

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

DATE: TUESDAY, NOVEMBER 16, 2021
TIME: 6:00 P.M.
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Jerry Robinson
Council President Debra Jones
Vice-President Marguerite Robinson
Councilmember Michael Cox
Councilmember Darfeness Hinds
Councilmember Elihu Ross

OTHERS:

City Manager Jackie Gorman
City Attorney Scott Walker
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 – (pp 4-14)

- Council minutes from November 2, 2021
- Resolution 2021-79: A Resolution of the City Council of the City of Williston, Florida, approving the City of Williston Municipal Election administration agreement between the City of Williston and the Levy County Supervisor of Elections; authorizing the appropriate parties to sign and documents required to execute such agreement on behalf of the city of Williston; and providing an effective date.

ITEM – 4 – OLD BUSINESS

A. STAFF AND BOARD AND COUNCIL UPDATES

- CITY MANAGER JACKIE GORMAN
- COUNCIL
- BOARD OF ADJUSTMENT / CODE ENFORCEMENT
- CRA
- PLANNING AND ZONING

ITEM – 5 – NEW BUSINESS –

- A. DISCUSSION WITH POSSIBLE ACTION: TEMPORARY USE PERMIT FOR A GUN SHOW. CITY PLANNER LAURA JONES. (pp 15-22)

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- B. PRESENTATION: (CFCAA) CENTRAL FLORIDA COMMUNITY ACTION AGENCY, INC. - STEPHANIE SEAWRIGHT.
- C. RESOLUTION 2021-78: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, TO APPROVE THE DISPOSAL AND SALE (2) CASE BACKHOE/TRACTORS. – LOGISTICS MANAGER DANNY WALLACE/ UTILITY MANAGER JONATHEN BISHOP.(pp 23-24)
- D. RESOLUTION 2021-80: A RESOLUTION OF THE CITY OF WILLISTON, FLORIDA, ENTERING A FORMAL AGREEMENT WITH R&K ENVIRONMENTAL, TO PROVIDE AFTER HOURS AND ON-CALL SERVICES TO THE CITY OF WILLISTON IN THE EVENT THAT LICENSED AND QUALIFIED STAFF ARE UNABLE TO MEET THE CURRENT COMPLIANCE REQUIREMENTS FOR THE CITY OF WILLISTON WASTEWATER TREATMENT PLANT AND ESTABLISHING AN EFFECTIVE DATE. - UTILITY MANAGER JONATHEN BISHOP. (pp 25-29)
- E. DISCUSSION WITH POSSIBLE ACTION: CITY MANAGER ANNUAL EVALUATION. COUNCIL PRESIDENT DEBRA JONES.
- F. DISCUSSION WITH POSSIBLE ACTION: CANCELING SECOND COUNCIL MEETING IN DECEMBER. COUNCIL PRESIDENT DEBRA JONES.
- G. DISCUSSION WITH POSSIBLE ACTION: DONATION TO LIGHT UP WILLISTON. COUNCIL PRESIDENT DEBRA JONES.

ITEM – 6 – PUBLIC PARTICIPATION

ITEM - 7 - ANNOUNCEMENTS

ITEM – 8 – ADJOURNMENT

NEXT SCHEDULED COUNCIL MEETING DECEMBER 7, 2021 AT 6:00 P.M.

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.

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

Council Meeting Procedures for members of the Public

1. All cell phones to be turned off when entering the Council Chambers;
2. Once the audience has taken their seat and the meeting begins, there will be no talking between audience members during the course of the Council meeting. If anyone continues to talk within the audience and is called down 3 times during the course of the meeting, on the third time that person will be escorted out of the Council meeting;
3. The audience must be recognized by the President before being allowed to address the Council;
4. The member of the audience that is recognized will proceed to the podium, state their name for the benefit of the City Clerk, prior to offering comments on a given matter;
5. The audience member will be limited to not more than 5 minutes to speak based on Resolution 2012-07;
6. There will be no personal attacks made by any member in the audience toward a sitting Council member and no personal attacks made by any Council member toward a member of the audience;
7. There will be no conversation between a member of the audience that has been recognized and any other member of the audience when speaking while at the podium;
8. If an audience member wants to speak more than the allotted 5 minutes allowed then that person should make a request to City Hall so that the item may be placed on the agenda.

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

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

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

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

DATE: TUESDAY, NOVEMBER 2, 2021
TIME: 6:00 P.M.
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Jerry Robinson
Council President Debra Jones
Vice-President Marguerite Robinson
Councilmember Michael Cox
Councilmember Darfeness Hinds
Councilmember Elihu Ross

OTHERS:

City Manager Jackie Gorman
City Attorney Scott Walker (absent)
City Clerk Latricia Wright
Attorney Kiersten Ballou

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

Prayer and the Pledge of Allegiance led by Mayor Robinson.

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

Council President Jones requested to move items J and “H” to the beginning of “New Business” and add “Public Participation” as Item #7. Councilmember Ross so moved. Councilmember Cox seconded. Motion carried 5-0 by saying “Aye”.

ITEM – 2 – PUBLIC PARTICIPATION

Resident Charles Goodman asked the Council to consider having a sign for our wonderful Airport. Airport Manager Stegall said there was talk about placing one on highway 121, but nothing neve became of it due to the cost. Resident Glenn Lewis wanted to know if our airport was open on the weekends, he has a group that is interested in flying model planes on the weekend. Council President Jones said there are too many planes flying into Williston on the weekends and suggested he look at another airport that is not so busy.

ITEM – 3 – PROCLAMATION – MAYOR ROBINSON

Mayor Robinson presented Mr. Jimmy Hodge and Mr. Jack Penney both a proclamation for their dedicated service to the City of Williston. Mayor Robinson said both gentlemen took it upon themselves to cleaned up the hospital property, Mr. Hodge in 2020 and Mr. Penney in 2021. Accepting on behalf of Mr. Hodge was his brother Eddie Hodge.

ITEM – 4 – CONSENT AGENDA - Councilmember Hinds moved to approve the Consent Agenda. Vice-President Robinson seconded. Motion carried 5-0 by saying “Aye”.

- Council minutes from October 19, 2021

ITEM – 5 – OLD BUSINESS

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

A. STAFF AND BOARD AND COUNCIL UPDATES

- CITY MANAGER JACKIE GORMAN – Manager Gorman updated Council that construction for John Henry Park is about two weeks away. Utility Supervisor Donald Barber announced they had 4 new employees start and another 7 employees will start next week. Attorney Kiersten Ballou said she received an email from Code Enforcement Officer Wayne Carson stating one of our Code Enforcement cases, Mr. Flourney is now in compliance. Chief Stegall said they have applied for the firefighter grant.
- COUNCIL

ITEM – 6 – NEW BUSINESS –

- A. WCAS PRESENTATION: TERRY BOVAIRD – A presentation of the Williston Community Animal Shelter was shown to the Council reviewing all the steps the shelter has taken to start building. Mr. Echols the benefactor with the animal shelter thanked everyone from the bottom of his heart in getting this project off the ground and to the point where it is today. Mayor Robinson asked when the groundbreaking begin. Mr. Goodman chimed in and said the group is working with a contractor that will build the shelter for fix cost and hope to be breaking ground soon.
- B. RESOLUTION 2021-71: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING THE 2022 GENERAL MUNICIPAL ELECTION DATES AND PROCESS AND ESTABLISHING AN EFFECTIVE DATE. – CITY CLERK LATRICIA WRIGHT. City Clerk Wright discussed with Council this resolution is to approve the election date for the 2022 general municipal election. With no discussion Councilmember Cox moved to approve Resolution 2021-71. Councilmember Ross seconded. Motion carried 5-0 by saying “Aye”.
- C. RESOLUTION 2021-72: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPOINTING THE CANVASSING BOARD FOR THE 2022 GENERAL MUNICIPAL ELECTIONS AND ESTABLISHING AN EFFECTIVE DATE. – CITY CLERK LATRICIA WRIGHT. – City Clerk Wright stated this resolution is to appoint the Canvassing Board consisting of a member from the County Commissioner, Chief of Police, City Manager and Mr. Reggie Williams as a reserve board member. With no discussion Councilmember Hinds moved to approve Resolution 2021-72. Councilmember Cox seconded. Motion carried 5-0 by saying “Aye”.
- D. RESOLUTION 2021-73: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, TO APPROVE AN AMENDMENT TO THE PUBLIC TRANSPORTATION GRANT AGREEMENT, FDOT PROJECT NUMBER 431258-1-94-22 WILLISTON MUNICIPAL AIRPORT-DESIGN & REHABILITATE THE GA TRANSIENT APRON & CONSTRUCT TAXIWAY H CONNECTOR – AMENDMENT 3 FOR EXECUTION. – AIRPORT MANAGER BENTON STEGALL. Airport Manager Stegall said he was happy to bring this to the Council, FDOT awarded the airport an additional \$209,000 to construction Taxiway H, this will allow the

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airplanes to drive straight to the fuel pumps. Councilmember Cox moved to approve Resolution 2021-73. Councilmember Hinds seconded. With no discussion motion carried 5-0 by saying "Aye".

- E. DISCUSSION WITH POSSIBLE ACTION: REQUEST FOR YARD WASTE COLLECTION SCHEDULE CHANGE. – CITY MANAGER JACKIE GORMAN. - City Manager Gorman discussed with Council that GLF requested to change the date of yard debris pickup from Wednesday to Friday due the company struggling for help. Council gave consensus to change the date.
- F. DISCUSSION WITH POSSIBLE ACTION: CORNELIUS WILLIAMS PARK MASTER PLAN. – CITY PLANNER LAURA JONES. – Planner Jones discussed with Council the Master Plan for Cornelius Williams Park, explaining it is only a plan and nothing has been written in stone for the improvements at the park. City Manager Gorman stated to Council it is important to get the citizen input on this plan, it's a road map for the future. Councilmembers had a lot of concern for the different things being requested at the park. Councilmember Cox asked about the Splash Park, City Planner Jones stated it has been decided not to put one there. Council President Jones concerns were the lights, wire fence and the basketball courts. Mayor Robinson was also concerned about the two basketball courts, the pavilion, and the road around the park. After much discussion Council asked City Planner Jones to do some adjustments to the plan and bring it back at a later date.
- G. RESOLUTION 2021-74: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, APPROVING A SEALED BID AUCTION FOR SURPLUS PROPERTY OF VEHICLES 042, 072, 101, 132, AND SQUAD 72. – CHIEF DENNIS STROW. – Chief Strow stated the vehicles are from the Police and Fire Department to be surplus. With no discussion, Councilmember Ross moved to approve Resolution 2021-74. Councilmember Cox seconded. Motion carried 5-0 by saying "Aye".
- H. RESOLUTION 2021-75: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, TO ENTER IN TO AN AMENDED AGREEMENT WITH THE FLORIDA LEAGUE OF CITIES ADOPTING THE FLORIDA MUNICIPAL PENSION TRUST FUND DEFINED BENEFIT PLAN AND TRUST FOR THE POLICE OFFICERS OF THE CITY OF WILLISTON; AUTHORIZING THE CITY COUNCIL PRESIDENT TO EXECUTE THE AGREEMENT; REPEALING ALL RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE. – DEPUTY CHIEF TERRY BOVAIRD. – Deputy Chief Bovaird explained to the Council, this was brought to them previously. It's changing the vesting for Police Officers from 10 years to 6 years. Councilmember Hinds moved to approve Resolution 2021-75. Vice-President Robinson seconded. Motion carried 5-0 by saying "Aye".
- I. RESOLUTION 2021-76: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, TO ENTER IN TO A LAND LEASE AGREEMENT

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WITH CYPRESS AIRCRAFT SALES, LLC FOR A 1.012 ACRE TRACT OF LAND AT THE WILLISTON AIRPORT, AS DESCRIBED IN THE LAND LEASE; REPLEALING ALL RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE. – AIRPORT MANAGER BENTON STEGALL. –

Airport Manager Stegall, discussed with Council the land lease agreement, stating this would be a simple lease for a new development behind Del Zotto's hanger. It would be 100x120 in size and the company will be selling aircrafts and doing minor maintenance repairs. Attorney Ballou told Council there were some additional specific descriptions that needed to be added to the lease, one being payment of infrastructure for part of the taxiway. After some discussion Vice-President Robinson moved to approve Resolution 2021-76. Councilmember Cox seconded. Motion carried 5-0 by saying "Aye".

- J. RESOLUTION 2021-77: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, TO ENTER IN TO A LAND LEASE AGREEMENT WITH THE WILLISTON COMMUNITY ANIMAL SHELTER FOR A 7.1 ACRE TRACT OF LAND AT THE WILLISTON AIRPORT, AS DESCRIBED IN THE LAND LEASE; REPLEALING ALL RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE. – AIRPORT MANAGER BENTON STEGALL. – Airport Manger Stegall discussed with the Council the lease for the animal shelter stating this a lease for long term. Attorney Kiersten Ballou stated the terms of the lease as far as longevity sometimes don't work out, it needs to say exactly what is going to occur and how long the lease will be for. Attorney Ballou suggested the least start out with an initial 10-year term with 4 extensions of 10 years. After some discussion Vice-President Robinson moved to approve Resolution 2021-77. Councilmember Cox seconded. Motion carried 5-0 by saying "Aye".

ITEM – 7 – PUBLIC PARTICIPATION – None

ITEMS – 8 – ANNOUNCEMENTS – Mayor Robinson announced we will resume "Student of the Month" in January 2022. The Fire Department and the City will be sending a truck to participate in Bronson's Veterans Day Parade. Attorney Kiersten Ballou reminded everyone about the Ethics training on November 18th from 4-8 p.m.

ITEM – 9 – ADJOURNMENT – with no further business Vice-President Robinson moved to adjourn at 9:05. Councilmember Hinds seconded. Motion carried 5-0 by saying "Aye".

Date: 11/16/2021

COUNCIL AGENDA ITEM

RESOLUTION 2021-79:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING THE CITY OF WILLISTON MUNICIPAL ELECTION ADMINISTRATION AGREEMENT BETWEEN THE CITY OF WILLISTON AND THE LEVY COUNTY SUPERVISOR OF ELECTIONS; AUTHORIZING THE APPROPRIATE PARTIES TO SIGN ANY DOCUMENTS REQUIRED TO EXECUTE SUCH AGREEMENT ON BEHALF OF THE CITY OF WILLISTON; AND PROVIDING AN EFFECTIVE DATE

REQUESTED BY: LATRICIA WRIGHT, CITY CLERK
PREPARED BY: KIERSTEN N. BALLOU, CITY ATTORNEY

FISCAL IMPACTS: The city is entering an agreement concerning election administration with the Levy County Supervisor of Elections.

RECOMMENDED ACTION: Staff recommends approval.

ATTACHMENTS:

CONTRACT RESOLUTION 2021-79 MAP
 LEASE OTHER DOCUMENTS

COUNCIL ACTION:

APPROVED
 DENIED

RESOLUTION NUMBER 2021-79

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING THE CITY OF WILLISTON MUNICIPAL ELECTION ADMINISTRATION AGREEMENT BETWEEN THE CITY OF WILLISTON AND THE LEVY COUNTY SUPERVISOR OF ELECTIONS; AUTHORIZING THE APPROPRIATE PARTIES TO SIGN ANY DOCUMENTS REQUIRED TO EXECUTE SUCH AGREEMENT ON BEHALF OF THE CITY OF WILLISTON; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council has determined that it is essential to provide for the administration of the upcoming City Election; and

WHEREAS, the City Council has determined it to be in the best interest of the public that the duties and responsibilities of the City and the Levy County Supervisor of Elections be spelled out and agreed to in a formal agreement;

WHEREAS, the City Council President is the appropriate party to execute any necessary documents related to such Agreement; and

WHEREAS, the City Council has determined it is in the City's best interest to authorize the City Council President to execute this Agreement, an unexecuted copy of which is attached hereto as Exhibit A and any other such documents as are required to enter into the Agreement.

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 approves the City of Williston Municipal Election Administration Agreement, attached hereto and incorporated herein as Exhibit A.

Section 3. The City Council President is hereby authorized to execute on behalf of the City such documents as are required to enter the Agreement.

Section 4. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED at a meeting of the City Council this 16th day of November, 2021.

CITY OF WILLISTON, FLORIDA

BY: _____
Debra Jones, City Council President

**Attest, By the Clerk of the
City Council of the
City of Williston Florida:**

Approved as to Form and Legality:

Latricia Wright, City Clerk

S. Scott Walker, City Attorney

**CITY/TOWN OF WILLISTON MUNICIPAL ELECTION ADMINISTRATION
AGREEMENT**

This agreement made and entered into this ____ day of _____ 2021, by and between TAMMY JONES, SUPERVISOR OF ELECTIONS OF LEVY COUNTY, FLORIDA, a constitutional officer of the State of Florida, (hereafter “Elections Supervisor”), and the CITY/TOWN OF _____, FLORIDA, a Florida municipal corporation, (hereafter “City/Town”).

ARTICLE I. PURPOSE.

The purpose of this Agreement is to provide for the administration of the City/Town Election to be held on the ____ day of _____, 2021, for the purpose of electing _____ City/Town Commission Members. The parties have determined it to be in their best interest and that of the public that the duties and responsibilities of each party concerning this election are agreed upon and set forth in a formal agreement.

ARTICLE II. DATE OF ELECTION.

The Election shall be held and conducted on Tuesday, _____.

ARTICLE III. ELECTIONS SUPERVISOR’S RESPONSIBILITIES.

1. The Elections Supervisor shall prepare the file for ballot printing and audio ballot based on information received from the City/Town Clerk. The Elections Supervisor shall arrange for the printing, preparation, receipt, and testing of the ballots to be used in the City/Town Elections.
2. The Elections Supervisor will incur the cost of audio ballot recording.
3. The Elections Supervisor shall prepare poll lists, automatic tabulating equipment, and other polling place supplies. Equipment and supplies will be issued to the City/Town Clerk at an arranged time.
4. The Elections Supervisor shall conduct the testing of the automatic tabulating equipment as required by Section 101.5612(1), Florida Statutes, in the presence of the City/Town Canvassing Board, candidates and other interested parties.
5. The Elections Supervisor shall provide the City/Town Clerk with a list of Poll Workers who served in previous county elections who may be available for hire.
6. The Elections Supervisor will assign Poll Workers to online training courses.
7. The Elections Supervisor shall provide staff support (on site or by phone) to assist Poll Workers on Election Day.
8. The Elections Supervisor shall not charge the City/Town for any services, staff time, equipment rental, or supply usage.

**CITY/TOWN OF WILLISTON MUNICIPAL ELECTION ADMINISTRATION
AGREEMENT**

9. The Elections Supervisor will collect the precinct register(s) from the City/Town Clerk to update voting history. The precinct register(s) will be mailed or delivered back to the City/Town within two weeks after processing.

ARTICLE IV. CITY/TOWN RESPONSIBILITIES.

1. The Town shall deliver to the Supervisor of Elections, no later than 5:00 PM on _____, a final list of addresses that are included inside the City/Town limits, which have been certified as correct by the City/Town Clerk or governing board of the City/Town.
2. The City/Town shall be responsible for confirming the accuracy of all dates and times and any information contained to ensure compliance with the City Charter and the Florida Statutes.
3. The City/Town Clerk is responsible for conducting the election and shall act as the sole qualifying officer. Upon completion of qualifying, the City/Town Clerk will, no later than 10:00 AM on _____, provide to the Elections Supervisor the list of qualified candidates for the City/Town offices to be voted upon in the election. Official title and language for referendums must be provided as well.
4. Within 24 hours of receipt, the City/Town shall review, sign and return the ballot proof sheet, signifying correctness, before printing will commence.
5. The City/Town shall provide pronunciation guidelines of the qualified candidates to be used with the Audio Ballot for the visually impaired.
6. The City/Town shall determine how many ballots will be ordered, and will provide payment for printing costs directly to the ballot printer.
7. The City/Town shall publish all public notices required by Florida Statutes in a timely manner.
8. The City/Town shall mail and receive Vote by Mail ballots for the City/Town Election.
9. The City/Town Clerk or Canvass Board shall be responsible for reviewing all Vote by Mail ballots, and verifying voter's signatures.
10. The Town shall supply, no later than _____, the Election Supervisor a list of poll workers who have been hired.
11. The City/Town shall train Poll Workers in accordance with Section 102.014, Florida Statutes.

**CITY/TOWN OF WILLISTON MUNICIPAL ELECTION ADMINISTRATION
AGREEMENT**

12. The City/Town shall compensate Poll Workers for the time they have spent in training and working on Election Day, based on a rate agreed between the City/Town and the Poll Workers.
13. The City/Town shall arrange for the use of polling location(s) on Election Day, and are responsible for site agreements, if necessary.
14. The City/Town shall inform the Election Supervisor of polling locations no later than _____.
15. The City/Town shall notify candidates of the time and place of Logic and Accuracy testing as per Florida Statutes 101.5612(2).
16. The City/Town Clerk must submit the name(s) of proposed Poll Watchers to the Elections Supervisor on or before _____ at noon to certify.
17. The City/Town Clerk must be available from 5:45 a.m. to 9:00 p.m. on Election Day.
18. The City/Town Charter shall designate the Canvassing Board for the election, which shall convene in a publicly noticed meeting open to the public in accordance with Section 286.011, Florida Statutes and Section 102.141 (2), Florida Statutes. The City/Town Canvassing Board shall canvass the results of the Election, executing or causing the execution of the Certification of the Election.
19. The City/Town Canvassing Board shall meet on _____, to canvass Vote by Mail ballots, and precinct returns. The City/Town shall tally Vote by Mail ballots as directed by the canvassing board, and supply the canvassing board with the results as indicated on the machine results tape.
20. The Canvassing Board will remain until unofficial results are documented.
21. In accordance with Florida Statutes, in its capacity as the Canvassing Board for the City/Town election, the governing body of the City/Town shall receive and dispose of any protest, challenge or contest and shall be responsible for any responses to any legal actions brought before a court or administrative agency of any level of government challenging the results of the election and defend the results of the election.

**CITY/TOWN OF WILLISTON MUNICIPAL ELECTION ADMINISTRATION
AGREEMENT**

ARTICLE V.

1. The City/Town shall hold harmless and defend the Elections Supervisor against all claims upon the City's/Town's or its employees' negligent, unconstitutional, or criminal conduct or conduct of the City's/Town's or its employees that violate elections laws that may be brought or filed against the Elections Supervisor's participation or assistance with the Town of _____ Elections.
2. Any duty or responsibility of the Elections Supervisor as provided for in this Agreement, or as may be required by the Florida Election Code may, to the extent not prohibited by this Agreement or Florida Law, be carried out by any duly authorized employee, agent, or designee of the Elections Supervisor.

WHEREFORE, the parties hereto have agreed and set their hands as of the date set forth above.

APPROVED:

DATED: _____

WITNESSED:

DATED: _____

APPROVED:

TAMMY JONES
SUPERVISOR OF ELECTIONS
LEVY COUNTY, FLORIDA
DATED: _____

WITNESSED:

DATED: _____

Date: November 16, 2021

COUNCIL AGENDA ITEM

TOPIC: Patrick Walsh – Airsign Group LLC Property – Temporary Use Permit for a Gun Show

PREPARED BY: Laura Jones, City Planner

BACKGROUND / DESCRIPTION:

On October 13, 2021, The City was informed of a planned USA Gun Show to be held at 12 NW 5 Place, Williston, Florida, November 27 & 28, 2021. That date was changed on Monday November 8, 2021 to December 11 & 12, 2021 due to a scheduling conflict. City Planner, Laura Jones, received a written request from the property owner for a Temporary Use Permit to be approved by City Council per The Code of Ordinances:

Sec. 46-97. - Special permits for temporary uses.

- (a) Generally. Certain uses are temporary in character. These temporary uses vary in type and degree, as well as length of time involved. Such uses may have little impact on surrounding and nearby properties or they may present questions involving potential incompatibility of the temporary use with existing uses. Unless otherwise specified in these land development regulations, the following regulations shall govern temporary uses.
- (b) Temporary use permits issued by city council. The city council may issue a temporary use permit for the following uses: In agricultural, commercial, and industrial districts: commercial circuses, carnivals, outdoor concerts, and similar uses. Requests for such a permit shall be submitted in writing to the land development regulations administrator together with such reasonable fees as the city council may determine through action in setting fees as set out in chapter 44. The city council shall take final action on the request by either approving, approving with conditions, or denying the request. Prior to granting a temporary use permit, the city council shall determine that:
 - (1) Any nuisance or hazardous feature involved is suitably separate from adjacent uses.
 - (2) Excessive vehicular traffic will not be generated on minor residential streets.
 - (3) A vehicular parking problem will not be created.
- (c) The temporary use permit, if granted, shall be granted for a specific time period, at the end of which, if the use permitted has not been discontinued, it shall be deemed a violation of these land development regulations and shall be punished as set out in article VII of this chapter. Appropriate conditions and safeguards may include, but are not limited to, reasonable time limits within which the action for which temporary use permit is requested shall be begun or completed, or both. Violation of such conditions and safeguards, when made a part of the terms under which the temporary use permit is granted, shall be deemed a violation of these land development regulations and punishable as provided in these land development regulations.

Sec. 44-7. - Fees.

- (a) Reasonable fees sufficient to cover the costs of administration, inspection, publication of notice and similar matters may be charged to applicants for zoning permits, building permits, sign permits, special exceptions applications, subdivision plat approval, comprehensive plan amendments, zoning amendments, variances and other administrative relief. The amount of the fees charged shall be as established by resolution of the city council filed in the office of the city clerk.

Date: November 16, 2021

(b) Fees established in accordance with this section shall be paid upon submission of a signed application or notice of appeal.
(Ord. No. 434, § 1.7, 5-7-2002)

The last time this event was requested, City Council charged \$110.00 for the event fee.

LEGAL REVIEW: NONE

FISCAL IMPACTS: NONE

RECOMMENDED ACTION: Approve the temporary use permit and determine a fee.

ATTACHMENTS: Written Request

COMMISSION ACTION:

 APPROVED **DISAPPROVED**

Dear City of Williston Counsel Members,

AirSign Airship Group, on behalf of USA Guns Shows, would like to request your approval of a Temporary Use Permit. This permit would allow USA Gun Shows an opportunity to hold a gun show on November 27th and 28th 2021. The event will take place at AirSign's facility, located at 12 NW 5th Place, Williston.

USA Gun Shows will also be conducting a Concealed Carry Class for anyone that is interested. The class does have a portion that requires participants to prove a certain level of handgun shooting proficiency. Mr. Jeffers, of USA Gun Shows provides wax bullets for this part of the course. Commonly used in shooting competitions and training, the wax bullet has no gun powder. The wax projectile is propelled by the primer alone. So, no loud noise to disturb residents.

There will be two people assigned to assist event attendees regarding parking. The venue site has plenty of parking available. We intend to occupy not only AirSign's parking lot but Rural King's parking area also. There is additional parking in a grassy area that would be used to receive any overflow during the event.

We are in hopes that this Counsel will grant the permit for this 2-day event and in doing so, realize the economic return that the city of Williston would receive. Thank you for your consideration.

Greg Jacobs

AirSign Airship Group C.O.O.



City of Williston

Temporary Commercial Permit

Please remit to: **Planning and Zoning Department**
 City of Williston
 50NW Main St
 Williston, FL 32696

For more information please call 352-528-3060.

PART A. APPLICANT INFORMATION (please complete legibly)

Today's Date	10/13/2021
Applicant Name	PATRICK WALSH
Preferred method of contact: (Check one) Phone <input type="checkbox"/> Email <input checked="" type="checkbox"/> Phone: 352-353-4799 Email address: GREG.JACOBS@AIRSHIP.COM	
Business Name	AIRSHIP AIRSHIP GROUP
Location (address)	12 NW 5TH PLACE
Description of Business	COMMERCIAL ADVERTISING
Business Owner	PATRICK WALSH
Contact Information (Phone No./ Email)	SAME AS ABOVE
Property Owner	PATRICK WALSH
Contact Information (Phone No./ Email)	SAME AS ABOVE
Dates Requested (Start Date/ End Date)	NOV 27 2021 - NOV 28 2021
<p>By signing below both the applicant and/or property owner acknowledge the following: the temporary use permit, if granted, shall be granted for a specific time period, at the end of which, if the use permitted has not been discontinued, it shall be deemed a violation of these land development regulations and shall be punished as set out in article VII of this City's Land Development Regulations. Appropriate conditions and safeguards may include, but are not limited to, reasonable time limits within which the action for which temporary use permit is requested shall be begun or completed, or both. Violation of such conditions and safeguards, when made a part of the terms under which the temporary use permit is granted, shall be deemed a violation of these land development regulations and punishable as provided in these land development regulations.</p>	
Signature of Applicant	
Signature of Property Owner	

12 NW 5TH PLACE

PART B. SITE PLAN (Please provide a proposed site plan showing the location of use, existing structures, parking areas, restrooms, ingress/ egress to roadways, sidewalks, flow of traffic, and adjacent streets.)

PORTA-JOHN'S WILL BE PLACED IN THE PARKING LOT
(REGULAR + HANDICAPPED)



12 NW 5TH PLACE

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(REGULAR + HANDICAPPED)





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/11/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

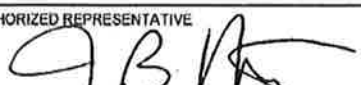
PRODUCER Lockton Affinity, LLC P. O. Box 874952 Kansas City, MO 64187-4952	CONTACT NAME: Lockton Affinity, LLC PHONE (A/C, No, Ext): 877-487-5407 E-MAIL ADDRESS:	FAX (A/C, No): 913-652-7599													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: The Cincinnati Specialty UW Insurance Co</td> <td>13037</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: The Cincinnati Specialty UW Insurance Co	13037	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
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COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CSU0162827	01/29/2021	01/29/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Excluded \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder is Additional Insured as respects premises leased by you to the Named Insured for scheduled gun show activities at Williston Gun Show February 19-21, 2021.

CERTIFICATE HOLDER Air Sign LLC and its employees 12 NW 5th Place Williston, FL 32696	2842903 CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Add/Change/Void Cash Receipt CD1128654



Print Receipt
 Void Receipt
 Close Receipt
 BPS Permit
 FMS
 STS
 UBS

Operator Code: CD1
Receipt Code: CD1128654
Receipt Date: 11/03/21
 Voided
Distributions: 114.00
Money: 114.00
Change Due: 0.00
From: OFF SITE TENT SALE (

Money Received

	Amount	Type	Payment Info
	114.00	CK	840

Distributions

	Type	Amount	Apply to	Description	For	Discount Pen Forgive
	BPSP	114.00	PERMIT NO: 202100259		SUBWAY/WHITEHURST -	0.00

Date: 11/016/2021

COUNCIL AGENDA ITEM

RESOLUTION 2021-78:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, TO APPROVE THE DISPOSAL AND SALE (2) CASE BACKHOE/TRACTORS.

**REQUESTED BY: DANNY WALLACE, LOGISTICS MANGER
PREPARED BY: DANNY WALLACE, LOGISTICS MANGER**

FISCAL IMPACTS: Currently (2) pieces of equipment (CASE Backhoes) We request disposal and declared surplus. 1996 CASE 580L SN: JYG0222982 AND 2001 CASE 580M SN: JYG0306797

RECOMMENDED ACTION: Staff recommends approval.

ATTACHMENTS:

<input type="checkbox"/> CONTRACT	<input checked="" type="checkbox"/> RESOLUTION 2021-78	<input type="checkbox"/> MAP
<input type="checkbox"/> LEASE	<input checked="" type="checkbox"/> OTHER DOCUMENTS	

COUNCIL ACTION:

APPROVED
 DENIED

RESOLUTION NUMBER 2021-78

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, TO APPROVE THE DISPOSAL AND SALE (2) CASE BACKHOE/TRACTORS.

WHEREAS, the City of Williston generally agreed to approve the disposal and sale of (2) two CASE backhoe tractors.

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 approves the disposal and sale of Case backhoe SN: JJG0222982 AND Case backhoe SN: JJG0306797. With the proceeds to be applied to the city utility sinking fund.

Section 3. This Resolution shall become effective immediately upon, adoption.

PASSED AND ADOPTED a meeting of the City Council this 16th day of November, 2021.

CITY OF WILLISTON, FLORIDA

BY: _____
Debra Jones, City Council President

ATTEST:

Latricia Wright, City Clerk

Date: 11/16/2021

COUNCIL AGENDA ITEM

TOPIC: On-Call Sewer Treatment Plant Backup

PREPARED BY: Donald Barber, Public Works Supervisor

- 1. BACKGROUND / DESCRIPTION:** R & K Environmental will provide On-call operation of wastewater treatment plant FLA012612 as needed from the hours of 4 p.m. – 7:30 a.m. No other company solicited would provide such limited services with no guarantee, for the City of Williston, in the event of an emergency due to the lack of licensed staffing. This quote provides an hourly rate that is below the industry standard.
- 2.** This will not affect any existing service contract that the City of Williston currently has with any vendor or service provider.

LEGAL REVIEW: NO

FISCAL IMPACTS: No set cost, but will work into existing budget for emergency needs, based on staffing issues.

RECOMMENDED ACTION: To approve the agreement and quote set out in the proposal submitted by R & K Environmental.

ATTACHMENTS: Resolution and Proposal.

COMMISSION ACTION:

_____ **APPROVED**

_____ **DISAPPROVED**

CITY COUNCIL RESOLUTION NO. 2021-80

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA ENTERING A FORMAL AGREEMENT WITH R & K ENVIRONMENTAL, TO PROVIDE AFTER HOURS AND ON-CALL SERVICES TO THE CITY OF WILLISTON IN THE EVENT THAT LICENSED AND QUALIFIED STAFF ARE UNABLE TO MEET THE CURRENT COMPLIANCE REQUIREMENTS FOR THE CITY OF WILLISTON WASTEWATER TREATMENT PLANT AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Williston must conform with all requirements through the Department of Environmental Protection.

WHEREAS, the City of Williston is required to provide after hours, Emergency on-call licensed service for the wastewater sewer treatment plant, located at 541 NW 4th Street.

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

Section 1. R & K Environmental, LLC will provide to the City of Williston the following services to their wastewater system:

1. On-call operation of wastewater treatment plant FLA012612 as needed from the hours of 4 p.m. – 7:30 a.m.
2. Cover the required Saturday/Sunday operation of the wastewater and water systems at a total of 5 hours each day by a licensed operator and as needed for vacation and/or sick days requested by city staff.
3. Assist with reporting as needed.

Section 2. On call services at a rate of \$100.00 per hour with a minimum of \$150.00. Weekend coverage at \$100.00 per hour for total of 5 hours each day. (2-hour water plant

& 3 hour wastewater plant) The same rate for any vacation and/or sick days needed. No additional charge to assist on-site operator with monthly reports as needed.

Section 3. If any provision or portion of this resolution is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this resolution shall remain in full force and effect.

Section 4. This resolution shall become effective immediately upon passage and adoption.

PASSED AND ADOPTED by the City Council on the 16 day of November 2021.

CITY OF WILLISTON, FLORIDA

By: _____
Debra Jones, President

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

By: _____
Latricia Wright, City Clerk

By: _____
Scott Walker, City Attorney

R and K Environmental Services

4275 NE 137th St.
Anthony, Fl. 32617



PROPOSAL

CUSTOMER: City of Williston

OFFER: R & K Environmental, LLC proposes to provide to the aforementioned customer the following services to their wastewater system:

1. On-call operation of wastewater treatment plant FLA012612 as needed from the hours of 4 p.m. – 7:30 a.m.
2. Cover the required Saturday/Sunday operation of the wastewater and water systems at a total of 5 hours each day by a licensed operator and as needed for vacation and/or sick days requested by city staff.
3. Assist with reporting as needed.

Proposed Costs:

1. On call services at a rate of \$100.00 per hour with a minimum of \$150.00.
2. Weekend coverage at \$100.00 per hour for total of 5 hours each day. (2 hr water plant & 3 hr wastewater plant) The same rate for any vacation and/or sick days needed.

R and K Environmental Services

**4275 NE 137th St.
Anthony, Fl. 32617**

3. No additional charge to assist on-site operator with monthly reports as needed.



Reuben Law
Owner/Operator
R and K Environmental, LLC
DW License # B-13153
WW License # B-12483
Phone (352) 661-8952