

**SNEADS TOWN COUNCIL
REGULAR MEETING
OCTOBER 8, 2024**

The Town Council of the Town of Sneads, Florida, met in a regular session at the Sneads Town Hall on Tuesday, October 8, 2024, at 6:00 p.m.

Mike Weeks called the meeting to order the following present:

Mike Weeks, Angie Locke, Tony Money,
Kay Neel and Timmy Perry, Council Members
Daniel Cox, Attorney
Bill Rentz, Town Manager
Brett Preston, Police Lieutenant
Sherri Griffin, City Clerk
Danielle Guy, Deputy Clerk

And the following were absent:

Tyler Weeks, Police Chief

All stood for the Pledge of Allegiance.

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

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

Agenda #4, Approval of Amnesty Days. Danielle Guy asked Council if they would approve Amnesty days next month, November 13- 16th. All agreed.

Agenda #5, RFQ #2024-05- Engineering Services for HMGP Funded Projects. Council was presented Melvin Engineering as the sole bidder for HMGP Funded Projects. Tony Money made a motion to accept the bid of Melvin Engineering for RFQ #2024-05. Timmy Perry seconded. All voted aye.

Agenda #6, Agenda #6, **Ordinance #2024-05**, entitled;

**AN ORDINANCE OF THE TOWN OF SNEADS, FLORIDA AMENDING THE WATER
& SEWER RATE ORDINANCE ENACTED BY THE TOWN COUNCIL AND
REPEALING OF ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN
EFFECTIVE DATE.**

was presented for final reading. Tony Money made a motion to approval as presented. Timmy Perry seconded. All voted aye.

Agenda #7, **Ordinance #2024-6**, entitled;

AN ORDINANCE OF THE TOWN OF SNEADS, FLORIDA, MUNICIPAL CODE ENTITLED "UTILITY FEE STRUCTURE" PROVIDING FOR THE SEVERABILITY OF THE PROVISIONS HEREOF; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE.

was presented for final reading. Tony Money made a motion to approval as presented. Timmy Perry seconded. All voted aye.

Agenda #8, **Ordinance #2024-07**, entitled;

AN ORDINANCE AMENDING THE ORDINANCE HERETOFORE ENACTED BY THE TOWN COUNCIL OF THE TOWN OF SNEADS TO CHANGE THE MONTHLY CHARGES FOR WATER & SEWER SERVICE; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF ORDINANCES AND RESOLUTIONS IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE.

was presented for final reading. Tony Money made a motion to approval as presented. Timmy Perry seconded. All voted aye.

Agenda#8, **Ordinance #2024-08**, entitled;

AN ORDINANCE OF THE TOWN OF SNEADS FLORIDA, AMENDING CHAPTER 26, SECTION (3) (d) OF CODE OF ORDINANCES OF THE TOWN OF SNEADS REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

was read and presented pending publication. Attorney Cox stated that the mobile size requirements have been removed. He also stated that before services are turned on citizens must get a CO from the County. Attorney Cox stated he was going to look into a company about coming in to give us a presentation on these services that could help us out with some of these issues.

Agenda # 9, Sneads Recreation Board. No report. Manager Bill Rentz stated that Flag Football and Cheerleading had more sign-ups than they expected, and they were excited for the season.

Agenda #9, Town Manager Report as follows: (See attached)

Mr Rentz stated that the fire department wanted to sell the old fire truck to another department. All agreed. Mr Rentz thanked Kay Neel and Angie Locke for their hard work on the fundraiser.

Agenda #10, Attorney Cox. No report.

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Agenda #11, Police & Fire. Lieutenant Preston presented the department's monthly activity report. (See attached) Lt. Preston stated that the Chief asked about sending officers to help with the cleanup/control of Hurricane Relief. After discussion, all agreed they were ok, as long as the town was covered, but that the Chief and Manager would need to get together and make the final decision. Russell McAlpin asked council about using the money from the sale of the fire truck, to expand the building for the new fire truck. All agreed.

Agenda #12, Council Members.


Kay Neel thanked Angie Locke, Judy Lanier, Ralph McDaniel, Sneads Assembly of God, Mindy and Travis Howell and the cooks for helping with the fundraiser. She also thanked everyone that donated, volunteered, or purchased from the fundraiser. It was a huge success, and we are very thankful to everyone that made it happen. It made a great profit for our Volunteer Firemen.

Agenda #13, Public Comments:

Chris Roberts
Wanda Holmes

Tony Money made a motion to adjourn at 7:04 pm.

Respectfully Submitted,



Danielle Guy, Deputy Clerk

APPROVED:

MIKE WEEKS, COUNCIL PRESIDENT

**Regular Meeting
OCTOBER 8, 2024
YEAR END TOTALS**

Budget Summary

GENERAL FUND

SEPTEMBER- Revenues are **below** budgeted amount. Expenditures are **above** budgeted amount. Amendment may be needed. After I check payables, etc., I will prepare for November meeting if needed.

GAS TAX

SEPTEMBER- Gas Tax County is **above** budgeted amount. Local Option Gas Tax is **below** budgeted amount. Expenditures are **below** budgeted amount.

SOLID WASTE

SEPTEMBER – Garbage revenues are **above** budgeted amount. Expenditures are **below** budgeted amount. Amendment may still be needed.

WATER AND SEWER

September-ACI sewer is 1.70% **below** budgeted amount. Water sales are 2.90% **below** budgeted amount. Sewer Sales are 23.60% **below** budgeted amount. Expenditures below budgeted amount. I will need to look at payables to determine whether budget amendment is needed or not.

RECREATION FUND

AUGUST- Still working on. Should come in year end with sign-ups above budgeted amount and expenditures below.



Town of Sneads

PO Drawer 159

Sneads, Florida 32460

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Website: sneadsfl.com

Facebook: Town of Sneads – City Hall

October 4, 2024

Town of Sneads

RE: HMGP Related Engineering Services

RFQ No: 2024-05

On August 26, 2024, the Town of Sneads issued an Invitation to Bid (ITB) to solicit sealed bids for Engineering Services for HMGP Funded Projects. A total of one (1) bid was received for this RFQ and were opened September 30, 2024. This was after extending the deadline an additional week, for a total of more than 30 days.

The project was bid in accordance with HUD guidelines and affirmative efforts were made to solicit adequate engineering firms to participate including solicitation of MBE firms and advertised in a regional MSA newspaper, as well as on our website.

The only responsive bidder for the project was Melvin Engineering, based out of Marianna, FL, who has all the key components we are looking for in an engineering firm and one whom we have a good working relationship with.

Based on the bid responses received The Town of Sneads hereby requests approval to award this project to Melvin Engineering and enter into a contract to complete Engineering Services for HMGP Related Funded Projects.

Sincerely,

A handwritten signature in blue ink that reads "Bill Rentz".

Bill Rentz

Town Manager

**TOWN OF SNEADS
HMGP RELATED ENGINEERING SERVICES
RFQ NO: 2024-05**

Respondent A: Melvin Eng.

Respondent B: _____

Respondent C: _____

Respondent D: _____

CRITERIA	Respondent A	Respondent B	Respondent C	Respondent D
<i>Company/Firm qualifications and capabilities:</i> Maximum of 20 Points	20			
<i>Key Personnel capabilities and qualifications:</i> Maximum of 20 Points	20			
<i>Successful engineering of HMGP projects under the Federal Hazard Mitigation Grant Program:</i> Maximum of 20 Points	19			
<i>Successful engineering of non-HMGP grants for Florida jurisdictions and other Governmental agencies:</i> Maximum of 20 Points	20			
<i>Client references:</i> Maximum of 20 Points	19			
Total Score: (100 possible)	98			

Ranking: #1 Melvin Eng.

#2 _____

#3 _____

#4 _____

Signature: Danielle Guy

Date: 10/2/2024

**TOWN OF SNEADS
HMGP RELATED ENGINEERING SERVICES**

RFQ NO: 2024-05

Respondent A: 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 engineering of HMGP projects under the Federal Hazard Mitigation Grant Program: <i>Maximum of 20 Points</i>	20			
Successful engineering of non-HMGP grants for Florida jurisdictions and other Governmental agencies: <i>Maximum of 20 Points</i>	20			
Client references: <i>Maximum of 20 Points</i>	20			
<i>Total Score: (100 possible)</i>	100			

Ranking: #1 Melvin Engineering
 #2 _____
 #3 _____
 #4 _____

Signature: Bill Rantz Date: 10/2/24

ORDINANCE # 2024-05

**AN ORDINANCE OF THE TOWN OF SNEADS,
FLORIDA AMENDING THE WATER & SEWER
RATE ORDINANCE ENACTED BY THE TOWN
COUNCIL, AND REPEALING OF
ORDINANCES IN CONFLICT HERewith AND
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Town Council has found and determined that it is necessary and desirable to forthwith modify the Town's existing ordinance relating to water and sewer rates,

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF SNEADS, FLORIDA, THAT:

Section 1. Section 13 of the water and sewer rate ordinance heretofore enacted by the Town Council of the Town of Sneads on February 3, 1975, and December 19, 1983, is hereby amended to read as follows:

PAYMENT OF FEES AND BILLS REQUIRED.

Bills for the monthly charges and fees hereinbefore mentioned shall be submitted and shall be payable on the 15th day of each month and if such monthly bill shall be and remain unpaid on or after the 15th day of such month for such service, a **\$10** penalty shall be imposed and be added to said bill, and if such monthly bill shall be and remain unpaid on or after the 20th day of such month for such services, a penalty fee of **\$25** shall be imposed and be added to said bill, and, the water service to the consumer shall be subject to disconnect. If services are discontinued a reconnect fee of **\$20** shall be imposed and services shall not be reconnected after discontinuance until all past due bills are fully paid, together with said \$10 penalty, \$25 penalty fee, and \$20 reconnect fee.

PRESENTED, Read, and Tabled pending publication on ___ day of _____, 2024.

Passed, Approved and Adopted this ___ day of _____, 2024, at a regular meeting of the Town of Sneads, Town Council.

Mike Weeks, Council President

Attest: Sherri B Griffin, Town Clerk

ORDINANCE NO. 2024-06

AN ORDINANCE OF THE TOWN OF SNEADS, FLORIDA, MUNICIPAL CODE ENTITLED "UTILITY FEE STRUCTURE" PROVIDING FOR THE SEVERABILITY OF THE PROVISIONS HEREOF; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Council of the Town of Sneads, Florida, is concerned with the orderly development of utilities within the Town of Sneads, Florida.

NOW THEREFORE, be it enacted by the Town of Sneads, Florida:

SECTION 1. The attached "utility fee structure" shall constitute the Town Utility Ordinance.

SECTION 2. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged to be unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

SECTION 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4. This Ordinance shall become effective upon its adoption.

PRESENTED, read, and tabled pending publication on this _____ day of _____, 2024.

PASSED, APPROVED AND ADOPTED at the regular meeting of the Town Council of the Town of Sneads, Florida, this _____ day of _____, 2024.

Mike Weeks, Council President

ATTEST:

Sherri Griffin, Town Clerk

SECTION 1. UTILITY FEE STRUCTURE

- (a) **WATER TAP FEES**, all new residential dwellings connecting to the Town water system shall pay a water tap fee of \$500. All commercial or industrial business shall pay a water tap fee of \$600. These are for 5/8 meters, larger taps will be at the above prices, plus cost, plus 15%.
- (b) **SEWER TAP FEES**, all new residential dwellings connecting to the Town wastewater system shall pay a sewer tap fee of \$1000. All commercial or industrial business shall pay a sewer tap fee of \$1100. These are for 5/8 meters, larger taps will be at the above prices, plus cost, plus 15%.
- (c) **METER INSTALLATION**, all new connections shall pay a meter installation fee in addition to the above tap fees, and any dwelling needing to have a meter installed shall pay a meter installation fee of \$250.
- (d) **SEWER LOCATE**, any customer needing the Towns help in locating their sewer tap, shall pay a sewer locate fee of \$250.
- (e) **RESIDENTIAL, COMMERCIAL AND INDUSTRIAL DEPOSITS**, all residential customers shall pay a meter deposit of \$300. All commercial and industrial customers shall pay a meter deposit of \$400.
- (f) **RECONNECTING FEE**, any customer who has services disconnected for failure of payment shall pay a reconnection fee of \$20. After hours, for emergencies only, and at the discretion of the Town Manager or Town Clerk reconnecting fee is \$50. All fees must be paid in full, before reconnecting.
- (g) **ACCOUNT TRANSFER**, any customer who requests transfer of an account shall pay \$50.
- (h) **RETURNED CHECK/ CREDIT CARD/ ACH CHARGE**. Any customer who has a check returned, credit card or ACH return for any reason shall pay a fee of \$35.
- (i) **ANNUAL INSPECTION**, each commercial customer shall pay an Annual Inspection fee of \$75. If device needs to be repaired, customer will be charged cost, plus 15%.
- (j) **BULK WATER SALES**, any customer needing bulk water shall pay a base rate of \$35, plus \$3.50 per 1,000 gallons

ORDINANCE NO. 2024-07

**AN ORDINANCE AMENDING THE ORDINANCE
HERETOFORE ENACTED BY THE TOWN COUNCIL OF
THE TOWN OF SNEADS TO CHANGE THE MONTHLY
CHARGES FOR WATER AND SEWER SERVICE;
PROVIDING FOR SEVERABILITY; PROVIDING FOR
REPEAL OF ORDINANCES AND RESOLUTIONS IN
CONFLICT HERewith AND PROVIDING AN EFFECTIVE
DATE.**

WHEREAS, the Town of Sneads provides water and sewer services to citizens of and businesses located within the town limits, and to certain customers outside the town limits, and

WHEREAS, those receiving these water and sewer services are obligated to pay for the same, so that such services are self-sufficient and self-supporting, and

WHEREAS, the Town Council finds that the current rates it charges for these water and sewer services are insufficient, and desires to revise the same.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SNEADS, AS FOLLOWS:

SECTION 1. Section 5. RATES shall be amended as follows:

(A) A rate schedule shall be adopted by the Town Council providing for the following residential and commercial user rates. Until modified by subsequent Ordinance duly adopted, the following rate schedule shall be effective beginning November 1, 2024:

Residential Users: Water base rate \$16 and \$2.80 per 1,000. Sewer base rate \$30 and \$3 per 1,000.

Commercial Users: Water base rate \$19 and \$3 per 1,000. Sewer base rate \$35 and \$ 4 per 1,000.

If not metered, both residential and commercial customers sewer usage will be based on gallons of water used.

(B) The Town reserves the right to increase the monthly service charge and volume charge as provided above on October 1st of each year.

(C) The Town reserves the right to enter into contracts with large users of water and/or sewer services for the purpose of setting and determining a monthly charge or rate for the use of such services, which monthly rate or charge may be computed upon a different basis than set forth in the paragraph(s) immediately preceding. Such contracts shall be entered into by means of a resolution duly adopted by the Town Council.

SECTION 2. The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall, for any reason, be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

SECTION 3. This Ordinance hereby repeals all Ordinances or parts of Ordinances in conflict herewith.

SECTION 4. The effective date of this Ordinance shall be immediately upon its passage by the Town Council on second reading.

PRESENTED, read, and tabled pending publication on this ____ day of _____, 2024.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2024, by the Town Council of the Town of Sneads, Florida at a regular meeting.

Mike Weeks, Council President

ATTEST:

Sherri Griffin, City Clerk

ORDINANCE NO. 202408

AN ORDINANCE OF THE TOWN OF SNEADS FLORIDA, AMENDING CHAPTER 26, SECTION (3)(d) OF CODE OF ORDINANCES OF THE TOWN OF SNEADS REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE TOWN OF SNEADS: That Chapter 26, of the Town of Sneads Code of Ordinances pertaining to Manufactured Homes is amended as follows:

Sec. 26-23. - Inspections and permits.

- (a) No manufactured, mobile, or modular home may be brought into the corporate limits of the town before the owner obtains certification by a licensed inspector, indicating that the home meets all of the federal, state, county and town requirements. The homeowner will be solely responsible for the cost of this certification.
- (b) The certification set forth in subsection (a) of this section, together with proof of ownership, shall be taken to the town hall within six months of receipt from the licensed inspector to receive approval by and a permit from the town for location or relocation within the corporate limits of the town.
- (c) When a new manufactured, mobile, or modular home is being purchased to be placed within the corporate limits of the town, the owner shall provide a copy of the ~~brochure or some~~ manufacturer's documentation providing pictures and a description of the home itself, which includes proof that it is built in compliance with the requirements of wind load zone II. ~~In that situation, certification from a licensed inspector prior to receiving a development order s not required.~~
- (d) It shall be unlawful for anyone to bring a manufactured, mobile, or modular home into the town or to relocate the same within the town without first obtaining the approval of and a permit from the town.

Sec. 26-24. - Minimum standards for manufactured, mobile, or modular homes.

- (a) In keeping with the town's comprehensive plan filed with the state, property size must be a minimum of one-fourth acre, which is 10,890 square feet. In situations where extenuating circumstances may exist, the town council may find that the extenuating circumstances are sufficient to warrant a waiver as to the size of the property.
- (b) The number of manufactured, mobile, or modular homes permitted on each property shall not exceed two homes per acre.
- (c) Any new manufactured mobile or modular home shall be manufactured in compliance with the standards of the Florida Building Code, F.A.C. ch. 15C, and all other applicable

standards imposed by statute or this article in effect when the owner obtains the certification mandated in section 26-23. Any manufactured, mobile, or modular home existing within the corporate limits of the town at the time of the adoption of the ordinance from which this article is derived is exempt from this subsection as long as the home remains in its current location and is not relocated.

(d) Setbacks for the unit shall consist of a minimum distance of ten feet from the property line on both sides; a rear distance from property line of 20 feet and 25 feet from the edge of road right-of-way.

~~(e) Home size must be a minimum of 900 square feet of net living area, exclusive of garages, carports, porches, balconies, storage areas, cabanas or other similar additions or structures, and must have a minimum of two bedrooms and two bathrooms.~~

~~(f) —~~ The home must conform to all minimum habitable housing standards of the state division of motor vehicles.

~~(g)~~ The home must meet one of the following codes: American National Standard Institute (ANSI), federal mobile home construction standards or Housing and Urban Development (HUD).

~~(h)~~ The home must have a wind load value in compliance with state law.

~~(i) Prior to placing the home, the Owner shall obtain a building permit from the County Building Official and shall obtain a Certificate of Occupancy prior to water and/or sewer services being provided.~~

Effective Date.

This Ordinance shall become effective as provided by law.

PASSED AND ADOPTED in open regular meeting this October __, 2024, after public notice was provided as required by law.

The Town of Sneads

By: _____
Mike Weeks, Council President

Attest: _____
Sherri Griffin, Municipal Clerk

Approved as to form:

Daniel H. Cox, Esq



Town of Sneads

PO Drawer 159

Sneads, Florida 32460

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

Email: Sneadsmgr@sneadsfl.com

October 2024 Managers Notes

1. Request for change in Insurance coverage. The League of Cities bid was \$5,363.00 lower than Brown and Brown and the League provided better and faster service than Brown and Brown.
2. Should finalize lease sale of T-Mobil contract this week. Payments of \$25,000 every six months for ten years. Will utilize for improvement of equipment and infrastructure.
3. Have been closely monitoring the situation at the park at Lake Seminole. DOJ has gotten involved---served tenant notice two weeks ago he had 21 days to vacate the property or further action would result. The Corp will keep me advised as this transpires.
4. Department of Agriculture grant for the one ball field is moving forward. Delivery of poles and lighting on 11/25/2024 and should be completed in approximately 4 to 6 weeks.
5. Another FRDAP grant has been applied for to hopefully light the remaining fields (at least 2) as well as other improvements such as new basketball goals, pickleball court, a pavilion and fixing some of the playground equipment we currently have.
6. I spoke with Mark Albright with iParametrics and he indicated the town should be receiving a new backhoe and dump truck with excess FEMA funds within the next couple of weeks. Project has cleared all hurdles/red tape and should be a reality soon.
7. Bid openings for Dodson and Gloster Ave. parks is this Thursday, 10/10/24.
8. The City-Wide Wastewater improvement grant—the new force main from lift station #2 design is 95% complete—waiting on one last permit from the railroad to begin the Bid Process.
9. Construction contract awarded to Extreme Land Restoration for paving 5 roads. Construction to begin 10/28/24. I am working with the County to possibly include Gloster Avenue from the 4 way stop to Highway 90. It looks promising.
10. Stormwater Improvements grant—design process approximately 60% completed. 8177 Old Spanish Trail demo to start this week.
11. The Town needs to award RFQ (Request for Qualification) for engineering services to DHM – Mevin Engineering for design work on HMGP projects—Potable Wells Generator/Police Department Generator/ Lift Station Generator as they were the sole bidder. The bid was extended a week for other bidders without success.
12. Lift Station #4 work ongoing. Construction of wet well and ruff in grade and installation of electrical conduit to be completed in October. Then waiting on pumps and electrical panel to be delivered.
13. Applied for a (RIF) Rural Infrastructure Fund grant for 1.2 million for the Lake Seminole Park improvements.

TOWN OF SNEADS POLICE DEPARTMENT



DATE:10/08/2024

2033 3RD AVENUE
SNEADS, FLORIDA 32460

GOOD EVENING CITY COUNCIL, COUNCIL PRESIDENT, CITY MANAGER AND TOWN
CLERKS

FROM September 8TH TO October 7TH 2024,
BASED ON THE STATS PULLED FROM COMPUTER AIDED DISPATCH, SNEADS POLICE
DEPARTMENT CONDUCTED:
86 TRAFFIC STOPS
RESPONDED TO 13 AGENCY ASSISTS
RESPONDED TO 3 DOMESTICS
RESPONDED TO 11 ALARMS
RESPONDED TO 5 ANIMAL COMPLAINTS
RESPONDED TO 22 SUSPIOUS INCIDENTS
RESPONDED TO 4 TRAFFIC CRASHES
A STOLEN VEHICLE OUT OF LIBERTY COUNTY WAS RECOVERED
4 ARRESTS
3 CONTACTS WITH TRANSIENTS

SINCERELY
LIEUTENANT BRETT N PRESTON
SNEADS POLICE DEPARTMENT