



TOWN OF INGLIS  
REGULAR COMMISSION MEETING  
TUESDAY, OCTOBER 10, 2023, 6:00 PM  
TOWN HALL COMMISSION ROOM

If a person decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

**ALL PERSONS DESIRING TO ADDRESS THE TOWN COMMISSION WILL BE ASKED TO LIMIT THEIR COMMENTS TO THE SPECIFIC SUBJECT BEING DISCUSSED AND WILL BE HELD TO ONE(1), Three (3) MINUTE TIME PERIOD PER AGENDA ITEM.**

\*\*\*\*\*Please silence all electronic devices\*\*\*\*\*

PRAYER & PLEDGE

THESE PROCEEDINGS ARE BEING CONDUCTED IN ACCORDANCE  
TO ROBERT'S RULES OF ORDER

ROLL CALL:  
MAYOR SCHWING  
COMMISSIONER HILL  
COMMISSIONER YOUNG  
ATTORNEY FUGATE

COMMISSIONER SCHWING  
COMMISSIONER TULLY  
COMMISSIONER REARDON

**Motion to Adopt Consent Agenda.**

## **CONSENT AGENDA**

### **1. Minutes:**

Sept. 7, 2023, Fourth Budget workshop  
Sept. 12, 2023, First Public Budget hearing  
Sept. 12, 2023, Reg. Commission Meeting  
Sept. 13, 2023, Fire Assessment Hearing  
Sept. 19, 2023, Special Meeting  
Sept. 25, 2023, Final Public Budget Hearing  
Sept. 25, 2023, Special Meeting

### **Motion to Adopt Agenda As Written**

## **REGULAR AGENDA**

### **2. Old Business:**

- A. Woodard & Curran: Scope of Work Wastewater Collection System**
- B. Summitt Professionals, Inc: Commissioner Schwing**

### **3. New Business:**

- A. Form Committee to review Ordinances and Codes: Commissioner Young**
- B. Property Foreclosures: Code Enforcement Officer, Ed Birkler**

### **4. Ordinances, Etc.**

### **5. Contracts/Agreements:**

**A. YMCA Contract**

**B. Building Official Contract**

**6. Dept. Report by Commissioners:**

**Budget & Finance: Comm. Reardon**

**Sheriff & Fire: Comm. Tully**

**Main., Roads & Bridge: Comm. Schwing**

**Water Operations: Comm. Hill**

**Health, Welfare & Rec: Comm. Young**

**Code Enforcement, Planning & Zoning: Comm. Young**

**Animal Control: Comm. Tully**

**7. Public Comments:**

**8. Workshops/Special Meetings:**

**9. Mayor:**

**10. Town Clerk: Budget Workshops**

**11. Attorney:**

**Adjourn.**

Town of Inglis  
Fourth Budget Workshop  
September 7, 2023 @6PM

Pledge & Prayer

Roll Call:

Mayor Steve Schwing (Present)  
Commissioner Isaac Young (Present)  
Commissioner Joyce Schwing (Present)  
Deputy Town Clerk, Tammy Ballinger (Present)

Commissioner Daniel Hill (Present)  
Commissioner Pat Tully (Present)  
Commissioner Veronica Reardon (Present)

Richard Powell gave introduction.

General Fund discussion was held.

Commission discussed giving Lisa Atherholt, Janitor services a raise.

Commissioner Isaac Young made a motion to give Lisa Atherholt a raise from \$120.00 to \$150.00 a week, Seconded by Commissioner Veronica Reardon. Motion passed 5-0

Discussion was held regarding raising Water Rate by 10%.

Road & bridge discussion was held.

CD discussion was held.

Public Comments

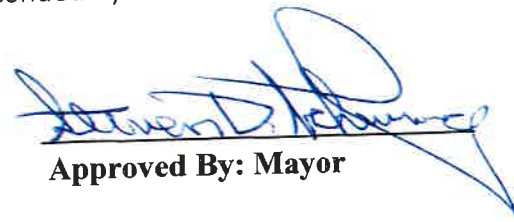
Susan Dorris made several comments.

Adjourn

Commissioner Isaac Young made motion to adjourn, Seconded by Commissioner Pat Tully. Motion carried 5-0.

Meeting adjourned 7:30 PM

  
**Attested By: Town Clerk**

  
**Approved By: Mayor**

Transcribed By: Rachel Nordstrom, Water Clerk

Town of Inglis  
First Public Budget Hearing  
September 12, 2023  
\*\*\*\*\*NO AUDIO\*\*\*\*\*

**Pledge & Prayer**

**Roll Call:**

- |  |   |
|--|---|
| Mayor Steve Schwing (Present)                | Commissioner Daniel Hill (Present)      |
| Commissioner Isaac Young (Present)           | Commissioner Pat Tully (Present)        |
| Commissioner Joyce Schwing (Present)         | Commissioner Veronica Reardon (Present) |
| Deputy Town Clerk, Tammy Ballinger (Present) | Attorney Fugate (Present)               |

**Agenda**

**1. To tentatively adopt by resolution Tax Levy for 2023-2024.**

Deputy Town Clerk, Tammy Ballinger read into record Town of Inglis Tentative Millage Resolution R10-23.

**Town of Inglis  
Tentative Millage Resolution R10-23**

A resolution adopting the tentative millage rate for the Town of Inglis, Florida, for fiscal year commencing October 1, 2023, and ending on September 30, 2024.

**NOW, THEREFORE BE IT RESOLVED BY THE TOWN COMMISSION FOR THE TOWN OF INGLIS, FLORIDA THAT:**

1. The Town Commission of the Town of Inglis, Florida, does hereby adopt its tentative millage rate of 4.5312 mills to be levied for the general fund upon all real and tangible personal property located within the boundaries of the about taxing authority.
2. The FY 2023-2024 tentative millage rate for the Town of Inglis is 4.5312 mills which is 7.2220% more than the rolled-back rate of 4.2260 mills.
3. This tentative millage rate of 4.5312 mills for the General Fund is for the Calendar year 2023-2024 to fund the expenses for the fiscal year commencing October 1, 2023, and ending September 30, 2024.

**PASSED AND ADOPTED THE 12<sup>TH</sup> DAY OF SEPTEMBER 2023**

Commissioner Joyce Schwing made motion to adopt tentative millage resolution R10-23, Seconded by Commissioner Pat Tully. Motion passed 5-0.

**2. To tentatively adopt by resolution the 2023/2024 Town of Inglis Fiscal Budget.**

Deputy Town Clerk, Tammy Ballinger read into record Town of Inglis Tentative Budget resolution R11-23

**Town of Inglis  
tentative Budget Resolution R11-23**

A resolution of the Town of Inglis, Florida, setting the budget for the fiscal year 2023-2024

**WHEREAS**, the Town Commission of the Twon of Inglis, Florida, has adopted a proposed millage resolution for the taxable year 2023-2024; and,

**WHEREAS**, the Town Commission has held public workshops as needed to prepare a budget for the fiscal year 2023-2024; therefore,

**BE IT RESOLVED BY THE TOWN OF INGLIS, FLORIDA, that:**

The budget as presented and as amended at public workshops scheduled for that purpose is tentatively adopted by the Town Commission of the Town of Inglis, Florida, and a copy of the budget, as amended, is attached hereto, and made a part hereof by reference.

Commissioner Veronica Reardon made motion to tentatively adopt resolution the 2023-2024 Town of Inglis Fiscal Budget, Seconded by Commissioner Joyce Schwing. Motion passed 5-0.

**3. To tentatively adopt 2023-2024 Mayor. Commission and Employee Salary Schedule**

Deputy Town Clerk, Tammy Ballinger read into record Town of Inglis Tentative Salary schedule resolution R12-23

**Town of Inglis  
Tentative salary schedule resolution R12-23**

A resolution adopting the salaries and salary ranges for town employees; establishing salaries for all officers and employees of the town for Fiscal Year 2023-2024; amending the town’s salary range schedule as set forth in the personnel policy manual

**WHEREAS**, pursuant to Article Iv, Section 4 of the Charter of the Town of Inglis, Florida, the Town Commission is required to set the salary of all officers and employees of the Town by resolution; and

**WHEREAS**, the Town Commission of the Twon of Inglis, Florida has previously enacted and implemented a Personnel Policy Manual, (the “Manual”), that establishes the Town’s employment policies and procedures, which Manual includes a salary schedule for Town employees; and

**WHEREAS**, the Manual requires the Town Commission of the Town of Inglis, Florida to approve the salary schedule annually as a part of the Town’s budget process; and

**WHEREAS**, pursuant to Article I, Section 1 of the Manual, the Twon Commission is authorized to amend the Manual by resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Commission of the Town of Inglis, Florida as follows:

1. The salaries and pay for the officers and employees of the Town of Inglis for the Fiscal Year 2023-2024 is hereby established as set forth in the “Town of Inglis Schedule of Salaries and Pay for Fiscal Year 2023-2024, a copy of which is attached as Exhibit “A.”
2. The Salary Schedule as set forth in Article X of the Manual is hereby amended in its entirety as set forth in Exhibit “B”, attached.
3. This resolution shall be effective on October 1, 2023.


**PASSED AND ADOPTED THE 12<sup>TH</sup> DAY OF SEPTEMBER 2023**

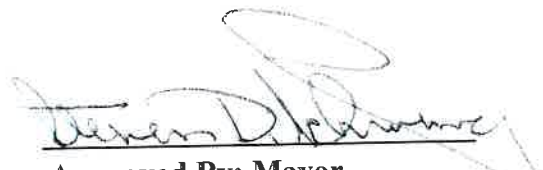
Commissioner Joyce Schwing made motion adopt tentative salary schedule resolution R12-23, Seconded by Commissioner Pat Tully. Motion passed 5-0.

**Adjourn**

Commissioner Joyce Schwing made motion to adjourn, Seconded by Commissioner Veronica Reardon. Motion passed 5-0.

**Meeting adjourned 6:20PM**

  
**Attested By: Town Clerk**

  
**Approved By: Mayor**

Transcribed By: Rachel Nordstrom, Water Clerk

Town of Inglis  
 Regular Commission Meeting  
 Tuesday, September 12, 2023, 6PM  
 Town Hall Commission Room  
 \*\*\*\*\*No Audio\*\*\*\*\*

**Pledge & Prayer**

**Roll Call:**

Mayor Steve Schwing (Present)	Commissioner Daniel Hill (Present)
Commissioner Isaac Young (Present)	Commissioner Pat Tully (Present)
Commissioner Joyce Schwing (Present)	Commissioner Veronica Reardon (Present)
Deputy Town Clerk, Tammy Ballinger (Present)	Attorney Fugate (Present)

**Consent Agenda**

**1. Minutes:**

August 8, 2023, Regular Commission Meeting  
 August 9, 2023, First Budget Workshop  
 August 16, 2023, Second Budget Workshop  
 August 23, 2023, Third Budget Workshop

Commissioner Joyce Schwing made a motion to accept Consent Agenda, Seconded by Commissioner Pat Tully.  
 Motion passed 5-0.

**Motion to Adopt Agenda as written**

**Regular Agenda**

Commissioner Pat Tully made a motion to accept regular Agenda, Seconded by Commissioner Veronica Reardon.  
 Motion passed 5-0.

**2. Old Business:**

**A. Letter regarding 25 Hudson St. (Betsy Webb)**

Betsy Webb read letter into record. See Attachment for letter.

Discussion was held.

Commissioner Joyce Schwing made motion to transfer property deed back to Andy White, Seconded by  
 Commissioner Pat Tully. Motion carried 5-0.

**B. Alley Way (Connie Wonsik)**



Connie Wonsik is requesting from the Commission to take over the abandonment Alley Way that runs into property.

Commission agreed to have Connie Wonsik send a letter to Ally Way Neighbors that she would like to take over Alley Way.

Discussion was held.

### **C. CDBG Grant 2019**

Commissioner Joyce Schwing held a discussion.

Discussion was held.

Attorney Fugate requested that Commissioner Joyce Schwing brings more information regarding CDBG Grant 2019 to next meeting.

Commission agreed to have a Regular Commission Special Meeting September 19, 2023.

## **3. New Business:**

### **A. Replacing Cougar Mountain (Commissioner Veronica Reardon)**

Commissioner Veronica Reardon discussed with the Commission to replace Cougar Mountain with QuickBooks.

Discussion was held.

Attorney Fugate requested to have Commissioner Veronica Reardon gather more information regarding QuickBooks.

### **B. Water Rate Adjustment (Commissioner Daniel Hill)**

Commissioner Daniel Hill discussed with the Commission that the last Water Rate adjustment was done in 2017.

Discussion was held.

Commissioner Daniel Hill made motion to raise Water Rates 10%, Seconded by Commissioner Veronica Reardon. Motion passed 4-1 with Commissioner Pat Tully voting nay.

## **4. Ordinances, Etc.**

## **5. Contracts/ Agreements:**

**A. Animal Interlocal Agreement (Commissioner Pat Tully)**

Agenda item was removed, due to Yankeetown terminating the Contract.

**B. Fire Protection Services Interlocal Agreement (Commissioner Pat Tully)**

Discussion was held.

Commissioner Veronica Reardon made motion to accept the new Contract for Fire Protection Services Interlocal Agreement, Seconded by Commissioner Joyce Schwing. Motion passed 5-0.

**6. Department Report by Commissioners:**

**Budget & Finance: Commissioner Veronica Reardon**

Commissioner Veronica Gave Report.

**Sheriff & Fire: Commissioner Pat Tully**

Commissioner Pat Tully gave report.

**Maintenance, Roads & Bridges: Commissioner Joyce Schwing**

Commissioner Joyce Schwing gave report.

**Water Operations: Commissioner Daniel Hill**

Commissioner Daniel Hill gave report.

**Health, Welfare & Rec.: Commissioner Isaac Young**

Commissioner Isaac Young gave report.

**Code Enforcement, Planning & Zoning: Commissioner Isaac Young**

Commissioner Isaac Young gave report.

**Animal Control: Commissioner Pat Tully**

Commissioner Pat Tully gave report.

**7. Public Comments**

Joe with Woodard & Curran made a comment.

Alexis Richards gave an update regarding Yankeetown School.

**8. Workshops/ Special Meetings:**

Special meeting will be September 19, 2023, at 6PM

Final Public Budget Hearing September 25, 2023, at 6PM

**9. Mayor:**

Mayor Steve Schwing made a comment.

10. Town Clerk:

11. Attorney:

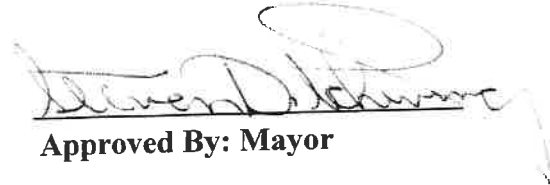
**Adjourn**

Commissioner Isaac Young made motion to Adjourn, Seconded by Commissioner Veronica Reardon. Motion passed 4-0. With Commissioner Pat Tully stepping out.

**Meeting adjourned at 8:47Pm.**



**Attested By: Town Clerk**



**Approved By: Mayor**

Transcribed By: Rachel Nordstrom, Water Clerk

Town of Inglis  
Fire Assessment Hearing  
September 13, 2023 @6PM  
Town Hall Commission Room

**Pledge & Prayer**

**Roll Call:**

Mayor Steve Schwing (Present)  
Commissioner Isaac Young (Absent)  
Commissioner Joyce Schwing (Present)

Commissioner Daniel Hill (Present)  
Commissioner Pat Tully (Absent)  
Commissioner Veronica Reardon (Present)

**Agenda**

**1. Fire Protection Special Assessments**

Town Clerk, Cery Logeman read into record Resolution No. R9-23.

John McDonald gave presentation.

Commissioner Joyce Schwing made motion to adopt Resolution No. R9-23, Seconded by Commissioner Veronica Reardon. Motion Passed 3-0.

**Adjourn**

Commissioner Veronica Reardon made motion to adjourn, Seconded by Commissioner Joyce Schwing. Motion passed 3-0.

**Meeting adjourned at 6:13PM**

  
**Attested By: Town Clerk**

  
**Approved By: Mayor**

Transcribed By: Rachel Nordstrom, Water Clerk

Town of Inglis  
Regular Commission Meeting  
Special Meeting  
September 19, 2023

**Pledge & Prayer**

**Roll Call:**

Mayor Steve Schwing (Present)  
Commissioner Isaac Young (Present)  
Commissioner Joyce Schwing (Present)  
Attorney Fugate (Present)

Commissioner Daniel Hill (Present)  
Commissioner Pat Tully (Present)  
Commissioner Veronica Reardon (Present)

**1. CDBG Contract**

Attorney Fugate read his recommendation.

Commissioner Joyce Schwing made motion to terminate Summit Contract, Seconded by Commissioner Isaac Young. Motion passed 5-0.

Andrew Finzen (Simple Grants) explained his experience in CDBG Grants and road projects.

Attorney Fugate, and Mayor Steve Schwing asked Andrew Finzen (Simple Grants) some questions regarding Florida Grants experience.

Commissioner Joyce Schwing made a motion to fund the CDBG Grant 2019 with ARPA Funds, Seconded by Commissioner Veronica Reardon. Motion passed 5-0.

Commissioner Joyce Schwing made a motion to continue with the CDBG Grant 2019, and to update the extension with the state, Seconded by Commissioner Isaac Young. Motion passed 5-0

Discussion was held.

Commissioner Joyce Schwing made a motion to have Simple Grants submit a proposal to complete the CDBG Grant 2019, Seconded by Commissioner Isaac Young. Motion passed 5-0.

Commission agreed to have a meeting September 25, 2023, to follow immediately after the Final Budget Hearing.

**2. QuickBooks**

Commissioner Veronica Reardon gave an update on QuickBooks.

Commissioner Pat Tully made motion to get QuickBooks, Seconded by Commissioner Isaac Young. Motion passed 5-0.

**3. 25 Hudson St Warranty Deed**

Mayor Steve Schwing stated that the Warranty Deed for 25 Hudson St has been transferred and recorded with the County back to Michael White on 9/18/2023.

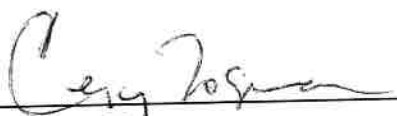
Commissioner Pat Tully made motion to have the town send a letter to Michael White, along with the invoice regarding all the testing the town has paid for 25 Hudson St. No Second. Motion Failed.

**4. Public Comments**

**Adjourn**

Commissioner Pat Tully made motion to adjourn, Seconded by Commissioner Isaac Young. Motion passed 5-0.

**Meeting adjourned at 7:15PM**

  
**Attested By: Town Clerk**

  
**Approved By: Mayor**

Transcribed By: Rachel Nordstrom, Water Clerk

Town of Inglis  
Final Public Budget Hearing  
September 25, 2023

Pledge & Prayer

Roll Call:

Mayor Steve Schwing (Present)	Commissioner Daniel Hill (Present)
Commissioner Isaac Young (Present)	Commissioner Pat Tully (Present)
Commissioner Joyce Schwing (Present)	Commissioner Veronica Reardon (Present)
Deputy Town Clerk, Tammy Ballinger (Present)	Attorney Fugate (Absent)

Agenda

1. To adopt by resolution R13-23 Tax Levy for 2023-2024

Deputy Town Clerk, Tammy Ballinger read into record Resolution R13-23.

Commissioner Joyce Schwing made a motion to adopt Resolution R13-23, Seconded by Commissioner Isaac Young. Motion passed 5-0.

2. To adopt by resolution R14-23 the 2023-2024 Town of Inglis Fiscal Budget.

Deputy Town Clerk, Tammy Ballinger read into record Resolution R14-23.

Commissioner Joyce Schwing made a motion to adopt Resolution R14-23, Seconded by Commissioner Veronica Reardon. Discussion followed. Motion carried 4-1 with Commissioner Pat Tully voting Nay.

3. To adopt by resolution R15-23 2023-2024 Mayor, and Commission and Employee Salary Schedule.

Deputy Town Clerk, Tammy Ballinger read into record Resolution R15-23.

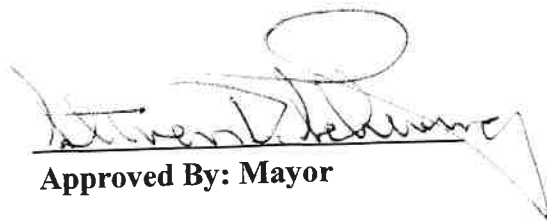
Commissioner Joyce Schwing made a motion to adopt Resolution R15-23, Seconded by Commissioner Isaac Young. Motion Passed 5-0.

Adjourn

Commissioner Veronica Reardon made a motion to adjourn, Seconded by Commissioner Isaac Young. Motion carried 5-0.

Meeting adjourned 6:35pm

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**Attested By: Town Clerk**

  
**Approved By: Mayor**

Transcribed By: Rachel Nordstrom, Water Clerk

Town of Inglis  
Special Meeting  
September 25, 2023  
Started at 6:40pm

**Pledge & Prayer**

**Roll Call:**

Mayor Steve Schwing (Present)  
Commissioner Isaac Young (Present)  
Commissioner Joyce Schwing (Present)  
Attorney Fugate (Absent)

Commissioner Daniel Hill (Present)  
Commissioner Pat Tully (Present)  
Commissioner Veronica Reardon (Present)

**1. Discuss and Vote on Simple Grants Contract.**

Commissioner Joyce Schwing said the Projected Estimate for Simple Grants Contract is \$25,740.00.

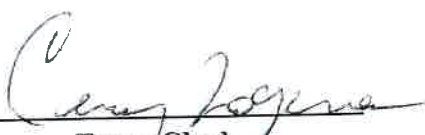
Discussion followed.

Commissioner Veronica Reardon made a motion to accept the Simple Grants Contract for projected estimate of \$25,740.00, Seconded by Commissioner Daniel Hill. Motion carried 4-1 with Commissioner Pat Tully voting nay.

**Adjourn**

Commissioner Pat Tully made a motion to adjourn, Seconded by Commissioner Isaac Young. Motion carried 5-0.

**Meeting adjourned 6:55 pm**

  
**Attested By: Town Clerk**

  
**Approved By: Mayor**

Transcribed By: Rachel Nordstrom, Water Clerk



# TOWN OF INGLIS COMMISSION MEETING AGENDA REQUEST FORM

All persons requesting items to be placed on the Agenda for the next Regular Town Meeting must fill out an AGENDA REQUEST FORM and turn it into the Town Clerk along with any related materials. This will be accepted until noon Wednesday, one week prior to the Commission Meeting.


**\*\*ALL REQUESTS ARE SUBJECT TO REVIEW BY THE TOWN CLERK PRIOR TO  
PLACEMENT ON THE AGENDA\*\***

NAME: STEVEN SCHWING

DATE REQUESTED: 10/4/23      DATE OF MEETING: 10/10/23

**PLEASE BE SPECIFIC AS TO THE REQUEST TO BE CONSIDERED:**

WOODARD & CURRAN SCOPE OF WORK FOR WASTEWATER  
COLLECTION SYSTEM

  
SIGNATURE

RELATED MATERIALS PROVIDED TO TOWN CLERK



Via Electronic Mail

September 19, 2023

Mayor Steven Schwing  
Town of Inglis  
PO Drawer 429  
Inglis, FL 34449-0429

Re: Wastewater Collection System – Vacuum System Site Investigations, Preliminary Sizing and Layout  
Town of Inglis, Florida, **Phase 1**

Dear Mayor Schwing:

This Engineering Services Task Order between Woodard & Curran, Inc. (W&C) and the Town of Inglis, Florida (Town) shall be completed in accordance with the Agreement, the terms and conditions of which are incorporated herein by this reference and the Scope of Work, Compensation, and Schedule, as defined herein. The scope included herein is for Phase 1 work, to include survey, utility locate, geotech and preliminary sewer system layouts.

## **I. BACKGROUND**

The Town of Inglis (Town) submitted a Preliminary Engineering Report (PER) titled "Central Sewer System" for wastewater improvements to the United States Department of Agriculture (USDA) in April 2022. This PER, meeting the requirements of Rural Utilities Services (RUS) Bulletin 1780-2., The PER recommends that the Town (which does not currently have a centralized sewer collection or treatment system), implement the installation of a vacuum sewer system and construct a wastewater treatment facility, as outlined below.

### **A. WASTEWATER COLLECTION SYSTEM**

The PER recommends that a centralized, vacuum type sewer system be installed in Service Areas 1, 2, 3, and 4 (areas that currently serve drinking water customers), as depicted in PER Appendices C-1, C-2, C-3, and C-4 (Exhibit 1 – Needs Areas 1, 2, 3 and 4 attached to this scope).

Of the three alternatives evaluated in the PER (vacuum, low pressure, and gravity), the vacuum system provided the lowest life cycle cost. The vacuum infrastructure provided a reduced capital and O&M cost, corrosion resistance and a simplistic installation for a central sewer collection system that is owned, operated, and maintained by Inglis.

Preliminary infrastructure sizing was developed in the PER to determine the planning-level collection system cost estimate for service areas 1, 2, 3 and 4 only. The collection system specific details will be finalized during the design phases of this project, which is being proposed herein.



The design of the proposed Inglis vacuum wastewater collection system will initially serve approximately 900 existing drinking water connections/services (eliminating approximately 900 existing septic tanks) and will be capable of serving a total of 1,135 total drinking water future connections/services through the year 2045. The centralized vacuum sewer system infrastructure will consist of approximately 14,600 linear feet (LF) of 8" lines, 46,600 LF of 6" lines and 99,800 LF of 4" lines.

Additionally, the design will account for the commercial On-Site Sewage Treatment and Disposal (OSTD) systems will be abandoned for connection into the centralized vacuum sewer system. The following OSTD flows will be accounted for in the sewer system design:

- 1) Seabreeze Manor
- 2) Yankeetown School
- 3) Inglis Villas
- 4) Town of Inglis RO Concentrate from DW production

## II. SCOPE OF WORK

Project Management: This task occurs concurrently with all the steps outlined below and includes all those tasks necessary to inform the Town of the project's needs; monitor and control the design process; coordinate information and meetings; coordinate with subcontractors and in-house design staff; reach timely decisions to meet the project schedule; prepare reports to the TOWN on the progress of the project and status of schedule and budget; and technical oversight of project activities.

### Project Kickoff

Attend one (1) meeting with Town staff to confirm W&C's understanding of the Town's goals for the project, the written scope of work, project deliverables and milestones, project schedule and project budget.

### Meetings:

Project success will be dependent on proactive and frequent coordination between all parties involved, including the Town, property owners, regulatory agencies, and other key stakeholders. To establish key project success factors and open lines of communication, Woodard & Curran will run a preliminary kickoff meeting and meeting to review project deliverables outlined below.

## A. WASTEWATER COLLECTION SYSTEM SCOPE OF WORK

### TASK 1: PRELIMINARY INVESTIGATIONS

Preliminary investigations include survey, wetlands identification, geotechnical and utility locate in as depicted in PER Appendices C-1, C-2, C-3, and C-4 (Exhibit 1 – Needs Areas 1, 2, 3 and 4 attached to this scope).

**1. A Survey and Utility Locate** – Perform ground survey to create a base plan for the detailed design of the project on North American Vertical Datum of 1988 (NAVD). Obtain and integrate



property easement lines, natural physical features, mailboxes, driveways, trees and home/building locations and other information deemed necessary. Outline wetlands on survey, based on National Wetlands Survey Mapping data.

The survey will include Areas 1, 2, 3 and a portion of Area 4, as depicted in Appendix C-1. The remaining survey for Area 4 will be completed in the next scope of work, Phase 2 (Exhibit 1 – Needs Areas 1, 2, 3 and 4 attached to this scope).

**1.B Borings and Geotechnical Report** – Perform a subsurface exploration program for the proposed sewer routes. Submit a geotechnical report to serve as the basis for sewer bedding, sewer collection system technology selection and associated project specifications including but not limited to dewatering, and excavation support. Subsurface standard penetration test (SPT) boring and probe locations will be at a minimum 500' interval to 150% of proposed sewer depth or refusal. An evaluation of soil conditions will be conducted.

The borings and geotech report will include Areas 1, 2, 3, 4, as depicted in Appendix C-1 (Exhibit 1 – Needs Areas 1, 2, 3 and 4 attached to this scope).

**1.C Utility Locate** - Perform utility research at the Town and appropriate water, sewer, drainage, gas, electric, telephone, cable television utilities and add utility information to the base plan. Subsurface utility locates will be performed as part of this task for potential utility conflicts with the sewer route.

The utility locate will include Areas 1, 2, 3, 4, as depicted in Appendix C-1 (Exhibit 1 – Needs Areas 1, 2, 3 and 4 attached to this scope).

## **TASK 2: PRELIMINARY SYSTEM SIZING AND LAYOUT**

Based on the preliminary investigation completed in Task 1, W&C will complete a preliminary layout of the vacuum system for the Town of Inglis.

In this Task, W&C will confirm design flows for the sewers piping and vacuum stations, based on existing flows and population, while allowing for reasonable growth along the system. The preliminary sizing and layout will make recommendations on system routing, pipe sizing, vacuum station locations and other details that are relevant to the detailed design of the system that will occur in Phase 2.

## **TASK 3: PERMITTING ITEMS**

This phase identifies permits needed for the sewer collections project and hold pre-application meetings with the necessary agencies: FDEP, Water Management District to outline the permitting process and timeframe to obtain permits. Project permitting application compilation and submission will be completed in Phase 2 of this project.

## **TASK 4: FUNDING SUPPORT AND PUBLIC RELATIONS SUPPORT**

In this Task, funding support will be provided by W&C to manage the funding disbursement requests and providing monthly updates to the funding agencies. This Task also includes public



relations support for the project to inform the community of the project's benefits and keep the public updated and engaged.

**SCHEDULE**

The intent is for the entire project (Phase 1 and Phase 2) to occur concurrently, with a total project timeline of 13 to 15 months. The survey for all four areas will take approximately 12 months to complete, upon scope authorization by the Town.

The survey work will be done per area, followed by preliminary layouts and detailed design. For example, once the survey for Area 1 is completed, the preliminary layout and design for Area 1 may proceed. While Area 1 is being designed, the survey for Area 2 will proceed, and so on, for all four Areas. Following the completion of final design, the project bid documents will be compiled for the project to publicly bid.

**IV. BUDGET**

The proposed budget for completion of the work described herein is summarized below:

Description of Work	Budget
Task 1 – Survey, Utility Locate, Geotech	\$785,000
Task 2 – Preliminary Sizing and Layouts	\$75,000
Task 3 – Permitting Items	\$10,000
Task 4 – Funding and Public Relations Support	\$30,000
<b>Total Fee</b>	<b>\$900,000</b>

**V. TERMS AND CONDITIONS**

The Scope of Services will be completed in accordance with the terms of the Maser Services Agreement for Engineering between Woodard & Curran, Inc. and the Town of Inglis dated December 16, 2019.

If you accept this proposal and wish to proceed, please indicate your agreement by signing this letter and returning.

**VI. ASSUMPTIONS AND UNDERSTANDINGS**

The following assumptions and understandings apply to the scope of work, schedule, and budget described herein.

1. Extensive alternative evaluations were conducted as part of the PER Report. Therefore, additional alternatives analysis will not be conducted as part of the design and will be excluded from the scope of this project.



2. The scope of this project is limited to the recommendations identified in the PER report (vacuum type collection system).
3. If required for the project, additional survey, geotech, or utility locate beyond what is outlined in the scope herein (if required for the project), will be completed by the Town, or by W&C's sub-contractor + 10% fee basis, with Town authorization.
4. W&C and subcontractors will coordinate police details that may be required for various aspects of the work with the Town. Police detail costs shall be paid by the Town and are not included herein
5. Drilling work hours are assumed normal business days Monday through Friday, 8:00 am to 4:00 pm.
6. If available, the Town will provide W&C with any other previously completed studies, plans, surveys, environmental reports and other pertinent documents associated with the project site.
7. Pilot Testing: Design, oversight, and Engineering services associated with pilot testing of process equipment, instruments and related appurtenances are not included as part of this scope.
8. Pre-Procurements & Pre-Selection: Engineering services associated with pre-procurement, evaluated bids and pre-selection of process equipment, instruments and related appurtenances are not included as part of this scope.
9. Land Acquisition/Easements: This scope does not include fees or engineering associated with land purchase and easements (if applicable).

## VII. CLOSING

We greatly appreciate this opportunity to offer our environmental services. If you accept this proposal and wish to proceed with the Scope of Services, please sign in the space indicated below and return a copy for our files. Please feel free to contact me if you have any questions regarding this proposal or require any further information.

Sincerely,

WOODARD & CURRAN, INC.

Justin deMello  
Vice President

Enclosure(s)

cc: Kelly Saikkonen, Amine Hanifi (W&C)

PN: 0231027.03



IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized agents as of the date indicated below.

**VIII. AUTHORIZATION BY:**

WOODARD & CURRAN, INC.

TOWN OF INGLIS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title



Via Electronic Mail

September 19, 2023

Mayor Steven Schwing  
Town of Inglis  
PO Drawer 429  
Inglis, FL 34449-0429

Re: Wastewater Collection System – Vacuum System Additional Survey, Design, and Permitting  
Town of Inglis, Florida, **Phase 2**

Dear Mayor Schwing:

This Engineering Services Task Order between Woodard & Curran, Inc. (W&C) and the Town of Inglis, Florida (Town) shall be completed in accordance with the Agreement, the terms and conditions of which are incorporated herein by this reference and the Scope of Work, Compensation, and Schedule, as defined herein.

The scope included herein is for Phase 2 work, to include additional survey, design and permitting for the sewer collection system. This Phase 2 work follows the Phase 1 scope of work submitted to the Town under separate cover. It is assumed that the Phase 1 and Phase 2 scopes of work will be approved by the Town at the same time, and that the Phases will run concurrently.

## **I. BACKGROUND**

The Town of Inglis (Town) submitted a Preliminary Engineering Report (PER) titled "Central Sewer System" for wastewater improvements to the United States Department of Agriculture (USDA) in April 2022. This PER, meeting the requirements of Rural Utilities Services (RUS) Bulletin 1780-2, The PER recommends that the Town (which does not currently have a centralized sewer collection or treatment system), implement the installation of a vacuum sewer system and construct a wastewater treatment facility, as outlined below.

### **WASTEWATER COLLECTION SYSTEM**

The PER recommends that a centralized, vacuum type sewer system be installed in Service Areas 1, 2, 3, and 4 (areas that currently serve drinking water customers), as depicted in PER Appendices C-1, C-2, C-3, and C-4 (Exhibit 1 – Needs Areas 1, 2, 3 and 4 attached to this scope).

Of the three alternatives evaluated in the PER (vacuum, low pressure, and gravity), the vacuum system provided the lowest life cycle cost. The vacuum infrastructure provided a reduced capital and O&M cost, corrosion resistance and a simplistic installation for a central sewer collection system that is owned, operated, and maintained by Inglis.





Preliminary infrastructure sizing was developed in the PER to determine the planning-level collection system cost estimate for service areas 1, 2, 3 and 4 only. The collection system specific details will be finalized during the design phases of this project, which is being proposed herein.

The design of the proposed Inglis vacuum wastewater collection system will initially serve approximately 900 existing drinking water connections/services (eliminating approximately 900 existing septic tanks) and will be capable of serving a total of 1,135 total drinking water future connections/services through the year 2045. The centralized vacuum sewer system infrastructure will consist of approximately 14,600 linear feet (LF) of 8" lines, 46,600 LF of 6" lines and 99,800 LF of 4" lines.

Additionally, the design will account for the commercial On-Site Sewage Treatment and Disposal (OSTD) systems will be abandoned for connection into the centralized vacuum sewer system. The following OSTD flows will be accounted for in the sewer system design:

- 1) Seabreeze Manor
- 2) Yankeetown School
- 3) Inglis Villas
- 4) Town of Inglis RO Concentrate from DW production

## II. SCOPE OF WORK

Project Management: This task occurs concurrently with all the steps outlined below and includes all those tasks necessary to inform the Town of the project's needs; monitor and control the design process; coordinate information and meetings; coordinate with subcontractors and in-house design staff; reach timely decisions to meet the project schedule; prepare reports to the Town on the progress of the project and status of schedule and budget; and technical oversight of project activities.

### Project Kickoff:

Attend one (1) meeting with Town staff to confirm W&C's understanding of the Town's goals for the project, the written scope of work, project deliverables and milestones, project schedule and project budget.

### Meetings:

Project success will be dependent on proactive and frequent coordination between all parties involved, including the Town, property owners, regulatory agencies, and other key stakeholders. To establish key project success factors and open lines of communication, Woodard & Curran will run a preliminary kickoff meeting and meeting to review project deliverables outlined below.

## A. WASTEWATER COLLECTION SYSTEM SCOPE OF WORK

### TASK 1: ADDITIONAL SURVEY



In Phase 1 of this project, most of the survey will be completed. Due to budgetary breakdown between Phase 1 and Phase 2 of the project, the total cost of the survey could not be included in Phase 1. Therefore, a portion of the survey has been included in this Phase 2 scope. Please see Attachment A, which outlines the survey to be completed in Phase 1 and Phase 2 surveying scopes of work.

Survey includes performing ground survey to create a base plan for the detailed design of the project on North American Vertical Datum of 1988 (NAVD). The survey will obtain and integrate property easement lines, natural physical features, mailboxes, driveways, trees and home/building locations and other information deemed necessary. Outlined wetlands will be shown on the survey, based on National Wetlands Survey Mapping data.

#### **TASK 2: PRELIMINARY DESIGN (30%)**

Based on the preliminary investigation and the preliminary system sizing and layout completed in Phase 1 and the additional survey in Phase 2, W&C will complete the preliminary design of the vacuum system for the Town of Inglis.

In this Phase, W&C will confirm design flows for the sewers piping and vacuum stations, based on existing flows and population, while allowing for reasonable growth along the system. The preliminary sizing and layout will make recommendations on system routing, pipe sizing, vacuum station locations and other details that are relevant to the detailed design of the system. This preliminary design will include an engineer's report for permitting purposes, an engineer's opinion of probable cost and development of the table of contents for the specifications.

#### **TASK 3: INTERIM DESIGN (60%)**

Based on the preliminary design outlined above, W&C will complete the interim design of the vacuum system for the Town of Inglis.

In this Phase, W&C will continue the design development for the vacuum system, including pipe routing, pipe sizing, vacuum station locations and other details that are relevant to the detailed design of the system. This phase will include an update to the engineer's opinion of probable cost and draft front end and technical specifications. Permit applications will be submitted to the applicable regulatory agencies at 60% design.

#### **TASK 4: FINAL DESIGN AND ISSUE FOR BID DOCUMENTS**

Based on the interim design, W&C will complete the final design and issue for bid documents, for the Town to bid the project for constructions.

In this Phase, W&C will finalize the design for the vacuum system, including pipe routing, pipe sizing, vacuum station locations and other details that are relevant to the design of the system. This phase will include an update to the engineer's opinion of probable cost and issue to bid documents (front end bid documents, technical specifications, design plans).

#### **PHASE 5: PERMITTING AND PUBLIC RELATIONS SUPPORT**



This scope includes securing required permits to complete the work as described herein, including, as applicable.

- FDEP Collections System Permits
- FDEP Environmental Permits
- FDOT Permits.

Additionally, this Task also includes public relations support for the project to inform the community of the project's benefits and keep the public updated and engaged

**SCHEDULE**

The intent is for the entire project (Phase 1 and Phase 2) to occur concurrently, with a total project timeline of 13 to 15 months. The survey for all four areas will take approximately 12 months to complete, upon scope authorization by the Town.

The survey work will be done per area, followed by preliminary layouts and detailed design. For example, once the survey for Area 1 is completed, the preliminary layout and design for Area 1 may proceed. While Area 1 is being designed, the survey for Area 2 will proceed, and so on, for all four Areas. Following the completion of final design, the project bid documents will be compiled for the project to publicly bid.

**IV. BUDGET**

The proposed budget for completion of the work described herein is summarized below:

Description of Work	Budget, Lump Sum
<b>PHASE 1: ADDITIONAL SURVEY</b>	\$170,000
<b>PHASE 2: PRELIMINARY DESIGN (30%)</b>	\$190,000
<b>PHASE 3: INTERIM DESIGN (60%)</b>	\$252,000
<b>PHASE 4: FINAL DESIGN AND ISSUE FOR BID DOCUMENTS</b>	\$228,000
<b>PHASE 5: PERMITTING AND PUBLIC RELATIONS SUPPORT</b>	\$60,000
<b>Total Phase 2 Fee</b>	<b>\$900,000</b>

**V. TERMS AND CONDITIONS**

The Scope of Services will be completed in accordance with the terms of the Maser Services Agreement for Engineering between Woodard & Curran, Inc. and the Town of Inglis dated December 16, 2019.

If you accept this proposal and wish to proceed, please indicate your agreement by signing this letter and returning it.



## VI. ASSUMPTIONS AND UNDERSTANDINGS

The following assumptions and understandings apply to the scope of work, schedule, and budget described herein.

1. Extensive alternative evaluations were conducted as part of the PER Report. Therefore, additional alternatives analysis will not be conducted as part of the design and will be excluded from the scope of this project.
2. The scope of this project is limited to the recommendations identified in the PER report (vacuum type collection system).
3. If required for the project, additional survey, geotech, or utility locate beyond what is outlined in the scope herein (if required for the project), will be completed by the Town, or by W&C's sub-contractor + 10% fee basis, with Town authorization.
4. W&C and subcontractors will coordinate police details that may be required for various aspects of the work with the Town. Police detail costs shall be paid by the Town and are not included herein.
5. Survey work hours are assumed normal business days Monday through Friday, 8:00 am to 4:00 pm.
6. If available, the Town will provide W&C with any other previously completed studies, plans, surveys, environmental reports and other pertinent documents associated with the project site.
7. Pilot Testing: Design, oversight, and Engineering services associated with pilot testing of process equipment, instruments and related appurtenances are not included as part of this scope.
8. Pre-Procurements & Pre-Selection: Engineering services associated with pre-procurement, evaluated bids and pre-selection of process equipment, instruments and related appurtenances are not included as part of this scope.
9. Odor control: This scope does not include the design of odor control systems nor an odor control study of liquid phase or air phase odors.
10. Fire Protection Systems: This scope does not include detailed design of stamped fire protection system drawings.
11. Land Acquisition/Easements: This scope does not include fees or engineering associated with land purchase and easements (if applicable).
12. Town permitting is not included in this Scope. This typically occurs during the construction stage of the project between the Town and the Contractor.

13. All permitting fees are to be paid directly by the Town to the funding agency



**VII. CLOSING**

We greatly appreciate this opportunity to offer our environmental services. If you accept this proposal and wish to proceed with the Scope of Services, please sign in the space indicated below and return a copy for our files. Please feel free to contact me if you have any questions regarding this proposal or require any further information.

Sincerely,

WOODARD & CURRAN, INC.

Justin deMello  
Vice President

Enclosure(s)

cc: Kelly Saikkonen, Amine Hanifi (W&C)

PN: 0231027.03

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized agents as of the date indicated below.

**VIII. AUTHORIZATION BY:**

WOODARD & CURRAN, INC.

TOWN OF INGLIS

\_\_\_\_\_  
Signature    Date

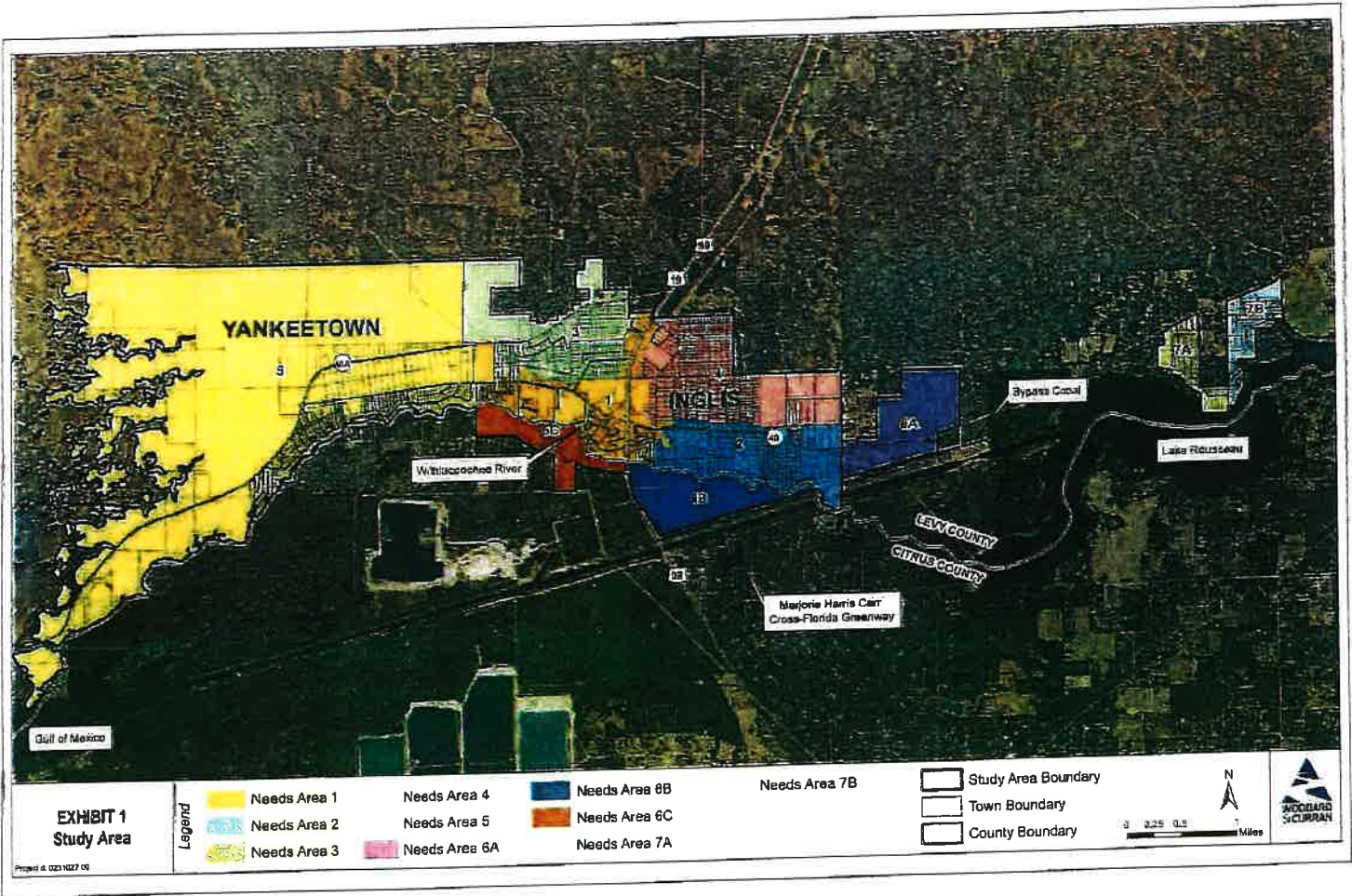
\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature    Date

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title



# TOWN OF INGLIS COMMISSION MEETING AGENDA REQUEST FORM

All persons requesting items to be placed on the Agenda for the next Regular Town Meeting must fill out an AGENDA REQUEST FORM and turn it into the Town Clerk along with any related materials. This will be accepted until noon Wednesday, one week prior to the Commission Meeting.

**\*\*ALL REQUESTS ARE SUBJECT TO REVIEW BY THE TOWN CLERK PRIOR TO  
PLACEMENT ON THE AGENDA\*\***

NAME: STEVEN SCHWING

DATE REQUESTED: 10/4/23

DATE OF MEETING: 10/10/23

PLEASE BE SPECIFIC AS TO THE REQUEST TO BE CONSIDERED:

RENEWAL OF YMCA CONTRACT

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SIGNATURE

RELATED MATERIALS PROVIDED TO TOWN CLERK

Proposed Inglis Community Center  
Long Term Contract

Name of person or business YMCA OF THE SUNCOAST  
If business, contact person's name \_\_\_\_\_  
Address 2469 ENTERPRISE RD. CLEARWATER, FL 33763  
Phone Number (727) 467-9622  
Requested day of use JANUARY 1, 2023  
Purpose of use FITNESS CLASSES  
Time of day VARIES  
Recurrence of event WEEKLY  
Length of event 30 MINUTES TO 1 HOUR  
Expected date of last event DECEMBER 31, 2023  
Security Deposit Total WAIVED WITH INSURANCE  
Key Deposit Total WAIVED  
Amount Refunded \_\_\_\_\_  
Rental Fee \$520.00 QUARTERLY

The above has agreed to rent the Inglis Community Center for the purpose stated. It is agreed that the above party(s) will be inside the Inglis Community Center only during the times requested for the use with time allowed for pre-event and post-event inspection. It is the responsibility of the above party(s) to notify the Inglis Town Hall of any pre-existing damage or cleaning that needs to be done before your event.

No damage or destruction will be done to the Inglis Community Center. If damage or destruction does occur, the above party(s) agree that the security deposit will not be refunded. If damage or destruction has occurred over the amount of the security deposit, the above party(s) agrees to pay all damages and any fees incurred with getting such damage repaired. This includes, but is not limited to, professional repairs, construction costs, and replacement of materials, legal fees, and collection costs.

The Inglis Community Center will be cleaned by the above-mentioned party(s) or their agents at the end of their event and returned to the condition in which the center was in before their event. This includes all areas inside and out of the Inglis Community Center. If cleaning has not been completed or has not been attempted, the party(s) above agrees that the security deposit will not be refunded. If cleaning is needed that will go over the amount of the security deposit, the above party(s) agree to pay all costs or fees incurred with cleaning the center.

It is the right of the party(s) mentioned above to appeal a decision on damage or cleaning charges.

In the event of an emergency, the Inglis Town Commissioners have the right to cancel this contract without notice. Every attempt will be made to notify the above party(s) with as much notice as possible.

Cancellation of event by party(s) listed above must be submitted in writing to the Inglis Town Hall.



Inglis Community Center  
And Inglis Town Hall Meeting Room  
Rules and Regulations for use

1. No person under the age of 21 may reserve the facilities.
2. Facilities will be reserved on a first-come, first-served basis. Phone reservations will be accepted, but must be followed up with a signed request at Town Hall within 24 hours, or on the next business day.
3. Security deposit and rental payment will be collected at the time of application for use of the building.
4. No smoking or alcoholic beverages permitted.
5. No pets permitted, except where required to assist a handicapped individual.
6. No tape, tacks, or any objects that penetrate or stick to the walls are permitted.
7. No equipment, including tables and chairs, may be removed from the facility.
8. Care should be taken when moving tables and chairs so as not to mar the floors.
9. The building must be clean and left in the same condition as it was found prior to the event; tables, counters and appliances wiped clean, floors swept and mopped if necessary.
10. All doors must be secured before leaving the premises.
11. All lights, fans, and air conditioners must be turned off prior to vacating the premises.
12. Trash and garbage removal shall be the responsibility of the user.
13. Please notify Town Hall of any failure or damage to equipment or facility.
14. Any security deposit that has been collected will be returned after the facility has been inspected by a Town Employee, and upon return of the key to Town Hall.

I, Tom Butler, have read and understand the above rules and agree to forfeit my deposit of \$ 0 in the event that I do not return the key to the Inglis Community Center or fail to clean up after usage. I understand that an additional **\$125.00** will be charged for the key replacement and additional fees assessed for the hiring of a cleaning person. On behalf of myself and the organization in which I represent, I do hereby release and agree to defend, protect, indemnity and hold the Town of Inglis harmless against any and all liability, demands, fines, claims, costs, expenses including attorney's fees, cause of action, and suits which arise in any way from the use of the facility.

G. Scott Goyer  
Rental Party Print Name  
[Signature]  
Rental Party Signature  
12-19-2022  
Date

Drew White  
Town Representative Print Name  
[Signature]  
Town Representative Signature  
1-29-23  
Date

I have returned the key and have inspected the Inglis Community Center and deem it to be in the condition in which it was in before our event.

\_\_\_\_\_  
Rental Party Signature

\_\_\_\_\_  
Date

YMCA RENTAL RATE PER TOWN OF INGLIS FEE SCHEDULE

550 Security deposit waived with proof of insurance

<b>4 PAID INSTRUCTOR CLASSES PER WEEK AT 1 HOUR PER CLASS</b>	<b>4</b>
<b>HOURLY RENTAL RATE</b>	<b><u>\$10.00</u></b>
<b>WEEKLY RENTAL RATE</b>	<b>\$40.00</b>

<b>WEEKLY RENTAL RATE</b>	<b>\$40.00</b>
<b>WEEKS PER YEAR</b>	<b><u>52</u></b>
<b>YEARLY RENTAL RATE</b>	<b>\$2,080.00</b>

<b>YEARLY RENTAL RATE</b>	<b>\$2,080.00</b>
<b>QUARTERS PER YEAR</b>	<b><u>4</u></b>
<b>QUARTERLY RENTAL RATE</b>	<b>\$520.00</b>

# TOWN OF INGLIS COMMISSION MEETING AGENDA REQUEST FORM

All persons requesting items to be placed on the Agenda for the next Regular Town Meeting must fill out an AGENDA REQUEST FORM and turn it into the Town Clerk along with any related materials. This will be accepted until noon Wednesday, one week prior to the Commission Meeting.

**\*\*ALL REQUESTS ARE SUBJECT TO REVIEW BY THE TOWN CLERK PRIOR TO  
PLACEMENT ON THE AGENDA\*\***

NAME: Commissioner Joyce Schwing

DATE REQUESTED: Sept 27, 2023 DATE OF MEETING: Oct 10, 2023

**PLEASE BE SPECIFIC AS TO THE REQUEST TO BE CONSIDERED:**

Commission discuss Summit Professionals, Inc  
possible monetary damages relating to  
Summit's failure to perform services required  
under the Agreement.

  
SIGNATURE

RELATED MATERIALS PROVIDED TO TOWN CLERK

# TOWN OF INGLIS COMMISSION MEETING AGENDA REQUEST FORM

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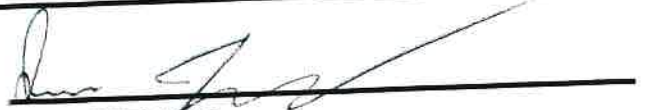
NAME: Comm. Young

DATE REQUESTED: 9/10/23

DATE OF MEETING: 10/10/23

PLEASE BE SPECIFIC AS TO THE REQUEST TO BE CONSIDERED:

Form Committee to Review  
Ordinances + Codes

  
SIGNATURE

       RELATED MATERIALS PROVIDED TO TOWN CLERK

# TOWN OF INGLIS COMMISSION MEETING AGENDA REQUEST FORM

All persons requesting items to be placed on the Agenda for the next Regular Town Meeting must fill out an AGENDA REQUEST FORM and turn it into the Town Clerk along with any related materials. This will be accepted until noon Wednesday, one week prior to the Commission Meeting.

**\*\*ALL REQUESTS ARE SUBJECT TO REVIEW BY THE TOWN CLERK PRIOR TO PLACEMENT ON THE AGENDA\*\***

NAME: Edward Birkler

DATE REQUESTED: 9-18-23

DATE OF MEETING: 10-10-23

**PLEASE BE SPECIFIC AS TO THE REQUEST TO BE CONSIDERED:**

Foreclosure on Comm Property  
located 17 Vicky street

Edward Birkler  
SIGNATURE

**RELATED MATERIALS PROVIDED TO TOWN CLERK**

PK

Town of Inglis, Code Enforcement Board  
Inglis, Levy County, Florida

Instrument # 704191  
OR BK. 1648 PG 345-3pg(s)  
REC:7/7/2022 1 11 PM  
Danny J. Shipp, Levy County Clerk, Florida  
Rec: \$27 00

Town of Inglis Case No: #2022-02  
Petitioner,  
v.  
17 Vicky LLC  
15601 Gardenside Ln.  
Tampa, FL 33624  
Respondent(s)

Deputy Clerk UWILLIAMS

**ORDER OF NON-COMPLIANCE AND IMPOSITION OF FINES**

THIS CAUSE came before the Town of Inglis (the "Town") Code Enforcement Board (the "Board") on June 30, 2022, which, pursuant to Chapter 162, Florida Statutes, has the lawful authority to ensure compliance with the Town's Code of Ordinances (the "Code"). In accordance with Section 162.07(3), Florida Statutes, the Board took testimony under oath from the Town's Code Enforcement Officer (the "Code Officer") and any other interested persons who appeared at the hearing. Based on the evidence presented the Board, pursuant to Section 162.07(4), hereby issues its findings of fact, conclusions of law, and orders the following:

**I. Findings of Fact.**

- A. On May 19, 2022, the Board made findings of fact and conclusions of law concerning 812 Hwy 40 East, Inglis, FL 34449, Pa. No. 0301000000 (the "Property") and entered its Initial Order of Code Violation ("Initial Order") which is hereby incorporated by reference. In paragraph III.A of the Initial Order, Respondent, 17 Vicki LLC, was ordered to take action concerning violations of the Property by June 18, 2022.
- B. On June 30, 2022, the Code Officer testified to the fact that the Respondent failed to comply with paragraph III.A of the order. Finding no persuasive evidence submitted stating anything to the contrary, the Board finds that Respondent has failed to comply with paragraph III.A of the Initial Order.
- C. Pursuant to paragraph III.D of the Initial Order, the Board provided notice that if Respondent failed to comply with the Initial Order, the Board would hold a hearing on this date to evaluate whether further penalties should be imposed pursuant to Section 162.09(1).

**II. Conclusions of Law:**

- A. The continuing presence of this violation necessitates the Board impose additional burdens on the Property and penalties against the Respondent pursuant to Section 162.09, Florida Statutes.

**III. Order:**

- A. Pursuant to Section 162.09, Florida Statutes, the Board has evaluated the gravity of the violation, and the lack of action taken by the Respondent to correct this violation, and hereby imposes upon the Respondent the following fine:
  - 1. Fine of \$250 per day from June 19, 2022, until the date the violation of Sections 34-241 of the Code is abated.
- B. Pursuant to Section 162.09(3), the Code Officer will file a certified copy of this Order in the Levy County Public Records, which shall thereafter constitute a lien on the Property and any other real property owned by Respondent for any fines or costs imposed pursuant to paragraph III.A above.

- C. On or before August 11, 2022, the Code Officer will reinspect the Property to evaluate whether the corrective actions have been taken. If the Respondent(s) adequately resolves the underlying violations, the Code Officer must prepare and file a notice of acknowledging compliance as required by Section 162.07(4).
- D. If Respondent(s) fail to timely resolve the underlying violations, the Code Officer must prepare and submit an Affidavit of Noncompliance to the Board, and the Respondent(s) must appear before the Board on August 11, 2022 to determine if the penalties imposed herein should remain or be amended.
- E. If the fines, costs, and lien are paid, the Code Officer will file a satisfaction of lien in the Levy County Public Records. If the Respondent or any other interested party believes that a reduction of any fines and costs imposed is warranted, or would like to petition for a release of lien, the Respondent or any other interested party may petition for same.
- F. If the accruing fines, costs and liens are not paid on or before three (3) months after the date of entry of this order, the Town Attorney's Office is hereby authorized to foreclose on this lien or sue to recover a money judgment for the amount of the lien plus accrued interest.
- G. To notify the Town that a violation has been addressed and resolved in order to stop the accrual of fines pursuant to paragraph III.A, the Respondent or interested party must contact the Code Department and provide evidence showing when the violation was resolved. The burden is on the Respondent to provide sufficient evidence to show the violation is resolved in order to stop the accrual of fines and costs, and not on the Town to continually monitor the Property. If the Code Officer, after notice, is satisfied that the violation has been resolved, the Code Officer will file a notice of compliance with the Levy County Public Records. If the Code Officer is not satisfied that a violation has been resolved, any interested party may submit a petition to the Board to request a finding of compliance. Notice of compliance, however, does not constitute a satisfaction or release of lien, which otherwise remains in place until addressed pursuant to paragraphs III.C and III.D above.
- H. If the Property is brought into compliance by the Respondent, the Town, or any other entity, but at any time thereafter the Code Officer identifies a repeat violation that was previously corrected, the Code Department must provide notice to the Respondent and immediately notify the Board and schedule a hearing to determine if any additional order should be entered pursuant to Section 162.09. Penalties for a repeat violation may include fines up to \$500 per day per violation until the violation is corrected.
- I. In accordance with Section 162.11, Florida Statutes, this Order constitutes a "final administrative order," and any aggrieved party may appeal this Order to the Circuit Court of Levy County, notice of which must be filed with such Court within 30 days of the execution of this Order. Such an appeal shall not be a hearing de novo, but shall be limited to appellate review of the record created before the enforcement board.

**DONE AND ORDERED;** this July 7, 2022.

Town of Inglis Code Enforcement Board

Inglis, Florida




Peggy Page

Chair of Town of Inglis Code Enforcement Board

CERTIFICATE OF SERVICE

I HEREBY CERTIFY; that a true and correct copy of this Order, and a notice of has been furnished to Respondent(s) by mail to: 17 Vicki LLC whose mailing address is 15601 Gardenside Lane, Tampa, FL 33624, this 8th day of April 2022.

  
Phillip Thompson  
Code Enforcement Officer

IMPORTANT NOTICE:

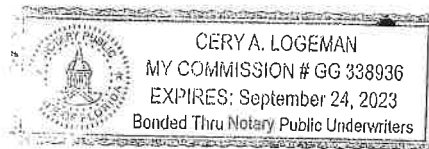
NOTICE OF HEARING ON COMPLIANCE, AND IMPOSITION OF FINES: PURSUANT TO PARAGRAPH III.D OF THIS ORDER - IF YOU, AS THE RESPONDENT, 1.) DO NOT BRING THE PROPERTY INTO COMPLIANCE, 2.) CALL FOR A RE-INSPECTION AND 3.) RECEIVE AN AFFIDAVIT OF COMPLIANCE; NOTICE IS HEREBY GIVEN THAT YOU ARE ORDERED TO APPEAR AT A HEARING BEFORE THE TOWN OF INGLIS CODE ENFORCEMENT BOARD ON AUGUST 11, 2022 AT 6:00 P.M., AT INGLIS TOWN HALL, 135 HIGHWAY 40, INGLIS, FLORIDA 34449, TO DETERMINE IF YOU HAVE FAILED TO COMPLY WITH THIS ORDER, AND IF SO TO CONSIDER IMPOSITION OF FURTHER FINES OR OTHER PENALTIES. YOUR FAILURE TO APPEAR COULD RESULT IN A WAIVER OF YOUR OPPORTUNITY TO BE HEARD IN THIS MATTER AND MAY RESULT IN AN ACTION BY THE TOWN OF INGLIS CODE ENFORCEMENT BOARD WHICH COULD BE ADVERSE TO YOUR INTEREST. ADDITIONALLY, PLEASE BE ADVISED THAT PURSUANT TO CHAPTER 162 OF THE FLORIDA STATUTES, YOU MAY HAVE OTHER ADDITIONAL RIGHTS IN REFERENCE TO ANY FINDINGS BY THE TOWN OF INGLIS CODE ENFORCEMENT BOARD.

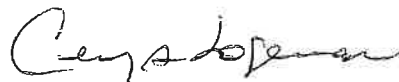
IN ACCORDANCE WITH SECTION 162.11, FLORIDA STATUTES, AND PARAGRAPH III.I OF THIS ORDER, BE ADVISED THAT YOU HAVE A RIGHT TO APPEAL THIS ORDER TO THE CIRCUIT COURT OF LEVY COUNTY WITHIN A PERIOD OF THIRTY (30) DAYS FROM THE DATE OF THE ORDER.

PURSUANT TO PARAGRAPH III.H OF THIS ORDER, IF A REPEAT VIOLATION IS FOUND, THE CODE OFFICER SHALL NOTIFY THE VIOLATOR BUT IS NOT REQUIRED TO GIVE THE VIOLATOR A REASONABLE TIME TO CORRECT THE VIOLATION. THE CASE MAY BE PRESENTED TO THE TOWN OF INGLIS CODE ENFORCEMENT BOARD, EVEN IF THE REPEAT VIOLATION HAS BEEN CORRECTED PRIOR TO THE TOWN OF INGLIS CODE ENFORCEMENT BOARD'S HEARING, AND UPON FINDING THAT A REPEAT VIOLATION HAS BEEN COMMITTED, MAY ORDER THE VIOLATOR TO PAY A FINE UP TO \$500.00 PER DAY FROM THE INITIAL INSPECTION WHEN THE VIOLATION WAS OBSERVED.

FOR QUESTIONS ABOUT THIS ORDER, PLEASE CONTACT THE TOWN OF INGLIS, CODE ENFORCEMENT DIVISION: (352) 447-2203 – EXT 105.

7/7/22







Regular

# TOWN OF INGLIS COMMISSION MEETING AGENDA REQUEST FORM

All persons requesting items to be placed on the Agenda for the next Regular Town Meeting must fill out an AGENDA REQUEST FORM and turn it into the Town Clerk along with any related materials. This will be accepted until noon Wednesday, one week prior to the Commission Meeting.

**\*\*ALL REQUESTS ARE SUBJECT TO REVIEW BY THE TOWN CLERK PRIOR TO  
PLACEMENT ON THE AGENDA\*\***

NAME: Edward Birkler

DATE REQUESTED: 9-18-23

DATE OF MEETING: 10-10-23

**PLEASE BE SPECIFIC AS TO THE REQUEST TO BE CONSIDERED:**

Foreclosure of Water Lein  
124 Michigan Drive

Edward Birkler

SIGNATURE

**RELATED MATERIALS PROVIDED TO TOWN CLERK**

Foreclose ON WATER LIEIN

# NOTICE OF LIEN FOR UNPAID WATER SYSTEM SERVICE CHARGES

To Whom It May Concern:

Property Owner(s) and Address:  
Charles J Hammock  
Gloria Husky  
40 Alfred Husky  
4234 Dohrcrest Dr  
New Port Richey, Fl. 34862

Lienor:  
**Town of Inglis, Florida**  
**Post Office Box 429**  
**Inglis, Florida 34449**  
**(352) 447-2203**

Doc# 487407  
01/26/2007 4:46PM  
Filed & Recorded in Official Records of  
LEVY COUNTY Danny J. Shipp



Property to which lien applies:  
Hammock Heights  
Block A Lot 7  
OR Book 740 Page 587 (TIC)  
parcel # 33-16-14-08283-000-00

Notice is hereby given by the Town of Inglis, Florida, (the "Town"), that the above described property is subject to a lien in favor of the Town for failure of the property owner or occupant to pay water system service charges imposed by the Town for water system services provided by the Town and affecting the property. The lien shall include all interest and late fees, as are applicable. This lien exists pursuant to Florida Statutes §159.17 and resolutions and ordinances of the Town of Inglis. The amount of this lien as of the date of this notice is 448.80. This amount may increase if additional fees, rates, charges, interest or late fees are incurred. In accordance with applicable law, this lien is superior, and paramount to all other interests other than the lien of state, county and municipal taxes. This lien, together with attorney's fees and costs, may be recovered in a civil action or may be foreclosed by the Town.

Please Govern Yourself Accordingly.

Attest:  
Sally McCranie  
Sally McCranie, Town Clerk

Town of Inglis, Florida  
By: Carolyn Risher  
Carolyn Risher, Mayor

**VR**  
Prepared by and return to:  
Town of Inglis, Florida  
Post Office Box ~~429~~ 852  
Inglis, Florida 34449

BKH 1057 Pg# 269

**NOTICE OF LIEN FOR UNPAID  
WATER SYSTEM SERVICE CHARGES**

To Whom It May Concern:

Property Owner(s) Name & Address

LORRAINE BABB  
124 MICHIGAN DR.  
INGLIS, FLORIDA 34449

Lienor:

Town Of Inglis  
Post Office Drawer 429  
Inglis, Florida 34449-0429  
352-447-2203

✓  
R

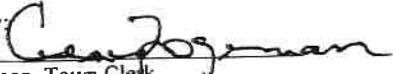
**Property to which lien applies:**

**SEC: 33, TWP: 16, RNG: 16, 33-16-16 HAMMOCK HTS BLK A LOT 7 OR BOOK 740 PAGE 587(TIC) 124  
MICHIGAN DR., INGLIS, FLORIDA 34449**

Notice is hereby given by the Town of Inglis, Florida (the "Town"), that the above-described property is subject to a lien in favor of the Town for failure of the property owner or occupant to pay the Water System Service Charges imposed by the Town for the Water System Services provided by the Town and affecting the property. The lien shall include all interest and late fees, as are applicable. This lien exists pursuant to Florida Statutes 159.17 and Resolutions and Ordinances of the Town of Inglis. The amount of this lien as of the date of this notice is **\$137.88**. This amount may increase if additional fees, rates, charges, interest, or late fees are incurred. In accordance with applicable law, this lien is superior, and paramount to all other interests other than the lien of State, County, and Municipal Taxes. This lien, together with Attorney's fees and costs, may be recovered in a civil action or may be foreclosed by the Town.

Please Govern Yourself Accordingly.

Attested By:

  
Cery Logeman, Town Clerk

  
Drew White, Mayor

Prepared by and return to:  
Town of Inglis  
Post Office Drawer 429  
Inglis, Florida, 34449-0429

**State of Florida  
County of Levy**

**I HEREBY CERTIFY** that on this day before me, an officer duly authorized in the State and County aforesaid to take acknowledgements personally appeared Cery Logeman, to me know to be the person described in and who executed the foregoing NOTICE OF LIEN and acknowledged before me that she executed the same for the purpose therein mentioned as Town Clerk for the Town of Inglis.

Witness my hand and seal at Inglis, Levy County, Florida this 17<sup>th</sup> day of October, 2022.



**TAMARA SLAGLE**  
Notary Public  
State of Florida  
Comm# HH192728  
Expires 10/31/2025

  
NOTARY PUBLIC TAMARA SLAGLE