12, 2021, to further this discussion and in the meantime, I am going to ask the Town Attorney for his advice on this matter.

LEE GARNER, TOWN MANAGER





## **Town of Sneads**

**PO Drawer 159**

**Sneads, Florida 32460**

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

**Email: [Sneadsmgr@sneadsfl.com](mailto:Sneadsmgr@sneadsfl.com)**

October 11, 2021

MEMO TO: Council President and Council Members

SUBJECT: Added Agenda Item – Bond Sale Documents

Please find attached documentation received from the Town Attorney on October 10, 2021 regarding action needed to provide final approval for the refunding of the Town's outstanding bond issues.

Exhibit B of the agreement is blank and will be inserted upon receipt from the bank.

This will be an action item and the agenda has been changed to reflect this action.

A handwritten signature in cursive script, appearing to read "Elmon Lee Garner", is written over the printed name.

ELMON LEE GARNER

TOWN MANAGER

CC: Town Clerk, Town Attorney, Deputy Clerk

## **RESOLUTION NO. 21-13**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SNEADS, FLORIDA (THE "TOWN") APPROVING THE SALE AND TERMS OF SALE OF THE TOWN'S CAPITAL UTILITY REVENUE REFUNDING BONDS, SERIES 2021 (THE "BONDS"); ESTABLISHING THE TERMS THEREOF; APPROVING A PRIVATE PLACEMENT FOR THE BONDS; AUTHORIZING CERTAIN OFFICIALS AND EMPLOYEES OF THE TOWN TO TAKE ALL ACTIONS REQUIRED AND EXECUTE AND DELIVER ALL DOCUMENTS, INSTRUMENTS AND CERTIFICATES NECESSARY IN CONNECTION WITH THE ISSUANCE, SALE AND DELIVERY OF THE BONDS; AUTHORIZING THE REFUNDING OF THE TOWN'S OUTSTANDING UTILITY SYSTEM REVENUE BONDS, SERIES 2003 AND 2010 (THE "REFUNDED BONDS"); AUTHORIZING CERTAIN OFFICIALS AND EMPLOYEES OF THE TOWN TO TAKE ALL ACTIONS AND ENTER INTO ALL AGREEMENTS REQUIRED IN CONNECTION WITH THE REFUNDING OF THE REFUNDED BONDS; SPECIFYING THE APPLICATION OF THE PROCEEDS OF THE BONDS; PROVIDING CERTAIN OTHER DETAILS WITH RESPECT TO THE BONDS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council of The Town of Sneads, Florida (the "Council" and the "Town," respectively) has determined to proceed at this time with the sale and issuance of The Town of Sneads, Florida, Utility Revenue Refunding Bonds, Series 2021 (the "Bonds"), which Bonds are to be issued for the purpose of redeeming all of the Outstanding principal amount of the Town's Utility System Revenue Bonds, Series 2003 and 2010 (the "Refunded Bonds") in order to achieve debt service savings;

**WHEREAS**, the Council has received a proposal from United Bank (the "Bank"). in the nature of a commitment letter for the purchase of the Bonds, and the Council has determined that authorization of the Council President to execute and deliver the commitment letter in substantially the form attached hereto as Exhibit "A" (the "Commitment") with the Bank in accordance with the terms of the Commitment and this Resolution is in the best interests of the Town for the reasons hereafter indicated; and

**NOW, THEREFORE, BE IT RESOLVED that:**

1. Definitions. All words and phrases used herein in capitalized form, unless otherwise defined herein, shall have the meaning ascribed to them in the Bonds.

2. Award. The sale of the Bonds to the Bank upon the terms and conditions, set forth in the Commitment, and in a principal amount not to exceed the amount set forth in the Commitment, is hereby approved. The Council President and the Town Clerk are hereby authorized and directed to execute, by manual or facsimile signature, seal or cause a facsimile seal to be impressed thereon and deliver or cause the Bonds to be delivered to the or upon the order of the Bank, upon payment by the Bank of the purchase price set forth in the Commitment. The Bank shall be paid a fee pursuant to the Commitment of \$10,000.00 the payment of which fee from the proceeds of the Bonds is hereby approved.

3. Private Placement. The Council hereby determines that a private placement of the Bonds is in the best interests of the Town because the market for instruments such as

the Bonds is limited, because of prevailing market conditions and because the delays caused by soliciting competitive bids could adversely affect the Town's ability to issue and deliver the Bonds.

4. Description of Bonds. The Bonds shall be dated as of the date of issuance and delivery to the Bank and shall be issued in one series having such details as are set forth in the Commitment. The Bonds may be signed by the manual or facsimile signature of the Council President and initially countersigned by the manual or facsimile signature of the Town Clerk. The Bonds shall be in the form and subject to redemption on the terms, at the times and prices and in the manner provided in the Loan Agreement. The Council President is hereby authorized to execute, and the Town Clerk is hereby authorized to attest the Bonds, and the Council President is hereby authorized to deliver to the Bank the Bonds, which, when executed and delivered, shall be the legal, valid, binding obligations of the Town, enforceable in accordance with their terms.

5. The Bonds shall be secured by a lien on, and a pledge of the utility revenue collected by the Town.

6. Open Meetings. It is hereby found and determined that all official acts of this Council concerning and relating to the issuance, sale, and delivery of the Bonds, including but not limited to adoption of this Resolution, were taken in open meetings of the Council and all deliberations of the members of the Council that resulted in such official acts were in meetings open to the public, in compliance with all legal requirements including, but not limited to, the requirements of Florida Statutes, Section 286.011.

7. Other Actions. The Council President, the Town Clerk, and all other members, officers and employees of the Council and the Town are hereby authorized and directed to take all actions necessary or desirable in connection with the issuance and delivery of the Bonds and the consummation of all transactions in connection therewith, including the execution of all necessary or desirable certificates, documents, papers, and agreements and the undertaking and fulfillment of all transactions referred to in or contemplated by this Resolution and the Commitment.

8. Undertaking of the Refunding; Execution and Delivery of Other Instruments. The Town Council hereby authorizes the refunding of the Refunded Bonds, which are currently outstanding in the aggregate principal amount of \$2,228,727.47, upon the terms and conditions as shall be set forth in the Commitment.

9. The Council hereby authorizes the Council President and the Town Clerk to execute and deliver, receive, or enter into such other contracts, documents, instruments, certificates, and proceedings incident thereto or necessary in order to affect the undertaking of the refunding, including but not limited to the execution and delivery of the Commitment of the Bank to purchase the Bonds. The Vice Council President is hereby authorized and directed to act in the place of the Council President in the event of the unavailability of the Council President, and any Deputy Town Clerk is hereby authorized and directed to act in the place of the Town Clerk in the event of the unavailability of the Town Clerk, in each case to undertake any act authorized or directed hereunder.

10. Effective Date. This Resolution shall take effect immediately upon its adoption.

**PASSED**, in Public Session of the Town Council of the Town, as of the 12<sup>th</sup> day of October 2021.

**THE TOWN OF SNEADS, FLORIDA**

Attest:

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Sherri Griffin, Town Clerk

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Mike Weeks, Council President



## Town of Sneads

PO Drawer 159

Sneads, Florida 32460

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

Email: [Sneadsmgr@sneadsfl.com](mailto:Sneadsmgr@sneadsfl.com)

October 12, 2021

MEMO TO: Council President and Council Members

SUBJECT: Additional Agenda Item – Award of RFP/RFQ – October 12, 2021

A properly advertised RFR-RFQ was placed in news media in Tallahassee, along with being placed on the Town webpage and electronic sign, asking for proposals for Administration and Engineering for Hurricane Michael Disaster and associated recovery services, under RFP/RFQ # 2021-03, with a due date of September 27, 2021. Also, a copy was requested by SPHELPS Engineering via email on 9-9-2021, but no response was received. On the due date we only received one response for each of the requested items from David H. Melvin Engineering. A copy of the ad is attached for your reference.

I am requesting that council approve David H. Melvin Engineering the Town's choice for providing both Administration and Engineering as outlined in the RFP/RFQ 2021-03 and authorized officials of the Town to commence negotiations, after obtaining approval from the State Department of Economic Opportunity (DEO) for sole source provider.



ELMON LEE GARNER  
TOWN MANAGER

CC: Town Clerk, Town Attorney, Deputy Clerk

**TOWN OF SNEADS**  
**HURRICANE MICHAEL RELATED PROGRAM ADMINISTRATION SERVICES**  
**RFI NO: 2021-03**

★ Respondent A: David H. Melvin Engineering

Respondent B: \_\_\_\_\_

Respondent C: \_\_\_\_\_

Respondent D: \_\_\_\_\_

CRITERIA	Respondent A	Respondent B	Respondent C	Respondent D
Company/Firm qualifications and capabilities: <i>Maximum of 20 Points</i>	20			
Key Personnel capabilities and qualifications: <i>Maximum of 20 Points</i>	20			
Successful administration of CDBG projects under the Florida Small Cities Community Development Block Grant Program: <i>Maximum of 20 Points</i>	20			
Successful administration of non-CDBG grants for Florida jurisdictions and other Governmental agencies: <i>Maximum of 20 Points</i>	20			
Client references: <i>Maximum of 10 Points</i>	10			
Proposed Hourly Rates: <i>Maximum of 10 Points</i>	10			
Total Score: (100 possible)	100			

Ranking: #1 David H. Melvin Engineering

#2 \_\_\_\_\_

#3 \_\_\_\_\_

#4 \_\_\_\_\_

★ Only Proposed DB

Signature: Chris J. Ham Date: 10-8-2021

**TOWN OF SNEADS**  
**HURRICANE MICHAEL RELATED ENGINEERING SERVICES**  
**RFQ NO: 2021-03**

★ Respondent A: David H. Melvin Engineering

Respondent B: \_\_\_\_\_

Respondent C: \_\_\_\_\_

Respondent D: \_\_\_\_\_

<b>CRITERIA</b>	<b>Respondent A</b>	<b>Respondent B</b>	<b>Respondent C</b>	<b>Respondent D</b>
Company/Firm qualifications and capabilities: <b>Maximum of 20 Points</b>	20			
Key Personnel capabilities and qualifications: <b>Maximum of 20 Points</b>	20			
Successful engineering of CDBG projects under the Florida Small Cities Community Development Block Grant Program: <b>Maximum of 20 Points</b>	20			
Successful engineering of non-CDBG grants for Florida jurisdictions and other Governmental agencies: <b>Maximum of 20 Points</b>	20			
Client references: <b>Maximum of 20 Points</b>	20			
<b>Total Score: (100 possible)</b>	100			

Ranking: #1 David H. Melvin Engineering

#2 \_\_\_\_\_

#3 \_\_\_\_\_

#4 \_\_\_\_\_

★ Only Proposer

Signature: [Signature] Date: 10-8-2021



## Town of Sneads

PO Drawer 159

Sneads, Florida 32460

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

Email: [Sneadsmgr@sneadsfl.com](mailto:Sneadsmgr@sneadsfl.com)

October 8, 2021

MEMO TO: Council President and Councilmembers

SUBJECT: Town Manager's Report – October 2021

1. As I think all of you know, part of the overall masterplan for Sneads Park has been to install floating docks around the launch area. I have been in contact with Mr. Andy Easton, Grant Consultant, who has reviewed the masterplan from the Corps of Engineers and has presented the Town with a proposal to start a grant application under the auspices of the Florida Boating Improvement Program (FBIP) for design and permitting services, and if approved, submit another grant application for the completion of the project. The cost will be \$1000 upon approval of the grant on behalf of the Town, and another \$1000 from the town upon funding of the grant, with the balance being borne by the FBIP. A copy of his proposal is attached, and I recommend we approve submission of an application in the Spring of 2022 when grant submittals are announced. The reason I want to commence now is to ensure that we have adequate time for preparation of a great proposal to submit. As we proceed, I think we can get assistance from the Jackson County Tourist Development Council for funding.
2. I am also attaching a copy of the proposed change to the lease with Jackson County Tax Collector for the office space they occupy in the old Town Hall facility, which was reviewed by our Town Attorney and the County. It will increase the price of the monthly rental fee effective October 2, 2022. Recommend approval of revised lease agreement.
3. As we begin a new fiscal year, I wanted to submit to you a proposed spending plan for the American Rescue Plan Act (ARPA). All these listed projects are eligible under the Water/Sewer program as outlined in U.S. Treasury guidelines. This list I am sure is not all inclusive and is in no certain order as each project will have to follow federal procurement guidelines to allow for the expenditure of funds. This list will have a balance of \$67,010 from the original tranche of funding received from the U. Treasury in the amount of \$455,010 this year and we will get the same amount in 2022. I will be glad to discuss these suggested projects in detail with you, but we must approve a spending plan before we can proceed further. I am also including additional guideline information from the Treasury Department for your review.
4. We have two (2) invitations attached for the annual Thank you lunch from the Sneads Carlisle rose Garden Club for dinner on Thursday, October 14<sup>th</sup> between 11:30 AM and 1:00 PM, and to participate in the City of Chattahoochee Christmas Parade and festivities on Saturday, December 4, 2021, at 5 PM EST. If more information is needed, please let me or Danielle know.
5. Please find attached a letter from Town Attorney to Mr. Brandon McIntyre regarding noticed event at Sneads Park on October 31, 2021, which was never approved by the Town, and Mr. McIntyre was informed of this but he rented one of the pavilions at Sneads Park and is adamant about



having an event where tickets are sold and no arrangements have been made for the Town to benefit from the event. When he first approached me, I asked him to look at the site and come back to see me to work out all the details and he never came returned and we found the advertisement on his Facebook page and on stores around town. Our lease with the Corps of Engineers is specific on charging user fees, on the property, but he did not want to hear that from me. I asked the Attorney his recommendation and you see the letter he sent. I expect him to be at our council meeting but so far, I have not given him permission for what he wants to do. Just rental of the pavilion does not entitle him to such an event as he has advertised.

6. I attended the Northwest Florida League of Cities, Inc. quarterly meeting in Fort Walton last night as the Town representative. The meeting was well attended, and I have attached a copy of the meeting agenda for your information, along with a copy of their 2022 Legislative Agenda. I was also appointed back to the board of the NWFLC to fill an open at large seat. We had as one of our speakers Christina Coger from the Northwest Florida Water Management District who discussed the variety of grants available through there organization, of which we are a member. Our keynote speaker was Richard Williams, Executive Director, Career Source Chipola, whose main topic was the dwindling work force and I have attached a portion of his presentation to give you an insight on what is going on in the total labor market. He also briefly touched on the new grant program the EDA has provided with over \$3 billion more in funding that we may be able to work with Chipola Workforce Region on a regional project to do infrastructure work for the entire region. More to come on this topic.

  
ELMON LEE GARNER  
TOWN MANAGER

CC: Town Clerk, Deputy Clerk, Town Attorney



## Town of Sneads

PO Drawer 159

Sneads, Florida 32460

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

Email: [Sneadsmgr@sneadsfl.com](mailto:Sneadsmgr@sneadsfl.com)

October 11, 2021

MEMO TO: Council President and Council Members

SUBJECT: Public Hearing for CDBG-DR Grant – Ballfield Lights

Vance Coley from Melvin Engineer's has found a possible grant that we can apply for that will assist us with funding for the light replacements at the sports Complex and the due date I November 1, 2021. We will have a public hearing on October 19<sup>th</sup> at 3 PM, conducted by Mr. Coley and myself, but we need another public hearing and approval of Resolution to submit Grant Application on October 26, 2021 at 6 PM.

Please look at your schedule and see if you can attend a short meeting on Tuesday, October 26<sup>th</sup> at 6 PM.

Thank you,

  
ELMON LEE GARNER  
TOWN MANAGER

CC: Town Clerk, Town Attorney, Deputy Clerk