

**CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING
AGENDA**

DATE: TUESDAY, DECEMBER 4, 2018
TIME: 7:00 P.M.
PLACE: WILLISTON CITY COUNCIL ROOM

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Jerry Robinson
President Nancy Winger
Vice-President Marguerite Robinson
Councilman Charles Goodman
Councilman Justin Head
Councilman Elihu Ross

OTHERS:

City Manager Scott Lippmann
City Clerk Frances Taylor
City Attorney Fred Koberlein

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

ITEM – 1 – ADDITIONS, DELETIONS, CHANGES AND APPROVAL OF THE AGENDA

ITEM – 2 – MAYOR’S STUDENT OF THE MONTH (pp 3)

ITEM – 3 – PUBLIC PARTICIPATION

ITEM – 4 – CONSENT AGENDA

A. MINUTES: NOVEMBER 20, 2018 REGULAR CITY COUNCIL MEETING (pp 4–8)

ITEM – 5 – OLD BUSINESS

A. STAFF AND BOARD UPDATES

ITEM – 6 – NEW BUSINESS

- A. RESOLUTION 2018-76: APPROVING PURCHASE ORDER 1351 FOR A TRACTOR, LOADER AND MOWER AT THE WILLISTON MUNICIPAL AIRPORT (pp 9–12)
B. DISCUSSION WITH POSSIBLE ACTION: HUMAN RESOURCES POLICIES REVISION WORKSHOP (pp 13)

ITEM – 7 – PUBLIC PARTICIPATION

ITEM – 8 – ANNOUNCEMENTS

ITEM – 9 – ADJOURNMENT

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CITY COUNCIL MEETING

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Council Meeting Procedures for members of the Public

1. All cell phones to be turned off when entering the Council Chambers;
 2. Once the audience has taken their seat and the meeting begins, there will be no talking between audience members during the course of the Council meeting. If anyone continues to talk within the audience and is called down 3 times during the course of the meeting, on the third time that person will be escorted out of the Council meeting;
 3. The audience must be recognized by the President before being allowed to address the Council;
 4. The member of the audience that is recognized will proceed to the podium, state their name and then proceed with their comments;
 5. The audience member will be limited to not more than 5 minutes to speak based on Resolution 2003-14;
 6. There will be no personal attacks made by any member in the audience toward a sitting Councilperson, and likewise for any sitting Councilperson;
 7. There will be no conversation between a member of the audience that has been recognized and any other member of the audience when speaking while at the podium;
 8. If an audience member wants to speak more than the allotted 5 minutes allowed then that person should make a request to City Hall so that the item may be placed on the agenda.
-

Minutes of the City Council meeting may be obtained from the City Clerk's office. The minutes are recorded, but not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be borne by the requesting party.

In accordance with Section 286.0105, Florida Statutes, notice is given that if a person wishes to appeal a decision made by the City Council with respect to any matter considered at this meeting they will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is based.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Mayor through the City Clerk's office no later than 5:00 P.M. on the day prior to the meeting.

Williston Middle High School:

Melvin Walker

Grade: 6th

Parent(s):

Shoshana Frazier

Nominated by: Jennifer Moberg who made the following comments:

Melvin is the most courteous, positive student I have the pleasure of teaching this year. He comes in everyday with a big smile and a day doesn't go by without him saying "Good morning Mrs. Moberg, how are you today?" He gives 100% effort on his classwork and is the first one to help a peer or to correct misbehavior. He is well liked by all and is the perfect example of a student of the month.

**CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING
MINUTES**

DATE: TUESDAY, NOVEMBER 20, 2018
TIME: 7:00 P.M.
PLACE: WILLISTON CITY COUNCIL ROOM

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Jerry Robinson
President Nancy Winger
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OTHERS:

City Manager Scott Lippmann
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City Attorney Fred Koberlein

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Robinson led in prayer and the Pledge of Allegiance to the American Flag.

ITEM – 1 – ADDITIONS, DELETIONS, CHANGES AND APPROVAL OF THE AGENDA

Vice President Robinson moved to approve the Agenda. Councilman Ross seconded. On vote, the motion carried, 5-0.

ITEM – 2 – MAYOR’S STUDENT OF THE MONTH PRESENTATION

Mayor Robinson presented the Mayor’s Student of the Month Awards to Giovanni Delacruz and Layla Robinson from Joyce Bullock Elementary School, Alyze Mya Perez from Williston Middle School and Aron Centento from Williston Middle High School.

ITEM – 3 – SWEARING IN OF NEW POLICE OFFICERS

Mayor Robinson conducted a swearing in of three new Williston Police Reserve Officers: Stacy Hunter, Chaz Rosa and Bill Lumm. He presented each of them with a Williston Police Badge and Credentials.

ITEM – 4 – PUBLIC PARTICIPATION - None

ITEM – 5 – CONSENT AGENDA

Councilman Goodman moved to approve the Consent Agenda. Councilman Head seconded. On vote, the motion carried, 5-0.

- A. MINUTES: NOVEMBER 5, 2018 REGULAR CITY COUNCIL MEETING
- B. RESOLUTION 2018-70: APPROVING A CITIZEN PARTICIPATION PLAN FOR CDBG
- C. RESOLUTION 2018-71: APPROVING A CDBG PROGRAM PURCHASING POLICY INCLUDING THE MINORITY BUSINESS ENTERPRISE POLICY

ITEM – 5 – OLD BUSINESS

A. STAFF AND BOARD UPDATES

City Manager Lippmann stated that the Veteran’s Memorial crew will be in town after Thanksgiving to complete repairs. Councilman Goodman asked if that meant the City would be able to mount the flags and

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lights. City Manager Lippmann stated that was the commitment he received from the President of the Company. President Wininger verified it would take one day to complete. There was discussion on the disposal of the capstone.

City Manager Lippmann noted that the City would be losing the services of the Building Officials on December 13th. They have opted out of their contract. He spoke with Mr. Dean at Levy County who committed that the County would be glad to assist until the City obtains a more permanent solution. Two alternatives would be to hire a qualified Building Official or find another company that provides these services. He stated he would reach out to a company he was previously in contact with. Councilman Goodman noted that qualified Building Officials are in shortage because they are working the areas affected by the hurricane. City Manager Lippmann stated that the cities he contacted that were using contracted services, were using the same contractor as Williston.

City Manager Lippmann explained that, with regard to the Grand Opening for City Hall, staff determined it would be advisable to schedule it in the early part of January. There are still items that need to be addressed in the City Hall and it is best to get past the holidays. Mayor Robinson asked about the installation of the flag pole. City Manager Lippmann stated that is one of the items staff is working on with the contractor. He added there were concerns with the stonework out front, as well. Councilman Goodman noted that the contractor informed him they were applying it with thin set which he felt was not adequate. Vice President Robinson requested microphones be installed in the Council room. City Manager Lippmann advised sound/technology for the Council room is in progress. Councilman Ross asked about the prior City Hall dedication plaque. City Manager Lippmann stated that they were discussing locations for placement.

President Wininger questioned the air conditioner status. City Manager Lippmann advised it is also a work in progress. Mayor Robinson asked why the City Council did not have access to other areas of City Hall. Councilman Goodman stated that there were two places in City Hall that need to be protected from Council members: the City Manager and City Clerk's Offices that contain delicate information. He stated his concern that the City Council does not have access to other areas of City Hall. He stated he thought it was a mistake. He noted the only two that should be inaccessible without an appointment are the City Clerk's and City Manager's Office. President Wininger questioned what they would need to get to the other areas for. Councilman Goodman stated that if he needs to ask Mr. Zimoski a question, he has to ask permission to access. The other offices are not offices that need to be insulated from the City Council. He stated he thought it was unnecessary isolationism. President Wininger questioned if they had access in the old City Hall. Mayor Robinson stated that Customer Service had to buzz them in. Mayor Robinson questioned if he would need access to the two doors leading to the administration and utilities office areas. Vice President Robinson stated she did not see why the members did not have access. President Wininger advised that, when she needs access, she just asks someone to let her in. Councilman Ross agreed he could get in if he needs to and will find someone to let him in. City Manager Lippmann stated that it sounded like the will of the Council is that they would like access. Councilman Goodman commented that, as far as he was aware, the Council does not have a history of abusing access.

Mayor Robinson asked about mail slots. City Manager Lippmann advised that, mailboxes were set up in the copy area. Mayor Robinson recalled discussions about the project list being maintained on a Google Doc and questioned the status. City Clerk Taylor advised that she had developed a draft list on a working Google Doc but then the City had to move. She confirmed that document is accessible to staff to review and modify, as needed. Mayor Robinson asked who takes over for animal control when the Animal Control Officer takes vacation. City Manager Lippmann advised that, if there is an emergency situation, Levy County Animal Control fills in for him. If it is a routine issue, it is handled upon his return. There was discussion about an event that occurred on November 12th that was not handled because the Animal

Control Officer was on vacation. Councilman Goodman, President Wininger and Vice President Robinson stated their understanding that the City had a part-time animal control officer. City Manager Lippmann advised he was unsure if the City still had that part-time person or not. He stated he would check into it and update members the following day. Mayor Robinson asked about the Human Resources Policy Workshop. City Clerk Taylor advised of her intention to place that item on the next agenda to provide background and remind the members where the process left off so they could determine how they would like to move forward with it.

ITEM – 6 – NEW BUSINESS

A. RESOLUTION 2018-72: APPROVING THE 2019 MUNICIPAL ELECTION DATE AND PROCESS

City Clerk Taylor advised that the election cycle was coming up and it was time for Council to provide final approval for the date, as needed, to begin advertising. Councilman Head moved to approve Resolution 2018-72 and read the title of the resolution into the record. Councilman Goodman seconded. On vote, the motion carried, 5-0.

B. RESOLUTION 2018-73: APPOINTING A CANVASSING BOARD FOR THE 2019 MUNICIPAL ELECTION

City Clerk Taylor explained that the Council is required to appoint a Canvassing Board for the election process. Traditional members include the City Manager, Chief of Police and the Williston representative to the Levy County Board of County Commissioners. In addition, Mr. Reggie Williams expressed a desire to continue serving on the Canvassing Board annually as an alternate member. Vice President Robinson moved to approve Resolution 2018-73 and read the title of the resolution into the record. Councilman Head seconded. On vote, the motion carried, 5-0.

C. RESOLUTION 2018-74: APPROVING AN RFP FOR ROAD PAVING PROJECTS

City Manager Lippmann presented the proposed RFP for paving projects. He stated he wanted Council to see it and provide comment before it is put out. The City is attempting to obtain a price per square yard for different types of paving that can be used throughout the year rather than rather than one project at a time. Councilman Goodman confirmed it is a price for different types of projects to be utilized based on the project. City Manager Lippmann clarified that the idea is to come to Council for approval with cost estimate based on the RFP. They would not have to bid every project, individually. Councilman Goodman stated that if staff can get companies to bid as proposed, the City would have a much better handle on potential costs. City Manager Lippmann agreed it will help determine the extent of projects that the City can conduct in a given year. It is the type of arrangement the City used in past years. There is one company that is willing to bid this way. If it is approved, with or without changes, the City will advertise it in the next week to obtain responses as soon as possible and get moving on the projects. Mayor Robinson asked City Attorney Koberlein if this type of arrangement is permissible. City Attorney Koberlein stated that the City would move in to a continuing contract with task orders for each separate contract. The City would have a general contract with scope of service changing per project. Mayor Robinson verified three sealed bids would be needed. President Wininger questioned if a pre-bid meeting was necessary. City Manager Lippmann stated he did not see mention of a pre-bid meeting. The information provided in the RFP is fairly standard in the industry. Councilman Goodman noted that the process requires three bids. He added, that if the City does not obtain three, there is a legal recourse and the City would not have to abandon it. President Wininger stated that, once the RFP is out, the Council will not be able to talk to anyone about it and should direct people to the City. City Manager Lippmann noted that the communications should be in writing and shared with all bidders. There was discussion about the specifications for paving based on thickness, width and length per square yard and the various types of asphalt. Councilman Goodman stated that, traditionally, dump trucks go by cubic yards and not

square yards. City Manager Lippmann stated that staff was asking about mobilization fees, as well. Councilman Goodman clarified that the members do not simply want it dumped - they want roads made with it. Councilman Ross moved to approve Resolution 2018-74 and read the title into the record. Councilman Goodman seconded. On vote, the motion carried, 5-0.

D. RESOLUTION 2018-75: APPROVING THE AIRPORT BUDGET AMENDMENT

Mr. Bloom explained that Resolution 2018-75 is a housekeeping item. The City has 60 days after fiscal year end to amend the budget in case it goes over in spending. The resolution will increase the budget to cover increased fuel sales, grant funding and any other items that come in for 2018. Councilman Head moved to approve Resolution 2018-75 and read the title into the record. Councilman Ross seconded. On vote, the motion carried, 5-0.

E. REPORTS: SEPTEMBER FINANCIAL REPORTS

Mr. Bloom provided a year end unaudited report of the September 2018 financials. If there are invoices for any of the funds that are related to 2018, they will be accrued back into the year with additional bookkeeping and adjustments, as needed. Once the auditors do their field review and complete the report, these numbers will be represented. The budget for the General Fund, after it was amended to incorporate the fire engine purchase, included \$411,000 in cash reserves to cover capital purchases. For the General Fund the City actually came in under the budget with a deficit of \$277,000 instead of the \$410,000. This is one of those situations where the City did not use the entire amount budgeted. In operations, there was a surplus of about \$35,000, which includes backing out transfers from the capital. From an operational standpoint, the City had a surplus. Building Permit expenditures go with revenues. When that revenue goes up, the cost is higher. The Police Department and Communications/Animal Control were under 100% of their budget. The Fire Department was under budget at 90%. They did a good job at controlling spending. The Airport broke even. There was a \$1500 surplus. The increase in the fuel sales and parking revenue was able to cover all costs for the fund. Total fuel sales exceeded 2017 and is trending 13.1% higher than 2017. There was good growth to cover expenses. One thing the City needs to do before the audit is to address any write-offs for this fund and the Utility Fund for uncollectable accounts. This will be presented later. Mr. Bloom noted that the Utility Fund had a surplus at \$58,000 over. The nature of depreciation is non-cash transactions. \$418,000 was recorded with depreciation, and \$476,000 was recorded without. The electric services carries the others. The City has made solid but incremental progress with water and sewer. It is good to see there is a surplus. The \$476,000 will offset capital spending. Councilman Goodman questioned the deficit in solid waste. Mr. Bloom advised that the City was completing reconciliations with Waste Pro, who had already provided some credits to the City. The reconciliation work continues. Councilman Goodman verified that City Manager Lippmann would be addressing the Waste Pro rate issue and its effect on residents with the Council at a later date. Mr. Bloom concluded there were good things to report on the fiscal year financial report.

ITEM – 7 – PUBLIC PARTICIPATION

Mr. Joel Penney asked if there was a way to fence off John Henry Park. He stated that, earlier in the week, some park visitors were holding a birthday party. One of the children ran off was almost run over. He asked if there was anything the City could do to improve safety. Councilman Goodman stated that the problem is that the City has a number of parks. The park already has a fenced in area for children to play in. Mr. Penney expressed his concern for what would have happened if he had not grabbed that child. He urged the City to place something out there to indicate kids are at play or to encourage people to slow down. He stated he lives on the corner and people regularly run that stop sign. President Wininger stated she had spoken with the police and they have a presence there but they cannot be there all the time. Councilman Goodman recommended the City use signs and warning equipment to create awareness. He noted that fencing is expensive. President Wininger commented that there are other activities occurring at the park. Councilman Goodman concurred, adding that a lot of people like to access the park from other

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areas and the moment City fences it in, people will become upset. He agreed with the need to be safe. Mr. Penney asked if there would be a way to fence off the corner. Councilman Goodman suggested the members have the City Manager look into it.

Mr. Terry Witt stated advised that the minutes of the prior meeting quoted him as stating there was going to be a hearing between the first of December and January. He indicated that he had specified that the hearing would pertain to a licensing ordinance and not licensing fees as noted in the minutes. President Wininger questioned how the Council could cure the issue since they had already accepted the minutes. City Attorney Koberlein advised the members could address the issue prior to adjournment. Councilman Goodman asked if City Attorney Koberlein would consider it appropriate to ask the audience in the future. City Attorney Koberlein noted that the Council has public participation prior to approval of the minutes for that reason. He added that the members could address it at the current meeting by motion and approval to reconsider Item 5A, with a motion and approval to revise the minutes, as specified. Councilman Head moved to revisit Item 5A. Vice President Robinson seconded. On vote, the motion carried, 5-0. Councilman Head moved to approve the amended minutes with a change from licensing fees to licensing ordinance. Vice President Robinson seconded. On vote, the motion carried, 5-0.

ITEM – 8 – ANNOUNCEMENTS

Mayor Robinson stated that Light-Up Williston was scheduled for December 1st. He thanked Mrs. Latricia Wright and Mr. Brandon Fisher who helped during the Veteran's Day Celebration, along with the volunteers and participants. Vice President Robinson questioned why it was not posted on the website and social media. City Clerk Taylor stated she thought she had posted to social media/website. Councilman Goodman stated it was not on the City calendar. President Wininger commented that it may have gotten lost in the City Hall move. City Clerk Taylor concurred. Councilman Goodman verified that City Clerk Taylor was responsible for the City calendar. Vice President Robinson stated it was not on the calendar or website/social media. City Clerk Taylor stated she thought she had placed it on the website/social media but she did not place it on the calendar. Councilman Goodman acknowledged it had been a difficult year. City Clerk Taylor agreed. Mr. Terry Witt indicated it was posted in Spotlight and the members recalled it was published on the front page of the Williston Pioneer, as well.

ITEM – 9 – ADJOURNMENT

The meeting was adjourned at 8:13 pm.

Nancy Wininger, Council President

Frances V. Taylor, City Clerk

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 ORIGINAL



CITY OF
WILLISTON
FLORIDA

50 N.W. Main ST. • P.O. Drawer 160 • Williston, Florida 32696-0160
Phone (352) 528-3060 • Fax (352) 528-2877

PURCHASE ORDER NUMBER: 1351

To: AG-PRO Companies

Date: 10/17/2018

FLORIDA STATE USER TAX EXEMPT NO. 04-00042-11-48

Department: 542

Job Order No.....

Ship To:
Williston Airport

: Shipping Instructions:
: Call Danny Wallace upon arrival 352-528-3060

Quantity:	Description:	Unit Price:	Total Price
1	John Deere 511M Tractor	\$62,186.74	
1	John Deere 540M Loader	\$ 6,034.49	
1	John Deere HX20 flex-wing Mower	\$21,324.38	
Total:			\$89,545.61

INSTRUCTIONS TO VENDOR: Mail all invoices in duplicate, Showing Purchase Order Number, to the Purchasing Department, City of Williston, immediately upon shipment of goods. Show cash discount on all invoices. Please acknowledge ThisPurchase Order shipping date

CITY OF WILLISTON, FLORIDA


Purchasing Agent

The mission of the City of Williston is to offer an efficient affordable and safe place to live, work and play.

Mayor – JERRY ROBINSON / President – NANCY WINNGER
Vice President – MARGUERITE ROBINSON
Council members / JUSTIN HEAD – CHARLES GOODMAN – ELIHU ROSS
City Manager – SCOTT LIPPMANN / City Clerk – FRANCES V. TAYLOR



PURCHASE ORDER REQUEST FORM

Date: 10-15-2018	Date Required: ASAP
Vendor Name: AG-PRO COMPANIES	
Address: 107 SW 4 th Ave.	
City, State, Zip: Chiefland, FL. 32626	
Phone Number: 352-493-4121	Fax Number:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1 ea.	John Deere 5115M Tractor	62,186.74	62,186.74
1 ea.	John Deere 540M Loader	6,034.49	6,034.49
1 ea.	John Deere HX20 flex-wing Mower	21,324.38	21,324.38
			89,545.61

Fund	Department	Division	Type/Object
300/560/060/078	542		

Wayne Middleton

Department Head Name (Print)

Department Head Signature

Finance Approval

City Manager Approval

001351

Purchase Order Number Assigned:

Date Number Assigned

INSTRUCTIONS

Please print legibly and complete the entire form

Vendor Name: The vendor name, complete mailing address, telephone number, and fax number are ALL required. If there is more than one address for this vendor, then indicate the address where the purchase order is to be sent. If the vendor is an individual, the person's legal name must be provided with middle initial, i.e. William E. Smith (not Bill Smith).

Date: Date of the request. **Date Required:** Date by which delivery is needed.

Quantity, Description, Unite, Price & Total Price: For each item provide quantity, a complete description and the unit price.

Purchase Order Number: Assigned by Purchasing Department.

Required Attachments:

1. Formal Request for Bid or Formal Request for Quotes and
2. Original Vendor Quotes or Proposal and
3. Quote or Bid Tabulation Sheet and
4. Resolution Approving Bid or Approval of City Manager

 Reply all |   Delete  Junk |  



Re: PO

DW

Danny Wallace

Yesterday, 12:08 AM

Wayne Middleton 

  Reply all | 

Sent Items

I'll take care of it.

Danny

On Oct 11, 2018 4:58 PM, Wayne Middleton <wayne.middleton@willistonfl.org> wrote:
Danny,

Mr. Lippmann asked me to get with you about putting together a PO for the purchase of our new tractor and mower deck. Attached is the quote and couple pictures. Can you assist with this?

Thanks

Wayne Middleton
Williston Municipal Airport
352-528-4900 Office
352-224-8047 Mobile



JOHN DEERE

Prepared For WILLISTON MUNICIPAL ARPRT-X60
1800 SW 19TH AVE
WILLISTON FL 32696

Prepared By AG-PRO
107 Southwest 4th Avenue
Chiefland FL 32626

Quote Id 17711554
Creation Date Jun 28, 2018
Expiration Date Dec 31, 2018

Email
Phone

jmcconnell@agproco.com

Quote Name Williston Municipal
Airport X60

Dealer Notes

Recap

Selling Equipment Details

Make	JOHN DEERE	JOHN DEERE	JOHN DEERE		
Model	JOHN DEERE 5115M Utility Tractor	JOHN DEERE 540M Loader	JOHN DEERE HX20 Flex-Wing Rotary Cutter - 540 RPM-Stump Jumpers - Single Suction Blades - 6 Foam Filled wheels		Total
Stock #					
Serial #					
Order #					
Doc Reference #					
List Price (Base + JD Options)	80,546.00	7,837.00	27,894.00		116,077.00
Invoice Amount	0.00	0.00	0.00		0.00
Base + JD Options	0.00	0.00	0.00		0.00
Contract Discount	18,525.58	1,802.51	6,369.62		26,697.71
Additional Discounts	0.00 (0.00%)	0.00 (0.00%)	0.00 (0.00%)		0.00
Freight					0.00
Customer Setup					0.00
Sub Total	62,020.42	6,034.49	21,324.38		89,379.29
Technology Options	0.00	0.00	0.00		0.00
Dealer Attachments/ Accessories	166.32	0.00	0.00		166.32
Valued Added Service inclu. in margin calc.	0.00	0.00	0.00		0.00
Valued Added Service not inclu. in margin calc.	-----	-----	-----		-----
PowerGard	0.00	0.00	0.00		0.00
Non Equipment Service Agreements inclu. in margin calc.					0.00
Non Equipment Service Agreements not inclu. in margin calc.					-----
Fees	0.00	0.00	0.00		0.00
Total Net Cost	62,186.74	6,034.49	21,324.38		89,545.61

Date: December 4, 2018

COUNCIL AGENDA ITEM

DISCUSSION WITH POSSIBLE ACTION: CITY OF WILLISTON HUMAN RESOURCES MANUAL UPDATE/REVISION

REQUESTED BY: COUNCIL AND STAFF

PREPARED BY: CITY CLERK

BACKGROUND / DESCRIPTION: On June 19, 2018, upon development of a final draft of proposed staff/Council changes to the City of Williston Human Resources Manual, the City Council agreed to establish a period during which staff could obtain further input from the members. Throughout that time, individual questions submitted could be answered and modified feedback accepted. Upon conclusion of the input period, staff developed a Change Sheet with a listing of responses and recommendations for final revisions which was submitted to Council on June 26, 2018. At that time, the members were asked to communicate any individual feedback regarding the recommendations. All input received was incorporated into a Change Sheet and submitted for Council review on July 10, 2018. The members directed staff to provide a cleaned up copy without formatting items at the July 24, 2018 at which time they would determine HR Manual Workshop scheduling. A cleaned up Change Sheet was provided on July 24, 2018 with recommended changes, including two separate sections pertaining to Council input and Council questions that came up in the review process. Upon further consideration of the pending budget season, member schedules and the prospect of a City Hall relocation, the Council determined it was advisable to table the issue until a later time. Given that the budget season has concluded and the City Hall has been adequately situated, staff recommends moving forward with the review/update.

LEGAL REVIEW: None as of this time.

FISCAL IMPACTS: Future cost of professional legal review.

RECOMMENDED ACTION: Schedule an HR Manual Workshop.

ATTACHMENTS:

_____ **CONTRACT** _____ **RESOLUTIONS** _____ **MAP**

_____ **LEASE** _____ **OTHER DOCUMENTS**

_____ **CONSULTANT OR PARTY TO ACTION HAS BEEN NOTIFIED**

COUNCIL ACTION:

_____ **APPROVED**

_____ **DENIED**