

**SNEADS TOWN COUNCIL  
REGULAR MEETING  
JANUARY 14, 2025**

The Town Council of the Town of Sneads, Florida, met in a regular session at the Sneads Town Hall on Tuesday, January 14, 2025, at 6:00 p.m.

Mike Weeks called the meeting to order the following present:

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

And the following were absent:

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 **December** 2024
2. Financial Statements and Budget Review Summary- NA
3. Pay Approved Bills

Agenda #4, Award Dodson Park Bid. Hunter Potts presented Council with the bids for Dodson Park, FRDAP Grant, with Monolith Construction being the lowest bidder at \$88,518.60 (See attached) Tony Money made a motion to award the bid to Monolith Construction. Tim Perry seconded. All voted aye.

Agenda # 5, Award Gloster Ave Bid. Hunter Potts presented Council with the bids for Gloster Ave, CDBG-DR-M0055 Grant, with Monolith Construction being the lowest bidder at \$325,772.86 (See attached) Angie Locke made a motion to award the bid to Monolith Construction. Tony Money seconded. All voted aye.

Agenda #6, Melvin Engineering Updates. Council Member Weeks asked when the Street paving was going to start back. Mr Potts stated that the company had a couple of setbacks; the holidays, sickness, breakdowns, and the weather. They should be able to start back within the next week or so.

Agenda # 7, Waiver request for 2004 River Rd. (See attached) Mr Rentz stated that the property owner currently has a dwelling on the property and wants to put a mobile home on it, and is less than an acre, which is the required size. Therefore, he is requesting a waiver. After discussion, Tim Perry made a motion to table. Angie Locke seconded. All voted aye.

Agenda # 8, **Resolution #25-01**, entitled;

**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 GRANT REIMBURSEMENT REVENUE NOTES (THE "NOTES"); ESTABLISHING THE TERMS THEREOF; APPROVING A PRIVATE PLACEMENT OF THE NOTES; 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 NOTES; SPECIFYING THE APPLICATION OF THE PROCEEDS OF THE NOTES; PROVIDING CERTAIN OTHER DETAILS WITH RESPECT TO THE NOTES; AND PROVIDING AN EFFECTIVE DATE.**

was presented and read. This is for the Town to get a short-term line of credit loan to pay for grant projects that require upfront payment, then reimbursement. Tony Money made a motion to approve Resolution #25-01 as presented. Tim Perry seconded. All voted aye.

Agenda # 9, Sneads Recreation Board- No report. Mr Rentz stated that Spring Ball sign-ups are in full gear for Tball, Baseball and Softball. Mr Rentz asked for approval to purchase a bunker rake for the recreation department in the amount of \$10,500. Angie Locke made a motion to approve the purchase. Tony Money seconded. All voted aye.

Agenda #10, Town Manager Report as follows: (See attached) Mr Rentz stated that Sherri Griffin is soon to be retiring at the end of June and we need to start looking at the future and his recommendation at this time is to move Danielle Guy from Deputy Clerk to Town Clerk effective May and to go ahead and hire someone else in the office in February in her position to start training. All agreed. Angie Locke made a motion to hire Danielle Guy as Town Clerk effective May. Tim Perry seconded. All voted aye. Danielle Guy thanked them all.

Agenda #11, Attorney Cox. No report

Agenda #12, Police & Fire. Chief Weeks presented the department's monthly activity report. (See attached) Chief Weeks stated that he had received an email from Blueline Solutions in reference to the school zone ordinance. They stated they are in their final stages.

Agenda #13, Council Members.

Kay Neel informed the public she is for what is best for the Town and has never stated she was against the Police Department. She asked Chief Weeks for reports, schedules, and to always have Police present in the Town. She asked how many officers are on duty daily, Chief responded that two officers per shift.

Tim Perry thanked JC Administrator Wilanne Daniels for being present. She stated she was happy to see progress in the Town, as well as the promotion of Danielle Guy to Clerk. She informed Council that if there was anything the County could be of assistance with let them know.

Mike Weeks asked about Christmas Lights, he stated that he really wanted us to be ahead this coming year and get some ordered. Kay Neel stated that she wanted to have a fundraiser for them setup maybe for March.

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Agenda #14, Public Comments:  
Ron Mansfield  
Gwen Roulhac  
Wanda Holmes

Tony Money made a motion to adjourn at 7:17 pm.

Respectfully Submitted,

  
Danielle Guy, Deputy Clerk

**APPROVED:**

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**MIKE WEEKS, COUNCIL PRESIDENT**

January 9, 2025

Bill Rentz, Town Manager  
Town of Sneads  
2028 Third Avenue  
Sneads, FL 32460

**RE: Dodson Park Improvements  
Grant Agreement No. A2420  
Bid Award Recommendation**

Dear Mr. Rentz,

On November 13, 2024 the Town of Sneads issued an Invitation to Bid (ITB) to solicit sealed bids for the construction of a various park/open space improvements associated with the town's FRDAP Grant No. A2420 to develop Dodson Park. A total of 3 bids were received for this project and were opened on December 12<sup>th</sup>, 2024. The detailed project bid tab is attached separately for your review.

The project was bid in accordance with FDEP guidelines and affirmative efforts were made to solicit adequate contractor participation. The lowest responsive bidder for the project is Monolith Construction, based out of Port St. Joe, FL, with a lump sum bid price of \$197,861.00. This price was over the allotted grant budget for construction. As such, we have worked with the contractor to conduct Value Engineering to bring the overall project cost within the project budget. The final contract price recommended for the award is \$88,518.60.

Based on the bid responses received, our office hereby recommends that the town award this project to the lowest responsive bidder Monolith Construction and to enter a contract to complete the project Scope of Work.

Sincerely,



Hunter Potts,  
Project Manager

4428 Lafayette St  
Marianna  
Florida 32446

2541-1 Barrington Circle  
Tallahassee  
Florida 32308

Phone  
(850) 482-3045  
Fax  
(850) 482-3957

[melvineng.com](http://melvineng.com)

January 9, 2025

Bill Rentz, Town Manager  
Town of Sneads  
2028 Third Avenue  
Sneads, FL 32460

**RE: Gloster Avenue Park/Open Space Improvements  
Grant Agreement No. M0055  
Bid Award Recommendation**

Dear Mr. Rentz,

On November 13, 2024 the Town of Sneads issued an Invitation to Bid (ITB) to solicit sealed bids for the construction of a various park/open space improvements associated with the town's CDBG-DR Grant No. M0055. A total of 4 bids were received for this project and were opened on December 12<sup>th</sup>, 2024. The as-read project bid tab is attached separately for your review.

The project was bid in accordance with HUD CDBG guidelines and affirmative efforts were made to solicit adequate contractor participation including solicitation of MBE firms, advertising in a regional MSA newspaper, and holding a pre-bid meeting. The lowest responsive bidder for the project is Monolith Construction, based out of Port St. Joe, FL, with a lump sum bid price of \$394,776.91. This price was over the allotted grant budget for construction. As such, we have worked with the contractor to conduct Value Engineering to bring the overall project cost within the project budget. The final contract price recommended for the award is \$325,772.86.

Based on the bid responses received, our office hereby recommends that the town award this project to the lowest responsive bidder Monolith and to enter a contract to complete the project Scope of Work. contingent upon final approval by Florida Commerce.

Sincerely,



Hunter Potts,  
Project Manager

4428 Lafayette St  
Marianna  
Florida 32446

2541-1 Barrington Circle  
Tallahassee  
Florida 32308

Phone  
(850) 482-3045  
Fax  
(850) 482-3957

[melvineng.com](http://melvineng.com)

Attention town council:

My name is Abdulla Atef and I currently own 2004 River Road in the town of Sneads FL. I am asking for a request of waiver for the current ordinance. I currently have over a half an acre and I am requesting to put a 24X48 mobile home on the property. The current home faces River Road and only takes up a small portion of the property. The Mobile home will have an Old Spanish Trail address. I am requesting that I would be allowed to put the second dwelling on the property. I have attached the property appraiser picture for your convince. I appreciate your time in considering this matter. Any questions feel free to reach out o my personally.

Thank you

Abdulla Atef

850-570-4706

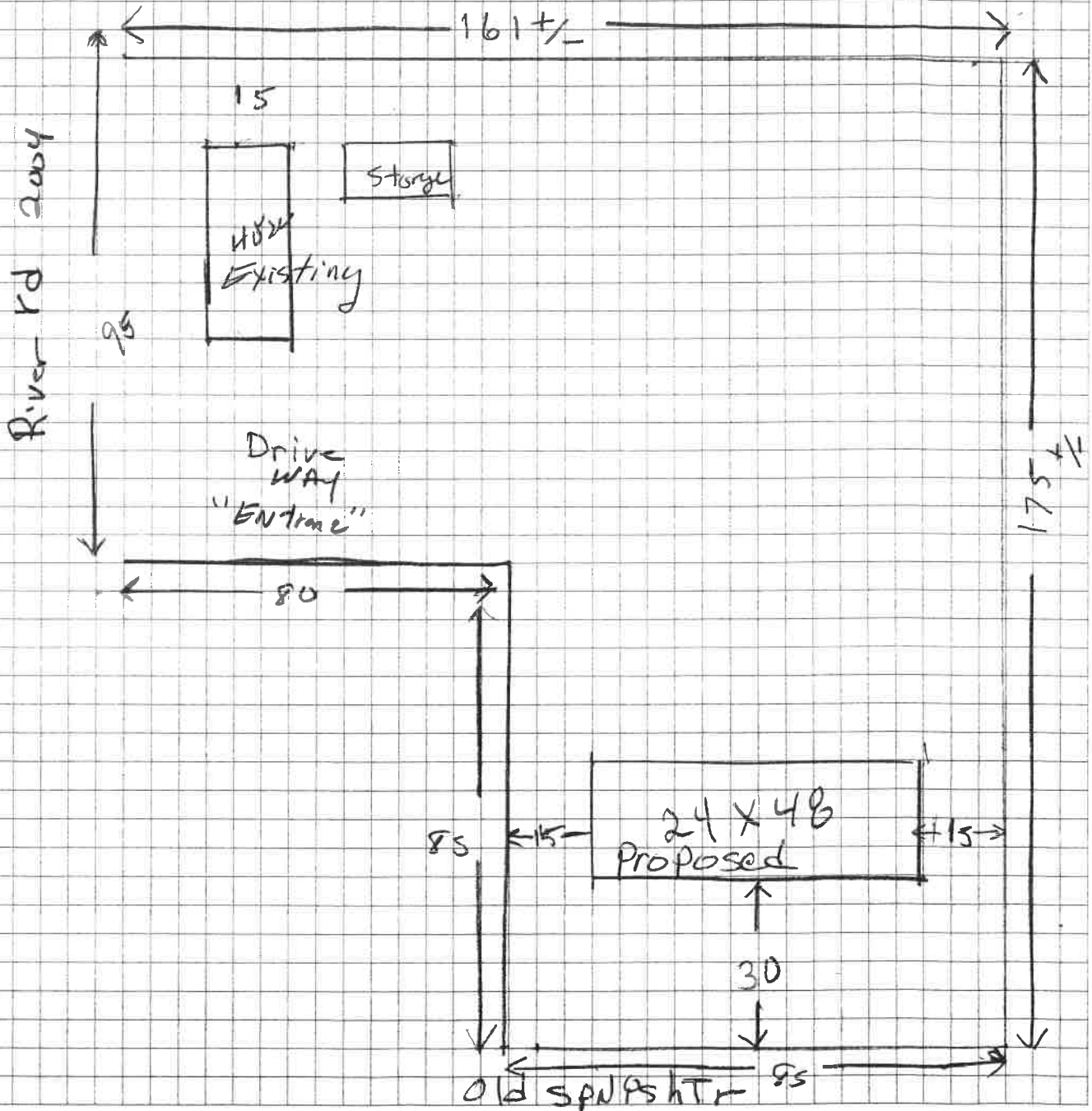


1-14-25

28-4N-07-0000-0280-0000

2007 River Rd

Snead #1 323460



**RESOLUTION NO. 25-01**

**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 GRANT REIMBURSEMENT REVENUE NOTES (THE "NOTES"); ESTABLISHING THE TERMS THEREOF; APPROVING A PRIVATE PLACEMENT OF THE NOTES; 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 NOTES; SPECIFYING THE APPLICATION OF THE PROCEEDS OF THE NOTES; PROVIDING CERTAIN OTHER DETAILS WITH RESPECT TO THE NOTES; 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, Grant Reimbursement Notes, Series 2025 (the "NOTES"), which NOTES are to be issued for the purpose of financing improvements to the Town's facilities as approved by several Grant Funding Agencies;

**WHEREAS**, the Council has received a proposal from PeoplesSouth Bank (the "Bank"), in the nature of a commitment letter for the purchase of the NOTES to advance fund completed improvements under the various Grants with the proceeds of the Grants committed to the repayment of the NOTES, 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 further act to consummate the transaction with the Bank: 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 NOTES.

2. Award. The sale of the NOTES to the Bank upon the terms and conditions, set forth in the Commitment, and in a principal amount estimated as set forth in the Commitment, are 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 NOTES 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.

3. Private Placement. The Council hereby determines that a private placement of the NOTES with the BANK is in the best interests of the Town because, the market for instruments such as the NOTES is limited under the prevailing market conditions, the TOWN has a continuing relationship with the BANK, and the delays caused by soliciting competitive bids could adversely affect the Town's ability to issue and deliver the NOTES and complete the projects funded by the GRANTS. The terms of the Commitment are reasonable under current market conditions.



4. Description of NOTES. The NOTES shall be dated as of the date of issuance and delivery to the Bank and shall be issued in one or more series having such details as are set forth in the Commitment. The NOTES 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 NOTES 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 NOTES, and the Council President is hereby authorized to deliver to the Bank the NOTES, which, when executed and delivered, shall be the legal, valid, binding obligations of the Town, enforceable in accordance with their terms.

Specimen signatures of the Council President and Clerk are:

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

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

5. The NOTES shall be secured by a lien on and a pledge of the various Grant Funds received by the Town related to the project for which the Note is issued.

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 NOTES, 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 NOTES 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 Financing; Execution and Delivery of Other Instruments. The Town Council hereby authorizes the financing of the NOTES, in the amount not to exceed the appropriated funds awarded by the Grants, upon the terms and conditions as 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 financing, including but not limited to the execution and delivery of the Commitment of the Bank to purchase the NOTES. 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.

11. THE NOTES ARE NOT A GENERAL OBLIGATION, OF THE TOWN AND THE ONLY FUNDS PLEDGED FOR THE PAYMENT OF THE PRINCIPAL THEREOF ARE THE FUNDS RECEIVED BY THE TOWN UNDER THE GRANTS FUNDING THE PROJECT FOR WHICH THE NOTES ARE ISSUED. NEITHER THE HOLDER OF THIS NOTES, THEIR SUCCESSORS OR ASSIGNS OR ANY OTHER PERSON MAY COMPEL THE TOWN OF SNEADS, JACKSON COUNTY OR THE STATE OF FLORIDA TO IMPOSE AD VALOREM TAXES FOR THE PURPOSE OF REFUNDING THESE NOTES.

**PASSED**, in Public Session of the Town Council on the 14<sup>th</sup> day of January, 2025.

**THE TOWN OF SNEADS, FLORIDA**

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

\_\_\_\_\_  
Angela Locke, Council Member

\_\_\_\_\_  
Anthony Money, Council Member

\_\_\_\_\_  
Timmy Perry, Council Member

\_\_\_\_\_  
Kay Neal, Council Member

Attest: \_\_\_\_\_  
Sherri Griffin, Town Clerk

(SEAL)



8146 Hwy 90, Sneads, FL 32460  
PO Box 1070, Sneads, FL 32460  
Phone (850) 593-1183

1/10/2025

Ms. Sherri Griffin  
Town Clerk  
Mr. Bill Rentz  
Town Manager  
PO Box 159  
Sneads, FL 32460

RE: Town of Sneads Bridge Loan – FEMA Grant DR #4399 Hurricane Micheal, PW 1453

PeoplesSouth Bank (PSB) is pleased to present to the Town of Sneads the following commitment for financing for the above indicated grant construction project.

**Borrower:** Town of Sneads, FL  
**Loan amount:** 633,094.72 Line of Credit  
**Purpose:** To finance your planned rehabilitation of Lift Station No. 4  
**Term:** Line of Credit with a maturity of 7/15/2025 to be revisited for renewal to 1/15/2026, if needed. Accrued interest is to be paid monthly with principal paid from the FEMA Grant DR #4399 Hurricane Michael, PW 1453 reimbursement.  
**Rate:** A tax-free interest rate of 5.50%, fixed to maturity. Subject to the Town's Legal Counsel providing an Opinion Letter confirming that the transaction is a Bank Qualified Tax-Free Borrowing for the Town.  
**Closing Costs:** Loan Origination \$1000, State of Florida Documentary Stamps \$2,227.40(est), Recording fees \$45.00  
**Collateral:** First security assignment of the grant and grant proceeds described as FEMA Grant DR #4399 Hurricane Michael, PW 1453  
**Other Projects:** PSB is working on completing additional lines of credit for upcoming Grant projects, as itemized in the attached grid. The lines of credit for these projects are anticipated to have similar terms, with maturity dates to coincide with the individual grant projects.

I appreciate the opportunity to present this commitment to the Town of Sneads, FL and look forward to working with you on these projects.

Sincerely,

A handwritten signature in blue ink that reads 'Stephen Roach'.

Stephen Roach  
City President

### Town of Sneads - Grant Projects and Bridge Loan Requests

Project Name	Grant No.	Funding Agency	Grant/PSB LOC Amount	Est. Expenditure Date	Est. Reimbursement
Lift Station No. 4 Rehab.	PW 1453	FEMA/FDEM	\$633,094.72	Jan - Feb 2025	TBD
Adam Tucker Wilson Park Lighting Project	30802	FDACS	\$200,000.00	Jan - Feb 2025	March 2025
Equipment Purchase (backhoe)	TBD	FEMA/FDEM	\$140,000.00	Jan - Feb 2025	TBD
FRDAP - Dodson Park	A2420	FDEP	\$200,000.00	Jan- Apr 2025	May 2025
Wellhead Replacement	TBD	FL Commerce	\$84,000.00	Feb - Apr 2025	May-25
Potable Wells Generators	4399-045-R	FEMA/FDEM	\$174,467.00	April 2025	May 2025
Lift Station Generators	4399-046-R	FEMA/FDEM	\$480,324.00	April 2025	May 2025

Total Grant Funds: \$1,771,885.72



## 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)

### January 2025 Managers Notes to Council

1. Received notice that grant for water wellhead, electrical panel and alcove (\$84,500) was approved. Construction to begin in the next two weeks.
2. Received information that our DOT Beautification Grant was approved (\$112,000). Working on scope of work with Apalachee Regional Planning Council.
3. Work on streets has slowed due to holidays and weather. Received a call today they will start back 1/20/25 and will be completed before 6/25/25 deadline.
4. Contacted yesterday by FDEM that time extension, which has held up payments and progress on lift station #4 construction, has been signed and should expedite completion of the project and get over \$70,000 payment returned to Town.
5. Finalizing loan with Peoples South Bank for short term loans to pay for grant projects that the Town must pay upfront and get reimbursed. A copy is in your folder.
6. Purchasing a new backhoe (Case 580 Super N) with excess FEMA funds. Everything has been approved. After the backhoe purchase the Town will purchase a new dump truck with the balance of the funds. Still getting bids on dump truck.
7. Everyone has been removed from the Seminole Park area, and we are now waiting for the Corp of Engineers to decide on our long-term lease request.
8. Pope Street debris removal to resume on Thursday. Holidays and weather slowed progress.
9. Working with FEMA and Andrew Kalel on getting the rest of the ball field lights completed and a legislative appropriation for Pope Street resurfacing.
10. Finally received final DOC contract agreement on sewage increase. We have been charging increase since October...at their direction. Early indications indicate an average increase of approximately \$13,000 monthly or \$156,000 yearly. This should help get our water/sewage budget under control.
11. Dodson and Glouster park bid awards pending to get started on their construction.
12. Bid opening on Wastewater Improvement Project set for 1/29/25, at 3:00 p.m.
13. Looked at prices for covers over the playground equipment at Adam Tucker Wilson Park. Initial prices are approximately \$15,000 per structure. Looking into less expensive units and possible cancer prevention grants to help with costs.



# Sneads Police Department

## CONTACT

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Chief Tyler Weeks  
Phone: (850) 593-6403  
Fax: (850) 593-6339

### Activity Report 12/10/24-1/14/25

- 23 Traffic Stops
- 18 Agency Assists
- 5 Domestic Disturbances
- 10 Traffic Crashes
- 3 Animal Complaints
- 15 Public Assists
- 20 Suspicious incidents/persons
- 2 arrest warrants
- 1 Felony Juvenile arrest

Sneads PD responded to 2,344 Calls for Service in 2024.

I received an email today from BlueLine Solutions representative stating that she received a call from FDOT this morning stating they are in their last stages of review. She did not give an estimated date for when the construction of the project would begin.