

**TOWN OF WELAKA**  
**REGULAR TOWN COUNCIL MEETING**

May 9, 2023, at 6:00 PM  
Honorable Willie Washington, Jr. Town Council Room  
400 4<sup>th</sup> Avenue, Welaka, FL 32193

*(This meeting will be broadcasted, for view only, on the Town of Welaka's Facebook Page)*

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE & INVOCATION**
- 3. ROLL CALL BY TOWN CLERK**, Meghan Allmon
- 4. ADOPTION OF PREVIOUS MINUTES:**
  - a. April 11, 2023, Regular Meeting Minutes
- 5. APPROVAL OF CURRENT AGENDA**
- 6. RECOGNITIONS**
  - 1. Pauline Kinney** - Passed her Water Treatment Plant Class C Test on April 21, 2023. She is a Dual C Licensed Operator now and is working on her hours.
  - 2. Desmond Anderson** - Community Service Volunteer Award
- 7. PUBLIC HEARINGS**
  - 1. ORDINANCE 2023-04** - Architectural Standards (FIRST READING)
  - 2. ORDINANCE 2023-03** - Animal Control (SECOND READING - DRAFT STATUS)
  - 3. ORDINANCE 2022-07A** - Revision of Fee Schedule Ordinance 2022-07 (SECOND READING)
- 8. RESOLUTIONS**
  1. None.
- 9. PROCLAMATIONS**
  - 1. PROCLAMATION 2023-05** - Family Abduction Awareness Day was 4/25/2023
  - 2. PROCLAMATION 2023-06** - Parental Alienation Awareness Day was 4/25/2023

## **10. PUBLIC COMMENTS**

**1. Rachel Minion** - Promoting local business & website designer

**2. Tim Houghtaling** - Save the St. Johns River - Eel Grass Concerns & Informational Flyers

*A 'Request To Speak Form' shall be completed and submitted to the Town Clerk to officially address the Town Council. There will be no response to the speaker by Council or Town Staff, except the Council Members desiring to address a comment made during this part of the meeting may do so under Section 13 of this section. One specific issue per Form may be submitted, and you will have up to 3 minutes to address the Council.*

## **11. PRESENTATIONS / REPORTS TO TOWN COUNCIL**

**1.** Pieter Craig - Instream - Town Hall Records Digitization Proposal

**2.** Events Committee Update

**3.** Citizens Advisory Committee Update

*Presentations are scheduled by individuals or businesses to inform the Town Council of issues, projects, etc. The Council shall not take formal action upon issues or matters presented under presentations at the same meeting. If formal action is desired, such matters shall be deferred and scheduled for a subsequent or future Council Meeting for consideration. Council may, however, by a majority vote, act on items they deem necessary and appropriate. Items not requiring Council action shall be directed to the mayor for consideration and further action.*

## **12. CONSENT AGENDA ITEMS**

**1.** Sewer Credits for Businesses on Welaka Utility System

## **13. NON-CONSENT AGENDA ITEMS**

### **1. TOWN MATTERS**

**a.** Welaka Engineering RFQ 2023-01 - Scoring & Recommendation (Saltus Engineering, Inc.)

**b.** Welaka Engineering RFQ 2023-01 - Scoring (Mittauer & Associates, Inc.)

**c.** Welaka Engineering RFP 2023-02 - Scoring & Recommendation (Fred Fox Enterprises, Inc.)

**d.** Reappointment of all Town Boards

**e.** Discussion of Sewer Credits per ORD 2011-10

**f.** Councilwoman Dugger - Town Website Upgrade

(please visit the [www.naplesgov.com](http://www.naplesgov.com) and [www.highsprings.gov](http://www.highsprings.gov) websites for a visual reference)

### **2. ZONING RECOMMENDATIONS**

**a.** Zoning Map Updates & Corrections

**3. UTILITY MATTERS**

- a. None

**14. DEPARTMENT REPORTS**

**1. PUBLIC WORKS DEPARTMENT REPORT: JOHN STUART, Supervisor**

- a. Report on overall Maintenance of the Town
- b. Park and Playground Equipment - Q1, 2023 Quarterly Inspection Report

**2. UTILITY DEPARTMENT REPORT: TYLER BUFORD, Supervisor**

- a. Report on Town Utility System

**3. POLICE CHIEF MICHAEL PORATH REPORT**

- a. Rural County Days/Legislative Appropriations Update - Tallahassee Trip
- b. Movie Night in Jefferson Smith Park - May 26th

**4. TOWN ATTORNEY PATRICK KENNEDY REPORT**

**5. TOWN CLERK MEGHAN ALLMON REPORT**

**15. MAYOR & TOWN COUNCIL REPORTS**

- 1. MAYOR WATTS**
- 2. COUNCIL PRESIDENT JESSICA FINCH**
- 3. COUNCILWOMAN TONYA LONG**
- 4. COUNCILWOMAN KATHY WASHINGTON**
- 5. COUNCILWOMAN KIMBERLY DUGGER**

**16. ADJOURN**

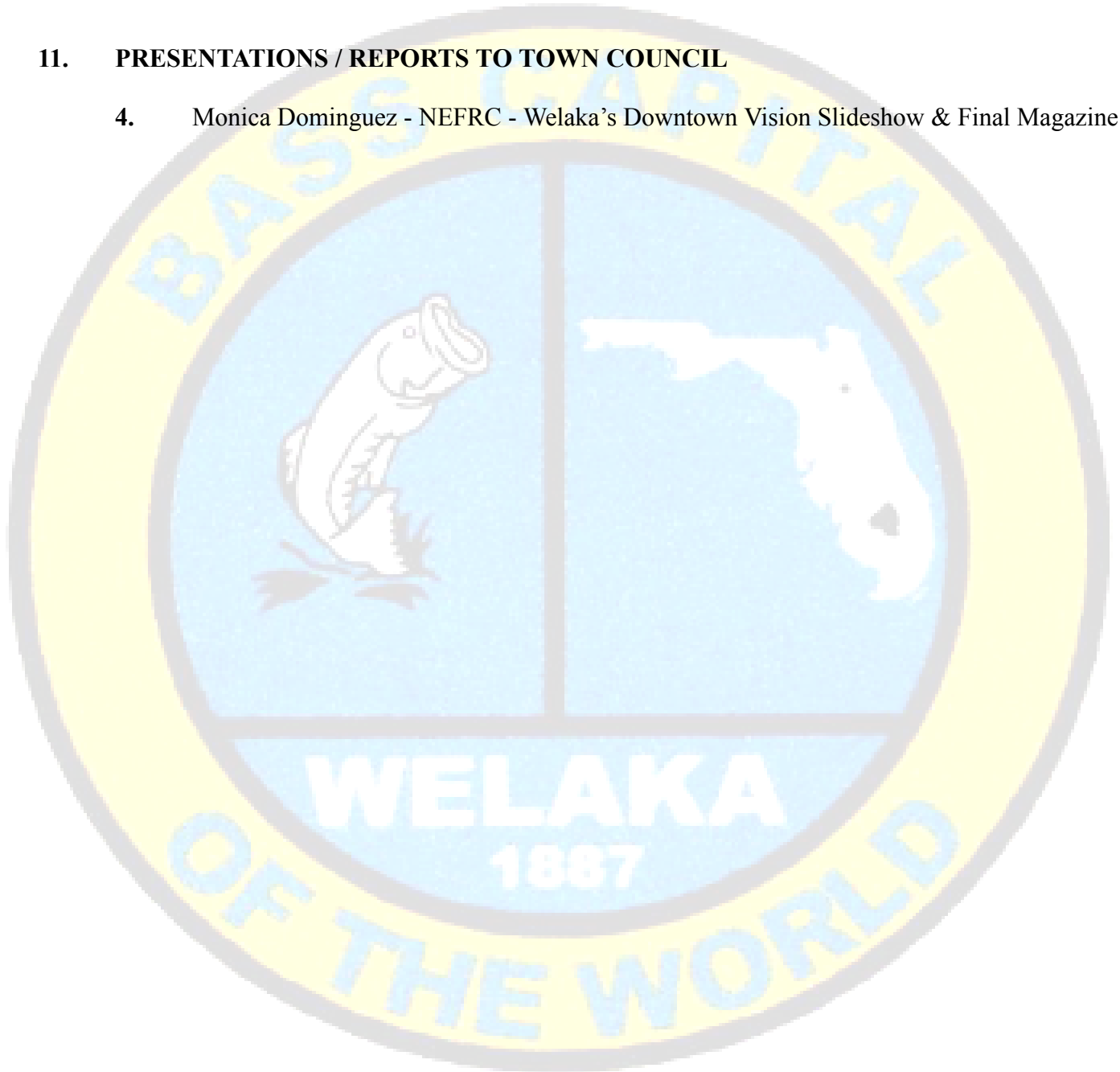
**TOWN OF WELAKA  
REGULAR TOWN COUNCIL MEETING**

May 9, 2023, at 6:00 PM

**ADDITION TO AGENDA**

**11. PRESENTATIONS / REPORTS TO TOWN COUNCIL**

- 4.** Monica Dominguez - NEFRC - Welaka's Downtown Vision Slideshow & Final Magazine



**TOWN OF WELAKA  
TOWN COUNCIL MEETING**

**April 11, 2023, 6:00 PM**

Honorable Willie Washington, Jr. Council Room  
400 4<sup>th</sup> Ave., Welaka FL 32193

**MINUTES**

*(This meeting was broadcasted for view only on the Town of Welaka's Facebook page)*

1. Mayor called Meeting to order at 6:00 PM.

2.1. Everyone stood and said the pledge of allegiance. Council President Finch gave the invocation.

3. ROLL CALL – all present: Mayor, Finch, Dugger, Washington, Long.  
Five Council Members are present. We have a quorum, Mayor.

4. ADOPTION OF PREVIOUS MINUTES -

Motion to adopt 3/14/2023 Town Council Meeting Minutes made by Finch and Washington seconded. Passed 5/0.

5. APPROVAL OF CURRENT AGENDA - Motion for approval to accept current 4/11/2023 Town Council Meeting Agenda made by Finch and Long seconded. Passed 5/0.

6.1. RECOGNITIONS

1. Mittauer & Assoc. representatives are in attendance.

Mayor - WWTP was in bad shape 2 years ago and we received grants for \$13.5 million dollars to replace the WWTP. We're using Mittauer as the engineering firm.

\$1,597,207 contract was presented from Mittauer, and the Mayor approved that we're moving forward with it. Pictures of all were taken by Town Clerk.

2. Public Safety Telecommunication Week – 4/9/23 – 4/15/23.

Mayor - When we dial 911, they're always comforting and very helpful.

3. Community Service Award to law, EMT and fire-fighters for saving a life at The Church. |

Pastor Dan - explained what happened and the Town and Officials helped save the man's life. Everyone worked together and helped quickly and professionally. Cards from The Church were given to the service men who helped.

Finch - presented Community Service Awards from the incident on 6/15/23. Scott Turnbull, Luke Kersey & Jacob Merritt. Awards were handed out and pictures were taken by Town Clerk.

7. PUBLIC HEARINGS

7.1 ORD 2023-02 – FIRST READING

Town Attorney - inquiring business owners can take their request before the Zoning Board to be addressed if and how they may or may not be allowed to open business in the Town.

Mayor - read the header of ORD 2023-02 aloud.

Finch - made motion to accept First Reading of ORD 2023-02 on 4/11/23 and Dugger seconded. Passed 5/0.

Town Attorney - said this is what we're trying to work on here and may take a few months.

Washington - asked to delay this to next month so the Council Members can get feedback from the residents as some people may need it.

Mayor - this doesn't prevent people from using it, medical marijuana, just for dispensaries that wish to open a business here in the Town.

Finch - this would temporarily allow the items listed and we can re-visit this in the future.

Town Attorney - we need to address it so we know how to move forward with it.

Finch said she's ready to vote on it and start the process until we get the Land Development Code in place.

Micshell Turner – why is it just the marijuana?

Town Attorney - it's not just marijuana and it would be a long list if we listed everything. State Law requires that we have specific provisions in the ORD for use and distribution. If it's listed, we will allow it, but we can address all inquiries.

Finch - if it's not listed in C1 or C2, it will not be allowed. This is temporary.

Town Attorney said you can still come forward; it just must be brought to the Zoning Board for their review.

Sandra Walker - is just for medical marijuana dispensaries.?

Town Attorney - no, it is for all types of businesses. If it's not on the list, we will not accept it. The ORD will be edited and addressed. We can come up with broader-use categories.

Walker - asked for a copy of the report. The Zoning ORD. Town Clerk will put copies out in Town Hall foyer.

Finch - it protects us as a Town temporarily until our Land Development ORD is in place.

Dugger - she's ready to vote on its First Reading tonight, on April 11, 2023.

Town Clerk called the roll again. Mayor, Finch, Dugger, and Long said Yes and Washington said No. Motion passed 4/0 to approve the First Reading of ORD 2023-02.

## 7.2 ORD 2023-03 – FIRST READING

Town Attorney - Animal Control has been an issue in the Town. He used the Webster's Definition in the ORD so we can review and edit the ORD to put it in place for the Town. He read aloud a few key areas of the ORD and said it's straight-forward to address the pet/animal issues in the Town.

Mayor read the header aloud.

Finch made motion to accept First Reading of ORD 2023-03 on 4/11/23 and Dugger seconded. Passed 5/0.

Finch - concerned with Section 8.

Town Attorney - read Section 8 aloud so the audience can understand the limits on pets at homes.

Mayor - can someone open a home-based kennel?

Town Attorney - that's not allowed under this ORD.

Lenore Toole - how is the Town supposed to deal with the neutered cats in the Town when they're brought back here? Now the volunteers are stuck with lots of cats, and they are feeding them.

Finch - we have 4 feeding stations in Town.

Town Attorney - this ORD doesn't address feeding stations, but we can investigate it.

John Karichkowsky - not all cats here are feral, but homes have accumulated 3-5 cats and they cannot just release them somewhere. They've domesticated the cats into their homes with their other dogs and animals.

Mayor - cats are mostly where the issue is but dogs need to be addressed also.

Town Attorney - the kennel issue will be addressed in the ORD.

Town Attorney - the Town can edit the ORD and not enforce this.

Toole - the residents with multiple cats should put their names on a list as an existing animal home. She has not

increased one cat with birthing, but has adopted a stray cat.

Washington - we should use the grandfather clause for homes/residents that already have cats/animals at their home.

Long - we should possibly put in the verbiage that the animals that are theirs are acceptable per the limitations and if you foster cats, that's acceptable as long as they're not long-term.

Sandra Walker -it's not her responsibility as a resident to take care of the cats at her home that are brought back to the Town after being neutered.

Finch – Friends of Welaka participate in TNR, Trap, Neuter and Release. Residents can call Putnam County Animal Control if the cats are a nuisance.

Chief – the County's Animal Department may not come out as they're very short-staffed, but if you call them and ask if you can bring them there, that may be acceptable.

Toole - look at the clipped ear. That means they're neutered.

Terrel Mims - it may be a waste of money to have them neutered and if they get picked up by Animal Control, then they do whatever they do with them.

Finch – FOW can try to find homes for the cats.

Courtney Desouza said this is a County issue and residents need to reach out to the County Officials.

Scott Turnbull - why are we not euthanizing some of them? The cat population is getting out of control.

Turner - if the FOW brings the mean cats back to Town, please let the residents know so their kids don't get hurt.

Crescent City resident - her neighbor has pitbull dogs and they bark all day, and she wants to shoot them. It's effecting the mental health of residents.

Dugger – asked the Town Attorney about the stray peacocks.

Town Attorney - they are wild animals, and we cannot do anything to them.

Town Clerk called the roll again and everyone said Yes. Passed 5/0.

Finch made a motion with edits to approve the First Reading of ORD 2023-03 and Long seconded. Passed 5/0.

7.3 ORD 2022-07A - REVISION – Fee Schedule ORD edits

Town Attorney - the edits were suggested and made by the Town Hall office staff that incur these issues often.

Town Attorney - Park Permit Fee is not a clean way to list it. Strike the \$50 Fee.

Town Clerk will remove this fee and verbiage from the ORD.

|

Mayor read the header aloud.

Motion made by Finch to adopt ORD 2022-07A with striking lines 326 and 327 and Washington seconded.

Passed 5/0.

Courtney Desouza - asked Town Attorney what permit?

Town Attorney - it's required and in place in the Parks ORD.

Audience Woman - asked if a fee is required to reserve the park.

Town Attorney - a list is on the Parks ORD.

Town Clerk - the Town Hall office staff, Chief and Town Attorney are working on an Events Application and will have it ready soon.

Town Clerk called the roll. All said Yes in agreeance.

8.1. RES 2023-03 – Approving the Town's Water & Wastewater Asset Management Plans.

Mayor read the entire RES aloud.

Motion for approval to accept RES 2023-03 made by Finch and seconded by Dugger. Passed 5/0.

Washington - FRW needs to update the days in the docs.

BJ Laurie in audience - asked if FRW did this for us?

Mayor - yes, DEP funded this study for us for \$75,000 and we're using FRW to do the study.

BJ - wishes they had this in Crescent City. He said he read it all and it's very helpful to understand this process.

Mayor asked entire Council if they approved, and all said I. Passed 5/0.

## 8.2 RES 2023-04 – Code Enforcement under the Police Department

Mayor called Chief up to the podium.

Mayor - we hired a company to do a salary study and they suggested that the Town's Code Department should report to the Chief of Police, and then to the Mayor.

Chief - agrees to take over Code Enforcement to resolve some of the issues in the Town. The Citizens Advisory Board continues to say that there's a lot of issues that need to be addressed. He will assist with the current cases and address the new cases also. By state statute, he must follow the Code Enforcement rules and not the Police Department rules.

Mayor read the entire RES 2023-04 aloud.

Motion for approval to accept RES 2023-04 made by Finch and seconded by Washington. Passed 5/0.

## 9.1. PROCLAMATION 2023-04 – Proclaiming May as National Historic Preservation Month.

Mayor read the entire PROC 2023-04 aloud.

Motion for approval to accept PROC 2023-04 made by Finch and Washington seconded. Passed 5/0.

Desouza – at 12:00 Noon on Saturday, 5/13/23 – A speaker will be coming to Town Hall to chat about Hastings and the history in this area.

## 10. PUBLIC COMMENT

1. Bob Shiler – 304 Sportsman Drive. Who tore up the road and left it for 6 weeks?

Mayor - The Town milled it up and the PSA company called and said their equipment broke down.

Shiler - The containers going across there are entirely too loud.

Mayor - we may cancel this contract and it might take 3 months to re-schedule this with a different company.

Shiler - Second Avenue, next to Shrimps, that has stops signs all the way down, we have to change this. Nobody stops there anyhow.

Chief - we do enforce traffic in that area, and we cannot be everywhere all the time. 2<sup>nd</sup> and 4<sup>th</sup> Avenue have stop signs going North and South, so it's uniform. The Chief brought the signs up to 7' tall to be enforced as when they were 3' tall, they cannot enforce the law.

Shiler - asked if we can get yield signs instead

Chief - said no. We may need traffic engineers to come in and assess this area in the future. Running a stop sign is enforceable. We did take a few stop signs out on 2<sup>nd</sup> Avenue.

Shiler – Why do the fishing docks on Mill Street and North Street that have the stairs missing? You must go down to the boat ramp now.

Mayor - the Council made the decision to tear the docks down and that will be started this month.

## 11. PRESENTATIONS / REPORTS TO TOWN COUNCIL:



1. BJ Laurie explained how important the Fruitland Historical Peninsula Society is and came here today to bring attention to the “This Place Matters” signs all around the area and the history surrounding us. Use the QR code and it shows lots of pictures of places that were there and are here now. He needs more help finding historic locations. He thanked us for adopting the PROC 2023-04. Sharie, the President of the Historical Society is here also, and she’s taken over after the passing of Margaret Nelson’s who was the Historical Society President for 40 years.

Banners will be placed in Crescent City during May. He thanked us for being invited to come to the Meeting tonight and it’s fun and it’s nice to see us all working so well together. He’s envious of us as he’s from the Crescent City area. He said we’re doing a great job!

Washington - how many years constitutes a historic building?

BJ - 50 years.

Finch - NEFRC is assisting with the grant for historical resources and is due by June 1, 2023.

BJ - assisted with the Crescent City grant and is very knowledgeable about the entire area.

Sharie - they have a large stack of historic Welaka papers for us to go through.

Mayor gladly accepted her invitation.

11.2. Linda Myers, Putnam County Tax Collector, spoke and handed out a packet to the Council Members and explained all of the state agencies on the papers. Her office handles county titles, tags, birth certificates, sales tax, property tax, tourist development tax, art program tax, etc.

Linda is leaving the applications with Town Clerk for the Installment Agreement applications. Due by 4/30/23. They will be in the Town Hall foyer on the table.

A Tax Certificate Sale is an online auction and is on June 1, 2023. .25% is charged for someone to buy their tax deed back from 2-7 years. The auctioneer does online classes to teach you how to do bid online.

Florida’s Safe Mobility for Life program for aging drivers is in place in the area.

Contact her or her staff with information and to take a tour of her office, if wanted.

Mayor - is Sales Tax is a challenge?

Myers - the County adopted a 4% tax ORD for short term rentals and it’s booming.

11.3. Councilwoman Kimberly Dugger presented the website updates on the Council Room television screen. There are different user-friendly websites available. Right now, we have a premium plan and there’s an ultimate plan available. The notification option is a plus for Town resident-involvement. You can choose how and with what you’d like to be notified with. She explained all the areas of the CivicPlus options. It costs an additional \$2,200 per year and we pay \$1,600 now. Approx. \$3,800 annually.

Naples and High Springs websites are beautiful. She asked the Council to please take a look at them.

Meeting Management is available. She spoke to Gregg, at Civic Plus, about it also.

Finch - is this a complete re-build of our website?

Dugger - our website site needs to be more user-friendly and updated.

Desouza – are the tabs available for finding certain topics in the Meeting videos?

Dugger - yes, this would be available with the upgrade.

Dugger - notifications can be mapped out to certain Town areas and sent to residents. Users can subscribe and be notified automatically when changes or additions are made on the site.

Finch - it’s worth pursuing and she wants to look at the sites Dugger mentioned.

Long - put it on the Agenda in May 2023 under the Non-Consent Item Section. The Council can take action on it next month.

11.4. Events Committee – Courtney Desouza – Thanked Helping Hands and the Slingshot Crew who donated candy for the Easter Event.

May 5, 2023, 6-9 PM is the next FTF Event with live music and foam.

Gregory Leonard will be here to speak on the history of Hastings on Saturday, May 13<sup>th</sup> at 12:00 PM Noon. A Seminar will be planned with Linda Myers for the Aging Drivers Program, if wanted.

#### 11.5. Citizens Advisory Committee – Scott Turnbull

Mayor – engineering firm is working on the road work and he’s working on state funding for asphaltting the roads. Turnbull - Pickleball grant status. FRDAP grant has been discontinued and the next cycle is 8/1/23. They don’t pay for the design. Asked the residents to design a plan for the pickleball court idea(s).

Town Attorney -a boundary survey and a title search would be needed also. Asked the Citizens Advisory Committee to design a plan or have it drawn up and bring it back to the Council for review.

Turnbull - possibly some rumble strips or flashing yellow lights and cross walks to prevent speeding at all entrances of the Town.

Mayor - these are County road and they’re state evacuation roads, so we must speak with the County and FDOT.

Long - when another Officer gets on board, it will help. She tells every person not to speed in our Town. Tickets are coming.

Town Attorney - he would appreciate the rumble strips, especially when he approaches the south end of Town.

Mayor - Code Department and issues have been turned over to the Chief.

Mayor - the paving projects have been put on hold due to a shortage of asphalt and supplies. so we do not want to cancel this project. May be too far out. We’ll get the roads finalized that we prepped and milled them, within the next few weeks when PSA re-schedules with us.

Turnbull - Hill always washed out with the rain between North and Boston.

Mayor - it needs to be paved because it keeps washing out. FDOT will hopefully give us the projects when we get grant(s) because we have not done our roads here yet.

Turnbull - we could do an ORD to protect the manatee zone(s).

John Karichkowsky – we can investigate the manatee zone website(s). There’s no data. He’s gathered information from the FRW sites and there’s 2,963 manatee deaths due to watercrafts in FL. There’s been 21 manatee deaths on the 60 miles of Putnam St. Johns River. He found no confirmed deaths in Welaka of any manatees, ever.

Dugger - in 2017 FWC was behind the Manatee ORD and it fell by the wayside.

Finch - there are other un-reported deaths of manatees that are not determined how. If there could be no-wake signs near the boat ramp and near the Sportsmans Harbor area, it would help boats being loaded/unloaded and would help preserve the waves going into the homes and yards in the Sportsmans Harbor area.

Karichkowsky - it’s not right to use the manatee zone / no-wake zone to simply slow the boaters down. He said it will create a domino effect and most of the waterways will be manatee zones. Let’s create an ORD that creates Slow or No-Wake Zones in Welaka.

Dugger - we are the Bass Capital, and we are not sure when the growth will hit us and we will wish that we did something now, rather than later. She’s very supportive of doing something now under our authority. The river is our lifeblood.

Karichkowsky - researched the areas of Astor and the manatee zones, extreme slow, and no-wake zones, have dissolved the restaurants and made them go out of business.

Town Attorney - the eel grass being gone is starving the manatees and they are being fed lettuce instead. He’s looking at the Florida statutes and it says we can do slower speed spots around the boat ramp and key areas.

Toole -the eel grass is being planted in Crescent Lake.

Finch -the eel grass is also being planted in Lake George and East Palatka.

Turnbull - asked for a monitor in the hallway for Meeting overflow people.

Turnbull - asked for a map/plan of the new dog park. John Stuart provided a drawn map of this.

Mayor - we simply put water in and fix the gate since we have no funding to expand this. Possibly a FRDAP grant could fund this.

Town Attorney - if a walking area was included, it’s possible to get approved for the grant.

Mayor - our budget cannot afford a total re-make of the dog park.

Washington - asked if there were any concerns or issues brought to them, why didn't Turnbull bring it to the Council tonight?

Turnbull - Michelle brought him a packet with some quotes and it needs to be reviewed.

## 12.1. CONSENT AGENDA ITEMS

Sewer Credits –Motion made by Finch to accept the monthly sewer credits. Washington seconded. Passed 5/0.

## 13.1. NON-CONSENT AGENDA ITEMS:

Mayor rearranged the Agenda a little since some people are getting tired.

13.1.c. Signs across from Jefferson Smith Park & enforcement of ORD 2000-07 -

Greg Clemmons - why the parks are being locked?

Mayor - it's because of vandalism.

Clemmons - they get pointed at or picked on that the vandalism goes through them but the parents pay for the vandalism costs.

Mayor - the O/T of employees is being paid by the Town also. The repairs and the O/T were assessed.

Mayor - the Council all approved the locking of the parks and bathrooms. We hung signs also and people are drinking alcohol and smoking on the right-of-way along the park and the Town employees are picking up the glass bottles and garbage littered. This ORD applies to all parks in Welaka. Not just Jefferson Smith Park.

Sandra Walker - we're locking the parks to minimize vandalism?

Mayor – yes.

Walker - if we have good cameras, why do we need to lock the parks? They'll be on camera. The rights-of-way are on every park, correct?

Mayor - the ORD can be enforced, and this is in effect for all parks in the Town.

Mayor and Chief - you cannot smoke marijuana in public, even if you have a medical marijuana card.

Micshell Turner - travelers could be coming through the Town and throwing their glass bottles in the ditch by her house. She told the Mayor to communicate with the area and not create an ORD. The past Mayor Sands never enforced any of this.

Mayor - the ORD is in place and now can be enforced.

Turner – that's only because he wants there to be.

Mayor - if the Council wishes to abolish the ORD, then we can move forward with that.

Scott Turnbull - the park closes from sunset to sunrise. If the parks are closed, then why is anyone at the park?

Audience woman - if there's cameras in the park, they don't need to be locked.

Chief - there's limited cameras and we cannot afford 360-degree camera coverage. We cannot have cameras in the bathroom and the footage is not in a dispatch center that is always watched. Mondays and Fridays are when the parks used to be checked at his last job, down south. If there's vandalism in that week, it's easier to find on the recorded camera footage. Sometimes the cameras do not help if we do not recognize the people on the cameras and nobody comes forward.

Mayor - when Chief spoke to Greg Clemmons on Saturday morning, the main gates are the only gates unlocked unless an event is booked and certain gates be unlocked.

Chief - we do not pick one side, we ticket or arrest everyone for the crimes they commit. We're cracking down a lot more now. He enforces the policies that the Council puts in place.

Sandra Walker - there should be an exit on the roadside at the park in case something dangerous happens. They want another exit to be unlocked, just in case there's a stabbing or shooting or something else.

Greg Clemons - the kids had to jump the fence because it was locked to get the ball when playing kickball.  
Long - we are here listening to the concerns of the residents and that we placed the ORD in effect to protect the Town. Maybe we can hear from the residents again?  
Micshell Turner - why was the road-side gate not unlocked at Jefferson Smith park?  
Chief - the other gates on the Palmetto side are easier to open and close and the other gate is too large and only open during Town events.  
Audience woman - random people are walking through her yard from the Dollar Store and it's unsafe.  
Chief - it's about 30 minutes to have an employee lock the parks and bathrooms.  
Dugger - she agrees with Long and maybe the residents can workshop this?  
Harriett - people just want to pay kickball, or a sport, and not have to call and ask for permission.  
Audience Woman - they wanted to use the park Sunday and the one side of it was locked and the bathrooms were locked.  
Mayor - the block party that happened years ago was dangerous and the ORD should have been in place to enforce back then. We don't want to over-regulate this ORD. This is nothing personal and even if he's not the Mayor in the future, he will still live here in the Town. Our staff changed all the locks in the Town and the employees are still in training locking and unlocking the parks and bathrooms. He wants to protect the community because he sees the consequences of drugs and drinking and driving.  
Long - we should unlock both sides of Jefferson Smith Park and she's here to listen.  
Mayor - possibly have a Public Meeting Workshop regarding locking and unlocking the 308-B walk-through gate? The employees are in training to get accustomed to this process.  
Public Works can unlock the gates starting tomorrow morning.

#### 13.1.a. Excessive water bill at Jefferson Smith Park in March 2023

Sandra Walker - she was having a meeting at the park and the water was running at the park. She walked to the Dollar Store and back and the water was still running. She told someone and Greg Clemmons turned it off. It was the flapper in the back of the tank.  
Greg Clemmons - there was a bouncy house in the park that had water in it and Greg Clemmons said to give him a bill and he will pay it.  
Washington - we don't know how long the water had been running for, or how many days prior to and how will it be detailed for that bill?  
Mayor said that we will figure it out together and for Greg to talk with him.

#### 13.1.b. Welaka Medical Clinic Water Leak and Lease Agreement

Mayor - we pay the utility bills for the Aza Health clinic here and they don't know of leaks until we tell them. The CEO of this AZA Health is making \$160,000 a year and they pay us no lease payments and do not grant our Town employees access to assess any water leaks.  
Long - they used to provide medical care and they were doing it for completely free. We need to re-do this contract.  
Chief - we no longer use them for employees as we cannot get in easily and give us very expensive bills along with poor results from drug screening.  
Town Attorney - we need to find the attachment that goes with this and we need to re-do this contract ASAP.  
Washington - asked and the Mayor and he said that it's an annual auto-renewed contract.  
Town Attorney - agreed to review the contract. He said that they have plenty of money to pay rent.

### 13.2. ZONING RECOMMENDATIONS

a. None

### 13.3. UTILITY MATTERS

a. The Town's WWTP is not safe to do tours. Possibly a video tour can be done.

14.3. Chief Michael Porath Reports - the land next to the Div. of Forestry is the perspective area for the new Police / Fire station and it's almost ready to be granted to us.

Town Attorney - it's a good idea to annex in the 40-Acre Park into Welaka soon.

Hopefully we can get other municipalities on board to push the Legislative Appropriation though when he goes to Tallahassee in the next few weeks.

Chief - his Police truck was re-decaled. It's not a new truck.

14.4. Town Attorney Patrick Kennedy Reports - Zoning Board Map changes were made. He's having the County update the maps for us. The Zoning provisions will be consolidated and brought to the Zoning Board this month.

14.5. Town Clerk Meghan Allmon Reports - Town's digital sign ETS is currently 9-11 weeks lead time for fabrication. Public Works bought and placed the new locking lid trash cans at Jefferson Smith Park today.

15.1. Mayor Jamie Watts Reports - None.

15.2. Council President Jessica Finch Reports - Wants to schedule an NEFRC Workshop for the residents. They will be here soon for the public input part, and then we can do the Council part in a separate Workshop.

Finch - the guy that threatened to blow up the Rodman Dam, she asked if we could contact FDEP for assistance or help to put a plan in place.

Mayor - Beechers Point and Sportsmans Harbor are vulnerable and would flood quickly and be very dangerous.

Washington - is there's an evacuation plan or a checkoff list?

Mayor - we could possibly notify people by possibly driving through the neighborhoods with a siren or using the mass call service that the County uses.

Mayor - had to sign a confidentiality agreement in dealing with the Rodman Dam.

15.3. Councilwoman Tonya Long Reports - She said that it would be nice if overflow in your home could stay overnight in a camper in their yard, as long as it's not a permanent residence.

Town Attorney will adjust the wording to a week or two for guests staying.

15.4. Councilwoman Kathy Washington Reports - Mental Health Workshop was very informative. We should have advertised it more. There's another one towards the end of May at Flagler Hospital.

Event and Advisory Committees - their 2-year limitations is nearing an end - Event Committee RES 2021-08, 2021-07 Advisory Committee, they expire 7/13/2023.

Mayor - we will see who'd like to stay on the Committees and ask for more volunteers also.

Desouza - the Events Committee was changed, it's an open Committee.

Mayor - we can review all Boards.

Desouza - the Events Committee invites more members and volunteers to join at any time.

Washington - we can re-visit the Resolutions.

Mayor - we can re-appoint the same Members if they wish, but we will revisit the Resolutions.

Town Attorney - we will take a look at the Resolutions and start the process.

Washington - asked who she can talk to about fire hydrants.

Mayor - she can talk to the Fire Chief, Scott Turnbull.

15.5. Councilwoman Kimberly Dugger Reports – wants a copy of the Zoning ORD.

Town Attorney - said he'll send it to her.

Dugger - wants a list of allowed business types. Thanked the Events Committee for the FTF. It was awesome!

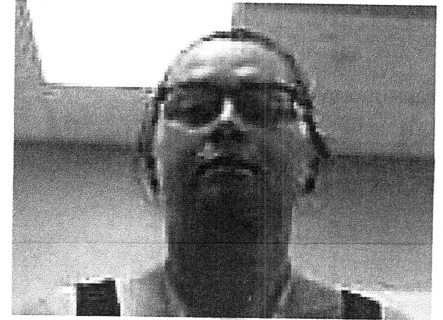
16. Adjourned 9:55 PM



FLORIDA DEPARTMENT of  
ENVIRONMENTAL PROTECTION

SCORE REPORT

WATER TREATMENT PLANT CLASS C



KINNEY, PAULINE  
630 NORTH STREET  
WELAKA, FL 32193  
UNITED STATES OF AMERICA

PROFILE ID NUMBER: FL0031381  
EXAMINATION DATE: 04/21/2023  
CONTROL ID: 4948465

You have **passed** this examination. Your score is **70%**.  
The passing score is **70%**.

Content Area	Your Score	Max Score
1. Aeration	2	2
2. Corrosion Control	2	5
3. Coagulation and Flocculation	8	10
4. Demineralization	2	3
5. Distribution	2	2
6. Disinfection	8	11
7. Filtration	5	6
8. Facility Operation and Maintenance	6	6
9. Iron and Manganese Control	2	2
10. Rules and Regulations	2	6
11. Reservoir and Well Field Management	4	4
12. Sampling and Lab Techniques	2	3
13. Safety	3	5
14. Sedimentation	2	5
15. Softening	5	10
16. Source Water Characteristics and Treatment	1	2
17. Taste and Odor Control	3	3
18. Trihalomethanes	4	6
19. Math	6	7
20. Process Waste Handling and Disposal	1	2
<b>TOTAL</b>	<b>70</b>	<b>100</b>

**Congratulations on Passing your Examination!**

In order to finish the licensing process, you will need to complete your application for license and mail it to our office. You may download the application for license from our web page at:

<https://floridadep.gov/water/certification-restoration/content/operator-certification-program-publications-forms>.

Mail the completed application for license along with the appropriate supporting documentation and fees to:

Florida Department of Environmental Protection  
Operator Certification Program  
Post Office Box 3070, Tallahassee, Florida 32315-3070



## D.J. community service recognition

My name is Laurie Porath, I am the Vice President Of Friends Of Welaka.

I first met Desmond J Anderson (DJ) in 2018 when he was 14 years old when he would play his video games on the steps of Town Hall. D.J has been with Friends of Welaka which is a 501c3 non-profit Organization ever since. D.J. started off as a participant in our children's garden, Now at 18 years old D.J. has volunteered earning community hours for Bright Futures. D.J has served our community in events i.e. town clean up, garden , movie night. D.J. has also helped residents clean yards, move to new locations in town, D.J. has been a mentor to younger children when at the garden and the beautification of the post Office, U.S. Fisheries Aquarium and other projects we have done.

D.J is always willing to do any work that is asked of him without complaint, he is respectful and courteous to everyone he comes in contact with. We believe when we recognize our younger residents when they donate their time and give back to the community it encourages them to continue. Therefore I would like to nominate D.J to be recognized by the Town Council and invite his family for the occasion.

Thank you for your time and consideration,

Vice President Friends Of Welaka  
Laurie Porath



**ORDINANCE NO. 2023-~~020~~04**

**AN ORDINANCE OF THE TOWN COUNCIL FOR THE TOWN OF WELAKA FLORIDA, ADOPTING ARCHITECTURAL STANDARDS FOR RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL DEVELOPMENT IN THE TOWN OF WELAKA; PROVIDING FOR REPEAL OF PRIOR ORDINANCES AND RESOLUTIONS IN CONFLICT, PROVIDING FOR SEVERABILITY; PROVIDING FOR INCORPORATION INTO THE TOWN'S UNIFIED LAND DEVELOPMENT CODE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council for the Town of Welaka Florida, is authorized under Section 166.021 Florida Statutes and the Town Charter for the Town of Welaka to adopt certain regulations necessary to protect the health, safety and welfare of the citizens of Town; and

**WHEREAS**, the Town Council recognizes that reasonable architectural standards to guide development in the Town of Welaka will provide an invaluable contribution to the health and general welfare of the citizens of Welaka; and

**WHEREAS**, the Town Council recognizes that improper design and location of certain structure types can and does have a detrimental impact on the general welfare of the community; and

**WHEREAS**, the Town Council desires to establish reasonable regulations and guidelines to promote quality development and redevelopment in the Town of Welaka; and

**WHEREAS**, the Planning Commission/Zoning Board for the Town of Welaka met to on January 19, 2023, and February 16, 2023 to consider certain reasonable architectural standards for new development within the Town boundaries and has recommended approval of such standards as presented on first reading to the Town Council;

**NOW THEREFORE, BE IT ENACTED** by the Town Council of the Town of Welaka, Florida, in a meeting assembled on the \_\_\_ day of \_\_\_\_\_, 2023:

**SECTION 1. SHORT TITLE**

This Ordinance shall be known as and may be cited by the short title of "Town of Welaka Architectural Standards".

**SECTION 2. REGULATIONS**

The regulations established by this ordinance are set forth in attached Exhibit A, which is hereby incorporated and adopted.

**SECTION 3. CONFLICT AND REPEAL OF PRIOR FEE ORDINANCES AND RESOLUTIONS**

46 This Ordinance shall serve to repeal and supersede all prior fee ordinance and resolutions,  
47 or portions thereof, in conflict with this Ordinance.

48  
49 **SECTION 4. SEVERABILITY**

50  
51 If any portion of this ordinance is for any reason held invalid or unconstitutional by any  
52 court of competent jurisdiction, such portion shall be deemed separate and such holdings shall not  
53 affect the validity of the remaining portions.

54  
55 **SECTION 5. INCORPORATION**

56  
57 The Town Clerk or Town Attorney are hereby authorized and directed to incorporate the  
58 provisions of this Ordinance into the Town’s unified Land Development Code, renumbering and  
59 formatting as needed to be consistent with the numbering and formatting of the Land  
60 Development Code.

61  
62 **SECTION 6. EFFECTIVE DATE**

63  
64 This Ordinance shall take effect upon adoption.

65  
66 **PASSED** by the Town Council for the Town of Welaka on FIRST READING on the 9<sup>th</sup> day of  
67 May, 2023.

68  
69  
70 **DONE, ORDERED AND ADOPTED** by the Town Council for the Town of Welaka on  
71 SECOND READING on the \_\_\_\_ day of \_\_\_\_\_, 2023.

72  
73  
74  
75 **ATTEST:**

**SIGNED:**

76  
77  
78  
79 \_\_\_\_\_  
80 Meghan E. Allmon, Town Clerk

\_\_\_\_\_

Jamie D. Watts, Mayor

81  
82  
83  
84 \_\_\_\_\_  
85 ~~**COUNCIL PRESIDENT:**~~

\_\_\_\_\_

Jessica Finch, Council President

86  
87 **APPROVAL AS TO FORM AND LEGALITY:**

88  
89  
90 \_\_\_\_\_  
91 Patrick Kennedy, Town Attorney

\_\_\_\_\_

Jessica Finch

92 **EXHIBIT A - ORDINANCE 2023-0204**

93  
94 **Town of Welaka Architectural Standards**

95  
96 **1. Purpose and Intent.** It is the purpose of this section to provide general guidelines relating to  
97 the architectural design of development and redevelopment for primary and accessory commercial  
98 buildings or structures, regardless of how they are used, located in the Town of Welaka’s C-1 and  
99 C-2 zoning districts, unless otherwise stated herein. However, in order to create a more  
100 harmonious built environment, all development, including development in residential zoning,  
101 should use the following standards as guidelines for community compatibility.  
102

103 **2. Applicability.** These architectural standards shall apply to new development or to the erection  
104 of any building or structure on land within the Town of Welaka town limits after the effective date  
105 of this Ordinance, as well as the redevelopment or renovation of an existing building or structure,  
106 including accessory buildings or structures, that changes more than fifty (50) percent of a primary  
107 or secondary facade. The fifty (50) percent facade remodeling or renovation standard only applies  
108 to that building facade undergoing renovation or redevelopment. New development or building  
109 expansion greater than fifty (50) percent in gross floor area, shall require full structure compliance.  
110

111 **a. Exception.** Where an unexpired town-approved development order or unexpired town-  
112 approved development agreement issued prior to the effective date of this Ordinance, court  
113 order, or other legally binding document which authorizes development applies to the site,  
114 the standards in the legally binding document shall apply, provided the work on the  
115 building or structure commences and has its first meaningful inspection of the vertical  
116 elements of the structure within 180 days from the date of permit issuance.  
117

118 **b. Variance.** A variance from these architectural standards may be granted by the Planning  
119 and Zoning Board provided the proposed development will otherwise conform to the  
120 general guidelines contained herein and Planning and Zoning Board determines, after a  
121 public hearing, that the proposed development meets all the criteria for a variance to the  
122 Town’s land development code.  
123

124 **3. Enforceability.** The Planning and Zoning Board shall review plans for any buildings or  
125 structures which apply to the architectural guidelines.  
126

127 **4. Submittals.** To ensure compliance with these architectural standards, the applicant shall submit  
128 as part of the appropriate development approval application (i.e., a building permit application),  
129 elevation drawings with enough detail to ensure that the proposed building or structure meets the  
130 intent of this section.  
131

132 **5. Architectural Standards.**

133  
134 **a.** Buildings or structures which are part of a present or future group or complex shall have a  
135 unity of character and design. The relationship of forms and the use, texture and color of  
136 materials shall be such as to create a harmonious whole. When the area involved forms an  
137 integral part of, is immediately adjacent to, or otherwise clearly affects the future of any

138 established section of the Town, the design, scale and location on-site shall enhance rather  
139 than detract from the character, value and attractiveness of the surroundings.

- 140
- 141 **b.** Buildings or structures located along strips of land or on single sites and not a part of a  
142 unified multi-building complex shall strive to achieve visual harmony with the surrounding  
143 development. If the buildings are in undeveloped areas, three primary requirements must  
144 be met: proper design concepts, honest design construction and appropriateness to  
145 surroundings.
- 146
- 147 **c.** All facades visible to public or adjacent property shall be designed to create a harmonious  
148 whole. Materials shall express their function clearly and not appear as a material foreign to  
149 the rest of the building.
- 150
- 151 **d.** It is not to be inferred that buildings must look alike to be of the same style or to be  
152 harmonious. Harmony can be achieved through the proper consideration of scale,  
153 proportions, site planning, materials, and color.
- 154
- 155 **e.** Buildings which are of symbolic design for reasons of advertising, unless consistent with  
156 the requirements of this section, and buildings which are not compatible to the  
157 surroundings will not be approved. Symbols attached to buildings will not be allowed  
158 unless they are secondary in appearance to the building and landscape and are an aesthetic  
159 asset to the building project and neighborhood.
- 160
- 161 **f.** Exterior lighting may be used to illuminate a building and its grounds for safety purposes  
162 but in an aesthetic manner. Lighting is not to be used as a form of advertising in a manner  
163 that is not compatible to the neighborhood or in a manner that draws considerably more  
164 attention to the building or grounds at night than in the day. Lighting following the form  
165 of the building or part of the building will not be allowed if the overall effect will be garish  
166 or detrimental to the environment. All fixtures used in exterior lighting are to be selected  
167 for functional and aesthetic value and shall be installed in a manner that shields them from  
168 direct illumination of neighboring properties.
- 169
- 170 **g.** All exterior forms, attached or not attached to buildings, shall be in conformity to and  
171 secondary to the building. They shall be an asset both to the aesthetics of the site and the  
172 neighborhood.
- 173
- 174 **h.** Metal Buildings. Subject to the prohibitions outlined in Section 8, below, metal buildings  
175 are permitted buildings or structures provided they comply with the Architectural  
176 Standards outlined in Section 5, above; and provided they are only used as accessory  
177 structures in residential and neighborhood commercial zoning districts. Upon application,  
178 the Planning and Zoning Board may approve a metal building as a primary structure in the  
179 general commercial and light industrial zoning districts if the applicant can demonstrate  
180 that all of the criteria referenced in Section 5 above can be met and variances are not  
181 otherwise required to the dimensional requirements of the zoning district.
- 182
- 183

184 **6. Compliant Architectural Elements.** The following architectural elements are considered  
185 consistent with the Town’s architectural standards:

- 186
- 187 **a.** Open air front porches or wrap around porches;
- 188
- 189 **b.** Gable, hipped or mansard type roofs;
- 190
- 191 **c.** Second story balconies;
- 192
- 193 **d.** Decorative roof treatments, including but not limited to, pediments, dormers, ridge  
194 cresting, entablature, decorative bridgeboard, decorative shingles, etc.;
- 195
- 196 **e.** Decorative window treatments, including but not limited to, louvered shutters, double-  
197 hung windows, arched windows, transoms, stained glass, etc.
- 198
- 199 **f.** The elements described in paragraphs a. – f. above are prime examples but not an  
200 exhaustive list of elements that may be considered consistent with the Town’s architectural  
201 standards.
- 202

203 **7. Guidance.** The following examples of architectural design are provided from examples present  
204 in the Town today. These styles should not be considered as mandatory designs, rather as general  
205 indications of the types of styles considered by the Town to be consistent with historical  
206 development trends. Specific architectural attributes or characteristics may be mixed between the  
207 period structures shown to produce an aesthetically pleasing design.

208

- 209 **a.** Colonial. This classic American style of architecture  
210 has been an architectural mainstay since the 1600s.  
211 Over the years, it has evolved into many variations,  
212 each inspired by the settlers who built it and the  
213 region it was built in. However, the common  
214 characteristics include a rectangular shape and  
215 symmetrical construction, two to three stories tall,  
216 double-hung windows with shutters, and a pitched  
217 roof. Commonly constructed with unpainted or  
218 painted brick veneer, but clapboard siding is not a-  
219 typical.



220

- 221
- 222 **b.** Craftsman. These cozy bungalows came out of the  
223 Arts and Crafts movement of the early 20th century.  
224 Rustic and streamlined, they emphasize simple  
225 forms and natural material. They have open floor  
226 plans, wide covered porches, exposed beams and  
227 gabled roofs, natural colors, simple unadorned  
228 forms, and clapboard or lap siding.



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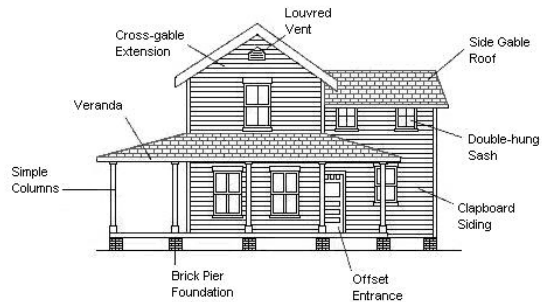
c. Victorian. The Victorian style broadly refers to anything that was built during the reign of Queen Victoria of England from 1837 to 1901. The elaborate homes of the period include the popular Queen Anne style as well as what we refer to as "Victorian." It is typically a complicated shape that extends up two or three levels, with a steep pitch roof, multiple paint colors, elaborate details (i.e. dentil molding, cornices, and wooden brackets), and clapboard siding.



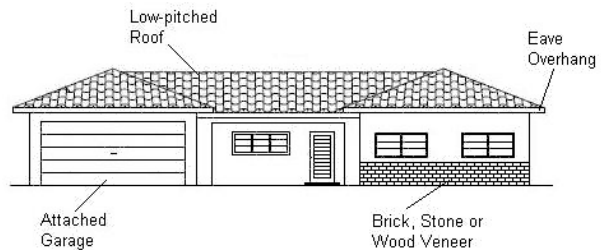
d. Italianate. The Italianate style is typically 2 or 3 stories, rarely 1 story; with a low-pitched roof, widely overhanging eaves; large, decorative brackets under an ornamental cornice; tall, two over two double-hung windows (most often narrower on commercial buildings), commonly arched or curved above; an occasionally a square cupola or tower (campanile). Residential may include an elaborate wrap-around porch (or smaller entry porch) with decorative Italianate double columns.



e. Frame or Masonry Vernacular. Vernacular architecture circa 1900 to 1950 refers to the style of construction related to the environmental contexts and available resources available to the early settlers of the Town. They were customarily owner-built, utilizing traditional technologies. The term 'vernacular' refers to a structure that is not of a pure design style but is loosely based on the features of other architectural styles.

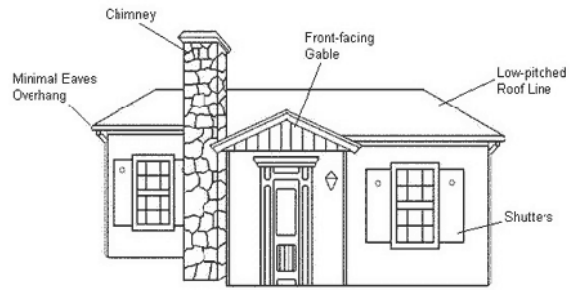


f. Ranch. The one-story structure normally has low-pitched roofs surfaced with concrete tiles or asphalt shingles. The roof may be hipped or gabled and will usually have a moderate or wide eave overhang that may be boxed or open to expose the rafters. Cladding may be of brick, stone or wood and may sometimes be a combination of materials. Ribbon windows and large picture windows are common in the



275 living areas. Modest detailing may include decorative iron or wooden porch supports and  
276 decorative shutters.

277  
278 **g. Minimal Traditional.** Structures are one  
279 story in height and construction is of  
280 frame and clapboard, or masonry and  
281 stucco. Roofs consist of a low-pitched  
282 gable with minimal eaves overhang.  
283 There is normally a front-facing gable  
284 and a chimney. Windows may be wood  
285 frame sash, metal awning or fixed metal.  
286 Some examples have a small portico at  
287 the front entrance, and some include a  
288 single car garage or car port which may be attached or detached. Decorative detailing is  
289 limited; however, it may include shutters, gable vents, quoins, and masonry veneers.



290  
291  
292 **8. Prohibited Architecture.** The provisions of this paragraph 8 shall apply to all zoning districts,  
293 except as noted herein.

- 294  
295 **a.** A building made of corrugated metal and having a semicircular cross section, commonly  
296 referred to as a Quonset hut, is a prohibited structure in all zoning districts, except in  
297 Agriculture and Light Industrial zoning districts and then only as an accessory structure  
298 that is subordinate in size and use to the primary structure or use on the property.  
299  
300 **b.** Mobile Homes, as defined by Florida Statutes section 320.01(2), are prohibited structures  
301 in all zoning districts, except in the SR-1 district or when expressly approved under a  
302 Planned Unit Development or other overlay district.  
303  
304 **c.** Accessory structures or buildings that are larger than the primary structure or building are  
305 prohibited in all zoning districts unless constructed in a manner that is clearly consistent  
306 with the guidance provided herein, as determined by the Planning and Zoning Board,  
307 without need of any variance to any other provision this Ordinance or any other provision  
308 of the Town's land development regulations.

309  
310 **9. Building Orientation.** The provisions of this paragraph 9 shall apply to all zoning districts.

- 311  
312 **a.** The intent of this section is to orient buildings toward the public right-of-way or roadway  
313 or to private internal collector type/roadways.  
314  
315 **b.** Generally. All primary structures or buildings, and accessory structures located in the side  
316 yard and visible from the right-of-way or roadway shall be oriented to face the right-of-  
317 way/roadway such that the front façade is parallel to the right-of-way or roadway.  
318  
319 **c.** Corner lot structures or buildings shall be oriented as provided in section 9.b above so that  
320 the front façade will face the right-of-way/roadway that serves as the street for the 911-

321 address for the property on which it is located; unless it can be shown that there are  
322 compelling site conditions that necessitate a different orientation.





47 such as by means of leash, cord or chain of sufficient strength to restrain the same; or, in the  
48 case of specially trained animals which immediately respond to commands.

49  
50 **D. DOMESTIC or DOMESTICATED ANIMAL:** Shall means any animal domesticated to  
51 live and breed in tame conditions alongside humans.

52  
53 **E. EXOTIC ANIMAL:** Shall means any animal that might otherwise live outside of captivity  
54 and that does not historically occur in Florida but have been brought to Florida by humans.

55  
56 **F. FERAL:** Shall means an animal that descended from domesticated animals but lives in a  
57 wild state generally avoiding direct human contact, typically after escape from domestication  
58 or abandonment.

59  
60 **D.G. \_\_\_\_\_ NEUTERED MALE:** Any male animal which has been operated on  
61 for the removal of gonads to prevent procreation.

62  
63 **E.H. \_\_\_\_\_ PUBLIC NUISANCE ANIMALS:** Shall mean any domesticated animal ~~or animals~~  
64 ~~which~~that causes an unreasonable disturbance to the peace, including but not limited to the  
65 following actions:

- 66  
67 1. ~~damage~~damaging public or private property;  
68 2. ~~are~~vicious behavior towards other persons or domestic animals;  
69 3. habitual chasing or molestation of passersbypersons -or vehicles passing by;  
70 4. attacking other animals;  
71 4.5. emitting or making continuous and uninterrupted barking, howling, screeching,  
72 squawking or other animal sounds in violation of section 13 of this ordinance or the  
73 Town's noise ordinance; or  
74 5.6. cause causing an annoyance in the neighborhood by acts such as  
75 overturning garbage cans, defecating or urinating on another's property,  
76 or digging holes on property other than its owner's property, or such other  
77 acts as are generally regarded to create a public nuisance.

78  
79 **F.I. OWNER:** Shall mean any persons, firm or corporation possessing, harboring, keeping  
80 or having custody or control of an animal, or who permits or encourages an animal  
81 to remain on or about any premises occupied or controlled by him or her by  
82 feeding or caring for said animals. If the animal owner is under the age of 18, that  
83 person's parent or guardian will be deemed to be the owner.

84  
85 **G.J. \_\_\_\_\_ RABIES EXPOSURE:** An animal has been exposed to rabies if it has been bitten or in  
86 direct contact with any animal known to be infected with rabies.

87  
88 **H.K. \_\_\_\_\_ RESTRAINT:** An animal is under restraint if it is controlled by a leash under control of  
89 a competent person and obedient to that person's command, or within a vehicle being driven  
90 or parked on the street, or within the property limits of its owner or keeper.

91  
92 **I.L. \_\_\_\_\_ SPAYED FEMALE:** Any female animal which has been operated on for the removal of

93 ovaries to prevent conception and "heat" manifestations.

94  
95 **J.M.** **STRAY ANIMALS:** Shall mean any animal at large without identifying  
96 tags or without appearance of an owner. Stray shall not mean a hunting dog  
97 while hunting on public or private property unless it becomes a public nuisance  
98 as described below.

99  
100 **K.N.** **VACCINATION AGAINST RABIES:** Shall mean the injection of an animal  
101 with anti-rabies vaccine approved by and administered in an amount and manner  
102 ~~approved by the~~ consistent with the guidelines established by Florida Department of  
103 Health (DOH) State Board of Health.

104  
105 **L.O.** **VICIOUS AND/OR DANGEROUS ANIMALS:** Shall mean an animal that:

- 106  
107 1. Has aggressively bitten, attacked, or endangered or has inflicted severe injury  
108 on a human being on public or private property; or  
109  
110 2. Has more than once severely injured or killed a domestic animal while off the  
111 owner's property; or  
112  
113 4.3. Has, when unprovoked, chased or approached a person upon the streets,  
114 sidewalks, or any public grounds in a menacing fashion or apparent attitude of  
115 attack, provided that such actions are attested to in a sworn statement by one  
116 or more persons and dutifully investigated by animal control officer.  
117 ~~which habitually attacks other dogs or animals or which has once bitten or~~  
118 ~~otherwise physically attacked, without reasonable provocation, a human~~  
119 ~~being, or an animal which has destroyed any public or private property.~~

120  
121 **M.P.** **WILD ANIMAL:** Shall mean wild or non-domestic birds, mammals, fur-  
122 bearing animals, reptiles and amphibians.

## 123 124 **SECTION 2. ANIMAL CONTROL OFFICER**

125  
126 The Town Council ~~recognizes expressly authorizes the~~ Putnam County's Animal  
127 Control Officer(s) ~~to have full authority~~ to pick up, catch or procure any unlicensed  
128 dog/cat roaming at large, any Nuisance Animal as determined by a finding of the  
129 Special Magistrate, or any animal believed to be a stray and cause such dog/cat to be  
130 impounded in ~~the pound provided by the Court~~ accordance with this ordinance or  
131 Putnam County's Animal Control Ordinance (Chapter 6 of Putnam County Code of  
132 Ordinances). Nothing herein shall prohibit or prevent the Town from employing or  
133 contracting with a person or entity other than Putnam County's Animal Control to  
134 serve as the Animal Control Officer for the Town and carry out the enforcement of all  
135 or part of this ordinance.

## 136 137 **SECTION 3. ENFORCEMENT OFFICER IMMUNE FROM PROSECUTION**

138

139 Any enforcement officer or any other person authorized by the enforcement agency,  
140 and the enforcement agency itself, shall be immune from prosecution, civil or  
141 criminal, for trespass on private property for discharging the duties of this  
142 Ordinance, or violation for other authorized duties, when the violation is committed  
143 in his or her presence or upon a sworn affidavit by such officer that such an act has  
144 occurred, or for as long as the enforcement officer(s) acts in good faith.

145  
146 Any dog(s) used by Enforcement Officer(s) for enforcement duties are exempt from  
147 this Ordinance.

148  
149 **SECTION 4. RULES AND REGULATIONS GENERALLY**

150  
151 **A. Nuisance Animals Prohibited.** Owning, harboring or caring for a Nuisance  
152 Animal is prohibited in the Town.

153  
154 **B. Impoundment.** The Welaka Town Council accepts Putnam County's  
155 establishment of reasonable impounding fees and per diem rates for board while  
156 keeping animals so impounded which shall be paid by the owner of the animal so  
157 impounded before it is released, and to make rules and regulation relating to the  
158 subject hereof which, in the opinion of the Welaka Town Council, will further  
159 guarantee and protect the health and safety of the citizens of Welaka.

160  
161 **SECTION 5. ANIMAL TRAPS**

162  
163 The Animal Control Officer may place animal traps on any public or private  
164 property within the Town, with the consent of the private property owner, or with  
165 the Mayor's consent to placing of such traps on public right-of-way or property  
166 owned by the Town. Any animal confined in an animal trap shall be in the custody  
167 of the Animal Control Officer and it shall be unlawful for any person to release any  
168 such trapped animals to anyone other than the County Animal Control. It shall be  
169 unlawful for any person to interfere with, move, damage or destroy any animal trap  
170 placed by the Animal Control Officer on private or public property.

171  
172 **SECTION 6. INTERFERENCE WITH ENFORCEMENT**

173  
174 No person shall interfere with, hinder or molest the Animal Control Officer, any  
175 deputy animal control officer, or any other agent, in the performance of any duties  
176 prescribed in this Ordinance, or seeks to release any animal in the custody of the  
177 officer except as herein provided.

178  
179 **SECTION 7. KEEPING OF LIVESTOCK OR FOWL**

180  
181 Except as otherwise provided by the Zoning Ordinance, it shall be unlawful for any  
182 person to keep any cattle, calves, horses, mules, donkeys, pigs, goats, chickens, ducks,  
183 geese, turkeys or any other animals or fowl which will cause an unsanitary or  
184 offensive condition to arise within one hundred fifty (150) feet of any residence

185 other than that resident of the owner.

186  
187 **SECTION 8. DOGS AND CATS IN RESIDENTIAL AREAS**

188  
189 **A.** Except as provided in paragraph B below, ~~it~~ shall be unlawful for any  
190 family person residing in the Town to keep on the premises located in any residential  
191 area more than three (3) dogs and three (3) cats, provided that for a period of not  
192 more than three (3) months after the birth of a litter of puppies or kittens, such  
193 animals may be kept on the premises, if the same are kept enclosed in sanitary pens.

194  
195 **B.** A person may care for up to 6 cats at their property, whether considered feral  
196 or tame, if they have shown up to their property voluntarily or due to the actions of  
197 another person abandoning said cats without permission of the property owner,  
198 provided the person shall notify the Town that they are caring for the abandoned or  
199 feral cats, and the person:

- 200  
201 1. Makes certain that the cats are spayed or neutered within 14 days of commencing  
202 care of the cats; and
- 203 2. Cares for the cats in a manner that insures they do not create an unsanitary or  
204 offensive condition; and
- 205 3. Understands and agrees that by feeding the cats, he or she is deemed to be an  
206 owner of said cats and responsible for care of said cats under all other provisions  
207 of this Animal Control Ordinance, including but not limited to the pet nuisance  
208 provisions, regardless of whether the cat is considered feral or tame.

209  
210 **C.** It shall be considered a violation of this Ordinance to feed or harbor feral animals  
211 at any location and in any number except as provided for in subsection 8.B, above.

212  
213 **SECTION 9. PICKETING ANIMALS**

214  
215 It shall be unlawful for any person to tie or picket any animal in any public street,  
216 public square, public park, public lot, or any other public place in the Town, or to  
217 pasture any animal in any such place without the permission of the person lawfully  
218 in charge thereof.

219  
220 **SECTION 10. RUNNING AT LARGE GENERALLY**

221  
222 It shall be unlawful for any person who owns, or ~~have~~has the care, custody, or  
223 control of any animal, to permit the animal to run at large within the corporate  
224 limits of the Town.

225  
226 At large shall mean off the premises of the owner or custodian of the animal and not  
227 under control by leash, cord, or chain.

228  
229 Any animal found running at large within the Town limits is declared to be a public  
230 nuisance; and the owner of any animal found running at large shall be guilty of

231 violating this Ordinance. For any citations or impoundment of any animal under this  
232 section it shall not be necessary for the Town to allege or prove knowledge or  
233 neglect on the part of any accused person.  
234

235 **SECTION 11. DAMAGING PROPERTY OF ANOTHER**  
236

237 It shall be unlawful for any person who shall own or be in control or change of any  
238 animal to allow or permit an animal to enter upon the property of another and  
239 damage that property.  
240

241 Property of another shall include private property and any abutting publicly owned  
242 property, easement, rights-of-way, cemetery, church, or any other property set apart  
243 for public use or held for benevolent or charitable purposes which the owner of the  
244 abutting private property maintains; by planting, mowing, watering, fertilizing, or  
245 similar care of grass, shrubbery, trees, and the like, planted thereon. The intent of  
246 this section is to include all abutting property regardless of ownership except the  
247 property owned by the owner of the animal, or the property of those who have  
248 consented to allow the animal to do damage ~~on~~to their property.  
249

250 Damage to property shall include, but not be limited to, urinating, or defecating by  
251 any animal upon any property as contemplated herein.  
252

253 In the event any animal shall enter upon the property of another within the corporate  
254 limits of the Town and shall cause damage thereon, proof that it is the property of  
255 another and of the damage and the identity of the animal shall be sufficient to  
256 convict a person owning or having charge or control of the animal of violating the  
257 terms and provision of this section. The consent of the owner of the property shall  
258 be a defense to the violation.  
259

260 In the specific instance of defecation by an animal outside the confines of its owner's  
261 property, it shall be the specific and immediate duty of the owner of such animal to  
262 clean up, bag or otherwise contain all such fecal material and provide for the sanitary  
263 removal and disposal of same by such means as the owner shall have on his or her  
264 own property for such purpose. The failure or refusal of any owner to comply with  
265 this requirement immediately following defecation by his animal shall constitute a  
266 violation of this ordinance subject to disposition by the Code Enforcement Board of  
267 the Town of Welaka. Any person observing a violation of this section shall be  
268 entitled to file a written complaint with the Code Enforcement Officer of the Town  
269 of Welaka who shall thereupon serve notice upon the alleged offending owner to  
270 appear at the next Code Enforcement Board hearing to answer to such charge(s).  
271 Upon the evidence received at any such hearing, the Code Enforcement Board may  
272 impose a fine or take any other such action against the owner as may be proper  
273 pursuant to the provisions of Chapter 162, Florida Statutes.  
274

275 **SECTION 12. FEMALE DOGS/CATS IN SEASON**  
276

277 All female dogs/cats, regardless of license tags and rabies tags, shall be kept on the  
278 owner's premises or under leash or otherwise contained during the breeding season,  
279 and shall not be permitted roam.

280 **SECTION 13. NOISY ANIMALS**

281  
282  
283 It shall be unlawful for any person to own or keep any animal, confined or  
284 unconfined, in the Town, which by repeated or continual barking, whining, howling  
285 or other objectionable noise, shall disturb the comfort, peace, quiet or repose of a  
286 neighboring resident or interfere with the reasonable use and enjoyment of the  
287 property, or to otherwise be offensive as to create a nuisance during any hour of the  
288 day or night.

289  
290 **SECTION 14. SHOOTING AT ANIMALS**

291  
292 No person shall shoot or shoot at any animal or fowl in the Town, with either a  
293 firearm or other weapon utilizing the principle of compressed air, or any type of  
294 weapon commonly referred to as an air rifle, or any type of bow and arrow. This  
295 provision does not apply when a person reasonably believes that the action is to  
296 protect himself or another person from harm.

297  
298 **SECTION 15. ALLOWING TRESPASS BY ANIMALS**

299  
300 No person while in control of any animal, whether by leash or other means, shall  
301 allow such animal to trespass upon the property of another.

302  
303 **SECTION 16. KEEPING OF CERTAIN ANIMALS PROHIBITED**

304  
305 No ~~animals, and in particular an~~ animal which by its nature is wild and untamed, ~~\_~~  
306 shall be kept, harbored, raised, or ~~permitted to run at large~~ intentionally contained  
307 on any property either public or private within the Town limits by any person.  
308 This prohibition shall include feral animals, unless authorized under Section 8.B.  
309 above.

310  
311 **SECTION 17. RELEASING OR ABANDONING CERTAIN ANIMALS**  
312 **PROHIBITED.**

- 313  
314 1. Releasing or abandoning domesticated animals into the wild, onto public  
315 property, or onto private property without the consent of the property  
316 owner is prohibited. If a domesticated animal is released onto private  
317 property with consent of the property owner, this property owner giving  
318 such consent shall be considered responsible for the care and management  
319 of the animal in accordance with this ordinance.
- 320  
321 1.2. Consent cannot be given for the release of exotic animals, and releasing or  
322 abandoning exotic animals shall be strictly prohibited.

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**SECTION 1718. RABIES VACCINATION REQUIRED**

Every owner of a dog, ~~or cat,~~ ferret or other domestic mammal capable of contracting or spreading rabies over four (4) months of age shall cause same to be vaccinated against rabies ~~every twelve (12) months~~ by a veterinarian licensed by the State, and ~~purchase the license~~ shall said vaccination updated as required by the accepted standards of veterinary medicine. Evidence of an up-to-date vaccination shall consist of a certificate signed by the person administering the vaccine or a tag on the animal's collar ~~and~~ containing pertinent date of the vaccination and identifying the ~~dog or cat~~ animal. ~~One (1) copy of the certificate shall be given to the owner, two (2) copies filed with the County Animal Control Office, and one (1) copy retained by the person administering the vaccine.~~

~~Consistent with the issuance of the certificate, or of the inoculation as herein prescribed, the person administering the vaccine shall deliver to the owner a metal serially numbered tag to be attached to the collar or harness of the dog or cat immediately and which must be worn at all times.~~ Certificates and tags shall be furnished by the County Animal Control Office to those within Putnam County designated as qualified to administer rabies vaccine under this act. No other certificate or tag shall be valid under this Ordinance and is in line with the Putnam County regulations.

**SECTION 1819. OFFICER SAFETY IN SUSPECTED RABIES CASES**

Should the Animal Enforcement Officer, or anyone acting under this authority, have reasonable grounds to believe that any unlicensed ~~dog or cat~~ animal running at large in Welaka is infected with rabies or such ~~dog or cat~~ animal presents a danger to persons or property but cannot safely be caught or impounded, such animal may be killed by the Animal Enforcement Officer or other law enforcement officer without recourse.

**SECTION 1920. DUTY TO SURRENDER ANIMALS TO ANIMAL CONTROL**

No person shall fail or refuse to surrender any animal for quarantine or destruction as required herein when demand is made pursuant to this Ordinance by the Animal Control Officer.

**SECTION 2021. REPORTS OF PERSONS BITTEN BY ANIMALS**

It shall be the duty of every physician or other medical practitioner to report the Animal Control Officer the names and addresses of persons treated for bites inflicted by animals, together with such other information as will be helpful in rabies control.

**SECTION 2122. INHUMANE AND CRUEL TREATMENT OF ANIMALS**



369 It shall be unlawful to maliciously kill, disfigure, tease, poison, molest, overload,  
370 torture, or cruelly beat any animal. All animals must be provided with proper food,  
371 water, ~~shelters~~shelter, and medical attention.

372  
373 **SECTION 2223. OTHER AGENCIES**

374  
375 Nothing in this Ordinance shall be held to limit the authorities, duties, and  
376 responsibilities of the ~~State Division of Florida Department of Health, the County~~  
377 ~~Health Officer,~~ the Putnam County Sheriff or other ~~law enforcement, and other~~ duly  
378 qualified state or federal ~~agencies as defined by statute~~.

379  
380 **SECTION 2324. VIOLATIONS. PENALTY**

381  
382 It shall be unlawful for any person, firm or corporation to hinder or prevent the  
383 performance of any impounding officer, agent or employee of any act or duty  
384 authorized or required by this Ordinance, or to violate any provision of this  
385 Ordinance. Violation of any provision of this Ordinance is a civil infraction with a  
386 maximum civil penalty of five hundred dollars (\$500.00). This shall not be  
387 construed, however, to limit any other violation provided by law with respect to  
388 interference with law enforcement officers and/or others in the course of lawful  
389 activities intended to prevent damage, injuries or destruction being caused, or  
390 likely to be caused by unrestrained animals within the jurisdiction of the Town of  
391 Welaka.

392  
393 Any law enforcement officer or animal control officer finding probable cause that a  
394 person has committed an act in violation of a provision of this Ordinance, may take  
395 such action as may be necessary to capture or otherwise restrain an animal  
396 reasonably believed to be in violation of this Ordinance, and may issue the owner(s)  
397 of the offending animal and/or persons responsible for such animal a citation in the  
398 form of a notice to appear before ~~the Code Enforcement Board of the Town of~~  
399 ~~Welaka, Florida~~ a special magistrate appointed by the County or the Town, to  
400 answer to the charges of violation made.

401  
402 If the person receiving the citation and notice to appear is found by the special  
403 magistrate to have violated this ordinance or said person does not wish to contest the  
404 citation, he or she ~~may~~shall pay a fine levied by the ~~Code Enforcement Board~~special  
405 magistrate of the Town of Welaka, Florida, in an amount not to exceed the sum of  
406 Five Hundred (\$500.00) Dollars per violation, ~~as may be assessed by the Board in its~~  
407 ~~discretion.~~ The minimum fine for any single violation of this ordinance shall be  
408 \$50.00.

409  
410 In the event that the offender(s) shall fail ~~to appear before the Code Enforcement~~  
411 ~~Board of the Town of Welaka, Florida, or shall fail~~ and/or refuse to timely pay any  
412 ~~fine thereb~~civil penalty imposed hereunder, the Town may institute proceedings in a  
413 court of competent jurisdiction to obtain a judgment to compel payment of such  
414 penalties such offender(s) shall be issued a formal citation by the Chief of Police of

415 ~~Welaka, Florida, for violation of the provisions of Chapter 767, Florida Statutes,~~  
416 ~~thereby requiring formal appearance before the County Court of Putnam County,~~  
417 ~~Florida, to answer to the charges made under Chapter 767, Florida Statutes.~~

418  
419 ~~If the person(s) receiving the notice to appear wishes to contest the citation, a~~  
420 ~~personal appearance may be made before the County Court on the date specified on~~  
421 ~~the notice or summons to appear so issued. In such event, the matter shall be dealt~~  
422 ~~with and disposed of by the County Court of Putnam County, Florida, in accordance~~  
423 ~~with the provisions of the said Chapter 767, Florida Statutes.~~

424  
425 ~~This Ordinance hereby adopts and makes a part hereof Florida Statutes Chapter~~  
426 ~~767.12(7), wherein any person violating any provisions of this Ordinance is guilty of~~  
427 ~~a non-criminal infraction and may be punishable by a fine not exceeding five~~  
428 ~~hundred dollars (\$500.00). Nothing herein contained shall be construed as a~~  
429 ~~limitation upon to limit or waive~~ any potential civil liability of a person or persons  
430 for failure to properly maintain and/or control their animals.

431  
432 **SECTION 2425. ORDINANCE VALIDITY/SEVERABILITY**

433  
434 If any section, subsection, sentence, clause, phrase, or portion of this Ordinance be  
435 held invalid or unconstitutional by any court of competent jurisdiction, such  
436 portion shall be deemed a separate, distinct, and independent provision and shall  
437 not affect the validity of the remaining portion.

438  
439 **SECTION 2526. REPEALER**

440  
441 All Ordinances and Resolutions, or parts of Ordinances and Resolutions in conflict  
442 herewith, are hereby repealed, including but not limited to Ordinance 94-9, 97-4 and  
443 2012-10.

444  
445 **SECTION 27. INCORPORATION.**

446  
447 The Town Clerk is hereby authorized and directed to incorporate this ordinance into the Town's  
448 Code of Ordinances.

449  
450 **SECTION 2628. EFFECTIVE DATE**

451  
452 This Ordinance shall become effective immediately upon passage.

453  
454 **PASSED** by the Town Council of the Town of Welaka, Florida, on ~~First~~  
455 ~~Reading~~**FIRST READING** this ~~\_\_\_~~ **11<sup>th</sup>** day of April 2023.

456  
457 **PASSED** by the Town Council of the Town of Welaka, Florida, on ~~Second~~  
458 ~~Reading~~**SECOND READING** this \_\_\_ day of ~~April~~ \_\_\_\_\_ 2023.

459  
460

461 **ATTEST:**

462

463

464

465 \_\_\_\_\_  
Meghan E. Allmon, Town Clerk

466

467

468

469

470

471

472 **APPROVAL AS TO FORM AND LEGALITY:**

473

474

475

476

477 \_\_\_\_\_  
Patrick Kennedy, Town Attorney

**SIGNED:**

\_\_\_\_\_  
Jamie D. Watts, Mayor

\_\_\_\_\_  
Jessica Finch, Council President

1  
2  
3 **ORDINANCE NO. 2022-07A**

4 AN ORDINANCE OF THE TOWN COUNCIL FOR THE TOWN OF WELAKA FLORIDA,  
5 AMENDING THE SCHEDULE OF FEES TO BE CHARGED BY THE TOWN OF WELAKA  
6 FOR REVIEW OF REZONINGS, CONDITIONAL USE PERMITS, VARIANCES,  
7 COMPREHENSIVE PLAN AMENDMENTS, PLANNED UNIT DEVELOPMENTS,  
8 DEVELOPMENT PERMITS, DEVELOPMENTS OF REGIONAL IMPACT, IMPACT FEES,  
9 TEMPORARY USE PERMITS, APPEALS, BUSINESS TAX RECIEPTS, FINGER  
10 PRINTING AND OTHER MISCELLANEOUS ITEMS; PROVIDING FOR REPEAL OF  
11 PRIOR FEE ORDINANCES AND RESOLUTIONS IN CONFLICT, SEVERABILITY AND  
12 AN EFFECTIVE DATE:

13 **WHEREAS**, the Town Council for the Town of Welaka Florida, is authorized under  
14 Florida Statutes and the Town Charter for the Town of Welaka to adopt fees necessary to protect  
15 the health, safety and welfare of the citizens of Town in order to implement the Town’s  
16 Comprehensive Plan, Land Development Code, Code of Ordinances and provide other basic  
17 services, as each may be amended from time to time; and  
18

19 **WHEREAS**, the provision of services related to the implementation of these regulations  
20 cost the Town a substantial amount of money; and  
21

22 **WHEREAS**, the Town needs to recoup a portion of the costs for these services when  
23 rendered to a specific person so as to avoid burdening the tax payers with the cost of such  
24 services to that person; and  
25

26 **WHEREAS**, the Town recognizes that it must balance the cost of the services with the  
27 potential impact to redevelopment of vacant and substandard housing and commercial buildings  
28 and lots which can lead to longer term sustainable revenue streams that support the Town’s  
29 obligation to protect the health, safety and welfare of its citizens; and  
30

31 **WHEREAS**, the current fee schedules do not appear properly balance the costs to the  
32 Town and the need to promote redevelopment and revitalization of community; and  
33

34 **NOW THEREFORE, BE IT ENACTED** by the Town Council of the Town of Welaka,  
35 Florida, in a meeting assembled on the 14<sup>th</sup> day of June, 2022:  
36

37 **SECTION 1. SHORT TITLE**

38  
39 This Ordinance shall be known as and may be cited by the short title of “**TOWN FEE**  
40 **SCHEDULE**”.

41  
42 **SECTION 2. FEES**

43  
44 The fees and charges set forth in the attached as Schedule “A” through “G” are hereby  
45 adopted. Unless otherwise stated in this schedule or the Town Council determines, after a  
46 consideration of an application for a fee waiver/reduction at a public meeting, that a hardship has  
47 been established warranting a lesser fee or the waiver of a fee, fees that are set at \$100 or less are  
48 completely non-refundable, and in all other cases where a refund is requested there shall be a  
49 minimum fee of \$75.00 that shall be non-refundable in order to cover the administrative costs  
50 associated with processing the application and maintaining pertinent records.  
51  
52

53 **SECTION 3. CONFLCIT AND REPEAL OF PRIOR FEE ORDINANCES AND**  
54 **RESOLUTIONS**

55  
56 This Ordinance shall serve to repeal and supersede all prior fee ordinance and resolutions, or  
57 portions thereof, in conflict with this Ordinance. Fees or fines provided elsewhere in the Town’s  
58 Code of Ordinances not specifically listed in this Ordinance shall remain in full force and effect.

59  
60 **SECTION 4. SEVERABILITY**

61  
62 If any portion of this resolution is for any reason held invalid or unconstitutional by any court  
63 of competent jurisdiction, such portion shall be deemed separate and such holdings shall not  
64 affect the validity of the remaining portions.

65  
66 **SECTION 5. EFFECTIVE DATE**

67  
68 This Ordinance shall take effect upon adoption.

69  
70 **DONE, ORDERED AND ADOPTED** this 14<sup>th</sup> day of June, 2022.

71  
72  
73 **PASSED** by the Town Council for the Town of Welaka on First Reading on the 10<sup>th</sup> day of May,  
74 2022.

75  
76  
77 **PASSED** by the Town Council for the Town of Welaka on Second Reading on the 14<sup>th</sup> day of  
78 June, 2022.

79  
80  
81 **ATTEST:**

**SIGNED:**

82  
83  
84 \_\_\_\_\_  
85 Meghan E. Allmon, Town Clerk

82  
83  
84 \_\_\_\_\_  
85 Jamie D. Watts, Mayor

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89  
90 **Approved as to form:**

91  
92 \_\_\_\_\_  
93 Patrick Kennedy, Town Attorney

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**Schedule "A"**  
**Building Permit Fee Schedule**

Fee Schedule

**Residential -One and Two Family Dwelling**

New Construction	\$5 per thousand total valuation, \$100 minimum
Remodel/Addition	\$7.5 per thousand total valuation, \$75 minimum
Accessory Structure	\$7.5 per thousand total valuation, \$75 minimum
Roof/Reroof	\$75 (<2000 sq ft), \$125 (>2000 sq ft)
Plans review/processing	\$0.75 per thousand total valuation, \$75 minimum (structural only)
Mobile Home	\$175 (includes elec, plumb, mech, set-up) - does not include porches, decks, carports, etc.
Floodplain development	\$75

**Trades**

Plumbing	\$75 plus \$.80 per thousand total valuation, \$75 minimum
HVAC	\$75 plus \$.80 per thousand total valuation, \$75 minimum
Electrical	\$75 plus \$.80 per thousand total valuation, \$75 minimum
Gas	\$75 plus \$.80 per thousand total valuation, \$75 minimum
Irrigation	\$50 plus \$.80 per thousand total valuation, \$50 minimum
Signs	Plan review \$75, Inspection \$75 per trip (1 trip included (accessory structure)) (No plan review fee: signs less than 32 sq ft, text changes, face changes, etc.)
Demolition	\$80 (<2000 sq ft), \$125 (>2000 sq ft)

**Commercial**

New Construction	\$7 per thousand total valuation, \$100 minimum
Remodel/Addition	\$8 per thousand total valuation, \$75 minimum
Accessory Structure	\$8 per thousand total valuation, \$75 minimum
Roof/Reroof	\$8 per thousand total valuation, \$100 minimum
Plan Review/processing	\$1.5 per thousand total valuation, \$150 minimum
Change of Use/Occupancy	\$0.05 per thousand total valuation, \$150 minimum (plan review)
Floodplain Development permit	\$75

**Misc.**

Re-Inspection Fee	\$75 residential, \$100 commercial
Work before permit issuance	Double Permit Fee
Failure to call Inspection	\$75
Permit renewal (within 30 days of expiration)	50% permit fee, but not less than minimum
Permit Extension (if approved)	\$75
State Fees, DBPR	1.5% of permit fee \$2 minimum DCA 1.5% of permit fee, \$2 minimum
After hours inspection/permitting	\$75/hr., 2hr minimum, pending availability
Fire safety Inspections	
Annual fire safety inspection	\$75/hr., 2hr minimum includes travel and report
Fire Alarm/Fire Suppression Systems	\$100 plus \$4 per thousand total valuation (plan review)

146 \$100 plus \$8 per thousand total valuation (Inspection)

147  
148

**Schedule “B”**

149  
150

**Impact Fees**

151  
152

[Reserved]

153  
154

**Schedule “C”**

155  
156

**General Reproduction Prices**

157  
158

<u>Service</u>	<u>Fee*</u>
159 Photocopies	\$0.15 per page
160	\$0.20 per page (double sided)
161 Copies of Land Development Code, 162 Comprehensive Plan and other ordinances	\$0.15 per page
163	
164 Large Document/GIS Maps/Color Copies	Cost basis
165	
166 Data in native format:	Staff time x \$35.00/hour
167	+ <u>Materials and supplies</u>
168	= Total Duplication Cost
169	
170 Media Cost:	Cost basis

171  
172

\*All reproduction cost subject to cost of Staff time at a rate of \$35 per if the time required to complete the reproduction efforts exceeds 30 minutes.

173  
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175

**Schedule “D”  
Planning & Zoning**

176  
177

<u>Service</u>	<u>Fee**</u>
181 Petition for voluntary annexation:	
182     One single-family residence	\$150
183     All others	\$400
184	
185 Application to vacate rights-of-way or plats	\$450
186	
187 Developments of Regional Impact (DRI):	
188	
189     Standard Review Fee:	\$7,500 + \$1,500 per land use
190	
191     Notice of Proposed DRI Change	
192         Non-substantial Deviation	\$2,500
193	
194         Substantial Deviation	\$5,000
195	
196     Biennial Reports	\$500

197

198	Future Land Use Map Amendments	
199	Large Scale	\$1,200
200	Small Scale	\$350
201		
202	Revisions to Goals, Objectives and Policies	\$1,200 per Element that requires revision
203		
204	Rezoning (other than PUD)	\$350
205		
206	Rezoning to PUD – Prelim. Development Plan	\$500*
207	(*Note: Final Plan Review for a PUD will be subject to Development Agreement Fee and Site Plan Approval Fee)	
208		
209		
210	Development Agreements	\$750
211		
212	Conditional Use Permit	\$300
213		
214	Appeals	\$250 (Fee refunded if appeal is successful)
215		
216	Variance	
217	Single Family Residence	\$50
218	All others	\$200
219		
220	Site Plan Approval	
221	Multi-Family and Non-Residential	\$750, plus cost of 3 <sup>rd</sup> party engineer if necessary
222		
223	Subdivision	
224		
225	Preliminary Plat and/or Development Plan	\$750, plus costs of third party engineer if necessary
226		
227		
228	Final Plat and Construction plans	\$1,500, plus costs of third party engineer if necessary
229		
230		
231	Minor Replat (sec. 4.1.2.4, LDC)	\$400
232		
233	Minor Subdivision (sec. 4.3.5, LDC)	\$350
234		
235	Zoning Permits/Verifications	\$20
236		
237	Flood Hazard Determinations	\$25 plus \$30 per site visit, if required.
238		
239	Engineering Review	Whenever a proposed development or change in use requires the Town to obtain the services of a third-party engineer, the cost of such an outside engineer's services shall be borne by the applicant. A cost of such service shall be provided to the applicant and paid in advance of incurring the expense.
240		
241		
242		
243		
244		
245		
246		
247		
248	** In addition to application fees, Applicants shall be required to pay any advertising costs and	
249		



250 extra-ordinary engineering, mapping or reproduction costs. Payment of such fees shall be  
 251 required prior to any formal consideration of the application. All Planning & Zoning fees are  
 252 non-refundable, except that for fees that exceed \$75 may be refunded after actual costs incurred  
 253 are deducted if the application is formally withdrawn within 10 days after submittal. A minimum  
 254 fee of \$75 shall apply in all such cases.

255  
 256 **Schedule “E”**

257  
 258 **Fees and Charges for the**  
 259 **Code Enforcement**  
 260 **Division**

<u>Activity</u>	<u>Cost</u>
261 Administrative Fees	
262 Normal processing:	\$50
263 Up to 5 extra inspections:	\$25/inspection
264 More than 5 extra inspections:	\$35 per inspection
265 Hearing Preparation:	\$20/hour
266 Recording:	\$10 first page
267	\$8 each additional page
268	
269	
270	
271 Abatement	
272	
273 Lot Clearing (ss. 10-20 and 10-21, 274 Code of Ordinances):	\$200 plus actual cost of equipment and wages
275	
276 Other:	Actual Cost of abatement, including the cost of 277 labor and equipment, permits, attorney fees, 278 court costs and the administrative fee.
279	
280 Any Code enforcement action requiring 281 Court proceedings:	Attorney’s fees and court costs
282	
283	

284 **Schedule “F”**  
 285 **Business Tax Receipt**

<u>Activity</u>	<u>Fee</u>
287 All businesses, professions or occupations employing	\$ 35
288	
289 Peddler or solicitor business with no established commercial 290 property or place of business inside the Town limits:	\$200
291	
292 Each insurance company writing life, fire, accident, health, 293 public liability, indemnity, motor vehicle, industrial or other 294 type or form of insurance within the Town, and either 295 represented by a local, traveling or itinerant agent or 296 representative shall pay:	\$35
297	
298	
299	
300 A business premises where a coin operated vending or 301 amusement machines dispense products, merchandise or services:	\$7.50 per machine

302  
303 Any business owned and operated by a United States military  
304 veteran, or person over the age of 65, other than a vending, peddling  
305 or amusement machine business: No Fee

306  
307  
308 **Schedule "G"**

309  
310 **Public Safety Fees**

311  
312 [Reserved]

313  
314  
315  
316 **Schedule "H"**

317  
318 **Administrative Fees**

319 <b><u>Activity</u></b>	320 <b><u>Fee</u></b>
321	
322 Lien Search submitted by outside business	323 \$25*
324 *A \$25 fee is charged per lien type, per property	
325 Notary Public Services	326 \$5
327 (Per signature, if not Town related)	
328 Golf Cart Permit Fee (Annual)	329 \$25

330 **REVISION PASSED** by the Town Council for the Town of Welaka on FIRST READING  
331 on the 11<sup>th</sup> day of April 2023.

332  
333 **REVISION PASSED** by the Town Council for the Town of Welaka on SECOND READING  
334 on the 9<sup>th</sup> day of May, 2023.

335  
336  
337 **ATTEST:**

**SIGNED:**

338  
339  
340 \_\_\_\_\_  
341 Meghan E. Allmon, Town Clerk

340 \_\_\_\_\_  
341 Jamie D. Watts, Mayor

342  
343  
344  
345  
346 \_\_\_\_\_  
347 Jessica Finch, Council President

348 **Approved as to form:**

349  
350 \_\_\_\_\_  
351 Patrick Kennedy, Town Attorney



***Proclamation 2023-05  
Designating the 25<sup>th</sup> Day of April as  
Family Abduction Awareness Day in the  
Town of Welaka***

***WHEREAS***, it is the policy of this Town that preventing Family Abduction is a priority. Every 40 seconds, a child goes missing or is abducted in the United States. 90% of all missing children get taken by their parents or another family member. As we strive to remain vigilant and informed about the dangers that face children within our communities, it is critical to recognize that Family Abduction is a serious crime in all 50 states – not only a “civil matter.”

***WHEREAS***, a Family Abduction occurs when a child is taken, wrongfully retained, or concealed by a parent or other family member depriving another individual of their right to custody or visitation, even in cases with vague or absent court orders. The legislature decided that contempt of court is not an adequate remedy for family abduction and made criminal two types of conduct involving custody, interference with custody and parental kidnapping.

***WHEREAS***, a Family Abduction is often an act of frustration with the left-behind parent, the legal system, or their own situation in life. A Family Abduction has distinctive characteristics including emotional and psychological trauma to the child and left-behind family. Law enforcement officers should recognize these events as not harmless offenses where two parents are arguing over who ‘loves the child more,’ but instead as an insidious form of child abuse.

***WHEREAS***, it is incumbent on law enforcement agencies to maintain written plans which specify actions and procedures for promptly meeting situations of alleged Family Abduction. Courts have held that law enforcement is responsible for making certain that the child is with the person who has lawful custody and must verify the validity of any court orders; and when an agency fails to identify a need for training and to set policy for matters which are foreseeable, it creates a threat to public health. It must be emphasized that law enforcement officers must not become involved in the merits of a case or the child’s preferences.

***WHEREAS***, National Missing Children’s Day is commemorated on April 25th to remember missing children and spread the word about Family Abduction.

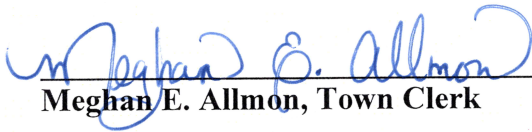
***NOW, THEREFORE, BE IT RESOLVED***, that, in partnership with the National Parents Organization and its collaborative organizations, April 25, 2023, is proclaimed as Family Abduction Awareness Day, as a reminder to strengthen our efforts to reduce the threat of Family Abduction, reunite the children who are missing with their families, and honor all those who are working for the cause.

***NOW, THEREFORE, BE IT FURTHER RESOLVED***, that local governments and law enforcement agencies are urged to initiate community outreach programs to reduce threats of Family Abduction and impart what kind of support communities should expect from law enforcement.

***NOW, THEREFORE,*** through the authority vested in me as Mayor of the Town of Welaka, I do hereby proclaim April 25, 2023, as “Family Abduction Awareness Day” and encourage citizens to increase their understanding and awareness of Family Abduction!

***DONE, ORDERED and ADOPTED*** this 25<sup>th</sup> day of April, 2023.

ATTEST:

  
Meghan E. Allmon, Town Clerk

  
Jamie D. Watts, Mayor





*Proclamation 2023-06*  
*Designating the 25<sup>th</sup> Day of April as*  
**PARENTAL ALIENATION AWARENESS DAY**  
*in the Town of Welaka*

*WHEREAS*, parental alienation is a strategy whereby one parent intentionally displays to a child unjustified negativity aimed at the other parent, and;

*WHEREAS*, parental alienation deprives children of their right to love and be loved by their entire family and has proven to be very harmful to children, and;

*WHEREAS*, behavior such as speaking negatively about a parent to, or in front of, a child can destroy the bond between a loving parent and child, and;

*WHEREAS*, awareness of this issue can help bring understanding and improve the lives of children in our community, and;

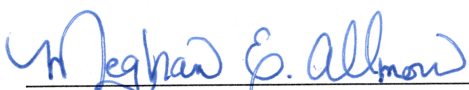
*WHEREAS*, April is National Child Abuse Prevention Month, and parental alienation is considered a form of psychological child abuse that is harmful to emotional and mental health, and;

*WHEREAS*, this year marks the 18<sup>th</sup> annual Parental Alienation Awareness Day, and caring citizens of our community will join others around the world to raise awareness about parental alienation.


*NOW, THEREFORE*, through the authority vested in me as Mayor of the Town of Welaka, I do hereby proclaim April 25, 2023, as “Parental Alienation Awareness Day” and encourage citizens to increase their understanding and awareness of Parental Alienation!

*DONE, ORDERED and ADOPTED* this 25<sup>th</sup> day of April, 2023.

ATTEST:

  
\_\_\_\_\_  
Meghan E. Allmon, Town Clerk



  
\_\_\_\_\_  
Jamie D. Watts, Mayor

# NO GRASS means mostly NO BASS

It does not need to be that way— fund exclusion fencing

The Fish and Wildlife Conservation Commission outfit called the  
**Aquatic Habitat Restoration and Enhancement team—**

their crew out of Eustis has been busy growing eel grass aka: *Vallisneria Americana*

Eelgrass Won't Grow Outside Protection



Above: a cage full of 'Val' south end of Lake George 2021—chewed off stubble outside  
Natures Lawnmowers: turtles, blue crab, and invasive tilapia and ?

Check it out : <https://tinyurl.com/2022Nov8eelgrass> FWCC presentation @ 3:50 min

## FENCE OUT NATURES LAWN MOWERS & GRASS GROWS LIKE MAGIC!



Meter square test site above

My 30foot long cage



SIRWMD test cage  
On left "control" ...  
On right protected grass

Fence erected  
March 2022; Grass  
grew inside fencing;  
March 2023 grass  
making seeds!

Cages proven Astor to the Shands Bridge.

## “SAVE THE ST JOHNS RIVER” FUND EXCLUSION FENCING

1. CALL Tallahassee: Demand Help

### ‘FIX THE RIVER’

Sen. Hutson (Putnam Flagler) (850) 487-5007

Senator Davis (Duval) (850) 487-5005

Senator Bradley (Clay) (850) 487-5006

Senator Perry (Marion) (850) 487-5009

Rep Payne (Putnam) (850) 717-5020

Rep Garrison (Clay) (850) 717-5011

Rep Duggan (Clay) (850) 717-5012

Rep Stevenson (St Johns) (850) 717-5018

Rep Renner (Flagler St Johns) (850) 717-5019

Out of my pocket: [TimHohere@yahoo.com](mailto:TimHohere@yahoo.com)



Beaches of San Mateo  
February 23, 2022

May 2, 2022  
exclusion cages



April 15, 2022





June 21, 2022 ..

Water Management Data Sampling



June 24, 2022





May 1, 2023

City of Welaka  
400 Fourth Avenue  
Welaka, FL 32193  
Attn: Chief Mike Porath & Megan Allmon  
[townclerk@welaka-fl.gov](mailto:townclerk@welaka-fl.gov)  
[mporath@welaka-fl.gov](mailto:mporath@welaka-fl.gov)  
386-467-9800

## Ref: Financial Records Digitization

Dear Chief Porath & Ms. Allmon,

The conversion of older files to electronic images is both a prudent and cost-effective alternative to the continued storage of the paper files. Through the conversion of these vital records, we can address disaster preparedness needs, including any unanticipated loss through water damage, fires, or “misplaced” records. Additionally, the convenience of being able to retrieve digital images through an Electronic Content Management (ECM) system will save valuable time for City staff. Duplication of these records is a component of the Secretary of State Administrative Codes when converting permanent records into alternative electronic images.

InStream is happy to tackle the conversion project in batches in order to work with the City’s budget.

This quote/proposal is to act as a *preliminary* budgetary limit for the digitization, indexing, upload, and storage of the City of Welaka’s many records.

InStream LLC has a competitively bid contract with applicable pricing with **Suwannee County School District**. This contract includes an option to “piggyback” for other government entities. If City policy permits, the contract allows the City to use this pricing structure without needing to repeat the bid process.

### Existing Condition:

The City of Welaka has numerous records that are stored in their office and at other facilities. Some record series are intermingled within boxes and many of the records are stored in binders. There are also large quantities of oversized maps and plats.

InStream has visited the City to perform record surveys to determine the number of records up for conversion, and to determine prioritization of which will be tackled first.

**As of InStream’s most recent visit, the boxes on shelves are the priority. To narrow it down further, InStream proposes the Financial Records be first. This quote will address those records.**

The following is a breakdown of topics addressed in this document:

- |                                                |          |
|------------------------------------------------|----------|
| 1. Proof of Concept                            | page 2   |
| 2. Conversion, Statement of Work (SOW)         | page 2-4 |
| 3. Go-IO                                       | page 4   |
| 4. Confidential Destruction of Records         | page 4   |
| 5. Retention of Converted Electronic Documents | page 4   |
| 6. Pricing Schedule                            | page 5   |
| 7. Go-IO Pricing                               | page 6   |
| 8. Conclusion                                  | page 7   |



## **Item 1. Conversion Statement of Work (SOW):**

The following is a breakout of the steps InStream employs to track, process, and convert paper documents and photos to electronic files.

### ***Imaging Specifications For The City of Welaka***

#### **Document Pickup:**

Pick Up shall occur in as many trips as necessary, as arranged by City staff and InStream

- i) InStream shall provide boxes, with labels and lids, to protect records during transportation as needed. The boxes are double walled for strength.
- ii) InStream shall provide a record 'pull', box pick-up and delivery service using InStream staff to ensure file security. A timeline for the scanning services shall be determined by InStream and City staff.
- iii) InStream shall provide secure and air-conditioned storage of all records transferred to InStream's Gainesville office for conversion purposes.
- iv) InStream shall create a Box Transmittal Database of all received records.
- v) InStream shall provide the City with an electronic index of the records undergoing conversion at InStream's location.

#### **Document Preparation:**

- i) Staples, paperclips, etc. shall be removed from files. Order will be maintained within files. Targets shall be inserted to ensure each file is separated.
- ii) The oversized drawings may be carefully ironed flat.
- iii) Sequence Verification: InStream staff shall verify the order of the files. Any questions InStream staff may have regarding the sequence or numbering of the files shall be brought to the City's attention for clarification or confirmation.
- iv) Repairs of Torn Documents: Tape will be used to repair documents unless otherwise instructed by City staff.
- v) Placement of Document Identification "Targets": Where applicable, these targets assist in faster and more accurate indexing and retrieval of images. These Targets shall represent the record series and permit number.

#### **Scanning:**

- i) Scanning shall exceed **State of Florida Admin Code 1B26.003** for the designation of 'Original'. Documents will be scanned at a minimum of 300 dpi, bi-tonal. On occasion, when image quality requires, the document will be scanned at 8-bit greyscale, optionally in 24-bit color. The base-line image quality criterion is the ability to differentiate between a small "e" and "c" at 4.5-point type. Images are then verified for image completeness.
- ii) Inspection of Images: Images contained within a scanned batch are reviewed for image straightness, and overall quality. Furthermore, images will be de-speckled and de-skewed to improve appearance and reduce file size when required.
- iii) **Quality Control:** Quality Control and Quality Assurance is embedded in the conversion process. Quality Control is ongoing throughout the conversion cycle. Each step in the conversion process incorporates a Quality Control component. At the final stage, we have an extensive system



verification Quality Assurance step, where documents are viewed and compared to the original file. A Quality Control Report is then generated for the completed digital images provided under this proposal.

- iv) Rework - Any completed image or batch of images that do not meet our rigid standards will be rescanned at our expense.

### **Indexing:**

- i) *Proposed Index Fields for Financial Records:*
  - Date
  - Vendor
  - Invoice Number
- ii) **Indexing structure may change after sample is provided.**
- iii) Quality data capture is the core of InStream’s business. Any unusual documents and data are sent to an exception supervisor. Any unresolved indexing issues will be communicated to the City staff via the Exception Report or reviewed personally with Welaka staff.
- iv) At the creation of the Box Transmittal, InStream “double keys” the Index Point, the index is sight verified by the ‘Prepper’, and sight verified by the scanner operator, before barcode is read by the software and entered into the index field. In all, the index is viewed by no less than six sets of eyes. Quality assurance is built into the indexing process with computer edits and databases. Welaka specifications include validity/logic checks including:
  - Acceptable character type (numeric, alpha or special characters)
- v) A final quality check is made prior to batch delivery/import. These checks include counting records, examining file structure, file functionality, and a random sample of indexing results.

### **Sample of Finished Product:**

As a matter of standard procedure and good business, InStream will provide a small sample of the completed project after picking up the records. This allows both InStream and the City an opportunity to review the process, procedures, documentation, and the final product. Upon approval, The City of Welaka will sign off on an acceptance form so InStream may continue the project and both parties are on the same page with expectations.

**This process *may* alter the proposed budget. Any changes will be communicated prior to the sign off.**

### **Finished Product:**

- i) InStream shall upload the images into the web based electronic content management system, Go-IO. This repository will be accessible to up to 250 named users, each with their own login.
- ii) InStream will inform the City when batches of files are accessible on Go-IO.
- iii) The images will be saved as multiple page files, either Group 4b .tif files or PDF files. Single page PDF or TIF files will also be possible if required, for an additional charge.



## **Retrievals:**

While these documents are under our care, custody, and control, InStream will provide instrument retrievals of most record series, and will email the results to you upon request.

We shall turn a request around within four (4) hours. The average retrieval runs about \$9.50, \$8.00 per pull, plus six (6) pages, delivered by email. *Please note, the quality of the images may not be the quality of the finished product, however it will suffice for most purposes.*

### **Process:**

InStream staff will go on the floor, pull the requested file, scan the requested instrument, and reassemble the volume. The scanned images will be emailed to the staff member making the request. Prior to project commencement, we request a list of names and contact information of staff authorized to make records requests.

## **Item 2. Go-IO**

Go-IO is InStream's document management system (DMS) built from the ground up on the best **cloud-native technology**, devised with **security** at its very core. With secure access to your DMS from any device, at any time, from anywhere, your workforce's efficiency and productivity are uninterrupted. Think of it as a locked electronic filing cabinet, with each drawer assigned to a certain record series or "classification". In this case, InStream will start with the City's financial files. As InStream scans and indexes these files, they will be uploaded into the appropriate place within Go-IO. As part of the set up package, InStream will teach City staff how to:

- i) Create new classifications in Go-IO for the storage of different record series.
- ii) Upload and index documents for storage and retrieval.
- iii) Create new users assigned to certain Groups, and assign restrictions or permissions to each user.

**To help the City of Welaka understand the value of Go-IO we would be happy to provide you with a demonstration.**

## **Item 3. Confidential Records Destruction**

Following a review by City staff of the final deliverable, the City of Welaka shall return a signed "**Authorization to Destroy**" notice to InStream. Upon receipt of the signed document, InStream shall coordinate the confidential shredding of all records. Shredding shall occur on InStream premises and under the watchful eye of an InStream employee at all times.

Alternatively, InStream is happy to return the records to the City.

## **Item 4. Retention of Converted Electronic Documents Following Delivery:**

It is InStream, LLC.'s policy to **not retain** client digital and database records beyond thirty (30) days following project completion and delivery. Our policy requires we dispose of projects consisting of converted client digital records, completed and delivered, after thirty (30) days. Please note; digital records held by InStream which relate to current projects will not be destroyed until the aforementioned criteria have been met.

Should you wish InStream to retain your digital files beyond the thirty (30) day scope; we offer a secure storage service of converted digital projects for offsite backup purposes. There is a monthly fee for this service and details can be provided upon request.



**Item 5. Pricing Schedule**

	Description	City of Welaka price per item
1	Records Assessment Survey – performed 8/10 & 9/23	\$1,000.00 onetime cost
2	Proof of Concept	\$ 750.00 onetime cost
3	Document Preparation	\$ 26.00 per hour
4	Document Scanning at 300dpi - pages 11" x 17" or smaller, bi-tonal	\$ 0.073 per image
5	Scanning at 300 dpi, pages larger than 11" x 17", bi-tonal	\$ 0.600 per image
6	Scanning at 300 dpi, pages larger than 11" x 17", grayscale	\$ 1.87 per image
7	Scanning at 300 dpi, pages larger than 11" x 17", 24-bit color	\$ 4.10 per image
8	Document Indexing (3 fields per document maximum)	\$ 0.20 per document
9	Record Request M-F, 07:30 to 16:30.	\$ 8.25 per chart
10	Scan and e-mail of requested record.	\$ 0.25 per image
11	Confidential Destruction of Converted Paper Records at InStream, Inc.	\$ 8.00 per box
12	Pick Up/Return of Records	\$ 90.00 per trip

Working off the spreadsheet that InStream has shared, there are **52 boxes** immediately identifiable as financial records.

**Assumptions:**

- One (1) **page** is equal to two (2) images
- One (1) full **document** will consist of 2.5 images
- A typical cubic foot box contains 2,000 – 2,500 pages, equating to roughly 4,500 images.
- Many of the record series are intermingled in boxes, requiring additional time to sort
- Pricing provided for duplex (double sided) scanning
- Up to three index fields per document is expected, 15 characters each
- Most of the scanning can be done in bi-tonal. Exceptions lie in oversized documents like plats or maps.
- There are no bound books
- Project will occur in batches

Given there are 52 boxes identifiable as Financial Records, we can calculate there are an estimated **230,000 images**, costing roughly **\$16,790.00** for scanning

As one document is typically 2.5 images, there would be an estimated **92,000 documents**, which would cost about **\$18,400.00** to index.

We tentatively estimate at least 2 hours per box for these Financial Records. This would thereby equate to **\$2,704.00**

**With document preparation, scanning, indexing, pick up and drop off, and confidential destruction, we estimate the total to convert the identified Financial Records to be \$39,000.00. Estimate does not include tax. This number is the maximum the City of Welaka would pay provided the assumptions laid out above are met without significant deviation.**



**Item 6. Go-IO Pricing Schedule**

	Description	Quantity
1	Estimated number of financial documents	92,000
2	Number of Named Users	250
3	<i>Estimated</i> number of gigabytes (GB) needed for storage	9 GB
4	<b>Option 1)</b> 12 months license, 9 GB, @ \$37.00 per GB per month, paid annually	<b>\$ 3,996.00</b>
5	<b>Option 2)</b> 24 months license, 9 GB, @ \$34.00 per GB, per month, paid annually	<b>\$ 3,672.00</b>
6	<b>Option 3)</b> 36 months license, 9 GB, @ \$31.00 per GB, per month, paid annually	<b>\$ 3,348.00</b>
7	Training & Set Up (3 hours) ( <b>Required</b> )	\$ 600.00
8	Additional Professional Services	\$200.00 per hour

- i) Go-IO pricing options above are discounted from our list price of \$43.00 per GB, per month.
- ii) Pricing is based on estimated GB use. Actual GB use for may differ from estimate.
- iii) After an initial discovery session with our Services Team, InStream shall provide three (3) hours of services covering Training and Set up for \$600.00 This includes standard training, creating up to five (5) classifications for different record series, and setting up two (2) “Groups” with 1-5 users per Group.
- iv) Pricing is based on a prepaid annual payment and is subject to the terms and conditions of InStream LLC’s license agreement.
- v) Subscriptions to Go-IO include 250 named login users. Additional users can be purchased in increments of 50 at \$2.00 per GB per month.
- vi) Purchases of additional GB in midterm will be pro-rated to the anniversary date of the current subscription. Thereafter the annual cost will reflect the new cumulative total of GB.
- vii) Additional Professional Services available for purchase during license term as needed, at \$200 per hour.
- viii) Customer is responsible for any applicable taxes or fees. The pricing above does not include taxes and fees.



**Item 7. Conclusion**

The conversion of historical records is a passion of InStream’s Florida team, and we take great pride in assisting our local government in the records management process.

**We are more than happy to break this project up into batches to alleviate pressure to the budget.**

We offer 24/7 file management and retrieval. We can deliver the drawing, or a portion thereof, via the specified method – fax, e-mail attachment, or hand-delivery.

Our facility is secure; we employ a security service. It is neat, clean, and files are meticulously managed and accounted for throughout the entire conversion process. Quality Assurance occurs at every step of the document conversion process. All staff are required to sign a confidentiality statement upon employment to further protect any sensitive information located on many of our client files.

InStream estimates it will cost roughly **\$39,000.00** for the conversion of the first batch of records. With a 2-year license of Go-IO, the City of Welaka can expect to pay **\$3,672.00** per year, plus any applicable taxes or fees.

Pricing outlined in this proposal is valid until 6/3/2023. This is a budgetary proposal and is subject to change.

**InStream will revisit this quote after the sample is completed for more accurate budgetary numbers.**

We look forward to working with you!

Sincerely,

Pieter Craig  
Business Development Executive

[pcraig@instreamllc.com](mailto:pcraig@instreamllc.com)

352-372-6039, 4

1925 A NW 2<sup>nd</sup> Street,  
Gainesville FL 32609

**City of Welaka**

\_\_\_\_\_  
Acceptance Date:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

# SUWANNEE COUNTY SCHOOL DISTRICT

---

**JERRY TAYLOR**  
DISTRICT 1  
**NORMAN CRAWFORD**  
DISTRICT 2  
**TIM ALCORN**  
DISTRICT 3



**ED DA SILVA**  
DISTRICT 4  
**RONALD WHITE**  
DISTRICT 5  
**LEONARD DIETZEN, III**  
BOARD ATTORNEY

1740 Ohio Avenue, South  
Live Oak, Florida 32064  
Telephone: (386) 647-4600 • Fax: (386) 364-2635

**TED L. ROUSH**  
Superintendent of Schools

June 29, 2022

InStream  
Attention: Jenni Van Hart  
1925-A NW Second Street  
Gainesville, FL 32609

Dear Ms. Van Hart:

This letter is to serve to notify you that the Suwannee County School Board, acting in regular session on June 28, 2022, approved a one-year extension to RFP 20-202 – Document Imaging Services, for the 2022-2023 school year with InStream.

We look forward to working with you during the coming year.

Sincerely,

A handwritten signature in blue ink that reads 'Marsha Brown'.

Marsha Brown  
Chief Financial Officer

MDB/lfm





# TOWN OF WELAKA

## Evaluation Scoring Sheet for RFQ # 2023-01

### PROFESSIONAL ENGINEERING SERVICES FOR THE DESIGN OF THE DRINKING WATER SYSTEM INFRASTRUCTURE PROJECT

FIRM NAME: Saltus Eng. > Grand Total

#### Evaluation Scoring Criteria

	Possible Points	Points Given
1. Knowledge of State & Federal Rules Governing the CDBG Program as well as Other Grant Programs	30	138
2. Experience with Projects Funded through CDBG, USDA, FDEP and other Grant Programs	30	134
3. Experience with Municipal Engineering Projects	10	44
4. Management and Staffing	10	44
5. Approach to Task	10	44
6. Ability to Become Quickly Familiar with Local Conditions	10	48
<b>GRAND TOTAL:</b>	<del>100</del>	<b>458</b>

TOTAL POSSIBLE POINTS: ~~400~~ 500

Selection Committee Member Signature: Meghan E. Allman

Printed Name: Meghan E. Allman, Town Clerk

Date: 4/27/23



# TOWN OF WELAKA

## Evaluation Scoring Sheet for RFQ # 2023-01

### PROFESSIONAL ENGINEERING SERVICES FOR THE DESIGN OF THE DRINKING WATER SYSTEM INFRASTRUCTURE PROJECT

FIRM NAME: SALTUS

#### Evaluation Scoring Criteria

	Possible Points	Points Given
1. Knowledge of State & Federal Rules Governing the CDBG Program as well as Other Grant Programs	30	30
2. Experience with Projects Funded through CDBG, USDA, FDEP and other Grant Programs	30	25
3. Experience with Municipal Engineering Projects	10	10
4. Management and Staffing	10	10
5. Approach to Task	10	10
6. Ability to Become Quickly Familiar with Local Conditions	10	10
<b>TOTAL:</b>	<b>100</b>	<b>95</b>

TOTAL POSSIBLE POINTS: 100

Selection Committee Member Signature: Paul L. Harris

Printed Name: Paul L. Harris

Date: 4/27/23



# TOWN OF WELAKA

## Evaluation Scoring Sheet for RFQ # 2023-01

### PROFESSIONAL ENGINEERING SERVICES FOR THE DESIGN OF THE DRINKING WATER SYSTEM INFRASTRUCTURE PROJECT

FIRM NAME: SALTUS

#### Evaluation Scoring Criteria

	Possible Points	Points Given
1. Knowledge of State & Federal Rules Governing the CDBG Program as well as Other Grant Programs	30	28
2. Experience with Projects Funded through CDBG, USDA, FDEP and other Grant Programs	30	29
3. Experience with Municipal Engineering Projects	10	10
4. Management and Staffing	10	8
5. Approach to Task	10	8
6. Ability to Become Quickly Familiar with Local Conditions	10	10
<b>TOTAL:</b>	<b>100</b>	<b>93</b>

TOTAL POSSIBLE POINTS: 100

Selection Committee Member Signature: Jamie D. Watts

Printed Name: JAMIE D WATTS

Date: 4-27-23



# TOWN OF WELAKA

## Evaluation Scoring Sheet for RFQ # 2023-01

### PROFESSIONAL ENGINEERING SERVICES FOR THE DESIGN OF THE DRINKING WATER SYSTEM INFRASTRUCTURE PROJECT

FIRM NAME: Saltus Engineering, Inc.

#### Evaluation Scoring Criteria

	Possible Points	Points Given
1. Knowledge of State & Federal Rules Governing the CDBG Program as well as Other Grant Programs	30	25
2. Experience with Projects Funded through CDBG, USDA, FDEP and other Grant Programs	30	25
3. Experience with Municipal Engineering Projects	10	8
4. Management and Staffing	10	10
5. Approach to Task	10	10
6. Ability to Become Quickly Familiar with Local Conditions	10	10
<b>TOTAL:</b>	<b>100</b>	<b>88</b>

TOTAL POSSIBLE POINTS: 100

Selection Committee Member Signature: Jessica Finch

Printed Name: Jessica Finch

Date: 4/27/2023



# TOWN OF WELAKA

## Evaluation Scoring Sheet for RFQ # 2023-01

### PROFESSIONAL ENGINEERING SERVICES FOR THE DESIGN OF THE DRINKING WATER SYSTEM INFRASTRUCTURE PROJECT

FIRM NAME: SAITUS

#### Evaluation Scoring Criteria

	Possible Points	Points Given
1. Knowledge of State & Federal Rules Governing the CDBG Program as well as Other Grant Programs	30	25
2. Experience with Projects Funded through CDBG, USDA, FDEP and other Grant Programs	30	25
3. Experience with Municipal Engineering Projects	10	8
4. Management and Staffing	10	8
5. Approach to Task	10	8
6. Ability to Become Quickly Familiar with Local Conditions	10	8
<b>TOTAL:</b>	<b>100</b>	<b>82</b>

TOTAL POSSIBLE POINTS: 100

Selection Committee Member Signature: Tyler Buford

Printed Name: Tyler Buford

Date: 4-27-23



# TOWN OF WELAKA

## Evaluation Scoring Sheet for RFQ # 2023-01

### PROFESSIONAL ENGINEERING SERVICES FOR THE DESIGN OF THE DRINKING WATER SYSTEM INFRASTRUCTURE PROJECT

FIRM NAME: SALtus

#### Evaluation Scoring Criteria

	Possible Points	Points Given
1. Knowledge of State & Federal Rules Governing the CDBG Program as well as Other Grant Programs	30	30
2. Experience with Projects Funded through CDBG, USDA, FDEP and other Grant Programs	30	30
3. Experience with Municipal Engineering Projects	10	10
4. Management and Staffing	10	10
5. Approach to Task	10	10
6. Ability to Become Quickly Familiar with Local Conditions	10	10
<b>TOTAL:</b>	<b>100</b>	<b>100</b>

TOTAL POSSIBLE POINTS: 100

Selection Committee Member Signature: William Wingo

Printed Name: William Wingo

Date: 4/27/23



# TOWN OF WELAKA

## Evaluation Scoring Sheet for RFQ # 2023-01

### PROFESSIONAL ENGINEERING SERVICES FOR THE DESIGN OF THE DRINKING WATER SYSTEM INFRASTRUCTURE PROJECT

FIRM NAME: Mittauer + Assoc. > Grand Total

#### Evaluation Scoring Criteria

	Possible Points	Points Given
1. Knowledge of State & Federal Rules Governing the CDBG Program as well as Other Grant Programs	30	124
2. Experience with Projects Funded through CDBG, USDA, FDEP and other Grant Programs	30	126
3. Experience with Municipal Engineering Projects	10	37
4. Management and Staffing	10	45
5. Approach to Task	10	38
6. Ability to Become Quickly Familiar with Local Conditions	10	44
<b>GRAND TOTAL:</b>	<b>100</b>	<del>414</del> ma

(414)

TOTAL POSSIBLE POINTS: 100 500

Selection Committee Member Signature: Meghan E. Allman

Printed Name: Meghan E. Allman, Town Clerk

Date: 4/27/23



# TOWN OF WELAKA

## Evaluation Scoring Sheet for RFQ # 2023-01

### PROFESSIONAL ENGINEERING SERVICES FOR THE DESIGN OF THE DRINKING WATER SYSTEM INFRASTRUCTURE PROJECT

FIRM NAME: Mittaven

#### Evaluation Scoring Criteria

	Possible Points	Points Given
1. Knowledge of State & Federal Rules Governing the CDBG Program as well as Other Grant Programs	30	20
2. Experience with Projects Funded through CDBG, USDA, FDEP and other Grant Programs	30	20
3. Experience with Municipal Engineering Projects	10	5
4. Management and Staffing	10	10
5. Approach to Task	10	5
6. Ability to Become Quickly Familiar with Local Conditions	10	10
<b>TOTAL:</b>	<b>100</b>	<b>70</b>

TOTAL POSSIBLE POINTS: 100

Selection Committee Member Signature: Randall Z Harris

Printed Name: Randall Z Harris

Date: 4/27/23





# TOWN OF WELAKA

## Evaluation Scoring Sheet for RFQ # 2023-01

### PROFESSIONAL ENGINEERING SERVICES FOR THE DESIGN OF THE DRINKING WATER SYSTEM INFRASTRUCTURE PROJECT

FIRM NAME: MITTAUER

#### Evaluation Scoring Criteria

	Possible Points	Points Given
1. Knowledge of State & Federal Rules Governing the CDBG Program as well as Other Grant Programs	30	24
2. Experience with Projects Funded through CDBG, USDA, FDEP and other Grant Programs	30	26
3. Experience with Municipal Engineering Projects	10	7
4. Management and Staffing	10	9
5. Approach to Task	10	7
6. Ability to Become Quickly Familiar with Local Conditions	10	8
<b>TOTAL:</b>	<b>100</b>	<b>83</b>

TOTAL POSSIBLE POINTS: 100

Selection Committee Member Signature: Jamie D. Watts

Printed Name: JAMIE D. WATTS

Date: 4-27-23



# TOWN OF WELAKA

## Evaluation Scoring Sheet for RFQ # 2023-01

### PROFESSIONAL ENGINEERING SERVICES FOR THE DESIGN OF THE DRINKING WATER SYSTEM INFRASTRUCTURE PROJECT

FIRM NAME: Mittauer & Associates, Inc.

#### Evaluation Scoring Criteria

	Possible Points	Points Given
1. Knowledge of State & Federal Rules Governing the CDBG Program as well as Other Grant Programs	30	30
2. Experience with Projects Funded through CDBG, USDA, FDEP and other Grant Programs	30	30
3. Experience with Municipal Engineering Projects	10	10
4. Management and Staffing	10	8
5. Approach to Task	10	8
6. Ability to Become Quickly Familiar with Local Conditions	10	8
<b>TOTAL:</b>	<b>100</b>	<b>94</b>

**TOTAL POSSIBLE POINTS: 100**

Selection Committee Member Signature: Jessica Finch

Printed Name: Jessica Finch

Date: 4/27/2023



# TOWN OF WELAKA

## Evaluation Scoring Sheet for RFQ # 2023-01

### PROFESSIONAL ENGINEERING SERVICES FOR THE DESIGN OF THE DRINKING WATER SYSTEM INFRASTRUCTURE PROJECT

FIRM NAME: MITTauer

#### Evaluation Scoring Criteria

	Possible Points	Points Given
1. Knowledge of State & Federal Rules Governing the CDBG Program as well as Other Grant Programs	30	20
2. Experience with Projects Funded through CDBG, USDA, FDEP and other Grant Programs	30	20
3. Experience with Municipal Engineering Projects	10	5
4. Management and Staffing	10	8
5. Approach to Task	10	9
6. Ability to Become Quickly Familiar with Local Conditions	10	8
<b>TOTAL:</b>	<b>100</b>	<b>69</b>

TOTAL POSSIBLE POINTS: 100

Selection Committee Member Signature: \_\_\_\_\_

Tyler Buford

Printed Name: \_\_\_\_\_

Tyler Buford

Date: \_\_\_\_\_

4-27-23



# TOWN OF WELAKA

## Evaluation Scoring Sheet for RFQ # 2023-01

### PROFESSIONAL ENGINEERING SERVICES FOR THE DESIGN OF THE DRINKING WATER SYSTEM INFRASTRUCTURE PROJECT

FIRM NAME: MITHAUR

#### Evaluation Scoring Criteria

	Possible Points	Points Given
1. Knowledge of State & Federal Rules Governing the CDBG Program as well as Other Grant Programs	30	30
2. Experience with Projects Funded through CDBG, USDA, FDEP and other Grant Programs	30	30
3. Experience with Municipal Engineering Projects	10	10
4. Management and Staffing	10	10
5. Approach to Task	10	10
6. Ability to Become Quickly Familiar with Local Conditions	10	10
<b>TOTAL:</b>	<b>100</b>	<b>100</b>

**TOTAL POSSIBLE POINTS: 100**

Selection Committee Member Signature: William Wingo

Printed Name: William Wingo

Date: 4/27/23



# TOWN OF WELAKA

## Evaluation Scoring Sheet for RFP # 2023-02

### CDBG PROGRAM ADMINISTRATION SERVICES

Proposer A: Fred Fox Enterprises, Inc.

Proposer B: —

Proposer C: —

Proposer D: —

Criteria	Proposer A	Proposer B	Proposer C	Proposer D
<b>Capacity to Serve the Needs of the Project</b> <i>Excellent: 20 Points</i> <i>Above Average: 15 Points</i> <i>Good: 10 Points</i> <i>Fair: 5 Points</i> <i>Poor: 0 Points</i>				
<b>Successful Experience with Florida Small Cities CDBG</b> <i>One Point for Each CDBG Housing Rehab Project Administered (Up to 20 Points)</i>				
<b>Key Staff and Qualifications</b> <i>20 or more years: 15 Points</i> <i>15-19 years: 10 Points</i> <i>10-14 years: 5 Points</i> <i>5-9 years: 2 Points</i> <i>Less than 5 years: 0 Points</i>				
<b>Ability to Address the Needs of the Project Including Understanding of the Local Needs and Approach to Project</b> <i>Excellent: 20 Points</i> <i>Above Average: 15 Points</i> <i>Good: 10 Points</i> <i>Fair: 5 Points</i> <i>Poor: 0 Points</i>				
<b>Reputation and Client References</b> <i>Excellent: 15 Points Above</i> <i>Average: 10 Points</i> <i>Good: 5 Points</i> <i>Fair: 2 Points</i> <i>Poor: 0 Points</i>				
<b>Certified Minority/Women Owned Business</b> <i>Award 5 Points if the Firm is a MBE / WBE Business</i>				
<b>Fee or Proposed Fee Basis</b> <i>Lowest Fee: score 5 Points</i> <i>Next Lowest Fee: score 4 Points</i> <i>Next Lowest Fee: score 3 Points</i> <i>Next Lowest Fee: score 2 Points</i> <i>Next Lowest Fee: score 1 Point</i>				
<b>TOTAL SCORE:</b> (Total Points Possible: 100)	*	—	—	—

Ranking:

#1 Fred Fox Enterprises, Inc.  
#2 —  
#3 —  
#4 —

Signature: Meghan E. Allman

Date: 4/27/23

Printed Name: Meghan E. Allman

\* Only 1 Packet submitted. Scoring not required.

**TOWN OF WELAKA  
ORDINANCE 2011-10**

**AN ORDINANCE AMENDING THE RULES AND REGULATIONS FOR THE OPERATIONS OF THE CENTRAL WATER AND SEWER SYSTEM OF THE TOWN OF WELAKA; PROMULGATING A SCHEDULE OF RATES AND SERVICE CONNECTION FEES; ESTABLISHING THE PROCEDURE FOR ENFORCING PAYMENTS FOR WATER AND SEWER SERVICE, AND ESTABLISHING PENALTIES FOR VIOLATION AND PROCEDURES FOR ENFORCEMENT; SUPERSEDING, AND REPLACING IN ITS ENTIRETY ORDINANCE 2008-15 and 2009-13.**

**BE IT ENACTED** by the Town Council of the Town of Welaka, Florida that:

**WHEREAS**, the Town of Welaka has, by prior Ordinance, herein above set forth established rules and regulations applicable to and governing the providing of sewer and water services to the residents and citizens of the Town of Welaka; and

**WHEREAS**, the Town Council deems it necessary and appropriate to amend and modify the currently applicable ordinance relating to the provision of public sewer and water services, namely, Ordinance 2008-15 and Ordinance 2009-13 and to supersede the same by this ordinance provided however that nothing herein contained shall be construed to modify, amend, reduce, eliminate or supersede any pre existing violation of the aforesaid prior ordinance or any obligation or liability of any person whatsoever which may exist under said prior ordinances as of the effective date hereof.

**NOW, THEREFORE**, be it ordained by the Town Council of the Town of Welaka, Florida, that:

**SECTION 1. CONNECTION WITH THE WATER AND SEWER SYSTEM.**

The owner of each lot or parcel of land within the Town of Welaka, and every gathering, and governmental building being within the limits of the Town of Welaka, Florida, shall be required, within thirty (30) days after placing the central water system or any portion thereof in operation and available for service, or within thirty (30) days after construction of any such building, shall connect said building and/or facility with the water system and cease to use any other water source except for outside or non-potable use such as lawn and garden watering and irrigation, automobile or other vehicle washing, and the like. The failure and/or refusal of any owner of property within the Town of Welaka to connect to the existing municipal water system where available shall constitute a violation of this ordinance and shall be punishable, and this ordinance enforceable.

Where the same shall be available for service, the owner of each lot or parcel of land, every gathering place, and governmental building being within the limits of the Town of Welaka, Florida, shall be connected to the municipal sewage system of the Town of Welaka. The failure and/or refusal of any owner of property within the Town of Welaka to connect to the existing municipal sewage system where available shall constitute a violation of this ordinance and shall be punishable, and this ordinance enforceable, as hereinafter provided.

In the event of any extension of existing municipal water and/or sewage services after the effective date of this ordinance, in all areas where such new services shall become available, the owner of each lot or parcel of land, every gathering place, and governmental building being within the limits of such new service area(s) shall receive written notification of the installation of the water and/or sewage service connection or any portion thereof in operation, and must join said sewage extension within 90 days of notification or within thirty (30) days after the construction of any new building within such service area.

In cases where multiple residential dwelling units are receiving water from the Town's water system through a single meter, the owner of record of the multiple residential dwelling unit shall be responsible for paying the monthly water bills in an amount equal to the minimum monthly charge times the number of units served by the single meter, plus a pro rata portion any usage over the cumulative minimum.

In cases where multiple commercial units are receiving water from the Town's water system, each commercial business entity of the commercial unit, will be required to have a single meter installed. However, the owner or record on the commercial unit will be responsible for paying the monthly water and sewer bills.

Each residential or commercial unit whether occupying one or more lots and whether it shall occupy any lot or parcel jointly with any other residential or commercial unit shall be considered a separate unit for the payment of the water fees, the sewage disposal fees, and separate connections and meters will be required for each of such units.

All original hook-ups for use of municipal water and/or sewer shall be made by the owner of the house, apartment, property or other facility requiring such services, with separate connections being required for each separate unit and/or facility. Application for and specific arrangements for utility services must be made with the Town Utility Clerk prior to first use. The Town Utility Clerk shall require, among other things, satisfactory proof of ownership of the property to which the service is requested, and, in the event application for service is made by any person other than the record owner, the owner shall be required to cosign the application for service and agree to guarantee payment for all services and charges incurred on the account. Each individual applicant for connection shall pay to the Town of Welaka a security deposit to be applied for payment of any delinquency on the account. Such security deposit shall be in an amount equal to two months minimum billing. Such security deposits are to be maintained in a non-interest bearing bank account; until such time as service is terminated on the account and all sums due on such account are paid in full or until the same is drawn upon for payment in accordance with the further terms of this Ordinance. In the event of any default in payment upon a utility account, such security deposit may be forthwith applied by the Town Utility Clerk for payment of or against such delinquency. Within 15 days of final billing after closing of any utilities account, the Town of Welaka shall notify the principal party upon such account by mail of any remaining deposit monies, and it shall be that person's responsibility to provide the Town with a forwarding address for that purpose. If no forwarding address is provided to the Town within thirty (30) days after such written notice and request, the Town shall mail the remaining deposit monies at the last known address and should the mailing be returned to the Town unclaimed, the amount shall be deemed unclaimed and be deposited into the Utility Account of the Town of Welaka and will be used for the regular operation and maintenance of the system. Refunds to any customer requesting service cut-off will be made after a final meter reading has been taken, and whatever charges due to the Town will be deducted from the meter deposit refund.

## SECTION 2. TIME EXTENSIONS/EXEMPTIONS TO CONNECTION

Notwithstanding the foregoing, the Town Council of the Town of Welaka may grant time extensions and/or exemptions to the foregoing requirements subject to the following:

- A. The Town Council of the Town of Welaka may in a public meeting, in its sole discretion and by majority vote, grant an extension of the thirty (30) day time requirements specified in Section 1., above, upon petition in writing by an affected party, upon a showing of special or unusual circumstances or compelling hardship circumstances.
- B. The Town Council by majority vote may grant an exemption from the mandatory connection requirement of the Ordinance to that business or commercial establishments where the use of chlorinated water would create a business hazard. Examples of such exemptions would include, but not limited to, fernery and other commercial agricultural use, marine culture, live bait and worm farm operations, etc., to be granted an



exemption from mandatory connection, the individual business owner or his agent must petition the Town Council for said exemption in writing and be granted said exemption in a public meeting. The Town reserves the right to revoke any special exemption should said business change its basic operation at any future date.

### SECTION 3. WATER MAINS, SERVICE LINES, WATER METERS, AND OTHER EQUIPMENT.

The Town of Welaka shall be responsible for the maintenance of all water mains and other service lines, water meters, cut-off valves, fire hydrants, and other distribution equipment or structures within the public right-of-way or on public property, and on any private property up to and in the water meter. Maintenance of water service lines beyond the discharge side of the water meter shall be the responsibility of the water customer.

- A. The Town shall purchase and install a corporation stop, curb stop, and a water meter for each service. Such corporation stop shall be installed at or near the Town's distribution system. The curb stop shall be installed on the Town's side of the meter. The Town shall have exclusive right to use such curb stop valve and water meter. The customer shall not place shrubbery or other obstructions within a three- (3) foot radius of the meter.
- B. All water meters, meter boxes, and cut-off valves shall be furnished by the Town and shall belong to the Town. The Town reserves the right to remove any meter at any time from any premises when it is deemed necessary. Meters may be located either on or adjacent to the customer's property in a position or location as determined by the policies of the Town and/or the recommendations of the engineering firm, contractor or subcontractor, etc., that may be responsible for the installation. The customer shall not place or install any fitting or device on or in the service line on his side of the meter within three (3) feet of the meter.
- C. Any and all connections on the customer's side of the meter are to be made in an acceptable manner by either a licensed plumber or the individual property owner or his agent. Any installation will be required to pay a \$50.00 inspection fee for water and a \$50.00 inspection fee for sewer and pass an inspection by the Town's Utility Inspector before being backfilled, and prior to turning on of the service. If upon inspection any deficiencies are noted, the Town's Utility Inspector shall give written notice of the nonconformity and shall require that corrections be made within a reasonable, specified period of time.
- D. It shall be unlawful for any customer to have a cross connection on his property, or to supply water to another residence by any other means.
- E. It shall be required that all residential and commercial customers install an approved backflow prevention assembly device on their service connection wherever the following conditions exist:
  - a) Having auxiliary water supply i.e. river, pools, ponds and sprinkler system.
  - a) In the case of premises on which any industrial fluids or any other objectionable substance is handled in such a fashion as to create an actual or potential hazard to the public water system, the public system shall be protected against backflow from the premises by installing an approved backflow prevention assembly in the service line commensurate with the degree of hazard.
  - b) Internal cross-connections that cannot be permanently corrected.

The backflow prevention device shall be subject to the approval and annual inspection and testing by Hydro Designs, Inc, and shall be no further than three (3) feet from the meter. The cost of installation and annual inspection of required backflow prevention devices shall be the responsibility of the Customer. The consumer's system shall include those parts of the facilities beyond the termination of the water purveyor's distribution system which are utilized in conveying potable water to points of use. Service of water to any premise shall be discontinued by the water purveyor if a backflow prevention assembly required by this Policy, is not installed, tested and maintained, or if it is found that a backflow prevention assembly has been removed, bypassed, or if an unprotected cross-connection exists on the premises. Service will not be restored until such conditions or defects

are corrected. The consumer's system should be open for inspection at all reasonable times to authorized representative of the Policy to determine whether unprotected cross-connections or other structural or sanitary hazards, \*including violations of these regulations, exist. When such a condition becomes known, the water purveyor shall deny or immediately discontinue service to the premises by providing for a physical break in the service line until the consumer has corrected the condition(s) in conformance with the State of Florida statutes relating to plumbing and water supplies and the regulations adopted pursuant thereto.

#### SECTION 4. CONNECTIONS MAY BE MADE BY TOWN.

If any owner of any lot or parcel or land within the Town shall fail or refuse to connect with and use the facilities of the water and sewer system of the Town after notification by the Town Utility Clerk, as provided herein, the Town of Welaka shall be authorized to make such connections, entering on or upon any such lot or parcel of land for the purpose of making such connection. The Town of Welaka shall thereupon be entitled to recover the cost of making such connection, together with reasonable penalties and interest and attorney's fees, by suit in any court of competent jurisdiction. In addition, and as an alternative means of collecting such costs of making such connections, the Town of Welaka may place and record a lien on such lot or parcel of land for such cost, together with interest and attorneys fees, which lien shall be equal dignity with the lien of state, county, and municipal taxes. Such lien may be foreclosed by the Town of Welaka in the same manner provided by the laws of Florida for the foreclosure of mortgages upon real estate.

- A. EMERGENCY SHUT-OFFS. The Town reserves the right to shut off water supplies in any or all service areas temporarily whenever necessary for the purpose: of making alterations or repairs to the system. It is expressly stipulated by and between the Town and the water customer that no claim shall be made against the Town for, or as a result of, temporary interruption of water service, down time for necessary repairs, low pressure, the bursting or breaking of any main or service line, or on account of accidental failure of supply.
- B. UNLAWFUL TAMPERING. It shall be unlawful for any unauthorized person to tamper with, break a water meter or its seal or to turn it or tamper with the cut-off valve, or to molest in any manner whatsoever with any equipment, materials, or apparatus used and/or owned by the Town in connection with the water or sewer system.

#### SECTION 5. UNLAWFUL CONNECTION.

No person shall be allowed to connect into any water line or sewer line owned by the Town of Welaka without written consent of the Town of Welaka, and then the connection with such line shall be made only under the direction and supervision of the Town of Welaka. Any person, property owner or plumber who shall make any connection without such consent of the Town of Welaka, shall upon conviction be subject to the penalties hereinafter provided.

#### SECTION 6. UNLAWFUL CONSTRUCTION.

No person, group of persons, firm or corporation shall build or remodel or cause to be built or remodeled any structure used for human habitation of occupancy within the Town of Welaka which is within two hundred feet of public sanitary sewer line, unless it is provided with water-carried sewerage facilities.

#### SECTION 7. CONNECTING OLD PLUMBING.

Whenever it is desirable to connect old plumbing with the Town of Welaka sewer main and/or water line, the owner or plumber contemplating doing such work shall notify the Town of Welaka's Utility Inspector who will inspect said old plumbing and notify the owner or plumber what alterations will be necessary to place said old plumbing in an acceptable condition for such connection. Any owner or plumber who shall make any connection without the prior written approval of the Town's Utility Inspector shall, upon conviction, be subject to the penalties hereinafter provided.

SECTION 8. SANITARY REQUIREMENTS.

Every residence and building in which human beings reside, are employed or congregated, shall be required to have a sanitary method of disposing of human excrement, namely either a sanitary water closet that is connected with the Town of Welaka water and sewer system, or an approved type of septic tank. A septic tank will be used only if the property is more than two hundred (200) feet from an available municipal sewer line and only after written confirmation by the Town's Utility Inspector that connection to the municipal system cannot be made.

SECTION 9. DISPOSAL REQUIREMENTS.

It shall be unlawful for any person, persons, firm or corporation owning or leasing any premises in the Town of Welaka to permit the disposal of any human excrement on any property, leased or rented by any such person, firm or corporation or the agent of any such person, firm or corporation, except in a sanitary water closet where sewage lines are available as defined above.

SECTION 10. SEPTIC TANK.

No septic tank other than those approved by the State Department of Pollution Control shall be constructed within the corporate limits of Welaka, Florida. No septic tank shall be constructed within two hundred (200) feet of the sewer line, and in the event that such septic tank installation is approved by the Town Council, such approval will be subject to the prior approval of the proposed septic system by all such other governmental agencies having jurisdiction thereof.

SECTION 11. MAINTENANCE OF PLUMBING SYSTEM.

The owner of the property shall be responsible for maintaining and keeping clean the water and sewer pipes leading and connecting from the plumbing system to the Town of Welaka distribution lines and main sewers.

SECTION 12. FAILURE TO MAINTAIN PLUMBING SYSTEM.

Failure to keep the sewer pipes, i.e. the pipes leading from the plumbing system to the Town of Welaka main, clean and maintained in a proper manner will give the Town of Welaka the right to cut off the water connection, which shall not be reconnected until sewer pipe is cleaned and maintained properly. Cleanout connections or any other openings in the sewer line must be closed at all times, except for cleaning and other maintenance. In those instances where the owner has his/her own private water supply, the Town of Welaka shall have the right to cut off such water supply to the plumbing system, until the sewer pipe leading from the plumbing system to the Town of Welaka main has been maintained and cleaned and in proper condition. Any violation of this provision by reconnecting his private water supply or the connection from the Town of Welaka water line, until such sewer pipes are cleaned and maintained properly, shall be considered a violation of this Ordinance and subject to the penalties hereinafter provided.

SECTION 13. FIRE HYDRANTS AND FIRE PROTECTION SYSTEM.

All fire hydrants shall be used for fire protection and suppression purposes exclusively, unless under the special conditions as stated elsewhere in this ordinance. All use of fire hydrants for lawn watering, filling of trucks (other than those of the fire department), or any other unauthorized or permitted use shall be unlawful and punishable as provided in this ordinance and/or as provided by applicable Florida Statutes.

- A. Malicious or willful damage, tampering with, or otherwise incapacitating a fire hydrant with the intent of preventing or obstructing the extinguishing of a fire shall constitute a felony of the third degree, punishable under Florida Statutes.
- B. It shall be unlawful for any person, firm or corporation to obtain water from any fire hydrant without first obtaining permission in writing from both the Town and the Welaka Fire Department. Special purposes such as filling of swimming pools, large volume flushing, construction use, etc., will be permitted based on either an estimated gallon basis or through the use of a hydrant meter furnished by the Town, and subject to whatever time and hose rental charges as may be established by the fire department.

- C. No person, firm, or corporation, except the chief of the fire department, his authorized deputies, maintenance employees of the Town of Welaka, or others with prior or special permission shall operate any fire hydrant, standpipe, or other fire suppression device.
- D. Any person, firm, or corporation damaging or destroying any fire hydrant either accidentally or intentionally shall pay for the cost of such repair or replacement as determined by the Town. Failure to do so after notification will result in action under the penalties section of this ordinance.
- E. Obstruction of any fire hydrant either by bushes, shrubbery, fence structures, or by any other means is specifically prohibited, and any person doing so will be given written notice to remove said obstruction within forty-eight (48) hours of receipt of such notice. Failure to comply as provided in such notice shall constitute a violation punishable as provided in the penalty section of this ordinance.
- F. Parking or standing of any vehicle within ten (10) feet of any fire hydrant is prohibited in Section 2263(4) of the Welaka Municipal Code of Ordinances as adopted by the Town of Welaka in 1954, and shall be enforced by the Welaka Police Department.

After passage of this Ordinance, all future large area commercial construction, and multiple occupancy housing over two stories in height shall be required to install an appropriate standpipe and/or sprinkler system to comply with the National Fire Protection Association Standards, National Fire Codes 13, 13D, 14 15 16, and others that may become effective or apply. Any such sprinkler or standpipe system shall be subject to periodic inspection and testing by the fire department.

SECTION 14. RATES: WATER AND SEWER RATES AND CONNECTION FEES

- A. The rate schedules herein adopted shall apply to all system users inside the Town limits of the Town of Welaka, as of the date of this Ordinance. The Town of Welaka reserves the right to set other differing rates as may be appropriate for all other applicants for connection.

The following rate schedule is adopted in association with and providing for the following residential and commercial user rates:

Residential:

0-3000 gallons	\$22.00 Water	\$27.90 Sewer	\$49.90 Total Bill
3001-3200 gallons	\$23.47 Water	\$29.76 Sewer	\$53.23 Total Bill
3201-3400 gallons	\$24.94 Water	\$31.62 Sewer	\$56.56 Total Bill
3401-3600 gallons	\$26.41 Water	\$33.48 Sewer	\$59.89 Total Bill
3601-3800 gallons	\$27.88 Water	\$35.34 Sewer	\$63.22 Total Bill
3801-4000 gallons	\$29.35 Water	\$37.20 Sewer	\$66.55 Total Bill
4001-4200 gallons	\$30.82 Water	\$39.06 Sewer	\$69.88 Total Bill
4201-4400 gallons	\$32.29 Water	\$40.92 Sewer	\$73.21 Total Bill
4401-4600 gallons	\$33.76 Water	\$42.78 Sewer	\$76.54 Total Bill
4601-4800 gallons	\$35.23 Water	\$44.64 Sewer	\$79.87 Total Bill
4801-5000 gallons	\$36.70 Water	\$46.50 Sewer	\$83.20 Total Bill

5001 + gallons            \$1.77 per 200 gallons of water over the 5,000 gallon consumption plus \$2.23 per 200 gallons of sewer over the 5,000 gallon consumption.

Commercial:

0-3,000 gallons	\$25.00 Water	\$33.48 Sewer	\$58.48 Total Bill
3,001-4,000 gallons	\$33.34 Water	\$44.64 Sewer	\$77.98 Total Bill
4,001-5000 gallons	\$41.68 Water	\$55.80 Sewer	\$97.48 Total Bill

5,000 + gallons            \$9.34 per 1,000 gallons of water over the 5,000 gallon consumption plus \$13.02 per 1,000 gallons for sewer over the 5,000 gallon consumption

<u>Hook-Up Fees (Non-Refundable)</u>	<u>Water</u>	<u>Sewer</u>
Residential	\$ 500.00	\$ 500.00
Commercial	\$1,500.00	\$1,500.00

B. The rate schedules herein adopted shall apply to all system users outside the Town limits of the Town of Welaka, as of the date of this Ordinance. The Town of Welaka reserves the right to set other differing rates as may be appropriate for all other applicants for connection.

The following rate schedule is adopted in association with and providing for the following residential and commercial user rates: 25% above in-town water rate for water using the same consumption and 25 % above in-town sewer rate for sewer using the same consumption per 1,000 gallons

* 0-3,000 gallons	\$27.50 Water	\$34.88 Sewer	\$12.48 20% Surcharge =	\$ 74.86 Total Bill
* 3,001-4,000 gallons	\$36.69 Water	\$46.50 Sewer	\$16.64 20% Surcharge =	\$ 99.83 Total Bill
* 4,001-5,000 gallons	\$45.88 Water	\$58.13 Sewer	\$20.81 20% Surcharge =	\$124.82 Total Bill
* 5,001 + gallons	25% above in-town water and sewer rate for same consumption per 1,000 gallons			

(\* ) Additionally all bills shall receive a plant replacement charge of 20% per Resolution 2006-20R and Resolution 2006-17R of the user's water and sewer charge

	<u>Hook-Up Fees (Non-Refundable)</u>	
	<u>Water</u>	<u>Sewer</u>
Residential	\$750.00	\$750.00
Commercial	\$2,000.00	\$2000.00
Special Improvement Properties*	\$750.00	\$5,800.00

\*Special Improvement Properties are those specific properties identified in exhibit "A" attached hereto. The Town Council of the Town of Welaka has found and determined that the additional costs of new capital improvements to provide sewer services to the special improvement properties requires the assessment of sewer hookup fees calculated to reimburse the town for such capital improvements. APPLIED TO THE UNFUNDED RESERVE OF PRIOR PERIODS, UNTIL FULLY SATISFIED.

A sewer credit may be issued for such items as pool fills, pressure washing and car washing for fund raising events following a \$20.00 fee for verification of reading by a Town employee during business hours.

No water shall be furnished free of charge to any person, firm or corporation whatsoever. Each residence, firm or corporation will pay a monthly minimum bill whether property is occupied or not. The Town of Welaka, and each and every agency, department or instrumentality of the Federal government which uses the water system shall therefore; pay at the rates established and/or fixed by this Ordinance. The Town reserves the right to enter into either bulk rate, special metered contracts, or agreements with sub-developers, commercial firms, or other water supply agencies outside of the Town limits, with those contracts and/or agreements being subject to the provisions of this Ordinance. The purpose of setting and determining a monthly charge or rate for the use of such services may be computed upon a different basis than set forth in Section 14. All contractors will pay tap in fee and have approved back flow and all water will be metered and charged.

Water customers requesting temporary service disconnection will be required to pay a \$30.00 turn on/turn off fee, plus the minimum monthly bill. If at the discretion of the customer, the customer desires further protection against water leak problems that may arise on or beyond their own property, the shut-off meter may be turned off by the Town for the disconnection charge of \$30.00. Reconnection or restoration of service will require the same service fee as stated above. Temporary service disconnection must be required either in writing or in person at the Welaka Town Hall.

SECTION 15. BILLING, FAILURE TO PAY BILL, SERVICE FEE, PENALTIES, ETC.

It shall be unlawful for any person to refuse or prevent entry upon a water customer's property by a Town employee, provided that the purpose of such requested entry is for meter reading, service line approval or inspection, or investigation of a violation of this Ordinance. Any violation of this subsection shall be punishable as provided in the Penalties Section of this Ordinance.

- A. Water meters will be read monthly as close to the 20<sup>th</sup> of each month as possible and water service bills will be sent monthly to all customers, and will state the net amount due to the Town by the water and sewer customers.
- B. In the event that a water and sewer customer believes his bill to be in error he shall present his claim at the Town Hall office to be put on the agenda to appear before the Town Council of Welaka at the next scheduled regular meeting before said bill has become delinquent. Such claim, if made after the bill has become delinquent shall not be effective in preventing cut-off service as heretofore provided for. The water customer must pay such bill under protest, and such payment shall not prejudice his claim.
- C. Bills for monthly charge and fees herein mentioned shall be submitted and shall be payable on the 15th day of each month and if any such monthly bill shall be and remain unpaid after the 15th day of such month for such service, a penalty of 5% or a minimum \$5.00 shall be imposed and be added to said month's said bill. If on the 23rd day of the month the arrearage has not been satisfied, a notice of cutoff shall be delivered providing five (5) working days for payment. If not timely received in Welaka Town Hall within the time specified in such notice, service shall be immediately terminated by shutoff, provided, however, that shut-off shall not occur on any Friday, but shall be deferred and shall be accomplished on the next following Monday. A reconnection will not be permitted until all past due and current water and sewage bills are paid in the full amount.
- D. In the event that a water and/or sewer customer whose water and sewer services have been disconnected because of a delinquent bill, desires to have his/her water and sewer services restored, they shall pay the entire amount of said delinquent water bill, current charges, plus late charges and an additional charge of thirty dollars (\$30.00) for restoring said service. The thirty dollars (\$30.00) fee will be charged when service can be restored during the normal working hours of eight a.m. (8:00 a.m.) and three thirty p.m. (3:30p.m.) Monday through Friday. Said fee will double to sixty dollars (\$60.00) for restoring service after the above hours, weekends, or holidays.
- F. In the event a meter has been locked due to non-payment for services or at the discretion of the customer, the amount equal to the monthly revenue that would have been derived per month but no greater than \$500.00 for residential dwellings in Town, \$1500.00 for commercial properties in Town, \$750.00 for residential dwelling out of Town and \$2000.00 for commercial properties out of Town will be charged as a reactivation fee.
- G. In the event the meter has been removed due to non-payment for services or at the discretion of the customer, the amount of \$500.00 for residential dwellings and \$1500.00 for commercial properties will become due and payable for reconnection charges for all customers within the Town limits and \$750.00 for residential dwellings and \$2000 for commercial properties outside the Town limits.

SECTION 16. RENTER AND APARTMENT DWELLER DEPOSITS

AT ALL TIMES THE OWNER OF AN APARTMENT UNIT OR RENTAL PROPERTY IS THE FINAL RESPONSIBLE PARTY FOR UTILITY BILLS.

Due to the inherent nature of all rental or apartment leases; due to the nonpermanent and possible high turnover of rentals and/or apartment leasing; due to the need in which to secure payment for water and sewer bills incurred by those who do not own the structure in which they dwell; and due to the Town of Welaka, Florida having no other less intensive means of securing payment for water and sewer utility services provided in advance of payment, the Town of Welaka, Florida hereby requires an advance deposit for water and sewer utility services. The Town will provide to renters or apartment dweller services as more specifically set forth below. All original hook-ups to the Town of Welaka's municipal water and/or sewer utility system shall be the responsibility of the rental or apartment owner. For each individual living unit within the rental property or apartment, the owner shall be responsible for separate connections thereto and the payment of the appropriate hook-up fees set forth in the applicable rate schedule. Prior to any use of the water and/or sewer utility system by the renter or tenant, such renter or tenant shall present to the Town Utility Clerk a deposit equal to the amount of the normal charges for a two-month period for the particular dwelling or unit; and application for service shall be signed by the owner of the property, who shall join in the application, consent thereto, and who shall be jointly financially responsible for the payment thereof. The Town of Welaka, Florida shall keep utility deposits in a separate non-interest

bearing account in a Florida Banking institution for the benefit of the tenant, until such time as the renter or tenant shall vacate the premises for the termination of the rental agreement or lease. Upon vacation of the premises, the renter or tenant shall notify the Town of Welaka, Florida in writing by certified mail, along with a copy of the original receipt, that they are vacating the premises and shall demand a return of the deposit, minus any amount due and payable on the account. Should the renter or tenant fail to make such demand within ONE YEAR after termination of services, the deposit will be presumed abandoned pursuant to Section 717.108, Florida Statutes (1996). Any customer who is already hooked-up and consistently pays said water and sewer bills late will be required to pay such deposit, THE ONLY EXCEPTION BEING SUGAR MILL WOODS APARTMENTS, BY PRIOR CONTRACT WITH RURAL DEVELOPMENT.

#### SECTION 17. WATER AND SEWER SYSTEM REVENUE, MAINTENANCE, EXPANSION, ETC.

Any and all revenue from the operation of the water and sewer system shall be used for all operation expenses connected with the system such as maintenance repairs, expendable materials, salaries and benefits of water system employees, insurance, capital improvements and utility expansion, and the like, and to require any and all loans, bonds or other obligations of the Town in regard to the water and sewer system.

A special reserve account, separate from all other accounts of the Town, will be established and shall accumulate a percentage of the water service revenue at a rate of one-tenth (1/10) of the annual loan payment until the said special reserve account reaches an amount equal to one annual payment. This account shall remain in force during the full term of the loan, and shall not be expended for any other purpose other than to make the annual loan payment cannot be made from other water and sewer system revenue.

The Town of Welaka reserves the right to enter into agreements, contracts or other actions with governmental and private sources for additional funds for the expansion or upgrading of the water and sewer system subject to the provisions of the Town Charter.

#### SECTION 18. BUSINESS OPERATIONS, RECORDS, AUDITS, ETC.

The Town Council shall meet no less than quarterly, at the time of budget review, and review any and all past due accounts. In addition, at that time, or at such other time upon legal advice, severely delinquent accounts shall be referred to the process of property lien.

The Town of Welaka, shall keep records and accounts regarding the water and sewer system, separate from all other records and account of the Town operations, with separate reporting systems, all of which will be available for public inspection in accordance with the requirements of law.

The Town shall enter into a contract with an independent certified public accountant to conduct an annual audit of records, accounts and operations of the water and sewer system and said annual audit shall be made available for public inspection.

All expenses, charges, premiums and the like arising out of water and sewer system operations will be paid from water and sewer system revenues. Where equipment, vehicles or employees are used jointly by the Town for both the water and sewer system and other Town operations or purposes, then a pro-rated charge system will be established, subject to approval by the Town auditing firm.

Fidelity bond coverage in the amount of FORTY THOUSAND DOLLARS (\$40,000.00) shall be required on the position of the Town Utility Clerk and/or Chief Financial Officer and/or others who shall handle collections and disbursements of any revenue derived from the water system.

- A. Public liability and property damage insurance will be maintained as recommended by the Town's Attorney on any trucks, tractors, or other vehicles that frequently will be driven over public streets and highways, and used by the Town either exclusively or partially for maintenance or other purposes in conjunction with the water and sewer system.
- B. Workman's compensation coverage will be maintained on water and sewer system employees as required by the Florida State Statutes.

SECTION 19. CODE ENFORCEMENT BOARD

The provisions of this Ordinance may be enforced by the Code Enforcement Board of the Town of Welaka, in accordance with the provision of Town of Welaka Ordinance 97-11 and Chapter 162, Florida Statutes. As provided in Section 162.13, Florida Statutes, enforcement activities by the Code Enforcement Board shall be an additional and supplemental means available for obtaining compliance with this Ordinance.

SECTION 20. ENFORCEMENT: PENALTIES AND SUPPLEMENTAL REMEDIES

It is the expressed intent and purpose of the Town Council of the Town of Welaka that all the provisions for enforcement of this Ordinance, and the penalties and remedies hereinafter provided shall be cumulative in nature, and that resort to one shall not constitute a bar or limitation upon the right of the Town of Welaka to employ another, either sequentially or in combination, individually or simultaneously, without limitation.

Any person, firm, corporation, association or other group or body who shall violate any provision of this Ordinance, or any of the restrictions, limitation or mandates herein set forth, shall upon conviction thereof, be punished by a fine not to exceed \$500 or by imprisonment in the County Jail not to exceed 60 days or by both such fine and imprisonment. Each day that an offense or violation of this Ordinance continues shall be deemed a separate offense, and shall be punishable accordingly. Notwithstanding this section, any violation of this Ordinance, which constitutes a violation of any provision of State law, shall be punishable under such state law as a separate offense.

SECTION 21. LIENS FOR SUMS DUE THE TOWN OF WELAKA

The Town Council of the Town of Welaka, Florida shall be and is hereby authorized to file in the public records of Putnam County, Florida, a Claim of Lien for any sums due to the Town of Welaka pursuant to the terms, conditions and provisions of this ordinance. Such claims of lien shall constitute a lien upon the property to which unpaid utilities services have been furnished and/or against which penalties have been assessed hereunder and such claims of lien shall be enforceable in the same manner as liens arising under Chapter 713, Florida Statutes. In addition to recovery of sums otherwise due pursuant to the terms of this ordinance, the Town of Welaka shall be entitled to the recovery of its costs and reasonable attorneys fees incurred in the filing and enforcement of claims of lien hereunder.

SECTION 22. JUDICIAL RELIEF

Any violation of this Ordinance, including any failure to comply with the requirements hereof, including the failure to comply with any of the restrictions and limitations herein contained, May be enforced by injunction, including mandatory injunction, or otherwise judicially enforced in any other manner provided by law, and any such suit or action may be instituted and maintained by the Town Council of the Town of Welaka, Florida. In the event such action is initiated, the Town of Welaka shall be entitled to recovery of its costs and reasonable attorney's fees incurred in and about such proceeding.

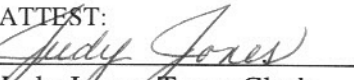
THIS ORDINANCE SHALL NOT BE CONSTRUED TO RELIEVE ANY PROPERTY OR BUSINESS OWNER OF UTILIZING MUNICIPAL UTILITIES SERVICES WHERE SUCH SERVICES ARE AVAILABLE.


EFFECTIVE DATE

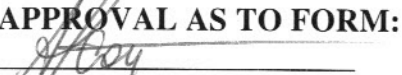
This Ordinance shall be effective on the October 2011 billing.


PASSED by the Town Council of the Town of Welaka, Florida, on First Reading this 9<sup>th</sup> day of August, 2011.

PASSED by the Town Council of the Town of Welaka, Florida, on Second Reading this 13<sup>th</sup> day of September, 2011.

ATTEST:  
  
Judy Jones, Town Clerk

SIGNED:  
  
Gordon Sands, Mayor

**APPROVAL AS TO FORM:**  
  
Allen Scott, Town Attorney

  
Gilbert McGauley, Council President





# **ZONING MAP UPDATES AND CORRECTIONS**

MARCH 2023

ZONING BOARD PRESENTATION

## NOTES:

(1) Unless otherwise indicated by an ordinance reference on the slides that follow, zoning is based on the only zoning map available at Town Hall, subject to analysis under the future land use map and historical uses of the property when zoning was implemented.



(2) 3<sup>rd</sup> Avenue and Elm St corridor zoning established by Ordinance 83-02, Article V:

#### 4. GENERAL COMMERCIAL C-1

Zoning map to be changed to show commercial areas as:

C-1 200 feet on east side of SR-309 from northern city limits to Aquarium, excepting the two blocks zoned C-2.

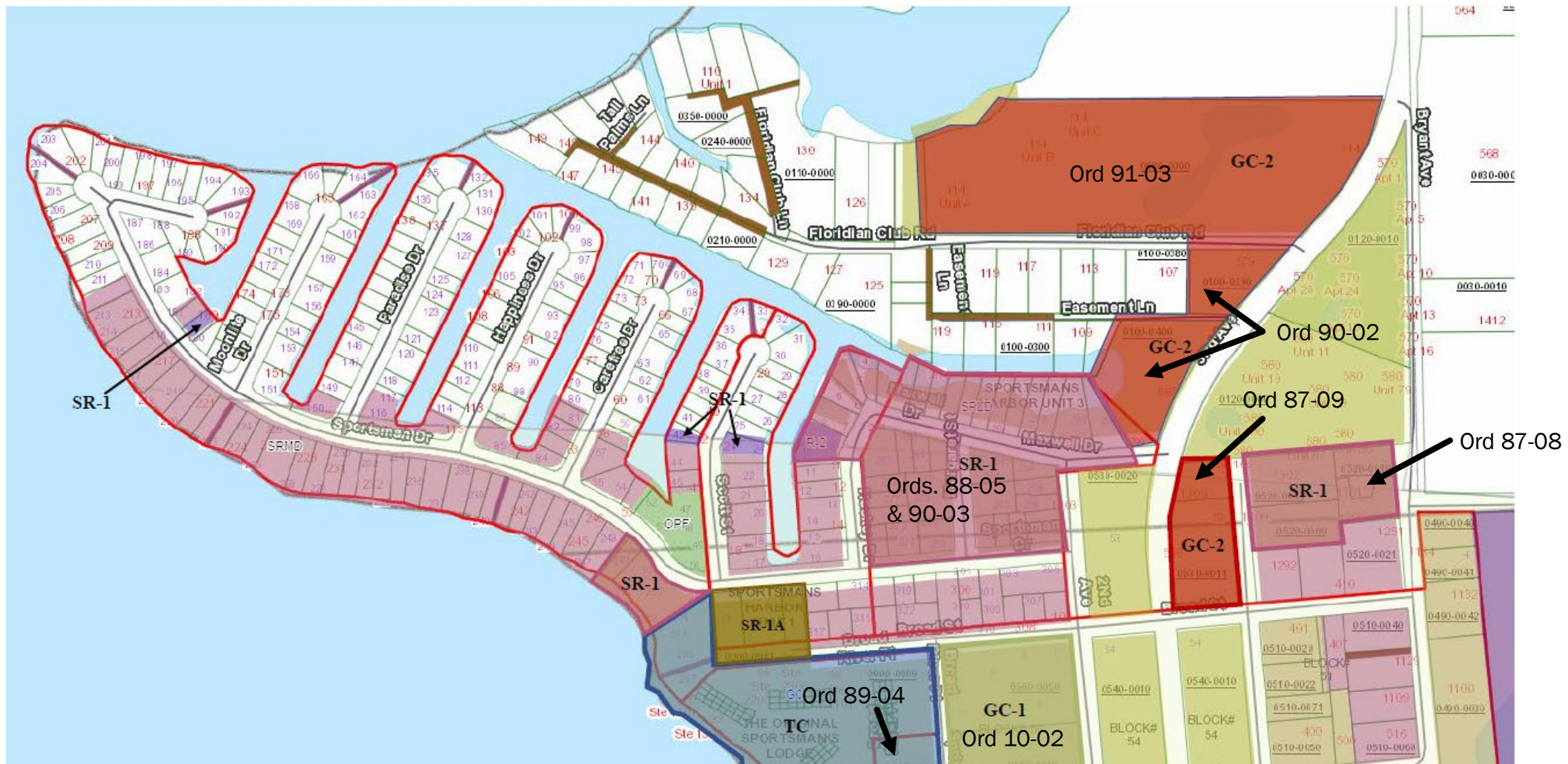
200 feet on west side of SR-309 from northern city limits to McClure Street, excepting the two blocks zoned C-2.

200 feet on either side of Elm Street from St. Johns River to eastern city limits, excepting four blocks at intersection of Elm Street and Third Avenue (SR-309) zoned C-2.

C-2 Entire four blocks at intersection of Elm Street and Third Avenue (SR-309).

(3) Minor adjustment made to parcels split zoned by Ord 83-02, but GIS system put the whole parcel in same zoning. These are mostly in the Elm St corridor.

(4) All parcels annexed in Sportsman's Harbor presumed SR-1 where zoning ordinance not found. This consistent with established zoning and comp plan designation for this area.





TC Ord 89-4

TC (Per Existing Zoning Map)

GC-1 Ord 83-02

TC (Per Existing Zoning Map) Ord 87-5

TC Ord 87-5

GC-1 Ord 83-02

SR-1A (Per Existing Zoning Map)

North St

LA VIDA

Boston St

North St

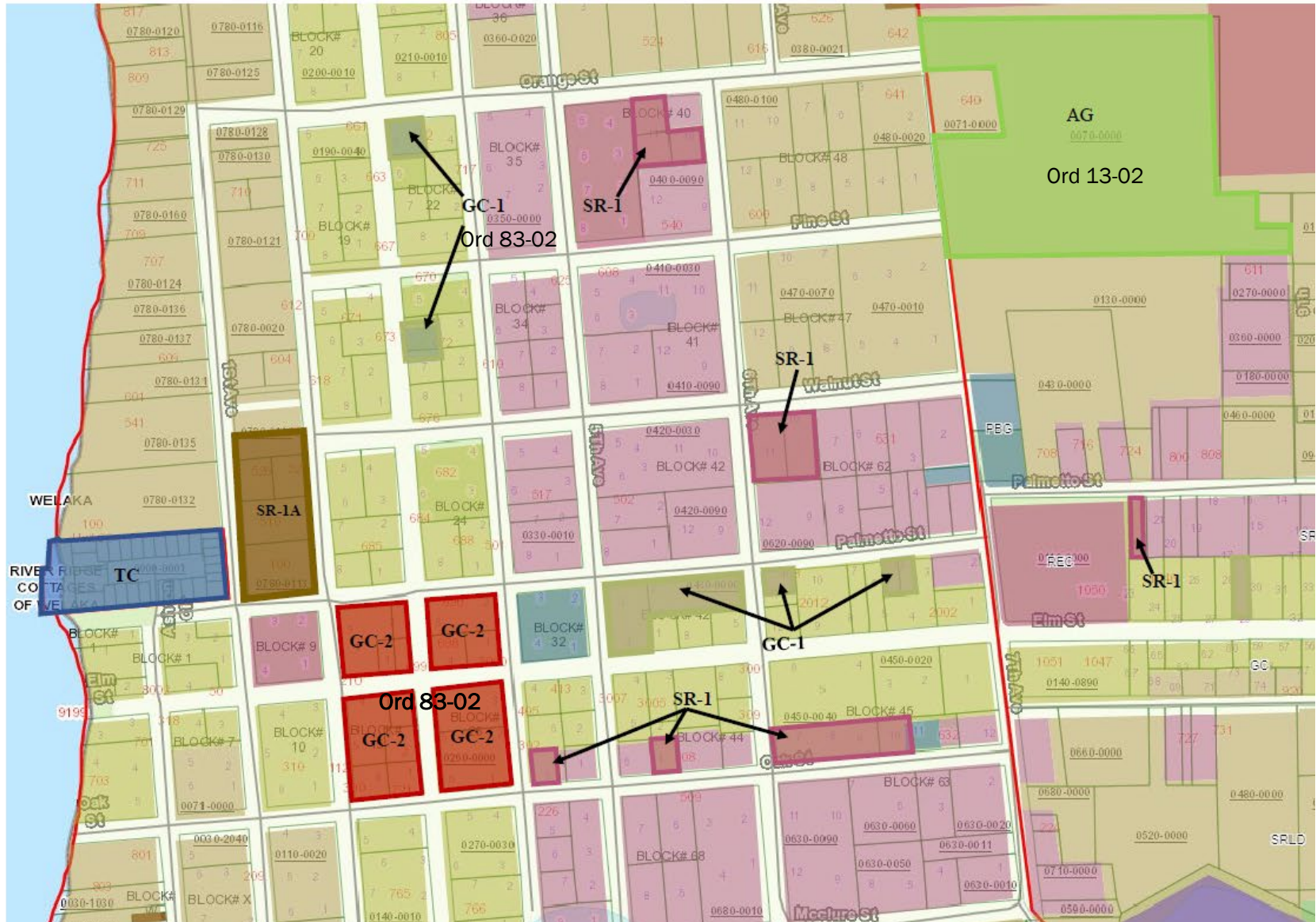
Orange St

WELAKA

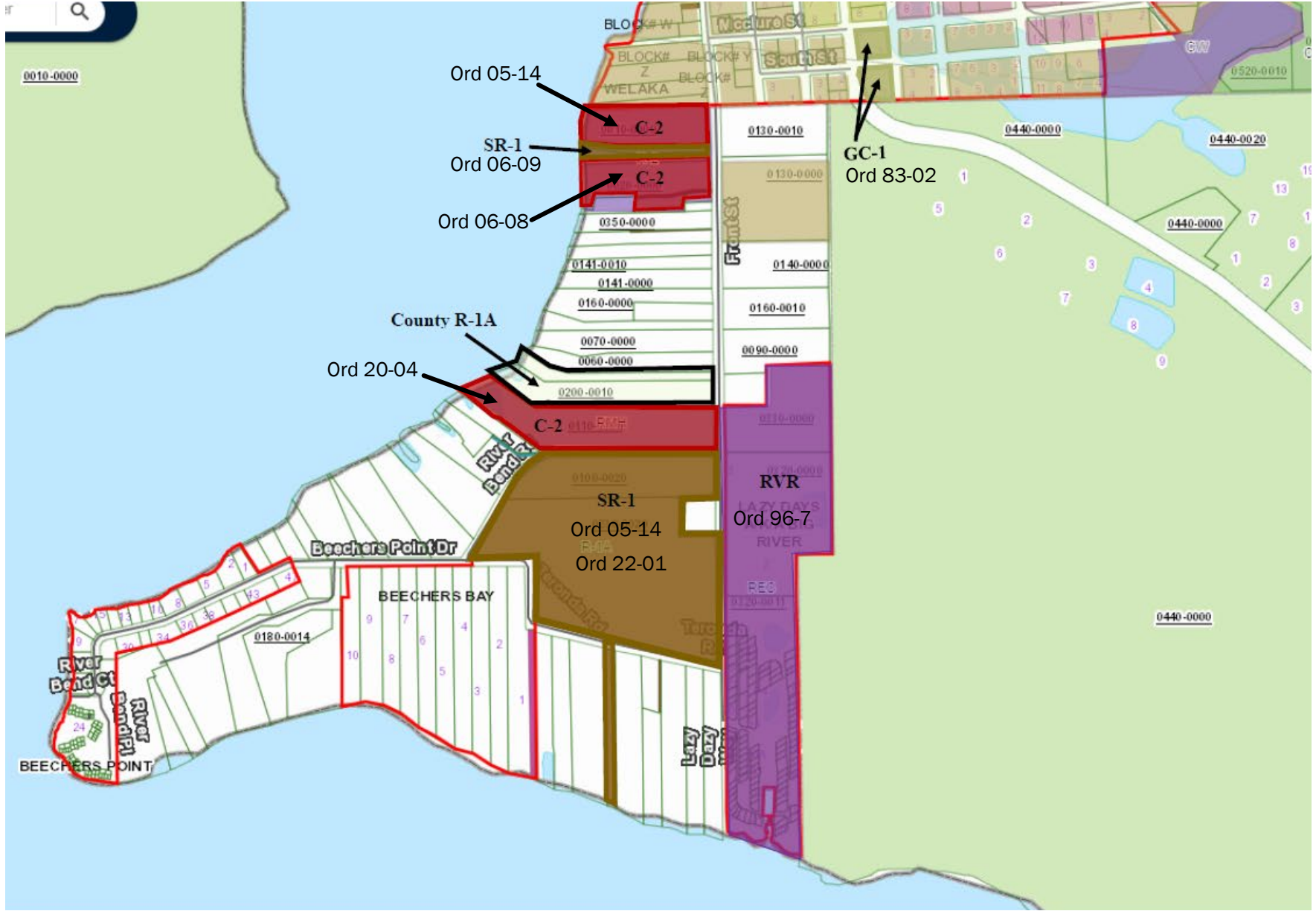
5th Ave

Greenwold Ave

Cliff St









Welaka, FL  
River of Palms

JOHN H. STUART

400 Fourth Avenue, Welaka, FL 32193

(386) 546-2338

john.stuart@welakafl.onmicrosoft.com

Q1, 2023

Title Page Park Play ground Equipment

Conducted on 4/26/23

Prepared for Welaka Public works maintain department

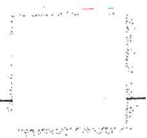
Prepared by Supervisor John Stuart

Location Jefferson Smith, downtown  
40 Acres, Dog Park All of above

Check play equipment for cracks, bending, warps, rusting, or breakage of any components  
 Safe  At Risk  N/A  
J.S. MISSING tire swing + stairs  
Damages to Pavilion near play ground  
Repaired or need replaced

Check wooden slides for splintering wood where legs and hands touch  
 Safe  At Risk  N/A

Check metal slides that they do not become too hot when the sun shines down on them  
 Safe  At Risk  N/A





Check for any cracked toys that may pose a pinching hazard

Safe     At Risk     N/A

---

Check for loose nuts, bolts, and caps or protruding bolts with sharp edges and no caps

Safe     At Risk     N/A

---

Check for splintering wood on play equipment, picnic tables, and wooden fences

Safe     At Risk     N/A

---

Check for protruding nails on play equipment, picnic tables, and wooden fences

Safe     At Risk     N/A

---

Check for rusty equipment and toys accessible to children

Safe     At Risk     N/A

---

Check the chains on swings to see that they are securely attached

Safe     At Risk     N/A

---

Check for vandalism (broken glass or trash)

Safe     At Risk     N/A

---

Monitor sand and play area for animal feces, poisonous plants, and mushrooms

Safe     At Risk     N/A

---

Check for tripping hazards such as exposed footings, roots, rocks, etc.

Safe     At Risk     N/A

---

Check for slipping hazards such as sand on walkways or pavement

Safe     At Risk     N/A

---

Check tired for pooling water, bee hives

Safe     At Risk     N/A

---

Check for broken supports/anchors

Safe     At Risk     N/A

---

Check for lack of lubrication on moving parts

Safe     At Risk     N/A

---

Check for poor drainage areas

Safe     At Risk     N/A

---

Check for chipping or peeling pain on all toys, equipment, and buildings

Safe     At Risk     N/A

---

Check for sharp edges and points on toys, fences, play equipment, etc

Safe     At Risk     N/A

---

Monitor fence for thorny plants or bushes that may be accessible to children's reach

Safe     At Risk     N/A

---

Check to see that all gates on pool fences are latched

Safe     At Risk     N/A

---

Check to see that all self latching devices on gates are functioning properly

Safe     At Risk     N/A

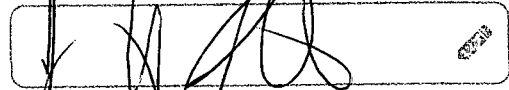
---

Check to see that there are no containers of standing water, which could pose a drowning hazard

Safe     At Risk     N/A

---

Inspector's full name and signature

 4/27/20

---

The templates available in our Public Library have been created by our customers and employees to help get you started using SafetyCulture's solutions. The templates are intended to be used as hypothetical examples only and should not be used as a substitute for professional advice. You should seek your own professional advice to determine if the use of a template is permissible in your workplace or jurisdiction. You should independently determine whether the template is suitable for your circumstances.

# Frequent Playground Safety Inspection Form

**Location:** Jefferson Smith, 40 ACRES, Downtown, Dog Park  
**Inspection Date:** 4/26/23 **Time:** 9:00 am  
**Inspected by:** John Stuart **Age Appropriate:** 18 yrs

**Priority Rating Scale (1-4)**

1. Permanent disability, loss of life or body part – correct immediately.
2. Serious injury resulting in temporary disability – correct as soon as possible.
3. Minor (Non-Disabling) Injury – correct when time permits.
4. Potential for injury Minimal – check to see if worsens.

**SAFETY SURFACINGS**

	Compliant	Hazard
1. Transition from the path to surfacing is less than .5".	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Surfacing material is adequate and proper depth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Loose fill is at correct height at Transfer Platform.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Loose fill is at correct depth at Slide exits & Swings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Surfacing material is free from weeds and trash.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. No roots, rocks or objects are a tripping hazard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Unitary surface retains adequate absorbing abilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. _____	<input type="checkbox"/>	<input type="checkbox"/>

**EQUIPMENT**

9. Warning/information sign and/or labels are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Equipment and site furnishings are free of debris.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. No footings are exposed, cracked or loose.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Clamps and rivets are in place and secure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. All barriers and guardrails are in place and secure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Decks are level, secure and coated with no metal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. No rust, corrosion or peeling paint.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Plastic is smooth, no cracks or cuts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Tree limbs are greater than 84" from equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18. Border around playground is adequate and secure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. All hardware is in place and secure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Upright and pipe caps are in place and secure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21. No excessive wear, broken or missing parts.	<input type="checkbox"/>	<input type="checkbox"/>
22. _____	<input type="checkbox"/>	<input type="checkbox"/>

Swing/STAIRS

Required Repairs / Comments:

Repair or Replacement on order



Welaka, FL

River of Life

**JOHN H. STUART**

400 Fourth Avenue, Welaka, FL 32193

(386) 546-2338

john.stuart@welakaf1.onmicrosoft.com