

**SNEADS TOWN COUNCIL  
PUBLIC HEARING/SPECIAL MEETING  
SEPTEMBER 29, 2021**

The Town Council of the Town of Sneads, Florida, met in a public hearing/special meeting at the Sneads Town Hall on Wednesday, September 29, 2021, at 5:01 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  
Mike Miller, Police Chief  
Sherri Griffin, City Clerk  
Danielle Guy, Deputy Clerk

And the following were absent:  
Daniel Cox, Attorney

All stood for the Pledge of Allegiance.

**Resolution #21-010** entitled:

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SNEADS,  
FLORIDA; ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES  
(2.5883) FOR THE TOWN OF SNEADS FOR FISCAL YEAR 2021-2022; AND  
PROVIDING AND EFFECTIVE DATE.**

was read and presented by Sherri Griffin for the final reading. Donovan Weeks made a motion to approve Resolution #21-10 as presented. George Alexander seconded. All voted aye.

**Resolution #21-11** entitled:

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SNEADS,  
FLORIDA; ADOPTING THE FINAL BUDGET (\$3,923,469) FOR THE FISCAL  
YEAR 2021-2022; AND PROVIDING AN EFFECTIVE DATE.**

was read and presented by Sherri Griffin for the final reading. Donovan Weeks made a motion to approve Resolution #21-11 as presented. Tony Money seconded. All voted aye.

Council entered into a Public Hearing at 5:04pm.

Mark Albright, iParametrics, came before the Council by Zoom, to open up discussion about the CDBG- HGMP Grant. (See Attached) This is the second public hearing on this matter. The Town is applying for grant funds for Construction Services for Generators Projects. The project was explained, and the floor was opened for public comments.

**Public Hearing/ Special Meeting  
September 29, 2021  
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Council reconvened in regular session at 5:09pm.

**Resolution #21-12** entitled:

**A RESOLUTION BY THE TOWN OF SNEADS TOWN COUNCIL, SNEADS, FLORIDA, APPROVING APPLICATION(S) FOR A STATE OF FLORIDA, COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY (CDBG-DR) LOCAL MATCH FOR CERTAIN HAZARD MITIGATION GRANT PROGRAM AWARDS, PROVIDING AN EFFECTIVE DATE.**

was presented and read to the Council by Evan McCallister. George Alexander made a motion to approve Resolution #21-12 as presented. Donovan Weeks seconded. All voted aye.

Brent Melvin and Destinee Wiggins, Melvin Engineers came before the Council to discuss their findings for the I-10 Utility Exchange, River Road Utility Extension Study and Natural Gas Extension Study. (See Attached) These are all preliminary engineering findings. After discussion, Donovan Weeks made a motion to accept the preliminary engineering findings as presented. Angie Locke seconded. All voted aye.

Donovan Weeks made a motion to adjourn at 5:45 pm.

Respectfully Submitted,

  
Danielle Guy, Deputy Clerk

**APPROVED:**

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**MIKE WEEKS, COUNCIL PRESIDENT**

RESOLUTION NO. 21-10

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SNEADS, FLORIDA; ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR THE TOWN OF SNEADS FOR FISCAL YEAR 2021-2022; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Council of the Town of Sneads of Jackson County, Florida, on September 15, 2021, adopted Fiscal Year Final Millage Rate following a public hearing as required by § 200.065, FLA. STAT. (2019); and

WHEREAS, the Town Council of the Town of Sneads of Jackson County, Florida, held a public hearing as required by § 200.065, FLA. STAT. (2019); and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within Jackson County has been certified by the County Property Appraiser to the Town of Sneads as **\$36,286,144**.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SNEADS, FLORIDA** as follows:

SECTION 1. The FY 2021-2022 operating millage rate is 2.5883 mills, which is greater than the rolled-back rate of 2.0883 mills. Percent change over rolled back rate is 30.54%.

SECTION 2. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED by the Town Council of the Town of Sneads, Florida, this \_\_\_\_ day of September, 2021.

APPROVED:

\_\_\_\_\_  
MIKE WEEKS  
President, Town Council

ATTEST:

\_\_\_\_\_  
SHERRI GRIFFIN  
Town Clerk

RESOLUTION NO. 21-11

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SNEADS, FLORIDA; ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2021-2022; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Council of the Town of Sneads of Jackson County, Florida, held a public hearing as required by § 200.065, FLA. STAT. (2019); and

WHEREAS, the Town Council of the Town of Sneads of Jackson County, Florida, set forth the appropriations and revenue estimate for the Budget Fiscal year 2021-2022 in the amount of **\$3,923,469.00**;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SNEADS, FLORIDA** as follows:

SECTION 1. The Tentative Budget for Fiscal Year 2021-2022 is adopted.

SECTION 2. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED by the Town Council of the Town of Sneads, Florida, this \_\_\_\_ day of September, 2021.

APPROVED:

\_\_\_\_\_  
MIKE WEEKS,  
President, Town Council

ATTEST:

\_\_\_\_\_  
SHERRI GRIFFIN  
Town Clerk

RESOLUTION NO. 21-12

A RESOLUTION BY THE TOWN OF SNEADS TOWN COUNCIL, SNEADS, FLORIDA,  
APPROVING APPLICATION(S) FOR A STATE OF FLORIDA, COMMUNITY  
DEVELOPMENT BLOCK GRANT DISASTER RECOVERY (CDBG-DR) LOCAL  
MATCH FOR CERTAIN HAZARD MITIGATION GRANT PROGRAM AWARDS,  
PROVIDING AN EFFECTIVE DATE

WHEREAS, The Florida Department of Economic Opportunity (DEO) has allocated \$109 million in funding to the Rebuild Florida Hazard Mitigation Grant Match Program for Hurricane Michael to provide the required 25% local match to entities that have been awarded funding through the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program (HMGP). These funds were allocated by the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Disaster Recovery (CDBG-DR) program to allow communities impacted by Hurricane Michael to carry out strategic and high impact activities to rebuild and harden infrastructure to prevent or reduce losses in future disasters; and

WHEREAS, the Town of Sneads plans to apply to the Florida Department of Economic Opportunity (DEO) for funds to cover the local match portion of HMGP funding recently awarded by the Florida Division of Emergency Management and FEMA.

WHEREAS, the Town of Sneads have three (3) projects awarded HMGP funding for the following priority project(s) central to mitigating future effects from hurricanes and other weather events:

**PROJECT TITLE**

- 2 Potable Water Wells, Generators
- Town Hall, Generator
- Police Department, Generator

WHEREAS, the Town of Sneads additionally have two (2) projects pending the finalization of State contracting for the HMGP funding for the following priority project(s) central to mitigating future effects from hurricanes and other weather events:

**PROJECT TITLE**

- Lift Stations, Generators – State contract pending
- Town Hall, Wind Retrofit – State contract pending

CDBG-DR / HMGP Match 2021 Resolution

WHEREAS, the grant program requires two (2) public hearings to be held and the project applications be approved and adopted by the Town of Sneads Town Council; and

WHEREAS, the President of the Town of Sneads Town Council and/or the Town of Sneads Town Manager have authority and rights to execute all required grant related application and agreement documents, including acting as a Certifying Officer under Section 104(g) of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5304 (g) ) (HUD Act), in connection with the receipt of assistance from the U.S. Department of Housing and Urban Development (HUD) under Title I of the HUD Act (or refer to specific assistance from HUD). Such authority hereby delegated includes, but is not limited to, the authority to execute the certification required under Section 104 (g) of the HUD Act; the authority to specify when appropriate that the jurisdiction has fully carried out its responsibilities for environmental review, decision making and action under Section 104(g) (1) if the HUD Act; the authority to consent to assume the status of a responsible Federal Official under the National Environmental Policy Act of 1969 and other provisions of law specified in the regulations of HUD in 24 CFR Part 58;

NOW, THEREFORE, be it resolved by the Town of Sneads Town Council, Sneads, Florida, that submission of the CDBG-DR applications for the local match portion of certain HMGP funded improvements is hereby approved for submission, and certain signature authorities are hereby delegated.

SNEADS TOWN COUNCIL  
SNEADS, FLORIDA

BY: \_\_\_\_\_  
Mike Weeks  
Council President

I, \_\_\_\_\_, Clerk for Sneads, Florida, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Sneads Town Council at its meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Sherri Griffin, Town Clerk

## Hurricane Michael – Town of Snead - CDBG-DR – HMGP Local Match Application

Second Meeting – 9/29/21 – 5:01 PM

Discussion Items:

### General Information on the CDBG-DR program

DEO has allocated \$109 million in CDBG-DR funds to the HMGP Local Match Program, which will be administered by DEO. Use of CDBG-DR funds for local match when applied to an activity, that is an eligible use of CDBG-DR funds, is authorized under Section 105(a)(9) of the Housing and Community Development Act of 1974 (HCDA). HMGP awarded projects must meet all CDBG-DR requirements as well as requirements in the State Action Plan for Hurricane Michael Recovery.

### Identification of this Application Scope

- CDBG-DR – HMGP Local Match – 25% non-FedShare of 5 HMGP projects  
Submission date is 9/30/21  
State Contracting Completed:
  - i. HMGP 356 – PW 046-R – State Contract – 2 Potable Well Generators - \$43,616.75
  - ii. HMGP 358 – PW 060-R – State Contract – Town Hall EOC Generator - \$19,066.50
  - iii. HMGP 359 – PW 037-R – pending State Contract finalization – Town Hall Shutters - \$3,228.75Subtotal \$65,912.00
- State Contracting Pending:
  - i. HMGP 357 – PW 094-R – State Contract – Police Dept Generator - \$ 6,167.75
  - ii. HMGP 355 – PW 045-R – pending FEMA Review – 5 Lift Station Generators – \$120,081.00Subtotal \$126,248.75
- Total Submission \$192,160.75

### Identification of Community Participation

Both the State of Florida and the Town of Sneads value citizen and stakeholder engagement.

### Communication Plans

#### Sneads Communication Plan

- i. Post Community Participation Meeting Notice and email address for receipt of Community questions – to Town Website and Facebook page
- ii. Utilize multiple vehicles to advertise these public participation meetings

#### Florida Department of Economic Opportunity (DOE) COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY (CDBG-DR) HURRICANE MICHAEL CITIZEN PARTICIPATION PLAN

- i. Available on Town of Sneads website

### Citizen Questions

Citizen / Community questions / participation was encouraged for them to submit their concerns to the Town of Sneads website: Email addresses on website for Danielle Guy, Deputy Clerk and Mark Albright, Town of Sneads Consultant. No questions were received.

Floor was opened for any Community Member's questions / participation – no questions were asked.

#### **Citizen Complaints**

It was noted that if Citizens have Complaints, questions and general inquiries these can be submitted in any of the following ways:

1. Directly to the Town of Sneads website
2. Directly to DEO – refer to DEO State Plan on the Towns website
  - a. Reference: Florida Department of Economic Opportunity (DOE)  
COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY (CDBG-DR)  
HURRICANE MICHAEL CITIZEN PARTICIPATION PLAN

#### **Close Public Meeting**

The Public Meeting section of this meeting was closed and Mark asked that the Board Resolution be presented for approval for the CDBG-DR Local Match Application.

#### **Town Council Resolution**

Present for approval **# 21-12**



## **Executive Summary**

### **I-10 Interchange Utility Extension**

The proposed utility extension routes encompass the area north from I-10 Interchange along C.R. 286 to the current Town of Sneads limits. The water main extension route falls within this project area and runs primarily along the west side of C.R. 286. Included with the proposed water main extension analysis are also sites along C.R. 286 that were evaluated for an elevated water tank and public well to supply the proposed water main. The sewer force main extension also runs north from I-10 along the east side of C.R. 286 until reaching Sinai Road. The sewer force main turns and runs east and then south along Sinai Road before being routed through ACI/THIFT property over to Ham Pond Road and then north to the Sneads Wastewater Treatment Plant.

Two lift stations are recommended to transport the sewage generated at the interchange to Sneads WWTP. Lift Station “A” is located at the north side corner of C.R. 286 and Homefront Road. The site will require acquisition of a 55-foot by 40-foot area with driveway access from C.R. 286 that is owned by Randall Tyre. The proposed lift station will discharge into Lift Station “B”. Lift Station “B” is located at the south side corner of C.R. 286 and Sinai Road. The site will require acquisition of a 60-foot by 40-foot area with driveway access from Sinai Road that is owned by C&E Farm. The proposed lift station will discharge into Sneads WWTP.

The analysis of three elevated water tower sites were conducted for this report. *Site Option 1* is located about 1.80 miles north of the I-10 interchange near C.R. 286 and is owned by Janet Havrilla. The 2-acre site is an undeveloped, naturally wooded area with a ground elevation of approximately 171 feet. The current land use for this property is *Agriculture 2* which does allow public water facilities. *Site Option 2* is located about 1.65 miles north of the I-10 interchange near C.R. 286 and is owned by Lewis and Karen Johnson. The 2-acre site is being used for agriculture and has a ground elevation of 171 feet. The current land use for this property is also *Agriculture 2*. *Site Option 3* is located about 2.55 miles north of the I-10 interchange near Hill Farm Road and is owned by the ACI/THIFT. The 2-acre site is a viable option in the event that the property owners of *Site Option 1* and *Site Option 2* are not willing to sell their property.

It is proposed to divide this project into two phases. *Phase I* will ensure that water and sewer service is available at the I-10 interchange. *Phase I* construction consists of an elevated water tank, public well, water distribution system to the I-10 interchange, two lift stations, and sewage force main from the I-10 interchange to Sneads WWTP. *Phase II* construction consists of extending the water main from the elevated water tower to the Town’s existing water distribution system.

The estimated construction costs of Phase I is \$6.90 million and Phase II is \$2.45 million. The total anticipated cost of the project is \$9.35 million.

### **River Road Utility Extension Study**

River Road is located on the west side of Sneads. Approximately 0.90 miles north of its intersection with US 90 is Sale Street. Located there is an existing residential subdivision on the west side of River Road. There are three additional primary internal roadways located in the subdivision, which are all unpaved, that consist of Suellen Street, Paula Street, and Gerald Avenue. The subdivision is comprised of an estimated 31 homes.

The existing ground in the subdivision slopes west and northwest toward the cul-de-sac located at the west end of Sale Street. The Town of Sneads owns a  $\pm 0.30$  acre parcel on the south side of the cul-de-sac where a  $\pm 0.10$  acre stormwater retention area is located. Based on the topography and the Town's ownership of this parcel, it is the recommended location for the master pump station with a minimum footprint of 30-feet by 30-feet. From this site, a 6" sewer force main is proposed to be routed east along the south side of Sale Street, which is public right-of-way, to River Road and then south to connect to the gravity manhole at Beauchamp Lane.

The internal sewer collection system for the Sale Street subdivision will consist of 8" gravity sewer main and associated manholes. The most economical approach is to have the proposed gravity sewer main follow the existing ground slope with flow going from east to west. Along Sale Street, the proposed 8" gravity sewer main is located in the middle of the south lane of the existing paved roadway and flows west toward the proposed master lift station at the cul-de-sac. On Suellen Street and Paula Street, the proposed 8" gravity sewer main is located in the center of the unpaved roadways and flows west toward the hayfield. The recommended route is to extend the gravity sewer into the hayfield and obtain a 100-foot utility easement along its east boundary. This option will enable the construction of the 8" gravity sewer needed to collect the flows from Suellen Street and Paula Street and route it north to the proposed master lift station without having to go through any existing residential lots.

The anticipated cost of the project is \$1.51 million.

### **Natural Gas Extension Study**

The purpose of this portion of the preliminary engineering report is to provide a review of a potential extension of the existing gas main serving ACI to the Town of Sneads. ACI is currently supplied via a 4" steel coated natural gas distribution line located approximately operated by Central Florida Gas. The line is located along Gulf Power Road approximately 4000-feet from the eastern boundary of the town limits. The distribution line currently operates at 150 PSI and is capable of supplying approximately 35,000 cubic feet per hour. Modifications to the meter and regulations at the gate station could increase the supply in the 4" distribution line to 50,000 – 60,000 cubic feet per hour. In addition, a pressure increase in the system would also allow for additional capacity.

The potential routing for the natural gas main extension has been categorized into three alternatives. The Base Alternative includes the expansion of the gas main from the existing 4" line at Gulf Power Road to the town's limits in the vicinity of Ham Pond Road.

The anticipated costs associated with the Base Alternative (Gulf Power Rd to Ham Pond Rd) alternative are \$990,300.00.

The further extension of the natural gas main was evaluated, and two alternative routes were developed. Alternative #1 would continue to route the natural gas main along US 90 through Sneads to the Town's western boundary. Alternative #2 would route the natural gas main down Old Spanish Trail to the town's western boundary. Alternative #1 is the recommended route since it is along the primary commercial corridor and allows for the greatest flexibility in future expansions to north and west sides of town. In addition, Alternative #1 provides the preferred route for extension of natural gas service to the proposed school facility site on the west side of town.

The anticipated costs associated with Alternative #1 (Expansion along US 90) is \$2.16 million.





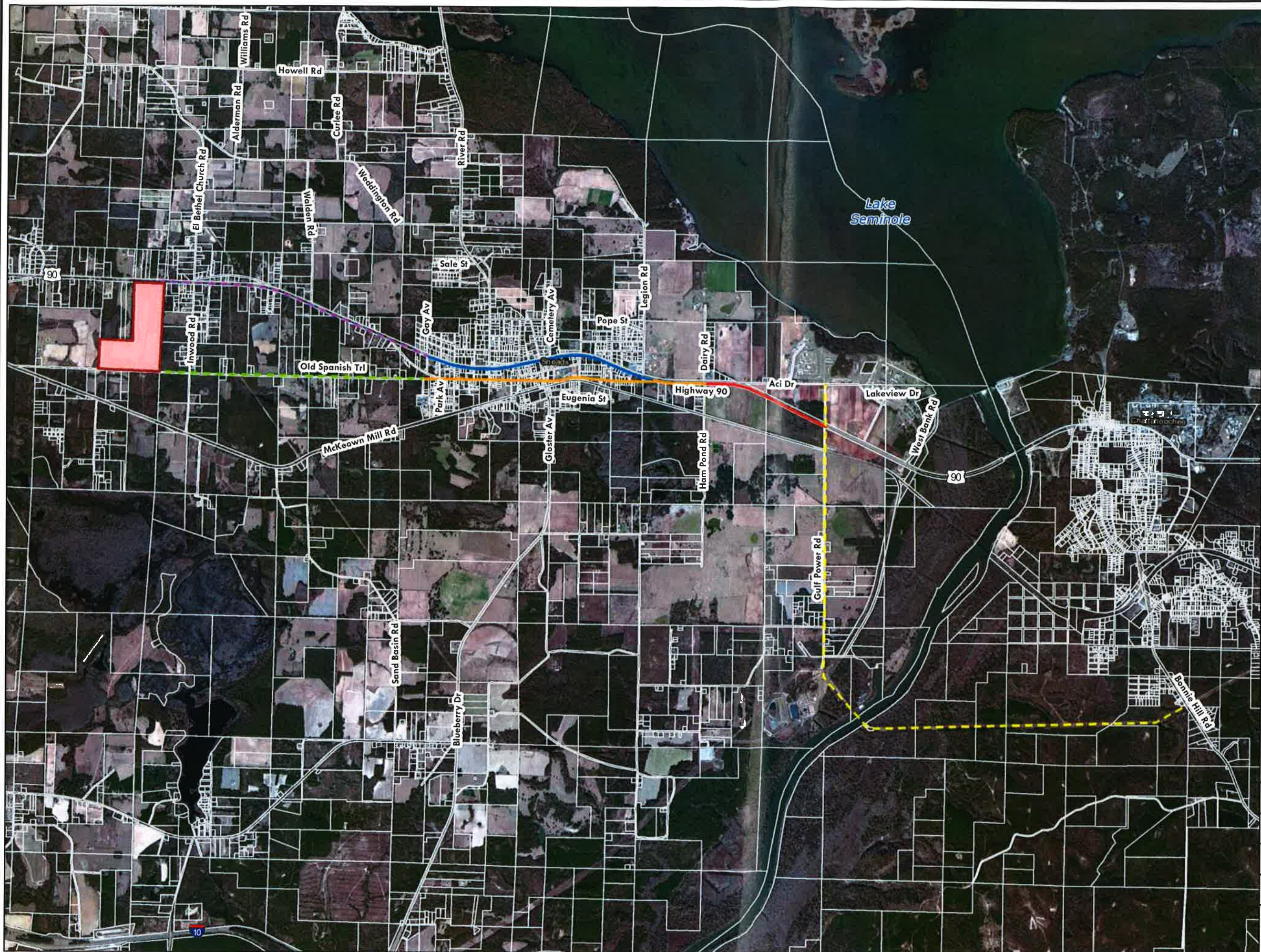












- Legend**
- Jackson County School Board K-8 Site
  - Existing 4" Steel Coated Gas Line
  - Expansion from Gulf Power Rd to Ham Pond Road
  - Alt. #1 - Expansion Along US 90
  - Alt. #1 - Extension to New K-8 Site
  - Alt. #2 - Expansion Along Old Spanish Trail
  - Alt. #2 - Future Extension to New K-8 Site
  - Parcel Boundary

Vicinity Map



**Notes:**

DHM Melvin Engineering, or Jackson County make no warranty, representation or guaranty as to the content, sequence, accuracy, timeliness, or completeness of any of the geodata information provided herein. Aerial: Esri, 2020

Service Layer Credits: Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community

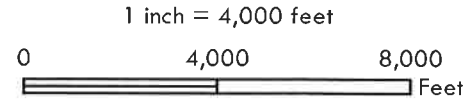
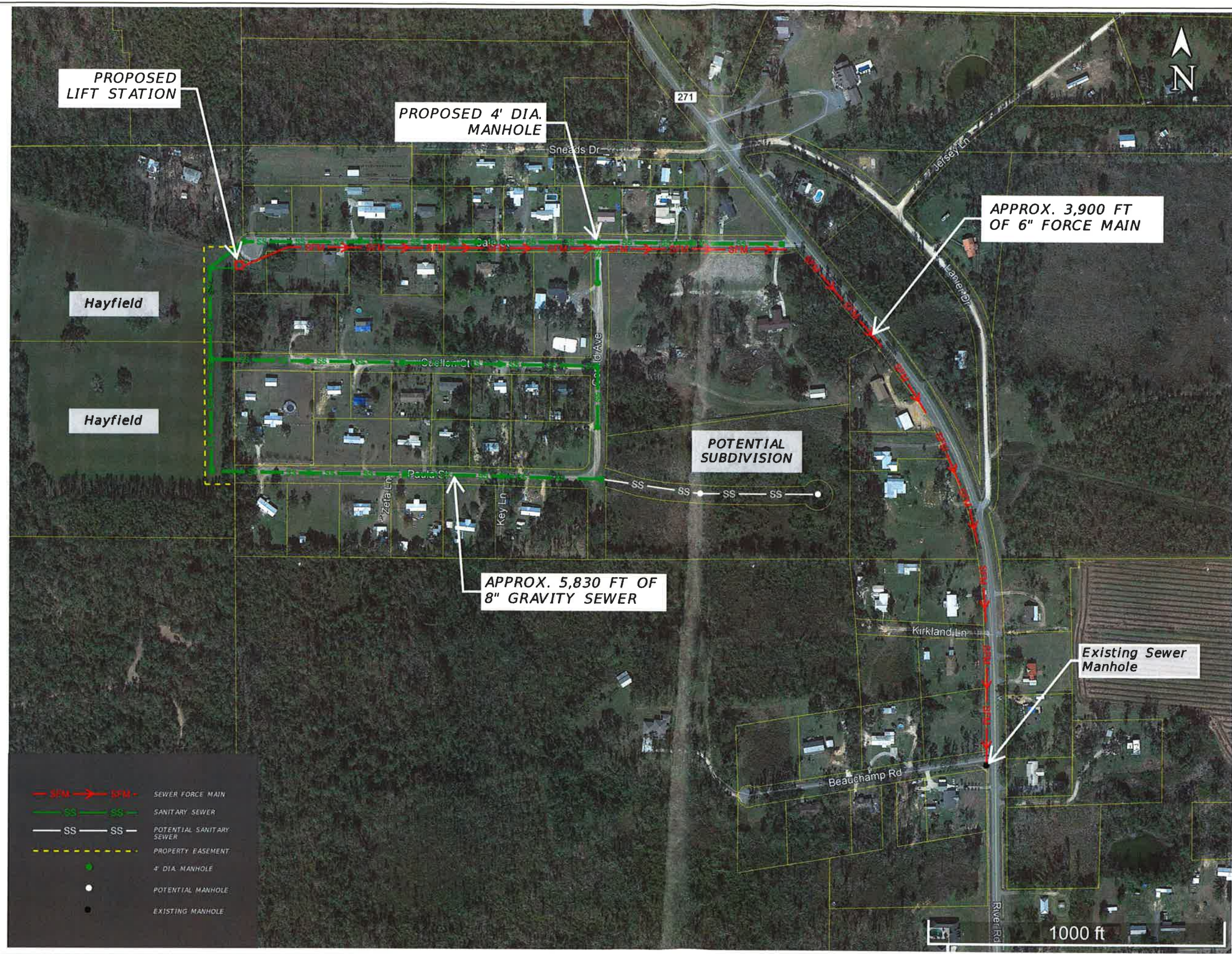


Figure: Vicinity Map	
Project: Natural Gas Expansion	
Jackson County	
Filename: NGE_Vicinity_20210730_11x17	
Map Date: 7/30/2021	Map Prepared By: WCS



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- SFM → SFM → SEWER FORCE MAIN
- SS — SS — SANITARY SEWER
- SS — SS — POTENTIAL SANITARY SEWER
- — — — — PROPERTY EASEMENT
- 4' DIA. MANHOLE
- POTENTIAL MANHOLE
- EXISTING MANHOLE

**DHM**  
MELVIN ENGINEERING  
EB-0005637 LC-000277

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2541-1 Barrington Circle  
Tallahassee, FL 32308  
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PROJECT:  
**TOWN OF SNEADS  
RIVER ROAD SEWER  
EXTENSION**

OWNER:  
**TOWN OF SNEADS**

BRENT E. MELVIN, P.E.

FLORIDA P.E. NO. 83163

DATE CREATED: 7/27/2021
REVISIONS:

PROJECT NO: SNE195PECRIF

FILE NAME: FILE NAME

DRAWN BY: DESTINEE WIGGINS

CHECKED BY: BRENT MELVIN

SHEET TITLE:  
**Option A  
Sale Street  
Subdivision**

SHEET NO:  
**1 OF 1**

RELEASE FOR CONSTRUCTION
NOT FOR CONSTRUCTION