

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

DATE: TUESDAY, FEBRUARY 18, 2020
TIME: 6:00 P.M.
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER

ROLL CALL

MEMBERS:

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

OTHERS:

City Manager Scott Lippmann
City Clerk Latricia Wright
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 – PUBLIC PARTICIPATION

ITEM – 3 – CONSENT AGENDA

- A. MINUTES: FEBRUARY 4, 2020 REGULAR CITY COUNCIL MEETING (pp3-7)

ITEM – 4 – OLD BUSINESS

A. STAFF AND BOARD UPDATES

- CITY MANAGER SCOTT LIPPMANN-
- KEN SCHWIEBERT-CRA
- DEBRA JONES- PLANNING AND ZONING
- DISCUSSION WITH POSSIBLE ACTION: OLD WINN DIXIE-COUNCIL PRESIDENT
- DISCUSSION WITH POSSIBLE ACTION: PRICES FOR A JOHN DEERE WHEEL LOADER – UTILITY DIRECTOR CJ ZIMOSKI

ITEM – 5 – NEW BUSINESS

- A. PRESENTATIONS- CITY PLANNER GORMAN
B. DISCUSSION AIRPORT UPDATE: SELF SERVICE PUMPS: BENTON STEGALL AIRPORT MANAGER (pp 8-24)

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C. PRESENTATION OF SERVICES ORDERED: JOYCE WILSON UNITY FAMILY
COMMUNITY CENTER

ITEM – 6 – PUBLIC PARTICIPATION

ITEM – 7 – ANNOUNCEMENTS

ITEM – 8 – ADJOURNMENT

Council Meeting Procedures for members of the Public

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

DATE: TUESDAY, FEBRUARY 4, 2020
TIME: 6:00 P.M.
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER

ROLL CALL

MEMBERS:

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

OTHERS:

City Manager Scott Lippmann
City Clerk Latricia Wright
City Attorney Fred Koberlein
Finance Director Stephen Bloom

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Robinson let the opening prayer and pledge of Allegiance to the American flag.

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

City Manager Lippmann said Item #6E should say M. Bilt Enterprise instead of Welt Bilt. Councilman Head moved to approved agenda as amended. Vice President Robinson seconded. By show of hands motion carried. 5-0.

ITEM – 2 – PUBLIC PARTICIPATION

None

ITEM – 3 – MAYOR’S STUDENT OF THE MONTH

Mayor Robinson recognized Remington Cooper a 2nd grader from Joyce Bullock Elementary School, Victoria Torres a 5th grader from Williston Elementary School, Morgan West, a 5th grader from Williston Central Christian Academy, Katie Conger, a 6th grader from Williston Middle High School and Nolan Benton, a 10th grader from Williston Middle High School for their academic achievement.

ITEM – 4 – CONSENT AGENDA- Vice President Robinson moved to accept the Consent Agenda. Councilman Goodman seconded. By show of hands motion carried. 5-0.

A. MINUTES: JANUARY 21, 2020 REGULAR CITY COUNCIL MEETING

ITEM – 5 – OLD BUSINESS

A. STAFF AND BOARD UPDATES

Councilman Goodman asked the City Manager had the airport leases been caught up and Mr. Lippmann advised him and the Council that they are being worked on and the lease

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for the County Fair, he was just waiting on FAA to get back with him on the details of that lease. Mayor Robinson asked about the lease for Shadow Trailers. The City Manager told him he's working on that one as well. The City Manager did tell the Council that the T-Hangers are in demand at the airport and at the moment we have a waiting list for them.

ITEM – 6 – NEW BUSINESS

A. DISCUSSION WITH POSSIBLE ACTION: THE OLD WINN DIXIE- MAYOR ROBINSON

Mayor Robinson asked the City Attorney Fred Koberlein what we can do with the Old Winn Dixie that currently has a Code Enforcement lien in the amount of \$80,000 as of January 31, 2020. Attorney Koberlein told the Council they can foreclose on the lien, they could negotiate a conditional release with the property owners or they could reduce the fines, but if they wait too long it could hurt the City in litigations. Code Enforcement Officer Wayne Carson informed the Council that he had spoken with the property owners Richard and Diane Richardson and they have plans to come up and visit the property to discuss what options they have in getting the property into compliance. Councilman Head said he remember talking about this property when he first became a Councilman and he stated if the property owners don't do something about this property then, it needs to come back to the Council and decide on if they want to foreclose on the property and get it cleaned up. President Wininger agreed it has been in Non-compliance far too long and the Council need to do something about it. President Wininger asked to put it on the next agenda for further discussion.

B. DISCUSSION WITH POSSIBLE ACTION: RICK CLOUTIER/FORMER BONNER PROPERTY LIEN REDUCTION

Rick Cloutier came before the board asking for a reduction of lien for the property he purchased that has a Code Enforcement lien. Mr. Cloutier told the Council he has repaired everything on the list he received. Code Enforcement Officer Carson said the property looks amazing, Mr. Cloutier has completed everything on the list that needed to be repaired to bring this property into compliance. Councilman Goodman moved to approve the Satisfaction of Lien plus the new owner has to pay the Administrative Fee of \$250.00. Councilman Ross seconded. By show of hands motion carried 5-0.

C. DISCUSSION: REVIEW OF FY2019 FINANCIAL REPORT (UNAUDITED) AND REVIEW OF DECEMBER 2019 FINANCIAL REPORT-FINANCE DIRECTOR STEPHEN BLOOM

Finance Director Stephen Bloom presented the numbers for 2019 and the first quarter of 2020. Mr. Bloom discussed with the Council the September audit and told the Council that the General funds were right on budget at 100.4%. Expenditures were favorable at \$49,000, Cash Reserves used \$87, 0000, but we need to monitor Reserves more closely, it's only budgeted at 25% and we're at 25.2%. Utility Funds has a much higher reserve in case of emergency we could use those funds. Airport Funds was short in January, expected some of the revenue to come in and it didn't, \$95,000 depict, spending

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\$108,000, used \$99,000, it going to take some time for the Airport to recover. CRA- has a good performance, it's not supposed to have a fund balance. Otherwise Mr. Bloom said the City looks good and the Auditors will be here late February, early March.

D. RESOLUTION 2020-06 AUTHORIZING A BUDGET AMENDMENT TO TRANSFER \$15,000 FROM THE GENERAL FUND RESERVE TO PAY V.E. WHITEHURST AND SONS INC. FOR THE PAVING OF THE N.W. MAIN ST. FROM N.W. 1ST AVE TO N.W. SECOND AVE., TO INCLUDE 4 PARKING AREAS WITHIN HERITAGE PARK- UTILITY DIRECTOR CJ ZIMOSKI

Utility Director CJ Zimoski requested to have \$15,000 transferred from the General Funds to pave NW Main St., in front of the Ivy House. Mr. Zimoski told the Council it was previously approved in the CIP plan. Councilman Head moved to approved Resolution 2020-06 Authorizing a Budget Amendment to Transfer \$15,000 from the General Fund Reserve to Pay V.E. Whitehurst and Sons, Inc. for the paving of the N.W. Main Street from N.W. 1st Ave. to N.W. Second Ave to include 4 parking areas within Heritage Park. Councilman Goodman seconded. By show of hands motion carried.

E. RESOLUTION 2020-07 AMENDING THE LEASE BETWEEN THE CITY OF WILLISTON AND M BILT INDUSTRIES AND PROVIDING AN EFFECTIVE DATE.- CITY MANAGER SCOTT LIPPMANN

City Manager Lippmann presented a request from the owner of M. Bilt Industries, Carol Bilt, who is trying to secure a mortgage. City Manager told the Council it's just a formality on our part to line up the term of the lease with the financing company and Ms. Bilt has been leasing from the City for over 30 years. Vice President Robinson moved to approve Resolution 2020-07 amending the lease between the City of Williston and M. Bilt Industries and Providing an Effective date. Councilman Ross seconded. By show of hands motion carried.

F. DISCUSSION WITH POSSIBLE ACTION: REPAIR OR PURCHASE OF A JOHN DEERE WHEEL LOADER – UTILITY DIRECTOR CJ ZIMOSKI

Utility Director CJ Zimoski, came before the Council to ask for approval to replace the Front Loader the City currently has that is suffering reduction in power. Mr. Zimoski estimate the repair to the loader would cost \$17,000. This equipment was purchased in 1996 and it's a machine the utility crew cannot do without. President Winger asked Mr. Zimoski how we are going to pay for it. Mr. Zimoski stated that's why he's bring this to the board. Councilman Head asked was there any value in the front loader right now, Mr. Zimoski replied "yes". Mr. Zimoski said a new Front loader would cost \$100,000 or higher and it could be paid out of the Utility Department reserves. Council asked Finance Director Bloom if the money was available in the Utility reserves and he told them yes. Councilman Goodman moved to authorize Mr. Zimoski to purchase a new Front Loader in the amount of \$130,000, and the let the Council know the name of the brand before purchasing the equipment. Vice President Robinson seconded. By how of

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hands motion carried 3-0. Vice President Robinson, Councilman Ross and Councilman Goodman voted yes. President Wininger and Councilman Head voted no.

ITEM – 7 – PUBLIC PARTICIPATION

Debra Jones thanked the Utility Crew for repairing the gas problem in her area and informed Mr. Zimoski there was a street light out at the corner of NW 2nd Ave. and 7th Street.

ITEM – 8 – ANNOUNCEMENTS

Mayor Robinson said the Chamber has tickets on sale for their “A Night of 1,000 Stars” and wanted to know if the Council was interested in purchasing a table. None of the Council were interested. Councilman Head did state he would be out of town the day of the event, otherwise he would attend. Councilman Ross asked City Planner Gorman about the letter he received about Camellia Plantation. City Planner Gorman explained to him that letter was just to inform the residents that Camellia Plantation had never been zoned and she was in the process of getting it zoned and hopefully it will not affect any of the residents.

ITEM – 9 – ADJOURNMENT

President Wininger with not further business adjourned the meeting at 7:43 p.m.

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4909 Nautilus Court North, Suite 109
Boulder, CO 80301
888.412.5332 QTpod.com

Sunset of Support FAQ

Q: Why Is QTpod Sunsetting Service for my M3000? My unit still works fine.

A: There are multiple reasons why QT is ending support for older M3000 units on a rolling basis:

1. QTpod designs products to be rugged and last, which is why your unit is working fine. However, the M3000 was designed in 2002, so it utilizes older technology that is difficult to source and not compatible with many modern components. In fact, many of the components that populate the motherboards on the M3000 are no longer manufactured, so the only option in some cases is to source surplus parts in the secondary market.
2. The M3000 was designed in 2002 to operate on the telecommunications infrastructure which was common at the time, the copper analog network. The M3000 transmits data at a very slow rate, compared to today's speeds, and it does so without error correction. This worked fine on a well-maintained copper network. However, the issue today is twofold:
 - a. The telecom companies do not maintain the copper lines like they used to. This causes reliability issues for customers trying to send data over this network.
 - b. Much of the copper in this county is increasingly being replaced with digital and fiber lines. These lines were designed for speeds much faster than the slow modem speeds used by the M3000 and its competitors. This results in lost packets of data, which means failed authorizations and batches and no sales.
3. The liability shift for chip card acceptance goes into effect for automated fuel terminals like the M3000 in October of 2020. Due to the limited programming memory available on the M3000 and the antiquated nature of dial up modems, we will be unable to update those terminals for chip card acceptance which means you'll have greater liability for unauthorized transactions.

Q: Why purchase the M4000 now?

A: QTpod understands that evolving technology results in additional investments required by small and medium sized businesses. To help facilitate the transition to newer technology, we are offering limited time discounts to our customers when they return their old M3000.

While your unit may work fine, it is possible you will begin see some service degradation due to telecommunication issues or payment card authorization requirements. Additionally, with the scarcity of spare parts, you may not be able to keep you unit working in the event of a part failure.

Many of our customers report that their customers appreciate the new features on the M4000 that make it easy to use. For example, the large, sun light readable display, backlit key pad make the M4000 easy to use in any light conditions. You'll like too as with automatic software updates and anywhere/anytime access you'll have fewer visits to the terminal and more uptime to sell more product.

Q: Why reinvest with QT when I may have to replace the M4000 someday? A:

All equipment eventually has to be replaced. However, we designed the M4000 with the intention of being able to evolve with technology. We used a Windows operating system and peripherals with USB interfaces. We anticipate that with Windows you will be able to upgrade to a newer version. If a printer or card reader becomes obsolete, we can find dozens off the shelf with Windows drivers to easily integrate into the current design.

Plus, the M4000 has many new customer and user-friendly features that you and your customers will appreciate and make the M4000 a more useful terminal for providing self-serve fueling.

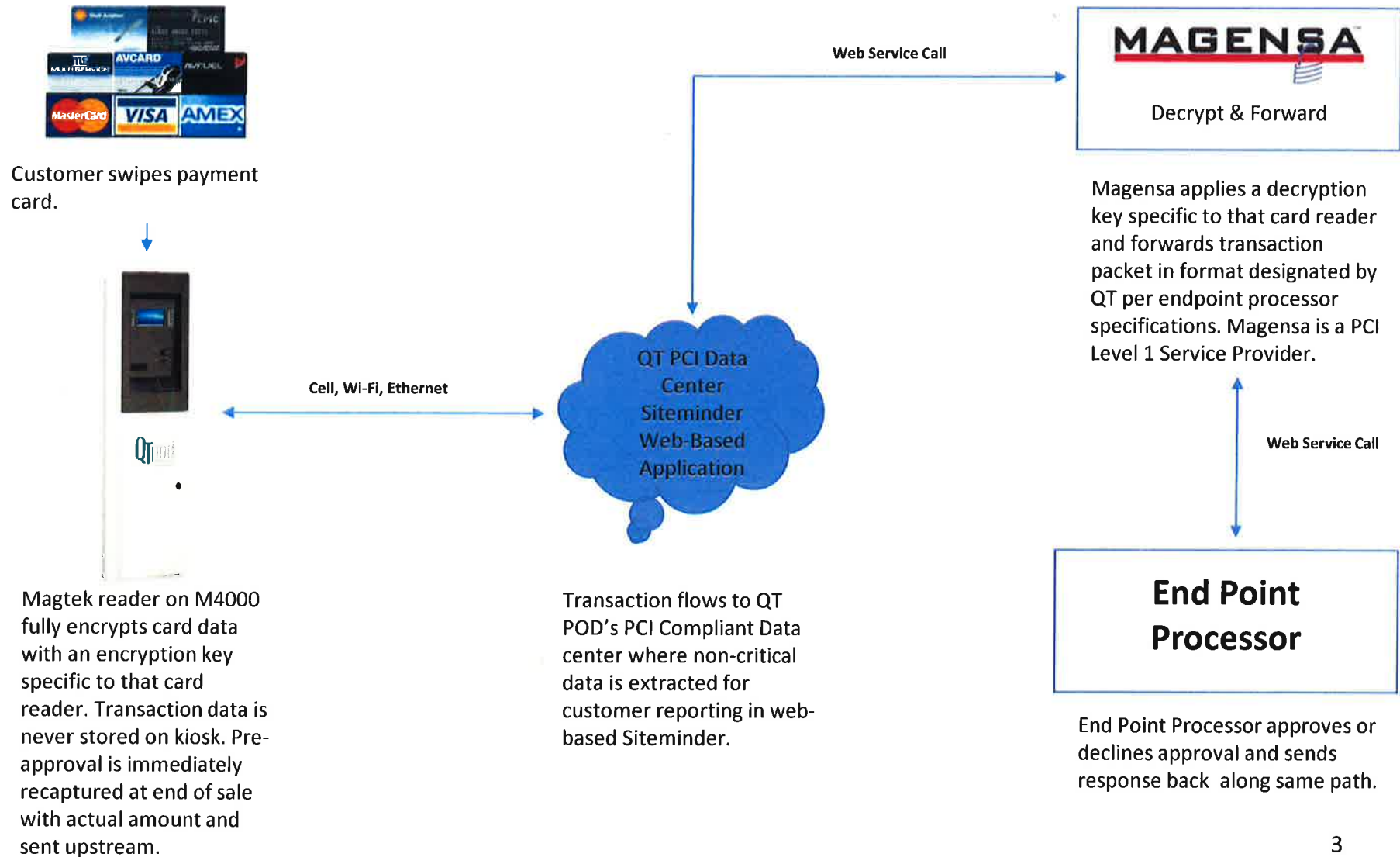
QT POD M4000 Point of Sale

QT POD M4000 - The Next Generation in Fuel Management



- Improved communications- Ethernet, Wi-Fi & Cellular
- 8 pump control capability
- Reduced Card Fees with Qualified Processing on some networks
- Stainless steel construction provides longevity & a more attractive unit in the field
- Bright display visible in direct sunlight and eliminates sun damage
- Auto-dimming display and back-lit keypads for ease of use in low light conditions
- Encrypting card reader for better security – EMV to come
- Web-based fuel management allows access from anywhere
- Automatic software updates and cloud backup included
- Windows 10 based OS.

QT POD M4000 - Information Process Flow



QTpod M4000 – Key Advantages

Communications

The new M4000 utilizes either wired Ethernet, Wi-Fi or cellular communications for card processing and communication with Siteminder, our fuel management software. Why is this better?

- The old analog phone network is deteriorating and the telecom companies have shown they have little interest in maintaining these lines in favor of their digital and fiber networks.
- This results in inconsistent quality of the old phone lines which can cause customers to have to swipe their card multiple times to get approvals as well as card settlement failures. This can delay payment for the merchant.
- Dial up authorizations can take up to 60 seconds. Authorizations on the M4000 are virtually instant.
- The Wi-fi and cellular options help reduce costs for installation as there is no need to trench and run communications wire.
- Ethernet and Wi-Fi, eliminate a monthly phone bill; the cellular option monthly plans are typically much less expensive than analog phone lines.
- When there are problems with analog phone lines, it can take weeks or months for them to locate the issue. This costs merchants time and money during that downtime. Providers typically repair cell towers and internet issues within hours.
- The M4000 can be equipped with multiple communications methods and will automatically fail over to the back up if one communication method goes down. For instance, if your internet service goes down, the system can automatically fail over to cell for uninterrupted service.

QTpod M4000 – Key Advantages



Hardware

- Stainless steel construction is weather durable and will not rust.
- 7" color display is 1000 nit brightness and has an anti-glare/anti-reflective coating that allows for perfect visibility in direct sunlight. The light sensor will dim this at night for easy viewing in low light conditions.
- All keypads are backlit ease of use at night.
- The new pump interface board allows for up to 8 hose positions, so you can control more fueling points without additional terminals.
- Fully encrypting card reader protects customers' card data and minimizes your PCI footprint as no unencrypted data is ever stored on the M4000 or in customers' facility.
- The German made thermal printer is exceptionally reliable and is designed to work in the harshest conditions. Fewer moving parts results in fewer failures.
- Most components utilize standard USB connections, so maintenance is simple. No special tools required.
- Most hardware components are at or near mil-spec temperature ranges.

Software

- The new Siteminder program is entirely web based.
- Access fuel management from any computer or device, including Windows, Mac and tablets.
- No need to retrieve transactions from the terminal; when a transaction occurs at the M4000 it automatically pushes the data up to Siteminder in the cloud.
- The card processing logic is no longer in the M4000, it is in the web based Siteminder program. This means when new cards are added or there are processing changes, the customer no longer has to perform updates at the terminal. QT Simply makes those changes at the data center level and everyone is automatically updated.
- The customer no longer has to perform firmware updates at the terminal as well. When updates are available, QT simply pushes these updates to the terminal over the internet.
- All of our subscription packages now cover software updates, so customers no longer have to worry about paying additional fees for upgraded software.
- Siteminder being web based now makes for easier, seamless integration with 3rd party software platforms. We currently have exports for TAS, Total FBO, FBO Manager and MyFBO.
- The M4000 can allow customers to obtain better processing rates on some networks which increases their profitability.

Support

- As the M4000 and Siteminder are now web based, QT now has greater flexibility when it comes to supporting the terminals.
 - QT Support staff can remote into any terminal and see exactly what the customer is seeing on the screen. This reduces miscommunication between the customer and QT support staff, resulting in more timely resolution of issues.
 - QT can reboot the system, check diagnostics and receive errors without the customer having to be at the terminal. No more standing in the rain to troubleshoot.
 - QT can remote in and see the inputs and outputs of the pump interface board functioning through a diagnostics utility rather than relying on the customer to tell us which lights are coming on.
 - Multiple alerts are being built into the system so that QT will receive alerts if certain issues crop up. In many cases we should be able to resolve them before the customer even knows there is an issue.

QTpod M4000 – Communications

The M4000 comes standard to accommodate a wired ethernet connection. A wired ethernet connection is a very good option if certain conditions can be met as this provides a stable and consistent connection to the customers' network. This also avoids the increased cost of optional communication kits. However, there are several factors that may determine whether or not this is the best option.

1. A wired Cat 5 or Cat 6 cable has distance limitations of around 300 feet. Beyond that range, the signal begins to degrade and become less reliable. Some IT staff may be able to install boosters to push the signal further, but QT can not guarantee the reliability of this.
2. There may be financial or logistical restraints to pulling an ethernet line to the fuel island. In some instances, it may be the case that an existing phone line for an M3000 or competitor unit already in place terminates in the same location as the network panel. In such instances, the customer may be able to attach Cat 5 to the phone line and as they pull the phone line out, they pull the Cat 5 into its place. However, if the Cat 5 needs to terminate elsewhere it may be cost prohibitive or technically difficult to get the ethernet cable to the M4000.

QT POD offers an optional Wi-Fi kit for \$500 MSRP that will allow the M4000 to access the web via the customer wireless network. This may be a good option for those customers who can't get an ethernet cable out to the system and do not want the additional cost of a cell plan. This is not recommended for distances over 50 feet. There are some factors to take into consideration if this route is chosen.

1. You will want to confirm that the customer can get a strong, consistent Wi-Fi signal at the fuel island. This can be affected by several factors such as:
 - Distance of the fuel island from the wireless router
 - Any obstacles between the router and the fuel island
 - Quality and reliability of the customer's wireless router
 - Quality and reliability of their internet service provider (ISP)
2. The customer's IT personnel may be able to utilize a commercially available outdoor wireless range extended to boost the Wi-Fi signal to the fuel farm area.

QT POD M4000 - Ubiquiti Nanostation



Another option for installations which exceed the distance limitations of Cat 5 or Wi-Fi communications is a Ubiquiti Nanostation. This is a point to point wireless antenna system that can transmit an ethernet signal up to 9 miles.

QTpod does not sell this system, but many customers have used this with good results. The model most customers are using is the Ubiquiti Nanostation LocoM2-US Pre-Configured Indoor/Outdoor airMax CPE 2.4 GHz 2 pack. This can be purchased on Amazon for around \$130.

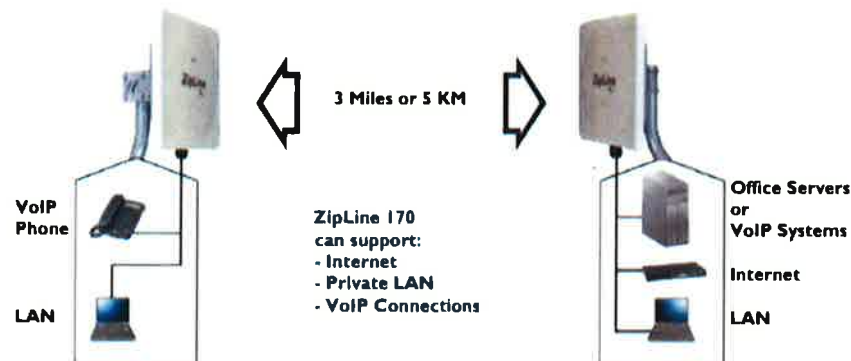


QT POD M4000 - Zipline Communications



For installations in which distance limitations prohibit the use of Cat 5 or Wi-Fi-communications, and the customer does not wish to incur the cost of a cellular plan, QT POD offers the Teletics Zipline. The Zipline system comprises of two, outdoor rated radio antennae that can wirelessly transmit an ethernet signal over 1-3 miles line of sight and retails for \$1200. The Zipline device essentially acts like a wired ethernet connection, but eliminates the need to physically run wire to the fuel island.

In a typical installation, one antenna is mounted at the M4000 and requires a 110VAC outlet. The other antenna is mounted where it can be wired into the customer's network. For proper operation, the Zipline needs a clear, unobstructed line of sight between the two antennae.



QT POD M4000 - Cellular Communications



Cellular communications is the preferred method for use on the M4000. This is due to the ease of installation and the speed and high reliability of cellular networks. M4000s shipped with our optional cellular kit will come preconfigured with the wireless account provided by QT POD. The advantage of this is that there is literally no work for the installer to set-up a communications link for the M4000. Once the system is powered up, it automatically communicates with the nearest cell tower. This also provides a high degree of reliability as it does not interface with the customer's network. Therefore, if anyone makes changes to internet service providers or to their firewall, it will have absolutely no effect on the M4000.

QT POD's cellular kit is \$1000 MSRP. This also requires a Verizon or AT&T unlimited data plan provided by QT POD for \$480/yr. This cellular plan is added to the customer's yearly service subscription.

Prior to choosing this option, it is advised that someone with a Verizon or AT&T cellular plan check the signal strength at the fuel farm location.



4909 Nautilus Court North, Suite 109
 Boulder, CO 80301
 ph: 303-444-3590 Fax: 303-444-8736

Quote No.

QT Pod Fueling Terminals

Representative

Name Matt Duncan Phone: 303-962-3413
 Position Sales Fax: 303-444-8736
 Department Sales Division E-mail: mduncan@qtpod.com

Dates

First Contact _____
 Quote Issued 1/23/2020
 Accept/Reject _____

Product/Service Name	Quantity	Price	TOTAL
QT Pod Model M4000 Self-Serve Fueling Terminal <i>1 hose control, wired ethernet capability</i> Trade-in credit for M3000 return (Discount good for orders placed before June 30, 2020) <u>Options</u>	1	\$14,995.00	\$14,995.00
	1	(\$1,995.00)	(\$1,995.00)
Financing Option: \$589.24/month for 24 months			
SHIPPING	1	\$295.00	\$295.00
		Sub Total	\$13,295.00
		Discount	
		Taxes	
		TOTAL	\$13,295.00

Client

Customer Ben Stegall Company Williston Mun. Airport
 Address _____
 City _____ State _____
 ZIP _____ Email benton.stegall@willistonfl.org
 Phone _____ Fax _____

Status

Established Client New Client Prospective Client

Notes

*Quote valid for 60 days from issuance.
Price does not include installation
 Cellular Data Plan \$480 annually
 Web-Based Siteminder Subscription- \$945/ year

Office Use Only

Prices are subject to change without notice.