

**TOWN OF SNEADS
TOWN COUNCIL MEETING AGENDA
February 11, 2025 @ 6:00 PM CST**

**Call to Order: President Mike Weeks
Pledge of Allegiance and Invocation**

CONSENT AGENDA:

- 1. Approval of Minutes for January 2025**
- 2. Motion to accept the Financial Statements and Budget Review Summary**
- 3. Motion to Pay Approved Bills**

*****MOTION NEEDED TO APPROVE THE CONSENT AGENDA*****

DISCUSSION/ACTION ITEMS

- 4. Approval Grant Agreement D0302- Water wellhead and Electric Panel- Bill Rentz**
- 5. Approval to Appoint Deputy Clerk, to Interim City Clerk- Bill Rentz**
- 6. Approval to Amendment Three- Grant M0010- Extent Stormwater Project- Hunter Potts**
- 7. Award Bid for Wastewater Project- M0110- Hunter Potts**
- 8. Donation Request- Sneads Garden Club- Bill Rentz**
- 9. 2004 River Rd (Old Spanish Tr)- Request a Waiver**

ORDINANCES/RESOLUTIONS

- 10. Resolution #25-02- MSCOP Grant- Pope St- Alday & Howell Engineering**
- 11. Resolution #25-03- Signature Authority to Interim City Clerk**

REPORTS

- 12. Recreation Coordinating Committee**
- 13. Town Manager**
- 14. Town Attorney**
- 15. Police/Fire**
- 16. Council Member Comments**

PUBLIC COMMENT(s)

- 17. Agenda Cards/ Public Comments**

MOTION TO ADJOURN

*****Anyone desiring to address the council during public hearings or public comment period must complete an agenda card and present it to the Town Clerk and when called upon, proceed to the podium, and address the council, using the microphone. Courtesy always requested. If you are physically unable to proceed to the podium, a microphone will be provided to you by Town Staff.**

**SNEADS TOWN COUNCIL
REGULAR MEETING
FEBRUARY 11, 2025**

The Town Council of the Town of Sneads, Florida, met in a regular session at the Sneads Town Hall on Tuesday, February 11, 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
Danielle Guy, Deputy Clerk

And the following were absent:
Sherri Griffin, City Clerk

All stood for the Pledge of Allegiance.

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

1. Minutes for **January 2025**
2. Financial Statements and Budget Review Summary- NA
3. Pay Approved Bills

Agenda #4, Approval of Grant Agreement D0302. Angie Locke made a motion to approve Grant Agreement D0302, in the amount of \$84,500, for the water wellhead and electrical panel between the Town and Dept of Commerce. Kay Neel seconded. All voted aye.

Agenda #5, Appointment of Interim City Clerk. Mr Rentz asked for the approval of the Council to appoint Danielle Guy to Interim City Clerk, before officially taking over in June when Sherri Griffin retires. He stated that with Sherri being out for personal reasons we needed signature on items and such and it would make the day-to-day operations more efficient. Angie Locke made motion to appoint Danielle Guy as Interim City Clerk. Tim Perry seconded. All voted aye.

Agenda #6, Approve Amendment to Grant M0010. Brent Melvin with Melvin Engineering explain this is to extend the Storm-water Grant. Tony Money made a motion to approve the Amendment to Grant M0010 as presented. Angie Locke seconded. All voted aye.

Agenda #7, Award Bid to Grant M0110. Bids for the Wastewater Project were presented. (see attached) Discussion was that even though L&K Contracting was the lowest bidder they were not on schedule as a requirement. The next lowest bidder was ECSC Inc and met the requirements. After discussion, Tony Money made a motion to go with ECSC Inc with a bid of \$1,845,728.08. Tim Perry seconded. All voted aye.

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Agenda #8, Donation request from Sneads Garden Club. (See attached) After discussion, Tony Money made a motion to donate \$500 to the club, since they do a lot for the town every year. Angie Locke seconded. All voted aye.

Agenda #9, Waiver request for 2004 River Rd. (See attached) This request was tabled from last month, until property owner could be present. Mr Rentz stated that the property owner currently has a dwelling on the property and wants to put a mobile home on it, and it is less than an acre, which is the required size. After discussion, Attorney Cox recommended having a public hearing on the matter. All agreed on a Public Hearing scheduled two weeks from tonight.

Agenda #10, **Resolution #25-02**. A Resolution of the Town of Sneads, Florida, Town Council approving submittal of application to the Florida Department of Transportation, Municipal Small County Outreach Program (MSCOP) was presented by Travis Howell, Alday-Howell Engineering. (See attached) This would be to pave Pope St from River Rd to Cemetery Ave. Tony Money made a motion to approve Resolution #25-02 as presented and apply for MSCOP funding. Tim Perry seconded. All voted aye.

Agenda #11, **Resolution #25-03**. Authorizing the Interim Town Clerk to sign documents and in the absence of the Town Clerk signature authority transfers to Interim Town Clerk. Tim Perry made a motion to approve the Resolution #25-03 as presented. Tony Money seconded. All voted aye

Agenda # 12, Sneads Recreation Board- No report.

Agenda #13, Town Manager Report as follows: (See attached)

Agenda #10, Attorney Cox- No report

Agenda #11, Police & Fire. Chief Weeks presented the department's monthly activity report. (See attached)

Agenda #11, Council Members.

Angie Locke asked Mr Rentz to research grants to see if there are any available for Recreation Directors.

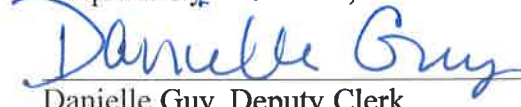
Kay Neel stated that she received information about two officers doing donuts/ spin outs in the snow on town vehicles. She stated that there is a video and that is a liability to the town. She stated that something should be done to the individuals. She didn't state who the individuals were or what should be done. After discussion, all agreed that she should talk with Chief and/or Mr Rentz about this and any other matters like these in the future.

Tony Money asked about Spring Amnesty. Mrs Guy stated is hasn't been scheduled yet, bet is usually in April or May.

Agenda #14, Public Comments: None

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Tony Money made a motion to adjourn at 7:15 pm.

Respectfully Submitted,

Danielle Guy, Deputy Clerk

APPROVED:

MIKE WEEKS, COUNCIL PRESIDENT

ATTACHMENT 1 SCOPE OF WORK

1. PROJECT DESCRIPTION:

Section 288.0655, Florida Statutes (“F.S.”), created the Rural Infrastructure Fund (“RIF”) to facilitate the planning, preparing, and financing of infrastructure projects in rural communities which will encourage job creation, capital investment, and strengthening and diversification of rural economies by promoting tourism, trade, and economic development.

Section 288.0655(2)(b), F.S., provides that Commerce may award grants for up to 75 percent of the total infrastructure project cost, or up to 100 percent of the total infrastructure project cost for a project located in a rural community as defined in s. 288.0656(2) which is also located in a fiscally constrained county as defined in s. 218.67(1) or a rural area of opportunity as defined in s. 288.0656(2), in order to facilitate access to other infrastructure funding programs and local government or private infrastructure funding efforts that induce the location or expansion of specific job creating opportunities in rural communities.

The Town of Snecads (“Grantee”) will use funding to repair the town’s main well wellhead, replace the wellhead’s electrical panel, and build a separate storeroom for chemical storage.

2. GRANTEE’S RESPONSIBILITIES: Grantee shall, in addition to all other requirements set forth in the Agreement and this Scope of Work, complete the following tasks:

A. Replacement of Electrical Panel

1. Review local building and electrical codes to determine if a permit is required for the panel replacement.
2. If necessary, prepare a basic electrical schematic showing the new panel layout and connections, ensuring compliance with applicable safety standards.
3. De-energize and remove the existing, outdated electrical panel.
4. Install the new, code-compliant panel as per the approved schematic, ensuring proper grounding, overcurrent protection, and security measures.
5. Conduct start-up testing to confirm correct operation and ensure safe, reliable service.
6. Perform any required inspections by regulatory authorities.

B. Repairs to Wellhead

1. Utilize the existing parts list and vendor quotes to confirm which wellhead components will be replaced (gate valves, elbows, spool sections, dresser coupling, swing check valve, A/V valve, chemical feed tubing, vent piping, and pump pre-lubrication piping).
2. Remove and replace the identified wellhead components using industry best practices and corrosion-resistant materials.
3. Perform operational tests (pressure and flow) to verify that the repaired assembly meets performance standards and water quality requirements.
4. Conduct final inspections to ensure compliance with drinking water regulations.
5. Provide documentation of all replaced parts, installation records, test results, warranties, and any applicable Operation and Maintenance instructions.

C. Construction of Storage Alcove

1. Confirm permitting requirements for constructing a small storage alcove and if necessary, obtain required building permits.

2. Prepare actual drawings and specifications to ensure proper ventilation, spill containment, and secure access for chemical storage.
3. Prepare the site (grading if necessary) and build the alcove in accordance with the design, using corrosion-resistant materials.
4. Integrate ventilation, spill containment, secure doors/locks, and any needed signage or lighting.
5. Perform final inspections to confirm compliance with local building codes and environmental standards.
6. Document the completed construction with photographs, as-built notes, and any warranties for materials.
7. Provide Operation and Maintenance instructions for alcove maintenance.

3.COMMERCE'S RESPONSIBILITIES:

- A. Monitor the ongoing activities and progress of Grantee, as Commerce deems necessary, to verify that all activities are being performed in accordance with the Agreement.
- B. Perform Agreement management responsibilities as stated herein.
- C. Reply to reasonable inquiries pursuant to the Agreement.
- D. Review Grantee's invoices for accuracy and thoroughness, and if accepted, process invoices on a timely basis; and
- E. Maintain paper or electronic copies of all documents submitted pursuant to Sections 5 and 6 of this Scope of Work.

4.DELIVERABLES:

Grantee agrees to provide the following services as specified:

Deliverable No. 1 – Replacement of Electrical Panel		
Tasks	Minimum Level of Service	Financial Consequences
The Grantee shall provide Replacement of Electrical Panel activities as identified in Section 2.A , which shall be reimbursed upon satisfactory completion of an eligible task as detailed in this Scope of Work.	<p>The Grantee may request reimbursement upon 20%, 40%, 60%, 80%, and 100% completion of identified Replacement of Electrical Panel task listed in 2.A. evidenced by submittal of the invoice(s) noting completed tasks as well as other supporting documentation, as applicable.</p> <p>1) Invoice package as defined in Section 6 of this scope of work.</p> <p>2) A certification by a licensed engineer using AIA forms G702 and G703, or their substantive equivalents, certifying that the project, or a quantifiable portion of the project, is complete.</p> <p>3) Required permits, if applicable.</p>	<p>Failure to perform the Minimum Level of Service shall result in nonpayment for this deliverable for each payment requested.</p> <p>Commerce shall withhold 20% of the total deliverable amount until grantee provides proof to Commerce, and Commerce accepts, that the deliverable is 100% complete.</p>

	<p>4) Copy of electrical panel schematics, if applicable.</p> <p>5) Copy of before and after pictures, as-builts, inspection reports, and test results.</p>	
Deliverable No. 1 Not to Exceed: \$56,000.00		
Deliverable No. 2 – Repairs to Wellhead		
Tasks	Minimum Level of Service	Financial Consequences
The Grantee shall provide Repairs to Wellhead activities as identified in Section 2.B , which shall be reimbursed upon satisfactory completion of an eligible task as detailed in this Scope of Work.	<p>The Grantee may request reimbursement upon 20%, 40%, 60%, 80%, and 100% completion of identified Repairs to wellhead task listed in 2.B. evidenced by submittal of the invoice(s) noting completed tasks as well as other supporting documentation, as applicable.</p> <p>1) Invoice package as defined in Section 6 of this scope of work.</p> <p>2) A certification by a licensed engineer using AIA forms G702 and G703, or their substantive equivalents, certifying that the project, or a quantifiable portion of the project, is complete.</p> <p>3) Copy of operational test results approving performance standards and water quality requirements.</p> <p>4) Copy of before and after pictures.</p>	<p>Failure to perform the Minimum Level of Service shall result in nonpayment for this deliverable for each payment requested.</p> <p>Commerce shall withhold 20% of the total deliverable amount until grantee provides proof to Commerce, and Commerce accepts, that the deliverable is 100% complete.</p>
Deliverable No. 2 Not to Exceed: \$25,000.00		
Deliverable No. 3 – Construction of Storage Alcove		
Tasks	Minimum Level of Service	Financial Consequences
The Grantee shall provide Construction of Storage Alcove activities as identified in Section 2.C , which shall be reimbursed upon satisfactory completion of an eligible task as detailed in this Scope of Work.	<p>The Grantee may request reimbursement upon 50% and 100% completion of identified Repairs to wellhead task listed in 2.B. evidenced by submittal of the invoice(s) noting completed tasks as well as other supporting documentation, as applicable.</p> <p>1) Invoice package as defined in Section 6 of this scope of work.</p> <p>2) A certification by a licensed engineer using AIA forms G702 and G703, or their substantive equivalents, certifying that the project, or a quantifiable portion of the project, is complete.</p>	<p>Failure to perform the Minimum Level of Service shall result in nonpayment for this deliverable for each payment requested.</p> <p>Commerce shall withhold 20% of the total deliverable amount until grantee provides proof to Commerce, and Commerce accepts, that the deliverable is 100% complete.</p>

	3) Required permits, if applicable. 4) Copy of drawings and specifications. 5) Copy of final inspection report. 6) Copy of as-built drawings. 7) Copy of before and after photos.	
Deliverable No. 3 Not to Exceed: \$3,500.00		
TOTAL AWARD NOT TO EXCEED: \$84,500.00		

COST SHIFTING: The deliverable amounts specified within the Deliverables section 4 table above are established based on the Parties' estimation of sufficient delivery of services fulfilling grant purposes under the Agreement in order to designate payment points during the Agreement Period; however, this is not intended to restrict Commerce's ability to approve and reimburse allowable costs Grantee incurred providing the deliverables herein. Prior written approval from Commerce's Agreement Manager is required for changes to the above Deliverable amounts that do not exceed **10%** of each deliverable total funding amount. Changes that exceed **10%** of each deliverable total funding amount will require a formal written amendment request from Grantee, as described in **MODIFICATION** section of the Agreement. Regardless, in no event shall Commerce reimburse costs of more than the total amount of this Agreement.

5. REPORTING:

5.1 Quarterly: Grantee shall provide a quarterly report listing all progress relating to the Deliverables in Section 4. Quarterly reports are due to Commerce within 30 calendar days after the end of each quarter, until submission of the final invoice package. The ending dates for each quarter of the program year are September 30, December 31, March 31, and June 30. The quarterly report shall include a summary of project progress, indicating percentage of completion of each Deliverable, and all additional reports which are required pursuant to this Agreement, including but not limited to, reports documenting the positive return on investment to the State that results from Grantee's project and its use of Award Funds. The summary shall also include any issues or events occurring which affect the ability of the Grantee to meet the terms of this Agreement. **If all required reports and copies are not sent to Commerce or are not completed in a manner acceptable to Commerce, payments may be withheld until the reports are properly completed or otherwise allowable by law.**

5.2 Minority and Service-Disabled Veteran Business Enterprise Report: Grantee shall provide a Minority and Service-Disabled Veteran Business Enterprise Report with each invoice summarizing the participation of certified and non-certified minority and service-disabled veteran subcontractors and material suppliers for that period and the project to date. Grantee shall include the names, addresses, and dollar amount of each certified and non-certified Minority Business Enterprise and Service-Disabled Veteran Enterprise participant. Commerce's Minority Coordinator can be reached at (850) 245-7471 to answer concerns and questions.

5.3 Close-out Report: No later than 60 calendar days after the Agreement ends or is terminated, Grantee shall provide copies of all paid invoices to document completed work.

6. INVOICE SUBMITTAL AND PAYMENT SCHEDULE: Commerce shall pay Grantee in accordance with the following schedule in the amount identified per deliverable in Section 4 above. The deliverable amount specified does not establish the value of the deliverable. In accordance with the requirements of s. 215.971(1), F.S., and the **Audit Requirements and Compliance** section of this Agreement,

**AMENDMENT THREE
TO THE FEDERALLY FUNDED
COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY (CDBG-DR)
REBUILD FLORIDA GENERAL INFRASTRUCTURE REPAIR PROGRAM
SUBRECIPIENT AGREEMENT**

On **February 28, 2022**, the State of Florida, Department of Commerce (“Commerce”), formerly known as the “Florida Department of Economic Opportunity,” and **the Town of Sneads, Florida** (“Subrecipient”) entered into agreement M0010 (“Agreement”). Commerce and the Subrecipient may individually be referred to herein as a “Party” or collectively as the “Parties.”

WHEREAS, Section 4, Modification of Agreement, of the Agreement provides that any amendment to the Agreement shall be in writing executed by the Parties thereto; and

WHEREAS the Agreement was previously amended on **June 3, 2022**; and **June 16, 2022**

WHEREAS the Parties wish to amend the Agreement as set forth herein.

NOW THEREFORE, in consideration of the mutual covenants and obligations set forth herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the following:

1. This Agreement is hereby reinstated as though it had not expired.
2. On July 1, 2023, the Florida Department of Economic Opportunity was renamed the “Florida Department of Commerce.” Effective July 1, 2023, all references throughout the Agreement to “Department of Economic Opportunity” or “DEO” are replaced with “Department of Commerce” or “Commerce” as appropriate.

3. **Section 3, Period of Agreement**, is hereby deleted in its entirety and replaced with the following:

(3) Period of Agreement. This Agreement begins **February 28, 2022**, (the “Effective Date”) and ends **September 30, 2027**, unless otherwise terminated as provided in this Agreement. Commerce shall not grant any extension of this Agreement unless Subrecipient provides justification satisfactory to Commerce in its sole discretion and Commerce’s Deputy Secretary of the Division of Community Development approves such extension.

4. **Section 27, Employment Eligibility Verification**, is hereby deleted in its entirety and replaced with the following:

(27) Employment Eligibility Verification.

- (a) E-Verify is an Internet-based system that allows an employer, using information reported on an employee’s Form I-9, Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the United States. There is no charge to employers to use E-Verify. The Department of Homeland Security’s E-Verify system can be found at: <https://www.e-verify.gov/>.

(b) In accordance with section 448.095, F.S., the State of Florida expressly requires the following:


- (1) Every public agency and its contractors and subcontractors shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public agency or a contractor or subcontractor thereof may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.
- (2) An employer shall verify each new employee's employment eligibility within three (3) business days after the first day that the new employee begins working for pay as required under 8 C.F.R. 274a. Beginning July 1, 2023, a private employer with 25 or more employees shall use the E-Verify system to verify a new employee's employment eligibility.

(c) If an entity does not use E-Verify, the entity shall enroll in the E-Verify system prior to hiring any new employee or retaining any contract employee after the effective date of this Agreement.

5. All other terms and conditions of the Subrecipient Agreement not otherwise amended remain in full force and effect.

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IN WITNESS HEREOF, by signature below, the Parties agree to abide by the terms, conditions, and provisions of Commerce Agreement Number M0010, as amended. This Amendment is effective on the date the last Party signs this Amendment.

TOWN OF SNEADS, FLORIDA	FLORIDA DEPARTMENT OF COMMERCE
SIGNED: 	SIGNED:
MIKE WEEKS	J. ALEX KELLY
COUNCIL PRESIDENT	SECRETARY
DATE:	DATE:

Approved as to form and legal sufficiency, subject only to full and proper execution by the Parties.

**OFFICE OF GENERAL COUNSEL
FLORIDA DEPARTMENT OF COMMERCE**

By: _____

Approved Date: _____

February 11, 2025

Mr. Mike Weeks, President
Town of Sneads Council
2028 3rd Avenue
Sneads, Florida 32460

RE: Summary of Bid Results
Town of Sneads CDBG-DR Wastewater Improvements – Ph. #1
Florida Commerce Grant Agreement #M0110

Mr. Weeks,

The Town of Sneads published bid notices for the aboved referenced project on November 20, 2024 in the Panama City News Herald. On January 29, 2025, shortly after 3:00 PM CST, bids were opened and read aloud in the Town of Sneads Council Chambers. A total of four (4) bids were received for the project and are summerized in the following sections.

The scope of work involves the first phase of improvements to the Town's wastewater system and consists of construction of a new 12-inch sewer force main from Lift Station #2 to the Sneads Wastewater Treatment Plant, improvements at LS2 include new submersible pumps, control panel, SCADA system, permanent emergency bypass pump. The project also will relocate the existing emergency generator at LS #2 to the town's potable water well site and install an upgraded security gate at the WWTP as required by FDEP.

It is noted that the project is 100% funded under the grant agreement with Florida Commerce (M0110). The **current construction funding available** from this grant is **\$3,020,337.50**.

A total of four (4) bids were received which are summarized in Table #1 below. It is noted that alternative pipe material and deductions for alternative equipment were included in the bid documents as potential cost savings measures. The bid totals below reflect the lowest bids and note if the bid amount reflects the alternative pipe material or equipment:

Table 1: Summery of Low Bids

Rank	Bidder	Bid Amount	Difference from Low Bid
1	L & K Contracting	\$1,556,022.00	-
2	ECSC, Inc. (PVC Pipe Alt)	\$1,845,728.06	(\$289,706.06)
3	Monolith	\$1,893,689.61	(\$337,667.61)
4	GCUC (PVC Pipe Alt)	\$2,136,150.00	(\$540,016.00)

4428 Lafayette St
Marianna
Florida 32446

2541-1 Barrington Circle
Tallahassee
Florida 32308

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(850) 482-3957

mehvineng.com

It is noted that in the in the bid submitted by L & K Contracting there were formatting and tabulation inconsistencies in the Attachment G – Bid Form. DHM reviewed these items and contacted L & K Contracting to request clarification. In the submitted bid, L & K Contracting proposed a lump sum of \$1,556,562.00 for the project. Following clarifications, the actual lump sum is the above listed \$1,556,022.00, which is \$540.00 less and did not impact the bid rankings. This amount was confirmed with L&K Contracting via written correspondence.

Based on a review of the bids, a request for supplemental information from L&K Contracting, and speaking with four references for L&K Contracting, it appears that they are duly qualified and capable of executing the work activities for this project.

It is noted that one of L&K Contracting's current projects, with Jackson County for Blue Spring Highway – Phase 1, is currently at 65% complete and 249 days over schedule according to the most recently available construction report for the weeks of 12/30/2024 – 01/05/2025 on Jackson County's website.

It was specified in the bid documents in Section C-410 Attachment G that Town reserved the right to waive any informality and award each part in the bid based upon the Town's determination of best interest and best value. The Town may consider ability to perform, past performance, and location of contractors office in selecting a contractor. In addition, it stipulated that the contractor shall be on schedule with other projects currently under contract with the Town and others.

Consequently, the Town has three options in proceed with the bids received from the project:

Option #1: Proceed with awarding to L&K Contracting in the amount of \$1,556,022.00, contingent on approval from Florida Commerce, as the low bidder and waive the requirement for being on schedule with all other projects

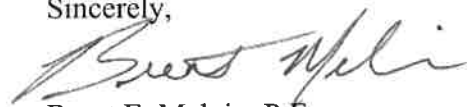
Option #2: Reject L&K Contractings bid on the basis on not being on schedule with all projects and award to ECSC, Inc. in the amount of \$1,845,728.06, contingent on approval from Florida Commerce, as the lowest qualified bidder.

Option #3: Reject all bids and rebid the project.

Should the Town wish to proceed with Option #1 or Option #2, we would request the Town approved the Town Manager, Mr. Bill Rentz, to sign a Notice of Award contingent upon approval from Florida Commerce.

If you have any questions or require additional information, please do not hesitate to call our office.

Sincerely,



Brent E. Melvin, P.E.
Project Manager

Project Updates

February 11, 2025

PROJECT NAME	STATUS UPDATE	BUDGET
Citywide Wastewater Improvements <i>DHM Project No. SNE22WW</i> <i>Funding Source CDBG-DR Round-II</i>	Force Main replacement bid process complete – Bid recommendation presented to Town for approval on 2/11/2025.	Grant Budget: \$3,629,750.00 <u>Funds Expended: \$247,121.25</u> Remaining Balance: \$3,382,628.75
Citywide Road & Drainage Improvements <i>DHM Project No. SNE22RD</i> <i>CDBG-DR Round-II</i>	Construction contract awarded to Extreme Land Restoration; NTP issued on 10/28/2024. Construction ongoing, approximately 25% complete. (Church Street, Sherry Street, Joseph Street, Cemetery Ave., O'Hara Ave.)	Grant Budget: \$1,907,925.00 <u>Funds Expended: \$229,228.31</u> Remaining Balance: \$1,678,696.69
Hometown Revitalization (SNE22HR) <i>DHM Project No. SNE22HR</i> <i>Funding Source: CDBG-DR Hometown Revitalization</i>	<u>Gloster Avenue Park Improvements</u> – Project awarded to Monolith Construction. Pre-construction meeting to be held this Thursday 2/13/2025. <u>G'Lea's Project:</u> Construction is ongoing approximately 80% complete, projected to be 100% by end of the month.	Grant Budget: \$951,762.00 <u>Funds Expended: \$320,653.31</u> Remaining Balance: \$631,108.69
Stormwater Improvements <i>DHM Project No. SNE22SW</i> <i>CDBG-DR Round-I</i>	Overall Design in progress approximately 60% completed. Design on hold pending either acquisition or easement of property along Old Spanish Trail.	Grant Budget: \$4,945,145.64 <u>Funds Expended: \$244,218.03</u> Remaining Balance: \$4,700,924.61
Dodson Park <i>DHM Project No. SNE23DP</i> <i>Funding Source: FDEP - FRDAP</i>	Playground equipment is to be delivered this week. Sidewalk, fencing, and parking lot improvements awarded to Monolith Construction. Pre-construction meeting is to	Grant Budget: \$200,000.00 <u>Funds Expended: \$59,126.20</u> Remaining Balance: \$140,873.80

4428 Lafayette Street, Marianna, FL 32446
850.482.3045 | melvineng.com

	<p>be held this Thursday 2/13/2025 to set schedule for playground construction and park improvements.</p>	
<p>Adam Tucker Wilson Park - Lighting Improvement Project <i>Funding Source: FDACS Energy Grant</i></p>	<p>Project construction is complete, working on final closeout documents. Construction Contract: \$187,185 / Project Mgmt.: \$9,500</p>	<p>Grant Budget: \$200,000.00 <u>Funds Expended: \$196,865.00</u> Remaining Balance: \$3,135</p>
<p>Lift Station No. 4 Project <i>Funding Source: FEMA</i></p>	<p>Work ongoing, approximately 60% complete.</p>	<p>Contract Amount: \$633,094.72 <u>Funds Expended: \$266,453.30</u> Remaining Balance: \$366,641.42</p>
<p>HMGF Projects - Potable Wells Generator / Lift Station Generator <i>DHM Project No. SNE22GN</i> <i>Funding Source: HMGF</i></p>	<p>Lift Station Generators: Design - \$94,260.50 , Inspection - \$13,778.50 Potable Well Generators: Design - \$55,553.00 Both project under design, approximately 10% complete.</p>	<p>Grant Budget: Pending Modification from FDEM</p>

For any questions contact:

Hunter Potts

hunterpotts@melvineng.com

Phone (850) 482-3045

Mobile(850) 317-5357

4428 Lafayette Street

Marianna, FL 32446

SNEADS CARLISLE ROSE GARDEN CLUB

C/O 3486 River Rd.

Sneads, FL 32460

February 4, 2025

Town of Sneads

P. O. Box 159

Sneads, FL 32460

Attn: Town Council

Re: DISTRICT 2 FFGC SPRING MEETING

(FFGC: Florida Federation of Garden Clubs)

The Sneads Carlisle Rose Garden Club will be hosting the District 2 FFGC Spring Meeting on Wed., May 14, 2025 at the First Baptist Church of Sneads.

Representation from the seven (7) clubs in District 2 will be in attendance.

Per this letter, Sneads Club is requesting a donation from the Town of Sneads, to help offset expenses. Morning refreshments and lunch will be served. At this time the Club is preparing for 60 people.

In 2022 the Town gave a donation to the Club to host the Fall meeting. Your review and consideration again will be greatly appreciated.

BLOOM WHEREVER YOU ARE PLANTED,



Kaye Brown, President

Contact: (850-209-4734)

Email: superkitty75@yahoo.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

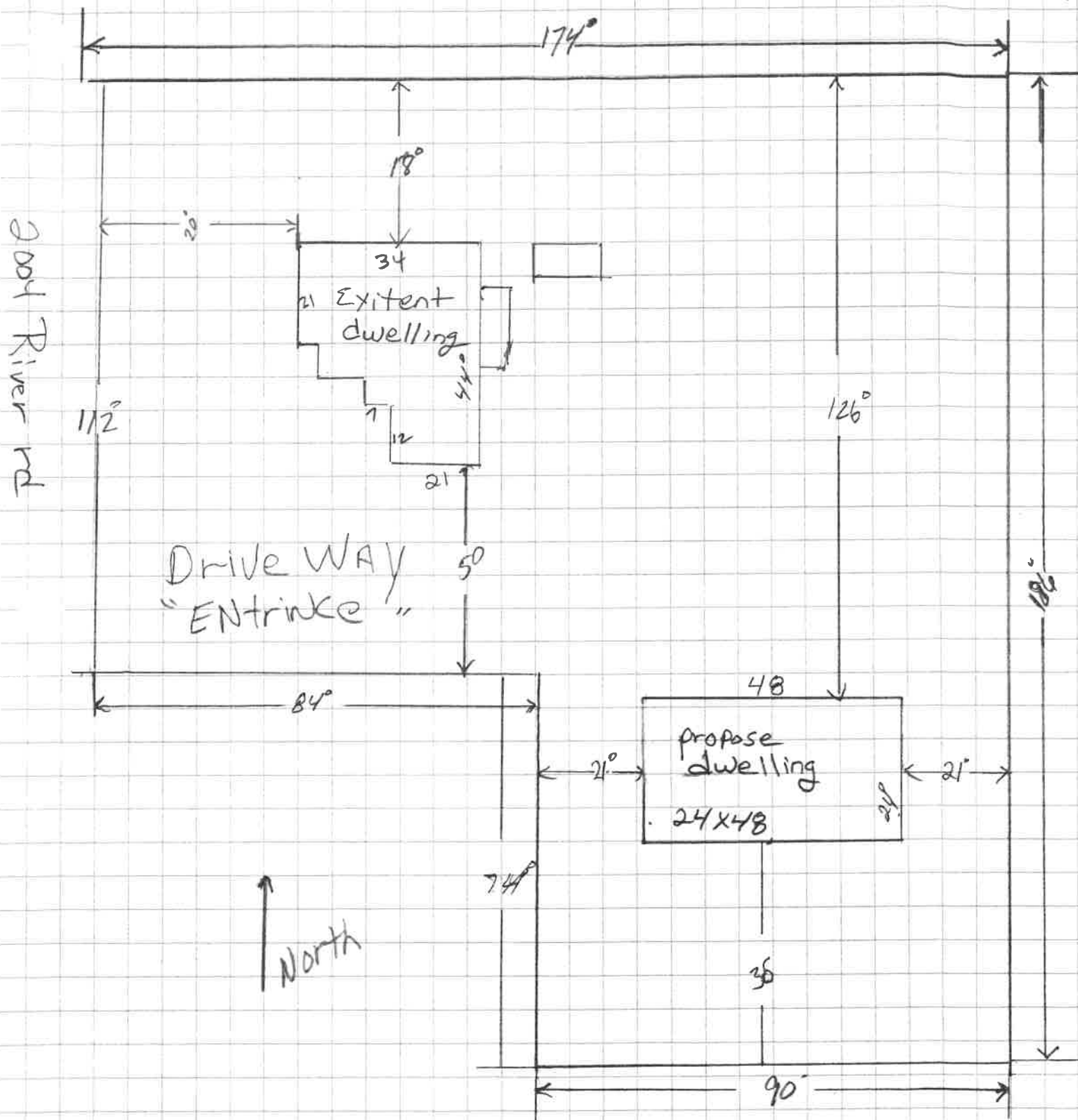


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2004 River Rd Smeads

Exhibit A



10'

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RESOLUTION NO. 25-02

A RESOLUTION OF THE TOWN OF SNEADS, FLORIDA TOWN COUNCIL APPROVING SUBMITTAL OF APPLICATION TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, MUNICIPAL SMALL COUNTY OUTREACH PROGRAM (MSCOP).

WHEREAS, The Town of Sneads owns and maintains roads and associated rights-of-way within its jurisdiction; and

WHEREAS, The Town of Sneads is designated as a 'Rural Area of Opportunity' under Section 288.0656(7)(a), *Florida Statutes*. As a small, disadvantaged Town, adequately addressing the significant, existing unimproved and deteriorated road conditions places a financial hardship on the Town and its' citizens; and

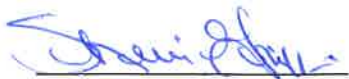
WHEREAS, this funding shortfall creates a negative impact on both public and private development, creates a potential threat to public safety and threatens to negatively affect the economic sustainability of the Town of Sneads; and

WHEREAS, Florida Statutes provides funding to assist small town governments in resurfacing or reconstructing municipal roads.

NOW, THEREFORE BE IT RESOLVED by the Sneads Town Council that the proposed candidate project to improve Pope Street from River Road to Cemetery Avenue (approximately 0.5 miles) has been presented to the public and the Town Council and it is hereby endorsed as a high priority infrastructure project which the Town will continue to maintain, once developed. The Town appreciates the opportunity and hereby approves submitting an application for state funding on the above-mentioned project.

PASSED AND ADOPTED 11th, of February 2025.

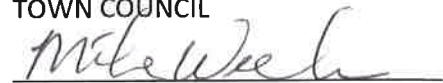
ATTEST:



Sherri Griffin, Town Clerk

TOWN OF SNEADS

TOWN COUNCIL



Mike Weeks, Council President

RESOLUTION NO. 25-03

**A RESOLUTION OF THE TOWN COUNCIL, TOWN OF SNEADS, FLORIDA,
AUTHORIZING THE INTERIM TOWN CLERK TO SIGN DOCUMENTS RELATED
TO ITEMS THAT HAVE BEEN APPROVED BY THE TOWN COUNCIL FOR THE
ROUTINE OPERATION OF THE TOWN'S BUSINESS**

WHEREAS the Town of Sneads, by Charter, appoints the position of Town Clerk for the efficient and expeditious administration and finances of the Town's affairs; and

WHEREAS, the Town Clerk is the chief financial officer of the Town government, and as such is responsible to the Town Council for the proper financials of all business affairs of the Town.

THEREFORE, BE IT RESOLVED, that the Town Council authorizes the Interim Town Clerk to sign checks, letters of intent, letters of inquiry, notices, permit documents, bid documents, and contract documents related to items that have been approved by the Town Council for the routine operation of the Town's business. Be it further resolved that in the absence of the Town Clerk this signature authority shall transfer to the Interim Town Clerk.

APPROVED, this day of **February 11, 2025**, by the Town Council of the Town of Sneads, Florida.

TOWN OF SNEADS



Mike Weeks, Town Council President

ATTEST



Sherri Griffin
Town Clerk



Town of Sneads

PO Drawer 159

Sneads, Florida 32460

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

Email: Sneadsmgr@sneadsfl.com

February 2025 Managers Notes

1. Moving forward with Danielle Guy getting the necessary approval to sign checks, payroll etc., in Sherri's absence.
2. I received very positive news from the Corps of Engineers regarding the long-term lease for the Town for the southern part of Lake Seminole Park. Waiting for notice from the Corps to begin cleanup while lease is being completed.
3. Construction ongoing for lift station #4 and roads in the Town. Joseph Street is close to being paved and major prep work is taking place on Church Street.
4. Bids received for the wastewater project which includes a new force main from Lift Station #2 to wastewater plant. The low bidder was L & K Construction.
5. Pre-Construction meeting set for Gloster Park on February 13, 2025, at 10:00 a.m. Playground equipment and outdoor table units have been ordered and are being shipped for Dodson Park.
6. Florida Commerce grant approved for \$84,500.00 for new wellhead at water tower, new electrical panel and alcove for chemical/chlorine storage. Work begins next week.
7. Working with our local bank for individual bridge loans for several grants that must be paid upfront and reimbursed when completed. Two are completed and the next one is for purchasing a new backhoe. We should be purchasing the backhoe no later than next week, with a new dump truck to follow.
8. The Town recently applied for a grant through Florida Agriculture Dept. for money to upgrade lift station #3 and energy efficient vehicle for the wastewater plants' use.
9. Beautification grant from FDOT for \$118,000 awarded to the Town. Planning stage for how/where best to use it.
10. The Town will advertise for Deputy Clerk position in the coming days so cross training can take place prior to Sherri Griffins retirement in June.
11. The Town is applying again for the FDOT MSCOP grant to pave Pope Street with Travis Howell of Alday/Howell Engineering Firm.
12. Requesting legislative appropriation for the ball field lights and Pope Street resurfacing in case MSCOP denied again



TO: THE TOWN COUNCIL

FROM: THE OFFICE OF CHIEF TYLER WEEKS

THE SNEADS POLICE DEPARTMENT PRODUCED THE FOLLOWING STATISTICS FOR THE MONTH

1.46 TRAFFIC STOPS

2.26 AGENCY ASSISTS: 1 OF WHICH LEAD TO THE ARREST OF 3 BURGLARY SUSPECTS WITH THE AID OF OFFICER RICHIE REED

3.3 BATTERY/ASSAULT CASES

4. 2 THEFT/LARCENY CASES

5. 3 WEAPONS CALLS

6. 1 SHOOTING INCIDENT

7. 12 TRAFFIC ACCIDENTS

8. 4 ALARMS

9. 5 ANIMAL COMPLAINTS

10.24 SUSPICIOUS INCIDENTS

11. 4 ARRESTS

12. 2 NARCOTIC VIOLATIONS

13. 2 TRESPASSING COMPLAINTS

14. 2 FUNERAL ESCORTS

15. 3 911 HANGUPS

16. 3 K-9 DEPLOYMENTS