

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

DATE: TUESDAY, OCTOBER 06, 2020
TIME: 6:00 P.M.
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Jerry Robinson
Council President Justin Head
Vice-President Marguerite Robinson
Councilmember Charles Goodman
Councilmember Debra Jones
Councilmember Elihu Ross

OTHERS:

Interim City Manager CJ Zimoski
City Attorney Fred Koberlein
City Clerk Latricia Wright

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

- Council minutes from September 22, 2020(pp 4-8)
- Surplus Fire Department 2004 Ford
- Resolution 2020-66: Resolution ratifying the Mayor’s Extension of the State of Emergency arising from the Covid-19 Public Health Emergency. (pp 9-11)

ITEM – 4 – OLD BUSINESS

A. STAFF AND BOARD AND COUNCILOR UPDATES

- INTERIM CITY MANAGER CJ ZIMOSKI
- CITY PLANNER:
- HUMAN RESOURCE DIRECTOR: BROOKE WILLIS, HOMECOMING PARADE UPDATE

ITEM – 5 – NEW BUSINESS

- A. DISCUSSION WITH POSSIBLE ACTION: RESOLUTION 2020-56 APPOINTING RIC KAESTNER TO THE PLANNING AND ZONING COMMISSION-CITY PLANNER JACKIE GORMAN(pp 12-15)
- B. DISCUSSION WITH POSSIBLE ACTION: RESOLUTION 2020-62: APPOINTING LISA CLARK TO THE BOARD OF ADJUSTMENTS/CODE ENFORCEMENT FOR A TERM ENDING MAY 7, 2023.CITY PLANNER JACKIE GORMAN (pp 16-19)

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- C. DISCUSSION WITH POSSIBLE ACTION: RESOLUTION 2020-63: APPOINTING PERRY ADAM CLARK TO THE PLANNING AND ZONING COMMISSION FOR A TERM ENDING SEPTEMBER 30, 2023. CITY PLANNER JACKIE GORMAN.(pp 20-23)
- D. DISCUSSION WITH POSSIBLE ACTION: VETERANS DAY CELEBRATION, STUDENT OF THE MONTH, OPENING COUNCIL MEETINGS 100% TO THE PUBLIC – COUNCIL PRESIDENT JUSTIN HEAD/MAYOR JERRY ROBINSON
- E. DISCUSSION WITH POSSIBLE ACTION: RESOLUTION 2020-61 DELEGATION OF AUTHORITY TO THE MANAGER OF THE AIRPORT TO EXECUTE EXTENSIONS OF PREVIOUSLY NEGOTIATED LEASES AT THE AIRPORT- AIRPORT MANAGER BENTON STEGALL. (pp 24-26)
- F. RESOLUTION 2020-64: AUTHORIZING THE APPOINTMENT OF JACKIE GORMAN AS CITY MANAGER OF THE CITY OF WILLISTON, FLORIDA AND AUTHORIZING THE EXECUTION OF AN EMPLOYMENT AGREEMENT WITH JACKIE GORMAN. –COUNCIL PRESIDENT (pp 27-37)
- G. RESOLUTION 2020-65: ESTABLISHING THE POSITION AND DUTIES OF A DEPUTY CITY MANAGER AND ESTABLISHING AND EFFECTIVE DATE- COUNCIL PRESIDENT (pp 38-40)
- H. DISCUSSION WITH POSSIBLE ACTION: DEPUTY CITY MANAGER JOB DESCRIPTION-CITY MANAGER (pp 41-44)

ITEM – 6 – PUBLIC PARTICIPATION

ITEM – 7 – ANNOUNCEMENTS

ITEM – 8 – ADJOURNMENT

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/CityOfWillistonFL>

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (646) 749-3122
- One-touch: <tel:+16467493122,645230685#>

Access Code: 645-230-685

YouTube Link: <https://www.youtube.com/channel/UCKt1468kcNjBS2AYgOaBsRQ>

Clicking this link will enable you to see and hear the Council meeting.

**** Because this meeting is being held in person, Florida law requires that it be open to the physical presence of the public. To maintain proper health precautions, we will maintain 6' separations in the**

CITY OF WILLISTON, FLORIDA
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meeting room and we will offer additional seating in another area for the overflow if needed. Also, we encourage the use of face masks in the meeting room. (Limitation of 50 people)

We invite you to continue participating in our council meetings via telephone or the Internet as we have been doing for the last several weeks. **

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.

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

DATE: TUESDAY, SEPTEMBER 22, 2020
TIME: 6:00 P.M.
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER at 6:00 p.m.

ROLL CALL

MEMBERS:

Mayor Jerry Robinson
Councilmember Charles Goodman
Vice-President Justin Head
Councilmember Debra Jones
Councilmember Marguerite Robinson
Councilmember Elihu Ross

OTHERS:

Interim City Manager Dennis Strow
City Attorney Fred Koberlein
City Clerk Latricia Wright

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

Opening prayer and Pledge of the Allegiance to the flag led by Mayor Robinson.

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

Utility Director CJ Zimoski asked to add under Old Business discussion of Carol Chico property that ties in with City Planner Jackie Gorman discussion. Councilmember Robinson moved to approved agenda as amended. Councilmember Ross and Jones seconded. By saying “Aye” motion carried 4-0.

ITEM – 2 – ELECTION OF COUNCIL PRESIDENT AND VICE PRESIDENT

Councilmember Robinson moved to appoint Justin Head as Council President. Councilmember Jones seconded. By saying “Aye” motion carried 3-1. Councilmember Jones, Robinson and Ross voted “Aye” and Vice-President Head voted “Nay”. Councilmember Jones moved to appoint Councilmember Robinson as Council Vice-President. President Head seconded. By saying “Aye” motion carried 4-0.

ITEM – 3 – PUBLIC PARTICIPATION

None

ITEM – 4 – CONSENT AGENDA

- MINUTES: SEPTEMBER 8, 2020 REGULAR COUNCIL MEETING
- Councilmember Jones stated correction of Matt Krandle name on page 4. States Crandle, should be Krandle. Councilmember Jones moved to approved consent agenda as amended. Councilmember Ross seconded. By saying “Aye” motion carried 4-0.

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ITEM – 5 – OLD BUSINESS

A. STAFF AND BOARD AND COUNCILOR UPDATES

- INTERIM CITY MANAGER DENNIS STROW- Interim Manager Strow absent, Utility CJ Zimoski informed the Council that the water meter has been installed at the Williston Area Community Garden. Mr. Zimoski also discussed with the Council about applying for a new City credit card with Drummond Community Bank. There have been some issues with Capital City tying the card to people personal credit and the City would like to change banks. Council agree for the City to proceed with applying for a Credit Card with Drummond Community Bank and adding all of the Department Heads and City Manager and City Clerk which include the following: CJ Zimoski, Latricia Wright, Jackie Gorman, Dennis Strow, Terry Bovaird, Brooke Willis, Jimmy Willis, Jr., Daniel Wallace, David Stegall, Jerry Robinson, and Benton Stegall.
- CRA: NICK WILLIAMS –absent - City Planner Gorman told the Council that the CRA Committee have chosen an Architect for Block 12 project and are moving forward with the parking lot. Planner Gorman also discussed the final design of Heritage Park, which include the time capsule, memorial bench and planters. Planner Gorman said her assistant Laura Jones has been working on these projects and is doing a good job getting them up and running. Also an update on BlueRoc there will be a Popeye's, Aldi and O'Reilly's Auto Part Store at the old high school location.
- PLANNING & ZONING: ALBERT FULLER – absent (no updated per Planner Gorman)
- DISCUSSION WITH POSSIBLE ACTION: CITY OWNED PROPERTY LOCATED AT 412 SE 4TH DR.: LATRICA WRIGHT- Clerk Wright discussed with the Council the bid from KLB Backhoe Service to clear the city owned property located at 412 SE 4th Dr. Clerk Wright stated it would cost \$4,300.00 to remove the old trailer and debris from the property. Clerk Wright asked the Council where the Council would like for the funds to come from to pay for the clean-up. Council asked Finance Director Stephen Bloom and he said the funds could come out of the Contingency. Vice-President Robinson moved to approve KLB Backhoe Service to move forward with clearing the property in the amount of \$4,300.00. Councilmember Jones seconded. Motion carried by saying "Aye" 4-0.
- CITY PLANNER: JACKIE GORMAN: CODE ENFORCEMENT PROCEDURES, LIST OF ALL FORECLOSURE PROPERTIES- City Planner Gorman went over several different cost for foreclosure procedures. After some discussion Council President Head said he would like to see a procedure put into place. City Planner Gorman said she is working on it.

- B. DISCUSSION WITH POSSIBLE ACTION: MATT KRANDLE OLD WINN DIXIE PROPERTY (1050 NE 6TH BLVD) – Mr. Krandle spoke to the Council via Zoom. Mr. Krandle discussed with the Council about purchasing the old Winn Dixie property and

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CITY COUNCIL MEETING

having the lien forgiven. Mr. Krandle said he is looking to bring a tiny home hub to Williston. Mr. Krandle said that tiny homes are extremely popular and this would be a 5 year project if he's able to purchase this property. Council asked if they were to reduce the lien and Mr. Krandle purchases it, how long it will take for him to clean up the property. Mr. Krandle stated it would probably take him a year to get it all cleaned up. After much discussion about reducing the lien the Council decided to reduce the lien and charge Mr. Krandle 5% of the lien, plus administration fees. Mr. Krandle said he was happy with that decision. Total cost of lien and administration fees come to \$5,273.00. Vice-President Robinson moved to reduce the lien amount to \$5,273.00 and a year to bring the property into compliance. Councilmember Jones seconded. Motion carried 3-1 by saying "Aye" President Head, Councilmember Jones and Vice-President Robinson "Aye" and Councilmember Ross "Nay".

C. DISCUSSION WITH POSSIBLE ACTION: EMILIO PALOMIBO: FORMER DAYS PROPERTY (118 NE 9TH ST) – Mr. Palomibo addressed the Council about reducing his lien on the property he purchased. Mr. Palomibo said he brought the property without doing his homework and is willing to pay whatever lien amount the Council comes up with. Council told Mr. Palomibo it would be 5% of the lien which comes to \$3,435.92. Mr. Palomibo said he was happy with that price and would be in the next day to pay. Councilmember Jones moved to reduce the lien on property located at 118 NE 9th St. to \$3,435.92. Vice-President Robinson seconded. Motion carried by saying "Aye" 4-0.

D. DISCUSSION WITH POSSIBLE ACTION: CAROL CHICO PROPERTY LOCATED AT 415 SE 4TH DR. - Planner Gorman said Mr. Chico was unable to attend tonight, but his sister property is in compliance. Councilmember Jones moved to reduce the lien to \$2,545.51 and that amount is good for 30 days from today's date. Vice-President Robinson seconded. Motion carried 4-0 by saying "Aye".

ITEM – 6 – NEW BUSINESS

A. REVIEW OF JULY 2020 FINANCIAL REPORT: FINANCIAL DIRECTOR STEPHEN BLOOM.- Finance Director Bloom reviewed the July financial report with the Council. Mr. Bloom said all the departments look good financially, but this is the first time the General fund has a deficit and it's due to the Covid-19. Mr. Bloom also informed the Council that the Airport is in the green and the CRA fund is breaking even. Water and Sewer are both positive, overall everything looks good. Mr. Bloom reminded the Council about the upcoming Final Budget Hearing scheduled for September 29, 2020 at 5:01.

B. DISCUSSION WITH POSSIBLE ACTION: AIRPORT MANAGER EXECUTING LEASE TERM EXTENSION- AIRPORT MANAGER BENTON STEGALL. –Airport Manager Stegall asked the Council could he execute existing lease extensions. Council wanted to know if it would be executing all lease and Mr. Stegall said no, just existing leases, by being able to execute lease term extensions, it would help streamline the process. City Attorney Koberlein said he didn't see any issues with Mr. Stegall executing the leases extensions. Council in consensus with Airport Manager Stegall signing lease extension and would like to see it brought to the next meeting with a Resolution.

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- C. DISCUSSION WITH POSSIBLE ACTION: APPROVE UP TO A \$20,000 EXPENSE FOR AN ENGINE REPLACEMENT IN THE 2017 FORD F550 CRANE TRUCK/RESOLUTION 2020-54; A RESOLUTION OF THE CITY OF WILLISTON FLORIDA FOR REPAIR OF 2017 FORD F550 CRANE TRUCK.: UTILITY DIRECTOR CJ ZIMOSKI- Utility Director Zimoski told the Council the Ford truck assigned to the Wastewater plant need to replace the motor and the cost is between \$13,000 and \$15,000. Mr. Zimoski stated some of the repair might be under warranty but he will not know that until the Ford Company has a look at it. Resident Thomas Peterson wanted to know what happened to the truck since it's not that old. Mr. Zimoski said he's not sure what exactly went wrong. Councilmember Jones moved to approve Resolution 2020-54 for repair of the 2017 Ford F550 Crane Truck. Vice-President Robinson seconded. Motion carried 4-0 by saying 'Aye'.
- D. RESOLUTION 2020-55: A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, ESTABLISHING LOCATIONS FOR 2-HOUR PARKING ON CERTAIN STREETS AND PARKING LOTS WITHIN THE CITY OF WILLISTON; AND PROVIDING AN EFFECTIVE DATE: CITY PLANNER JACKIE GORMAN. City Planner Gorman said this item was brought to the Council at the last Council meeting and she's bring it back as a Resolution instead of an Ordinance. Vice-President Robinson moved to approve Resolution 2020-55 establishing locations for 2-hour parking on certain streets and parking lots within the City of Willison and providing an effective date. Councilmember Jones seconded. Motion carried 4-0 by saying "Aye".
- E. DISCUSSION WITH POSSIBLE ACTION: CITY MANAGER POSITION- VICE-PRESIDENT HEAD. -President Head informed the Council that Mr. A. Hyatt declined the position of City Manager and the current Interim City Manager Strow needs to return back to his duties as Police Chief on October 1, 2020. Councilmember Ross asked would we be looking at interviewing candidate number two Mr. McCroskey, he did receive 3 votes. Councilmember Ross stated after reviewing Mr. McCroskey resume it seems he had some issues with a City credit card and that concerns him. President Head said they need to decide on which direction they should go in choosing a City Manager. Councilmember Jones said Utility Director Zimsoki and City Planner Gorman are both good candidates for Interim City Manager, but both have a lot on their plates. Planner Gorman said since Mr. Zimoski has seniority, he would be the better choice. Mr. Zimoski said he would be willing to take on the job as Interim City Manager but he is not looking to become a permanent City Manager. Councilmember Jones moved to appoint CJ Zimoski as Interim City Manager. Vice-President Robinson seconded. Motion carried by 4-0 by saying "Aye". Councilmember Jones asked to have a Resolution at next Council meeting appointing Interim City Manager. President Head said he reached out to several consulting companies and the price they are asking is \$20,000 to research for a City Manager. Attorney Koberlein said \$20,000 is a lot of money and the Council need to think long term. After much discussion Council decided to bring back several people they would like to interview to the Budget Hearing. Resident Joab Penney suggested to

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CITY COUNCIL MEETING

the Council they should choose someone from within the City to become City Manager. Joab Penney suggested City Planner Gorman saying, "She's really good with customers".

ITEM – 7 – PUBLIC PARTICIPATION

None

ITEM – 8 – ANNOUNCEMENTS – Utility Director Zimoski asked about the School Homecoming parade. Human Resource Director Willis say the school has decided not to have it, but will check again. President Head said to put it back on next agenda.

ITEM – 9 – ADJOURNMENT – With no further business Councilmember Jones moved to adjourn the meeting. Vice-President seconded. Motion carried 4-0 by saying "Aye". Adjourned at 8:37 p.m.

CITY COUNCIL RESOLUTION NO. 2020-66

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WILLISTON, FLORIDA, RATIFYING THE MAYOR'S
EXTENSION OF THE STATE OF EMERGENCY ARISING
FROM THE COVID-19 PUBLIC HEALTH EMERGENCY.**

WHEREAS, Novel Coronavirus Disease 2019 (COVID-19) is a severe acute respiratory illness that can spread among humans through respiratory transmission and presents with symptoms similar to those of influenza; and

WHEREAS, on March 1, 2020, the Governor issued Executive Order number 20-51 directing the Florida Department of Health to issue a Public Health Emergency; and

WHEREAS, on April 3, 2020, the Governor issued Executive Order 20-91 and Executive Order 20-92 directing all persons in Florida to limit their movements and personal interactions outside of their home only to those necessary to obtain or provide essential services or conduct essential activities; and

WHEREAS, on April 29, 2020, the Governor issued Executive Order 20-112 initiating "Phase 1: Safe. Smart. Step-by-Step. Plan for Florida's Recovery"; and

WHEREAS, on May 8, 2020, the Governor issued Executive Order 20-114 extending the statewide state of emergency until July 7, 2020; and

WHEREAS, on June 5, 2020, the Governor's Executive Order 20-139 initiated "Phase 2: Safe. Smart. Step-by-Step. Plan for Florida's Recovery" and extended the exceptions provided for in Executive Order 20-69, relating to local government meetings, until June 30, 2020; and

WHEREAS, on July 7, 2020, the Governor issued Executive Order 20-166 extending the statewide state of emergency, as well as those exceptions provided for in Executive Order 20-69, until September 5, 2020; and

WHEREAS, on July 29, 2020, the Governor issued Executive Order 20-179 amending order 20-69 creating statutory exceptions related to budget hearings and extending the statewide state of emergency until September 1, 2020; and

WHEREAS, on August 7, 2020, the Governor issued Executive Order 20-193 extending the statewide state of emergency, as well as those exceptions provided for in Executive Order 20-69, until October 1, 2020; and

WHEREAS, on September 4, 2020, the Governor issued Executive Order 20-213 extending the statewide state of emergency, as well as those exceptions provided for in Executive Order 20-52 until 12:01 a.m. on November 4, 2020; and

WHEREAS, pursuant to Section 2.03, of the City Charter, the Mayor may extend the City's state of emergency related to COVID-19, and the President shall assume all the powers and duties of the Mayor's office in the temporary absence or disability of the Mayor; and

WHEREAS, the Mayor has issued his Proclamations extending the current state of emergency, copies of which are attached hereto as "Exhibit A"; and

WHEREAS, the City Council, in order to protect the welfare and safety of the citizens of the City and their property and out of an abundance of caution, finds that the Mayor's declaration of a state of emergency should be ratified or confirmed by the City Council in an open meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are all true and accurate and are incorporated herein and made a part of this resolution.

Section 2. The City Council ratifies and extends the state of emergency declared pursuant to the Mayor's Proclamations as well the provisions included in City Council Resolution 2020-17.

Section 3. This resolution is effective immediately upon adoption.

(Remainder of page intentionally left blank)

PASSED AND ADOPTED at a meeting of the City Council this ____ day of
October, 2020.

CITY OF WILLISTON, FLORIDA

By: _____
Jerry Robinson, Mayor

ATTEST:

APPROVED AS TO FORM AND
LEGALITY:

By: _____
Latricia Wright, City Clerk

By: _____
Frederick L. Koberlein, Jr.
City Attorney

RESOLUTION 2020-56

A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, APPOINTING RIC KAESTNER TO THE PLANNING AND ZONING COMMISSION FOR A PERIOD OF THREE (3) YEARS; AND PROVIDING FOR AN EFFECTIVE DATE.

Whereas the City has advertised in the local newspaper requesting applications for Planning and Zoning Commission members.

Whereas Ric Kaestner did complete and submit the required application (Exhibit A); and

Whereas the appointment will fill a term of three (3) years beginning *October 6, 2020* and ending *October 6, 2023*; and

Whereas Ric Kaestner is a resident of the City of Williston currently residing at 1146 NE 2nd Place, Williston, FL.

Now, therefore, let it be resolved by the City of Williston, Levy County, Florida, that:

Section 1: The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and are incorporated herein by this reference.

Section 2. The City Council does accept the application and appoint Ric Kaestner to the City of Williston Planning and Zoning Commission.

Section 3. This resolution shall become effective immediately upon adoption.

Passed and adopted on October 6, 2020.

City of Williston, Florida

**Justin Head, President
Williston City Council**

**Latricia Wright
City Clerk**

EXHIBIT A



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

APPLICATION FOR PLANNING AND ZONING COMMISSION

NAME Ric Kaestner

ADDRESS 1146 NE 2nd place

TELEPHONE: HOME 760 801 9881 WORK: N/A

EMAIL ADDRESS: rkastner@mac.com

ARE YOU AVAILABLE TO MEET ON THE LAST TUESDAY OF EVERY MONTH?

CITY RESIDENT	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
BUSINESS OWNER	YES <input type="checkbox"/>	NO <input type="checkbox"/>
PROPERTY OWNER	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

WHY WOULD YOU LIKE TO SERVE ON THE PLANNING AND ZONING COMMISSION?
my father was the County engineer in trumble County, I enjoy helping determine land use. I think it's important

BRIEF EDUCATIONAL/EMPLOYMENT/BUSINESS EXPERIENCE BENEFICIAL TO THIS BOARD?
worked on survey crew, Bachelors in Biz Admin, ex-CEO of Public company, Retired property manager

WHAT SPECIAL ASSETS WOULD YOU BRING TO THE BOARD?
objective evaluation skills, experienced conflict Resolution skills, concern for managed growth

BRIEF COMMUNITY SERVICE: chamber of Commerce, neighborhood watch

DO YOU HAVE ANY PREVIOUS PLANNING EXPERIENCE? yes

DATE: 8/10/20 SIGNATURE: [Signature]

PLEASE RETURN THIS APPLICATION TO THE UTILITY DEPARTMENT AT 50 NORTH MAIN STREET OR MAIL APPLICATION TO:

CITY OF WILLISTON
ATTN: PLANNING & ZONING DEPARTMENT
PO DRAWER 160
WILLISTON, FLORIDA 32696

YOU MAY ALSO EMAIL A COMPLETED APPLICATION TO: Latricia.Wright@ci.williston.fl.us

Board of Adjustment (BACE) 3 Year Term

Seat	Name	Address	Phone Number	Email	Term Begin	Term End	Resolution
1	Sharon Brannan	161 N Main Street	352-316-3934	sharon.brannan@willistonfl.org	8/18/2020	5/7/2021	2020-37
2	Marc Pompeo	720 NW 7 Street, PO Box 402	352-538-5551	marc.pompeo@willistonfl.org	8/18/2020	5/7/2021	2020-37
3	Paul Missall		352-398-2949	paul.missall@willistonfl.org	8/18/2020	5/7/2022	2020-37
4	Pam Myhree		352-283-2267	pam.myhree@willistonfl.org	8/18/2020	5/7/2022	2020-37
5	David Ragland		352-363-7315	David.Ragland@willistonfl.org	8/18/2020	5/7/2023	2020-37
6	Colette Roth	101 SW 9th St	352-529-4443	colette.roth@willistonfl.org	8/18/2020	5/7/2023	2020-37
7	Vacant					5/7/2023	2020-37

Planning and Zoning Commission 3 Year Term

Seat	Name	Address	Phone Number	Email	Term Begin	Term End	Resolution
1	Ric Kaestner	1146 NE 2nd Place	760-801-9881	rkaestner@mac.com	10/6/2020	10/6/2023	2020-56
2	Albert Fuller Sr. Chair	15 SE 1st Ave	352-256-0049	albert.fuller@willistonfl.org	7/21/2020	7/21/2023	2020-32
3	Penny Boyer Vice Chair	899 SW 1st Ave	352-441-0104	pennyboyer@outlook.com	12/6/2019	12/6/2022	2019
4	Michael Cox	712 SW 3rd St		mcfla@hotmail.com	1/21/2020	1/21/2023	2020-2
5	John Becker	613 SE 1st St	352-528-4819	john.becker@willistonfl.org	12/6/2019	12/6/2022	2020-3
6	Sharon Washington	116 SE 9th St	352-317-8202	lavettehardaway8@gmail.com	5/22/2018	5/22/2021	2018-28
7	Vacant						

Community Redevelopment Agency 4 Year Term

Seat	Name	Address	Phone Number	Email	Term Begin	Term End	Resolution
1	Dr Ken Schwiebert	173 N Main St	352-316-2742	ken.schwiebert@willistonfl.org	3/17/2017	3/16/2021	2015-06
2	Nick Williams	112 W Noble Ave	352-529-6982	nick.williams@willistonfl.org	8/18/2020	3/16/2023	2015-06
3	Art Konstantino	45 N. Main St	352-529-0555	art.konstantino@willistonfl.org	8/18/2020	3/15/2023	2015-15
4	Jonathan Lewis	18791 NE 49th St	352-538-1465	jonathan.lewis@willistonfl.org	3/20/2018	3/15/2022	2018-06
5	Mike Langston	18471 NE 60th Street	352-857-3175	Mike.Lagnston@willistonfl.org	5/1/2020	5/1/2024	2019-21

Citizens Advisory Task Force

Seat	Name	Address	Phone Number	Email	Term Begin	Term End	Resolution
1	Betty Fender		352-528-4311		4/3/2018		2018-13
2	Robert Schmidt	622 NE 10th Blvd	352-317-3884	robert.schmidt@willistonfl.org	4/3/2018		2018-13
3	Albert Fuller Sr	15 SE 1st Ave	352-256-0049	albert.fuller@willistonfl.org	4/3/2018		2018-13
4	Vacant						
5	Richard Roberts	32 SE 4th Dr	352-316-6320		4/3/2018		2018-13

**COUNCIL AGENDA
ITEM**

RESOLUTION 2020-62: AUTHORIZING APPOINTMENT OF LISA CLARK TO THE BOARD OF ADJUSTMENTS/ CODE ENFORCEMENT

REQUESTED BY: LAURA JONES, PLANNING AND ZONING ASSISTANT

BACKGROUND / DESCRIPTION: The Board of Adjustments/ Code Enforcement currently has one vacant seat (seat 7). We have received an application from Ms. Lisa Clark to fill one of these vacancies. As a resident of the City she is eligible to sit on the Board. This resolution would authorize the appointment of Ms. Clark to the Board of Adjustments/ Code Enforcement for the vacant seat.

LEGAL REVIEW: NA

FISCAL IMPACTS: None

RECOMMENDED ACTION: Adopt Resolution 2020-62 Authorizing Appointment of Lisa Clark to the Board of Adjustments/ Code Enforcement for the vacant seat.

ATTACHMENTS:

 CONTRACT **X** **RESOLUTION** **MAP**

 LEASE **X** **OTHER DOCUMENTS**

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

COUNCIL ACTION:

 APPROVED

 DENIED

RESOLUTION NUMBER 2020-62

A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, APPOINTING LISA CLARK TO THE CITY OF WILLISTON BOARD OF ADJUSTMENTS/ CODE ENFORCEMENT FOR A TERM ENDING MAY 7, 2023.

WHEREAS, the Williston City Council wishes to appoint Lisa Clark to the City of Williston's Board of Adjustments/ Code Enforcement.

WHEREAS, the Williston City Council has stated that this appointment shall last for a term ending May 7, 2023.

NOW, THEREFORE, BE IT RESOLVED by the City of Williston, Levy County, Florida, that:

Section 1. APPOINTED. This Resolution appoints Lisa Clark to the City of Williston Board of Adjustments/ Code Enforcement for a term ending May 7, 2023.

SECTION 2. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption by the City Council.

PASSED AND ADOPTED this 6th day of October 2020.

**CITY COUNCIL
CITY OF WILLISTON,
FLORIDA**

Justin Head, President

ATTEST:

Latricia Wright, City Clerk

Board of Adjustment (BACE) 3 Year Term

Seat	Name	Address	Phone Number	Email	Term Begin	Term End	Resolution
1	Sharon Brannan	161 N Main Street	352-316-3934	sharon.brannan@willistonfl.org	8/18/2020	5/7/2021	2020-37
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3	Paul Missall		352-398-2949	paul.missall@willistonfl.org	8/18/2020	5/7/2022	2020-37
4	Pam Myhree		352-283-2267	pam.myhree@willistonfl.org	8/18/2020	5/7/2022	2020-37
5	David Ragland		352-363-7315	David.Ragland@willistonfl.org	8/18/2020	5/7/2023	2020-37
6	Colette Roth	101 SW 9th St	352-529-4443	colette.roth@willistonfl.org	8/18/2020	5/7/2023	2020-37
7	Lisa Clark	940 NW 7th Street	352-278-5614		10/6/2020	5/7/2023	2020-62

Planning and Zoning Commission 3 Year Term

Seat	Name	Address	Phone Number	Email	Term Begin	Term End	Resolution
1	Ric Kaestner	1146 NE 2nd Place	760-801-9881	rkaestner@mac.com	10/6/2020	10/6/2023	2020-56
2	Albert Fuller Sr. Chair	15 SE 1st Ave	352-256-0049	albert.fuller@willistonfl.org	7/21/2020	7/21/2023	2020-32
3	Penny Boyer Vice Chair	899 SW 1st Ave	352-441-0104	pennyboyer@outlook.com	12/6/2019	12/6/2022	2019
4	Michael Cox	712 SW 3rd St		mcfla@hotmail.com	1/21/2020	1/21/2023	2020-2
5	John Becker	613 SE 1st St	352-528-4819	john.becker@willistonfl.org	12/6/2019	12/6/2022	2020-3
6	Sharon Washington	116 SE 9th St	352-317-8202	lavettehardaway8@gmail.com	5/22/2018	5/22/2021	2018-28
7	Perry Adam Clark	940 NW 7th Street	352-278-5614		10/6/2020	9/30/2020	2020-63

Community Redevelopment Agency 4 Year Term

Seat	Name	Address	Phone Number	Email	Term Begin	Term End	Resolution
1	Dr Ken Schwiebert	173 N Main St	352-316-2742	ken.schwiebert@willistonfl.org	3/17/2017	3/16/2021	2015-06
2	Nick Williams	112 W Noble Ave	352-529-6982	nick.williams@willistonfl.org	8/18/2020	3/16/2023	2015-06
3	Art Konstantino	45 N. Main St	352-529-0555	art.konstantino@willistonfl.org	8/18/2020	3/15/2023	2015-15
4	Jonathan Lewis	18791 NE 49th St	352-538-1465	jonathan.lewis@willistonfl.org	3/20/2018	3/15/2022	2018-06
5	Mike Langston	18471 NE 60th Street	352-857-3175	Mike.Lagston@willistonfl.org	5/1/2020	5/1/2024	2019-21

Citizens Advisory Task Force

Seat	Name	Address	Phone Number	Email	Term Begin	Term End	Resolution
1	Betty Fender		352-528-4311		4/3/2018		2018-13
2	Robert Schmidt	622 NE 10th Blvd	352-317-3884	robert.schmidt@willistonfl.org	4/3/2018		2018-13
3	Albert Fuller Sr	15 SE 1st Ave	352-256-0049	albert.fuller@willistonfl.org	4/3/2018		2018-13
4	Vacant						
5	Richard Roberts	32 SE 4th Dr	352-316-6320		4/3/2018		2018-13

**COUNCIL AGENDA
ITEM**

**RESOLUTION 2020-63: AUTHORIZING APPOINTMENT OF PERRY ADAM CLARK TO
PLANNING AND ZONING COMMISSION**

REQUESTED BY: LAURA JONES, PLANNING AND ZONING ASSISTANT

BACKGROUND / DESCRIPTION: The Planning and Zoning Commission currently has one vacant seat (seat 7). We have received an application from Mr. Perry Adam Clark to fill the vacancy. As a resident of the City he is eligible to sit on the Commission. This resolution would authorize the appointment of Mr. Clark to the Planning and Zoning Commission for the vacant seat.

LEGAL REVIEW: NA

FISCAL IMPACTS: None

RECOMMENDED ACTION: Adopt Resolution 2020-63 Authorizing Appointment of Perry Adam Clark to the Planning and Zoning Commission for the vacant seat.

ATTACHMENTS:

 CONTRACT X **RESOLUTION** **MAP**

 LEASE X **OTHER DOCUMENTS**

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

COUNCIL ACTION:

 APPROVED

 DENIED

RESOLUTION NUMBER 2020-63

A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, APPOINTING PERRY ADAM CLARK TO THE CITY OF WILLISTON PLANNING AND ZONING COMMISSION FOR A TERM ENDING SEPTEMBER 30, 2023.

WHEREAS, the Williston City Council wishes to appoint Perry Adam Clark to the City of Williston's Planning and Zoning Commission.

WHEREAS, the Williston City Council has stated that this appointment shall last for a term ending September 30, 2023.

NOW, THEREFORE, BE IT RESOLVED by the City of Williston, Levy County, Florida, that:

Section 1. APPOINTED. This Resolution appoints Perry Adam Clark to the City of Williston Planning and Zoning Commission for a term ending September 30, 2023.

SECTION 2. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption by the City Council.

PASSED AND ADOPTED this 6th day of October 2020.

**CITY COUNCIL
CITY OF WILLISTON,
FLORIDA**

Justin Head, President

ATTEST:

Latricia Wright, City Clerk



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

APPLICATION FOR PLANNING AND ZONING COMMISSION

NAME Perry Adam Clark

ADDRESS 940 NW 7th Street, Williston, Fl 32696

TELEPHONE: HOME 352-378-5618 WORK: 352-745-7546 x110

EMAIL ADDRESS: peraclark@aol.com

ARE YOU AVAILABLE TO MEET ON THE LAST TUESDAY OF EVERY MONTH?

CITY RESIDENT	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
BUSINESS OWNER	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
PROPERTY OWNER	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

WHY WOULD YOU LIKE TO SERVE ON THE PLANNING AND ZONING COMMISSION? As a City of Williston Resident I believe that our community is changing, and I think it is important to maintain the Integrity of our community, while also affording growth. I would like to be part of that process.

BRIEF EDUCATIONAL/EMPLOYMENT/BUSINESS EXPERIENCE BENEFICIAL TO THIS BOARD? Business manager for 15 years, Business owner for 5 years, grew up and graduated from Williston High School (1983) Long term family, social and business ties to this community.

WHAT SPECIAL ASSETS WOULD YOU BRING TO THE BOARD? Strategic Planning. As a lifetime Levy County resident I have watched the growth of this area. I have seen growth in other areas, how it's been designed and planned and what the end results were for the residents. I would take this experience and knowledge and apply it to any future growth and development in our area.

BRIEF COMMUNITY SERVICE: Guardian Angel Service Dogs, Children's Table, RCCC Security Team
DO YOU HAVE ANY PREVIOUS PLANNING EXPERIENCE? For business development only. _____

DATE: 08/14/2020 SIGNATURE: 

PLEASE RETURN THIS APPLICATION TO THE UTILITY DEPARTMENT AT 50 NORTH MAIN STREET OR MAIL APPLICATION TO:

CITY OF WILLISTON
ATTN: PLANNING & ZONING DEPARTMENT
PO DRAWER 160
WILLISTON, FLORIDA 32696

YOU MAY ALSO EMAIL A COMPLETED APPLICATION TO: planning.assistant@willistonfl.org

Board of Adjustment (BACE) 3 Year Term

Seat	Name	Address	Phone Number	Email	Term Begin	Term End	Resolution
1	Sharon Brannan	161 N Main Street	352-316-3934	sharon.brannan@willistonfl.org	8/18/2020	5/7/2021	2020-37
2	Marc Pompeo	720 NW 7 Street, PO Box 402	352-538-5551	marc.pompeo@willistonfl.org	8/18/2020	5/7/2021	2020-37
3	Paul Missall		352-398-2949	paul.missall@willistonfl.org	8/18/2020	5/7/2022	2020-37
4	Pam Myhree		352-283-2267	pam.myhree@willistonfl.org	8/18/2020	5/7/2022	2020-37
5	David Ragland		352-363-7315	David.Ragland@willistonfl.org	8/18/2020	5/7/2023	2020-37
6	Colette Roth	101 SW 9th St	352-529-4443	colette.roth@willistonfl.org	8/18/2020	5/7/2023	2020-37
7	Lisa Clark	940 NW 7th Street	352-278-5614		10/6/2020	5/7/2023	2020-62

Planning and Zoning Commission 3 Year Term

Seat	Name	Address	Phone Number	Email	Term Begin	Term End	Resolution
1	Ric Kaestner	1146 NE 2nd Place	760-801-9881	rkaestner@mac.com	10/6/2020	10/6/2023	2020-56
2	Albert Fuller Sr. Chair	15 SE 1st Ave	352-256-0049	albert.fuller@willistonfl.org	7/21/2020	7/21/2023	2020-32
3	Penny Boyer Vice Chair	899 SW 1st Ave	352-441-0104	pennyboyer@outlook.com	12/6/2019	12/6/2022	2019
4	Michael Cox	712 SW 3rd St		mcfla@hotmail.com	1/21/2020	1/21/2023	2020-2
5	John Becker	613 SE 1st St	352-528-4819	john.becker@willistonfl.org	12/6/2019	12/6/2022	2020-3
6	Sharon Washington	116 SE 9th St	352-317-8202	lavettehardaway8@gmail.com	5/22/2018	5/22/2021	2018-28
7	Perry Adam Clark	940 NW 7th Street	352-278-5614		10/6/2020	9/30/2020	2020-63

Community Redevelopment Agency 4 Year Term

Seat	Name	Address	Phone Number	Email	Term Begin	Term End	Resolution
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2	Nick Williams	112 W Noble Ave	352-529-6982	nick.williams@willistonfl.org	8/18/2020	3/16/2023	2015-06
3	Art Konstantino	45 N. Main St	352-529-0555	art.konstantino@willistonfl.org	8/18/2020	3/15/2023	2015-15
4	Jonathan Lewis	18791 NE 49th St	352-538-1465	jonathan.lewis@willistonfl.org	3/20/2018	3/15/2022	2018-06
5	Mike Langston	18471 NE 60th Street	352-857-3175	Mike.Lagston@willistonfl.org	5/1/2020	5/1/2024	2019-21

Citizens Advisory Task Force

Seat	Name	Address	Phone Number	Email	Term Begin	Term End	Resolution
1	Betty Fender		352-528-4311		4/3/2018		2018-13
2	Robert Schmidt	622 NE 10th Blvd	352-317-3884	robert.schmidt@willistonfl.org	4/3/2018		2018-13
3	Albert Fuller Sr	15 SE 1st Ave	352-256-0049	albert.fuller@willistonfl.org	4/3/2018		2018-13
4	Vacant						
5	Richard Roberts	32 SE 4th Dr	352-316-6320		4/3/2018		2018-13

Date: October 6, 2020

COUNCIL AGENDA ITEM

TOPIC: RESOLUTION 2020-61 DELEGATING AUTHORITY TO THE MANAGER OF THE AIRPORT TO EXECUTE EXTENSIONS OF PREVIOUSLY NEGOTIATED LEASES AT THE AIRPORT.

**REQUESTED BY: BENTON STEGALL
KOBBERLEIN.**

PREPARED BY: CITY ATTY FRED

BACKGROUND / DESCRIPTION:

LEGAL REVIEW:

FISCAL IMPACTS:

RECOMMENDED ACTION: Approve

ATTACHMENTS:

COMMISSION ACTION:

APPROVED

DISAPPROVED

CITY COUNCIL RESOLUTION NO. 2020-061

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA DELEGATING AUTHORITY TO THE MANAGER OF THE AIRPORT TO EXECUTE EXTENSIONS OF PREVIOUSLY NEGOTIATED LEASES AT THE AIRPORT.

WHEREAS, the City of Williston, Florida (hereinafter the "City") employs a full-time manager of its airport; and

WHEREAS, the City Council of the City authorizes leases of real property at the City's airport and said leases often include provisions allowing for the extensions of the lease term; and

WHEREAS, the City Council finds it to be in the best interests of the City to delegate the authority to execute lease term extensions of real property at the airport, when the extensions are pre-negotiated and the extension amounts to a ministerial function; and

WHEREAS, the City Council desires to delegate the authority to execute lease term extensions of real property at the airport to the airport manager.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are all true and accurate and are hereby incorporated herein and made a part of this resolution.

Section 2. The City Council hereby delegates the authority to execute lease term extensions of real property at the airport to the airport manager.

Section 3. This resolution shall take effect immediately upon passage.

PASSED AND ADOPTED at a meeting of the City Council this ____ day of
October, 2020.

CITY OF WILLISTON, FLORIDA

By: _____
Justin Head, President

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

By: _____
Latricia Wright, City Clerk

By: _____
Frederick L. Koberlein, Jr.
City Attorney

Date: October 6, 2020

COUNCIL AGENDA ITEM

TOPIC: RESOLUTION 2020-64 AUTHORIZING THE APPOINTMENT OF JACKIE GORMAN AS CITY MANAGER OF THE CITY OF WILLISTON, FLORIDA AND AUTHORIZING THE EXECUTION OF AN EMPLOYMENT AGREEMENT WITH JACKIE GORMAN

**REQUESTED BY: COUNCIL
KOBERLEIN.**

PREPARED BY: CITY ATTY FRED

BACKGROUND / DESCRIPTION:

LEGAL REVIEW:

FISCAL IMPACTS:

RECOMMENDED ACTION: Approve

ATTACHMENTS:

COMMISSION ACTION:

_____ APPROVED

_____ DISAPPROVED

CITY COUNCIL RESOLUTION NO. 2020-64

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA AUTHORIZING THE APPOINTMENT OF JACKIE GORMAN AS CITY MANAGER OF THE CITY OF WILLISTON, FLORIDA AND AUTHORIZING THE EXECUTION OF AN EMPLOYMENT AGREEMENT WITH JACKIE GORMAN.

WHEREAS, the City of Williston, Florida (hereinafter "City") employs a full-time city manager through an employment contract; and

WHEREAS, the previous city manager resigned and the City Council initiated the process of selecting a new city manager; and

WHEREAS, C.J. Zimoski was most recently appointed and presently is the Interim City Manager; and

WHEREAS, after a competitive selection process was initiated for the position of City Manager and after careful consideration of eligible applicants the City Council finds that appointing Jackie Gorman to the position of City Manager is in the best interests of the City; and

WHEREAS, the City Council desires to reduce the terms of employment to writing in the attached *Employment Agreement for Management Services Between the City of Williston, Florida and Jackie Gorman* (hereinafter "Agreement"), attached hereto as "Attachment A".

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL
OF THE CITY OF WILLISTON, FLORIDA, AS FOLLOWS:**

Section 1. The above recitals are all true and accurate and are hereby incorporated herein and made a part of this resolution.

Section 2. That Jackie Gorman is hereby appointed City Manager of the City of Williston, Florida, effective immediately upon the passage of this resolution and shall serve for an indefinite term, and which appointment shall be subject to termination as provided for in the Agreement and City Charter.

Section 3. That Justin Head as President shall be, and is, authorized to execute for and on behalf of the City the aforementioned Agreement with Jackie Gorman to serve as City Manager in accordance with the terms, provisions and conditions of the Agreement.

Section 4. The appointment of C.J. Zimoski, as Interim City Manager shall be terminated effective concurrently with the appointment of Jackie Gorman.

(Remainder of Page Intentionally Left Blank)

Section 5. This resolution shall take effect immediately upon passage.

PASSED AND ADOPTED at a meeting of the City Council this 6th day of
October, 2020.

CITY OF WILLISTON, FLORIDA

By: _____
Justin Head, President

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

By: _____
Latricia Wright, City Clerk

By: _____
Frederick L. Koberlein, Jr.,
City Attorney

CITY OF WILLISTON CITY MANAGER AGREEMENT

THIS CITY MANAGER AGREEMENT ("Agreement") is made and entered into and effective the ___ day of October 2020, by and between the City of Williston, Florida, a Florida municipal corporation (the "City") and Jackie Gorman (the "Manager").

WHEREAS, the City Council of the City (the "Council") and the Manager believe that an employment agreement negotiated between the Council, on behalf of the City, and the Manager is mutually beneficial to the City, the Manager, and the community they serve; and

WHEREAS, when appropriately structured, the Council and the Manager believe an employment agreement strengthens the Council-Manager relationship by enhancing the excellence and continuity of the management of the City for the benefit of its citizens; and

WHEREAS, the Council, on behalf of the City, desires to employ the services of the Manager, as the City Manager of the City ("City Manager"), pursuant to the terms, conditions and provisions of this Agreement; and

WHEREAS, the Manager agrees to accept employment as the City Manager, subject to the terms, conditions and provisions of this Agreement.

NOW, THEREFORE, the City and the Manager, for and in consideration of the terms, conditions, and provisions hereinafter established have agreed, and do hereby agree as follows:

I. TERM

1.1 TERM. The City hereby employs the City Manager for a four (4) year term, subject to renewal, commencing on the ___ day of October 2020. The City has the right to terminate the employment with the City Manager at any time subject to and in accordance with the provisions of section six (6) of this agreement.

II. EMPLOYMENT

2.1 CHIEF EXECUTIVE OFFICER. The Manager is the chief executive officer of the City and shall faithfully perform the duties of the City Manager as prescribed in the job description, as set forth in the City Charter, if any, and City ordinances and, as may be lawfully assigned by the Council (collectively the "City Manager's Duties"). Further, the Manager shall comply with (collectively "Applicable Laws and Authorities"): state and federal law; the City's Charter, if any; all City policies, rules, regulations, and ordinances as they exist or may hereinafter be amended; and, all lawful Council directives. All duties assigned to the Manager by the Council shall be appropriate to and consistent with the professional role and responsibility of the City Manager position.

2.2 DUTIES. The Council does hereby employ Manager as City Manager to perform the City Manager's Duties in accordance with and pursuant to the City Charter, all Applicable Laws and Authorities and to the full extent not prohibited by or in material conflict with any existing provisions of the City's Charter or Applicable Laws and Authorities. The Manager shall perform the City Manager's Duties with reasonable care, diligence, skill, and expertise.

2.3 CRITICISMS, COMPLAINTS, AND SUGGESTIONS. The Council, individually and collectively, shall refer in a timely manner all substantive criticisms, complaints, and suggestions called to the Council's attention to the Manager for study and/or appropriate action, and the Manager shall refer the matter(s) to the appropriate City employee or shall investigate such matter(s) and inform the Council of the results of such efforts.

2.4 HOURS OF WORK. The Manager acknowledges the proper performance of the City Manager's Duties require the Manager to generally observe normal business hours and will also often require the performance of necessary services outside of normal business hours. The Manager agrees to devote such additional time as is necessary for the full and proper performance of the City Manager's Duties and that the compensation herein provided includes compensation for the performance of all such services. However, the City intends that reasonable time off be permitted the Manager pursuant to paragraph 3.3, so long as the time off does not interfere with the normal conduct of the office of the City Manager. The Manager will devote full time and effort to the performance of the City Manager's Duties and shall remain in the exclusive employ of the City during the term of this Agreement. The Manager with the prior consent of the Council may accept outside professional employment which does not interfere with the Manager performing the City Manager's Duties. The term "outside professional employment" means professional services provided to third parties for which the Manager is compensated and which are performed on the Manager's time off.

2.5 RESIDENCE. The Manager agrees to maintain a temporary residence within thirty (30) miles of the City's municipal limits throughout the life of this agreement.

III. COMPENSATION

3.1 SALARY. The City shall provide the Manager with an initial annual salary in the sum of Seventy-Seven Thousand Five Hundred Dollars and Zero Cents (\$77,500.00). The Manager's annual salary shall be paid to the Manager in equal installments on the schedule of other City employees and shall be paid subject to any applicable withholding or deductions required by the Applicable Laws and Authorities.

3.2 SALARY ADJUSTMENTS. At any time during the term of this Agreement, the Council may, in its discretion, review and adjust the salary of the Manager, but in no event shall the Manager be paid less than the salary set forth in Paragraph 3.1 of this Agreement, except by mutual agreement of the two parties. Such adjustments, if any, shall be made pursuant to lawful Council resolutions. In such

event, the parties agree to provide their best efforts and reasonable cooperation to execute a new agreement incorporating the adjusted salary.

3.3 PAID LEAVES - VACATION, SICK, PERSONAL, AND HOLIDAY. The Manager may take, at the Manager's choice, the same number of hours of vacation authorized and adopted for employees of the City, the leave to be in a single period or at different times. The vacation leave taken by the Manager will be taken at such time or times as will least interfere with the performance of the City Manager's Duties. The Manager is hereby granted three (3) weeks of vacation for the term of the agreement; the sick leave benefits as authorized by Council policies for employees. The Manager shall observe the same legal holidays as provided by the City for its administrative employees.

3.4 BENEFITS - GENERAL. Unless expressly provided otherwise in this Agreement, in addition to those benefits specifically set forth herein, the Manager shall be entitled to the same benefits that are enjoyed by any other employees of the City pursuant to all Applicable Laws and Authorities. This includes accrual and payment of benefits upon the events defined by the adopted employee benefits rules and regulations. Those benefits presently include, but may not be limited to, health insurance (see also 3.5) for the employee at no cost, a life insurance policy in the amount of \$15,000 at no cost to the employee.

3.5 INSURANCE - HEALTH. The City agrees to pay the premiums for health, hospitalization, vision, dental, and comprehensive medical insurance for the Manager pursuant to the group health care plan provided by the City for its employees.

3.6 RETIREMENT BENEFIT. The City agrees to pay the amount that is equal to 8% of the Manager's gross salary into a recognized retirement system instrument specifically for the Manager and agreed upon by the City and Manager in accordance with all Applicable Laws and Authorities.

3.7 VEHICLE ALLOWANCE. The City shall pay the Manager a net amount of \$300.00 per month for the Manager's use of the Manager's personal vehicle to conduct City business. This amount shall be subject to an increase as determined by the Council and Manager and provided by inclusion in the budget or as otherwise voted upon by the Council.

3.8 BONDS AND INDEMNIFICATION. The City shall bear the full cost of any fidelity or other bonds required of the Manager under any law or ordinance. The City shall to the extent required by law, defend, save harmless and indemnify the City Manager against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of alleged act or omission occurring in the performance of the Manager's duties as City Manager. The City will defend and pay the amount of settlement or judgment rendered in any tort, professional liability claim, demand, or other legal action, arising out of alleged act or omission occurring in the performance of the Manager's duties as City Manager. In furtherance of the

above, the City Manager shall be covered by City's Public Official Liability Policy, as well as other Liability Policies.

3.9 CIVIC ACTIVITIES. The Manager is encouraged to participate in community and civic organizations and activities. The cost of such activities shall be borne by the City.

IV. PROFESSIONAL GROWTH

4.1 PROFESSIONAL DUES AND SUBSCRIPTIONS. The City agrees to reasonably budget for and to pay for professional dues and subscriptions of the Manager necessary for continuation and full participation in national, state, regional, and local associations and organizations as necessary and/or desirable for the good of the City through the Manager's continued professional participation, growth, and advancement.

4.2 PROFESSIONAL DEVELOPMENT TRAVEL. The City agrees to reasonably budget for and to pay for travel and subsistence expenses of the Manager for professional and official travel and meetings to adequately continue the professional development of the Manager and to pursue necessary official functions for the City, including but not limited the Florida Municipal League, the Florida City Management Association, to the ICMA Annual Conference and such other national, regional, state and local governmental groups and committees in which the Manager is a member. The intent of this provision is to reasonably provide for professional development to the extent of available funding. The Manager will include annually in the budget for adoption all anticipated professional development and related expenses to the best information possible. The Council will allow the Manager to utilize the budgeted travel funds as herein described and will inform the Council of travel and use of funds prior to and subsequent to travel expenditures for City business. The Manager shall comply with all procedures and documentation requirements in accordance with Applicable Laws and Authorities.

4.3 PROFESSIONAL CONTINUING EDUCATION. The City also agrees to reasonably budget to the extent of available funding for and to pay for travel and subsistence expenses of Manager for short courses, institutes, and seminars that are necessary and/or desirable for the good of the City through the Manager's professional development.

V. PERFORMANCE EVALUATION

5.1 EVALUATION PROCESS. The Council shall review the Manager's job performance annually upon the anniversary of the original commencement date unless the parties agree otherwise. The Council shall provide the Manager a reasonable and adequate opportunity to discuss with, and respond to, the Council's evaluation.

VI. SEPARATION / TERMINATION

6.1 SEPARATION AND TERMINATION EVENTS. This Agreement shall separate or terminate the employment relationship upon any of the following:

- a) Resignation by Manager in writing with thirty (30) days' notice of the effective date and signed by the Manager; or
- b) Retirement of the Manager; or
- c) Non-Renewal.

Upon the occurrence of any of the events listed within section 6.1, above, the City shall pay to the City Manager any accrued benefits of vacation and sick leave as defined by and in accordance with the standard employees' rules and regulations.

6.2 UNILATERAL SEVERANCE. The Council may end the employment relationship and terminate this Agreement, at the pleasure of the Council. If the Council determines that it desires a Unilateral Severance it shall require a majority of the Council present at a meeting for termination. A Unilateral Severance by the Council shall qualify the Manager to receive a severance payment in accordance with the terms of paragraph 6.3, below, and subject to all legally required deductions and withholdings. The City shall provide written notice to the Manager at least thirty (30) days in advance of the effective date of such termination.

6.3 SEVERANCE AMOUNT CALCULATION. The "Severance Amount" means the total amount of:

- a) an amount in accordance with the schedule included herein; and
- b) the value of any accrued but unused vacation and sick/personal leave days computed as in accordance with the standard employees' rules and regulations. Conditioned upon the City fulfilling its obligations to pay the Severance Amount, the Severance Benefits and the Current Obligations, upon a Unilateral Severance, the Manager waives and releases the Manager's rights to continued employment with the City and the parties waive and release the right to an arbitration hearing on the issue of good cause. In the event of a Unilateral Severance, the parties agree not to make disparaging comments or statements about each other.

The Severance Amount calculation is based on an hourly rate of the Salary divided by 2080 hrs. and applied as a workday defined as 8 hours.

- 30 days - 6 months = 20 workdays (160 hours)
- 6-12 months add 20 workdays for a total of 40 days
- 12-24 months add 20 workdays for a total of 60 days
- 24-36 months add 20 workdays for a total of 80 days
- 36-... months add 20 workdays for a total of 100 days max.

6.4 WAIVER OR FORFEITURE OF SEVERANCE. Manager agrees to forfeit any severance in the event:

- a) he enters any plea, including, but not limited to, pleas of guilty, pleas of nolo contendere ("no contest"), or is convicted in a court having criminal jurisdiction; or
- b) he has been fired for misconduct, as defined in s.443.036(29), by the unit of government.

VII. GENERAL PROVISIONS

7.1 COMPLETE AGREEMENT. This Agreement sets forth and establishes the understanding between the City and the Manager relating to the employment of the Manager by the City.

7.2. BINDING EFFECT. This Agreement shall be binding on the City and the Manager as well as their heirs, assigns, executors, personal representatives, and successors in interest. Any modifications to this agreement shall be accomplished in writing and affixed to the most recent agreement.

7.3 SEVERABILITY CLAUSE. If any term or provision of this Agreement, as applied to any party or to any circumstance, is declared by a court of competent jurisdiction hereof to be illegal, unenforceable, or void in any situation and in any jurisdiction, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or the validity or enforceability of the offending provision in any other situation or in any other jurisdiction. The parties agree that the court or arbitrator making such determination shall have the power to reduce the scope, duration, area, or applicability of the term or provision, to delete specific words or phrases, or to replace any illegal, unenforceable, or void term or provision with a term or provision that is valid and enforceable and that comes closest to expressing the intention of the invalid or unenforceable term or provision.

7.4 CONFLICTS. In the event of any conflict between the terms, conditions, and provisions of this Agreement and the Applicable Laws and Authorities, then, unless otherwise prohibited by law, the terms of this Agreement shall take precedence over the contrary provisions of the Applicable Laws and Authorities during the term of this Agreement.

7.5 CONTROLLING LAW. This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Florida and shall be performable in Levy County, Florida unless otherwise provided by law.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the respective dates set forth below and each hereby acknowledges receipt of an executed copy of this Agreement.

THE CITY OF WILLISTON, FLORIDA

By: _____
Justin Head, President

ATTEST:

JACKIE GORMAN

By: _____
Latricia Wright, City Clerk

By: _____
Jackie Gorman

Date: October 6, 2020

COUNCIL AGENDA ITEM

TOPIC: RESOLUTION 2020-65: ESTABLISHING THE POSITION AND DUTIES OF A DEPUTY CITY MANAGER; AND ESTABLISHING AN EFFECTIVE DATE.

REQUESTED BY: CITY COUNCIL PREPARED BY: ATTY. FRED L. KOBERLEIN

BACKGROUND / DESCRIPTION:

LEGAL REVIEW:

FISCAL IMPACTS:

RECOMMENDED ACTION: Approve

ATTACHMENTS:

COMMISSION ACTION:

APPROVED

DISAPPROVED

CITY COUNCIL RESOLUTION NO. 2020-065

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA ESTABLISHING THE POSITION AND DUTIES OF A DEPUTY CITY MANAGER; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of Williston, Florida (hereinafter "City") finds that the City Manager position requires the attention and dedication of a full-time individual employed as the City Manager; and

WHEREAS, the City Council further finds that the City would benefit from the addition of a position titled Deputy City Manager to compliment the City Manager; and

WHEREAS, the City Council finds that the Deputy City Manager position would perform certain duties assigned by the City Manager and the City's Human Resources Manual; and

WHEREAS, the City Council finds it to be in the best interest of the City to establish the position of Deputy City Manager and the duties and obligations of said position would be carried out pursuant to the assignments of the City Manager and the City's Human Resources Manual; and

WHEREAS, the City Council intends for the position of Deputy City Manager to become effective immediately.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are all true and accurate and are hereby

incorporated herein and made a part of this resolution.

Section 2. The City Council hereby establishes the position of Deputy City Manager and the duties and obligations of said position shall be carried out pursuant to the assignments of the City Manager and the City's Human Resources Manual, and the position shall be assigned a pay grade 20.

Section 3. This resolution shall take effect immediately upon passage.

PASSED AND ADOPTED at a meeting of the City Council this 6th day of October, 2020.

CITY OF WILLISTON, FLORIDA

By: _____
Justin Head, President

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

By: _____
Latricia Wright, City Clerk

By: _____
Frederick L. Koberlein, Jr.
City Attorney

Date: October 6, 2020

COUNCIL AGENDA ITEM

TOPIC: Deputy City Manager Job Description

REQUESTED BY: Jackie Gorman, City Manager

BACKGROUND / DESCRIPTION:

Section 1.03 of the City of Williston Human Resource Manual states that the City Manager is responsible for preparing, installing and maintaining a position classification plan based on the duties, authority and responsibility of all positions in the City (see attached pay classification plan).

The City Council has requested the creation of a new position for Deputy City Manager. Attached you will find a job description that includes the pay range (\$63,173.73 to \$101,077.97) that qualifies as a Pay Grade 20. Please note that this position includes all duties of the Utility & Public Works Manager.

This Job Description does not require a formal approval by the City Council. Staff is requesting for you to review and advise if there are other duties that you wish to include in this document.

LEGAL REVIEW: Yes

FISCAL IMPACTS: Yes

RECOMMENDED ACTION: Discussion

ATTACHMENTS: Deputy City Manager Job Description; Compensation Pay Plan

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COMMISSION ACTION:

APPROVED

DISAPPROVED

Deputy City Manager

This individual serves as the City's second in charge position. This person provides leadership and direction for all administrative service activities for the City and also serves as the Utility & Public Works Manager. The Deputy City Manager provides administrative guidance to departments as directed by the City Manager and serves as a key role in for formation of strategic decisions. A significant part of the job is serving in a leadership role in pursuit of assigned initiatives. The Deputy City Manager establishes functional policies, makes tactical decisions within overall strategic directions, and provides oversight for budget and capital improvements. Acts as an active member of the City's Executive staff and maintains strong, productive, and cooperative relationships with other City Departments to maximize use of City resources and talent. Develops and maintains positive relationships with staff, council, citizens, other groups and agencies.

The Deputy City Manager works under the supervision of the City Manager and performs the duties of the City Manager during their absence. This position is responsible, directly and through subordinate supervisors, for the performance of full time and part time staff. Duties are performed with significant latitude for independent judgment in accordance with Department and City policies, Federal, State and Local regulations.

Essential Job Functions:

1. Facilitates policy making and encourages team building at the upper management level;
2. Interprets and enforces City Manager and City Council policies;
3. Meets with City Manager and staff to discuss issues and objectives, determine strategies and approaches, and discuss current activities and challenges;
4. Provides the City Manager with accurate and timely information to support decision making and policy direction;
5. Maintains regular contact with the City Manager in an effort to stay apprised of situations and issues;
6. Provides effective professional leadership, positioning the City to meet the community's current and future needs through appropriate technologies and services.
7. Attends council meetings and represents the City in Manager's absence.
8. Communicates regularly with Mayor and Council as needed on regular or urgent matters.
9. Leads special initiatives, as assigned by the City Manager that require coordination of multiple internal and external stakeholders.
10. Represents the City Manager at various meetings and participates on various boards and commissions, outside government agencies, various non-profits, and other citizen groups relative to goals, actions and activities of the City.
11. Strong adherence/respect/commitment to the city's shared value statement.

Knowledge, Skills and Abilities:

- Ability to effectively communicate to large groups as well as individuals of varied backgrounds and cultures;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Excellent customer service skills including demonstrated ability to build positive relationships with employees, managers, other organizations and the public;
- Strong research, analytical, and problems solving skills;
- Ability to express oneself clearly and concisely both orally and in writing;
- Ability to inspire confidence in citizens, staff and City Council;
- Ability find a balance point for conflicting political goals and directions with an outcome of positive direction for the organization;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Ability to maintain highest confidentiality when dealing with sensitive or private information

MINIMUM QUALIFICATIONS:

- Ten years of progressively responsible experience, including at least five years in a government management role or equivalent
- A valid driver's license or evidence of equivalent mobility is also required
- Strong desire to work hard
- DESIRABLE QUALIFICATIONS: • Bachelor's degree in Public or Business Administration is strongly preferred.
- External candidates must pass a drug test, medical exam, and background check.

Expected salary range:

Salary is commensurate with qualifications and experience. Expected range is \$63,173.73 to \$101,077.97 (Pay Grade 20).

The City of Williston is an Equal Opportunity Employer. The City will provide reasonable accommodations to qualified individuals with disabilities in compliance with the Americans with Disabilities Act. The City encourages current and prospective employees to discuss potential accommodations with the employers.

RES 2018-53 EXH A

City Of Williston Compensation Pay Plan

October 1, 2018

Section I- Pay Grades and Position Classifications

Pay Grade	Min	Max	Min	Max
1	\$25,000	\$40,000	\$12.02	\$19.23
2	\$26,250	\$41,999.98	\$12.62	\$20.19
3	\$27,562.49	\$44,099.99	\$13.25	\$21.20
4	\$28,940.62	\$46,304.98	\$13.91	\$22.26
5	\$30,387.65	\$48,620.23	\$14.61	\$23.38
6	\$31,907.02	\$51,051.25	\$15.34	\$24.54
7	\$33,502.38	\$53,603.81	\$16.11	\$25.77
8	\$35,177.50	\$56,284.00	\$16.91	\$27.06
9	\$36,936.38	\$59,098.19	\$17.76	\$28.41
10	\$38,783.19	\$62,053.10	\$18.65	\$29.83
11	\$40,722.36	\$65,155.76	\$19.58	\$31.32
12	\$42,758.47	\$68,413.55	\$20.56	\$32.89
13	\$44,896.39	\$71,834.22	\$21.58	\$34.54
14	\$47,141.21	\$75,425.93	\$22.66	\$36.26
15	\$49,498.28	\$79,197.24	\$23.80	\$38.08
16	\$51,973.19	\$83,157.10	\$24.99	\$39.98
17	\$54,571.85	\$87,314.94	\$26.24	\$41.98
18	\$57,300.44	\$91,680.69	\$27.55	\$44.08
19	\$60,165.46	\$96,264.73	\$28.93	\$46.28
20	\$63,173.73	\$101,077.97	\$30.37	\$48.60