

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

DATE: TUESDAY, JANUARY 4, 2022  
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  
Attorney Kiersten Ballou

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

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

ITEM – 2 – MAYOR’S STUDENT OF THE MONTH

ITEM – 3 – PUBLIC PARTICIPATION

ITEM – 4 – CONSENT AGENDA –

- Council minutes from December 7, 2021

ITEM – 5 – OLD BUSINESS

A. STAFF AND BOARD AND COUNCIL UPDATES

- CITY MANAGER JACKIE GORMAN
- COUNCIL

B. DISCUSSION WITH POSSIBLE ACTION: CITY CLERK EVALUATION- HR. DIRECTOR DEANNA NELSON.

ITEM – 6 – NEW BUSINESS –

A. BEVERLY BERRY DISCUSSION ABOUT VISITA EAGLES, LLC.

B. RESOLUTION 2022-01: A RESOLUTION OF THE CITY OF WILLISTON, FLORIDA AMENDING THE BY-LAWS OF THE WILLISTON COMMUNITY REDEVELOPMENT AGENCY (CRA); AMENDING THE BY-LAWS AND PROVIDING AN EFFECTIVE DATE. CITY PLANNER LAURA JONES.

C. RESOLUTION 2022-02: A RESOLUTION OF THE CITY OF WILLISTON, FLORIDA, AUTHORIZING SUBMITTAL OF AN APPLICATION TO THE STATE

CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

OF FLORIDA HAZARD MITIGATION GRANT PROGRAM (HMGP) AND  
AUTHORIZING ACCEPTANCE AND EXECUTION OF THE GRANT, IF  
AWARDED. CITY PLANNER LAURA JONES.

- D. DISCUSSION WITH POSSIBLE ACTION: NOWLAND/HOWARD RE-PLAT. CITY  
PLANNER LAURA JONES.
- E. RESOLUTION 2021-03: A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF WILLISTON, LEVY COUNTY, FLORIDA APPROVING A SEAL BID AUCTION  
FOR SURPLUS PROPERTY OF VEHICLE 151. CHIEF DENNIS STROW.
- F. DISCUSSION WITH POSSIBLE ACTION: REVIEW CITY CLERK EVALUATION.  
HR DIRECTOR DEANNA NELSON.
- G. CITY MANAGER EVALUATION. COUNCIL PRESIDENT DEBRA JONES.
- H. DISCUSSION WITH POSSIBLE ACTION: COWLINK RATES. IT MANAGER  
AARON MILLS.

ITEM – 7 – PUBLIC PARTICIPATION

ITEM - 8 - ANNOUNCEMENTS

ITEM – 9 – ADJOURNMENT

**NEXT SCHEDULED COUNCIL MEETING JANUARY 4 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/UCKtI468kcNjBS2AYgOaBsRQ>

Clicking this link will enable you to see and hear the 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;

CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

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, DECEMBER 7, 2021  
TIME: 6:00 P.M.  
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER 6:05 P.M.

ROLL CALL

MEMBERS:

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

OTHERS:

City Manager Jackie Gorman  
City Attorney Scott Walker  
City Clerk Latricia Wright  
Attorney Kiersten Ballou  
Finance Director Stephen Bloom

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

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

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

Vice-President Marguerite Robinson moved to approve the agenda as stands. Councilmember Michael Cox seconded. Motion carried 4-0 by saying "Aye".

ITEM – 2 – PUBLIC PARTICIPATION

Jackie Appling with Friends of the Cornelius Williams Park Committee told the Council they will be having activities for the kids at the park on December 18<sup>th</sup> starting at 5 p.m. which will include games and a movie. Ms. Appling also mentioned the "Walking Program" that she hopes to start up in January which will be for all ages. And Ms. Appling read a poem to the Council thanking them.

ITEM – 3 – CONSENT AGENDA – Councilmember Hinds moved to approve the consent agenda. Vice-President Robinson seconded. Motion carried 5-0 by saying "Aye".

- Council minutes from November 16, 2021

ITEM – 4 – OLD BUSINESS

A. STAFF AND BOARD AND COUNCIL UPDATES

- CITY MANAGER JACKIE GORMAN -City Manager informed the Council the City did not receive any bids for the John Henry project and will be rebidding this again. City Planner Laura Jones has applied for a half million-dollar grant for improvements at Cornelius Williams Park.
- COUNCIL – Councilmember Hinds thanked everyone for their participation at Light up Williston. Council President Jones said the parade was wonderful and everyone

CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

did a great job. Vice-President Robinson said Mr. & Mrs. Santa Claus were excellent. Attorney Ballou thanked everyone for attending the Ethics Class.

- B. DISCUSSION WITH POSSIBLE ACTION: CITY MANAGER EVALUATION FORM-HR. DIRECTOR DEANNA NELSON. – HR Director Deanna Nelson told the Council there were a couple of things she changed on the evaluation. Council was happy with the new evaluation form. Council President Jones asked everyone to turn in their evaluation to the HR Director by our first meeting in January 2022.

ITEM – 5 – NEW BUSINESS –

- A. REVIEW OF SEPTEMBER 2021 FINANCIAL REPORT – FINANCE DIRECTOR STEPHEN BLOOM. – Finance Director Bloom discussed with the Council the September financial report. Mr. Bloom said everything looked great. This is the best report he has seen in a while; the reserves were getting slim but now we are able to put some of the surplus into the reserves. Police, Airport, CRA, Electric all had increases.
- B. RESOLUTION 2021-82: A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA AUTHORIZING THE CITY TO OPEN A BANK ACCOUNT AT DRUMMOND BANK FOR PUBLIC DEPOSITS RECEIVED FROM CUSTOMER DEPOSITS FOR COWLINK SERVICES; AUTHORIZING SPECIFIC PERSONS TO BE SIGNATORS OF THE ACCOUNT; AND PROVIDING AN EFFECTIVE DATE. – FINANCE DIRECTOR STEPHEN BLOOM. – Finance Director discussed opening a bank account for Cowlink services, this account will be specifically for COWlink. With little discussion Vice-President Robinson moved to approve Resolution 2021-82. Councilmember Cox seconded. Motion carried 5-0 by saying “Aye”.
- C. COUNTRY LANE ESTATES SITE IMPROVEMENTS – CITY PLANNER LAURA JONES. – City Planner Jones presented Country Lane Estates Site improvements to the Council. City Planner Jones told Council this is the final review of this plan. Troy Burrell With Burrell Engineering told Council the lots on this plan have changed from 100 lots to 98 lots. There will be two trees per lot, and it will also have a new lift station. Utility Supervisor Donald Barber told the Council the developer has agreed to put gas in all the homes, which will help our gas utilities, which is a win, win for everyone. After much discussion Vice-President Robinson moved to approve Country Lane Estates Site improvement plan. Councilmember Hinds seconded. Motion carried 5-0 by saying “Aye”.
- D. RESOLUTION 2021-83: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, AUTHORIZING THE PURCHASE OF ONE (1) PATROL CAR FOR THE WILLISTON POLICE DEPARTMENT FROM COP CARS ONLINE. – CHIEF DENNIS STROW. – Chief Strow discussed with the Council the damaged police car that is not repairable and the check from the insurance company will cover the cost of the new car. The City will only end up paying \$10.00.

CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

Councilmember Cox moved to approve Resolution 2021-83. Vice-President Robinson seconded. Motion carried 5-0 by saying "Aye".

- E. RESOLUTION 2021-84: A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, AUTHORIZING THE CITY COUNCIL PRESIDENT TO SIGN AN AGREEMENT WITH WRIGHT-PIERCE TO PROVIDE CITY STANDARD ENGINEERING DETAILS AND SPECIFICATIONS FOR CONSTRUCTION AND DEVELOPMENT, AND PROVIDING AN EFFECTIVE DATE. – City Manager Jackie Gorman discussed with the Council the agreement would be for Wright-Pierce to make a standard document for all land development codes for the City of Williston. With little discussion Councilmember Hinds moved to approve Resolution 2021-84. Councilmember Cox seconded. Motion carried 5-0 by saying "Aye".
- F. DISCUSSION WITH POSSIBLE ACTION: EAGLE VISTA, LLC. – Airport Manager Benton Stegall discussed with the Council he's been working on a project for two years and he's now able to move forward with getting Eagle Vista, LLC which is a crop-dusting school to come to Williston. Mr. Stegall said this school will have people from all over the world coming to train to crop dust. Council was able to review the Resolution that was brought before them during the meeting and asked to have the lease amendment removed from the Resolution. After some discussion Vice-President Robinson moved to approve Resolution 2021-87 with revision. Councilmember Cox seconded. Motion carried 5-0 by saying "Aye".
- G. DISCUSSION WITH POSSIBLE ACTION: PASSERO CONTRACT. – Airport Manager Benton Stegall discussed with Council Passero, LLC asked to have the Engineering contract they currently have with the Airport go out for RFQ. They have had this contract for over seven years and don't want any other company to think they are doing something underhanded. Council asked to table this item for now.
- H. DISCUSSION WITH POSSIBLE ACTION: MONTEREY BOATS. – City Council President Debra Jones discussed with Council the meeting Attorney Kiersten Ballou, City Manager Gorman, Airport Manager Stegall, and herself had with Monterey Boats to discuss allowing them to get a mortgage on land that the City owns. The mortgage Monterey receive will allow them to increase the size of their plant, and allow them to hire 150 more people. After little discussion Vice-President Robinson move to approve the Consent to Mortgage of Leasehold Interest. Councilmember Cox seconded. Motion carried 5-0 by saying "Aye".
- I. DISCUSSION WITH POSSIBLE ACTION: CITY CLERK EVALUATION. – Council President Jones asked HR Director Deanna Nelson to prepare a new evaluation for the City Clerk and bring it back to the next Council meeting.

CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

ITEM – 6 – PUBLIC PARTICIPATION – None

ITEM - 7 – ANNOUNCEMENTS - Code Enforcement Officer Wayne Carson gave an update on the Williston Community Animal Shelter. Mr. Carson said they have moved forward with the groundbreaking and the electrical and HVC inspections should take place on Wednesday and Thursday. There should also be concrete on the ground before Christmas. Code Enforcement Officer Carson also gave an update on Pesso properties, the Pawn Shop at the top of the hill is still accumulating fines, and the property in front of City Hall will be going in front of the Code Board in January. Chief Strow said the Police and Fire Department will be accompanying Santa around the City on Tuesday December 21<sup>st</sup> starting around 5:00 and will try to cover as much of the City as they can. Council President Jones wanted to know about the property owned by Blue Rock that use to be the Edmundson's property, has anyone talked to them about the big mountain of dirt. City Planner Jones said she will investigate it. Reporter Terry Whitt wanted to know what's going on with Block 12. City Planner Jones said they are plans written for the underground utilities and will be bidding that out soon.

ITEM – 8 – ADJOURNMENT – Vice-President Robinson moved to adjourn at 7:45. Councilmember Hinds seconded. Motion carried 5-0 by saying "Aye".

**NEXT SCHEDULED COUNCIL MEETING JANUARY 4 AT 6:00 P.M.**

# **City of Williston Performance Evaluation City Manager**

## **PURPOSE**

The purpose of the City Manager performance evaluation and development report is to increase communication between the City Council and the City Manager concerning the performance of the City Manager in the accomplishment of his/her assigned duties and responsibilities, and the establishment of specific work-related goals and objectives.

## **PROCESS**

The City Council shall conduct an annual review and evaluation of the City Manager's work performance and achievements. The results of such evaluation shall commend areas of good performance, recognize successful achievements, and point out any areas for improvement.

1. Evaluation forms are distributed to all Council Members.
2. The City Manager prepares a memorandum to the Council including his/her self-evaluation in a narrative format to include a list of accomplished projects, pending projects, and goals.
3. Each Council Member completes the form, signs, dates, and returns to the President of the Council.
4. The President of the Council tabulates the results of the evaluation forms and summarize the results of the evaluation forms as submitted.
5. A composite evaluation form and the City Manager's self-evaluation is distributed to the Council prior to the Council's evaluation meeting.
6. The Council meets with the City Manager in open session to review the evaluation.

## **INSTRUCTIONS**

Review the City Manager's work performance for the entire period. Refrain from any possible bias; centralize on assessing performance alone. Evaluate the City Manager based on quality and excellence to which assigned considering the length of time in the job. Check the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below. If you did not have an opportunity to observe a factor during this evaluation period, please indicate so in the "N/O" column next to the factor.

City Manager Name: \_\_\_\_\_

Performance Evaluation

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

Rating Scale Definitions (1-5)

- Unsatisfactory (1)      The City Manager's work performance is inadequate and inferior to the quality of performance required for the job. Performance at this level can not be allowed to continue.
- Improvement needed (2)      The City Manager's work performance does not consistently meet the quality of excellence required for the position. Serious effort is needed to improve performance. *Recommend Performance Improvement Plan.*
- Meets Job Standard (3)      The City Manager's work performance consistently meets the performance expectations of the job.
- Exceeds Job Standard (4)      The City Manager's work performance is consistently above the level of expectations when compared to the quality and excellence expected of the job.
- Outstanding (5)      The City Manager's work performance is consistently outstanding when compared to the quality and excellence expected of the job.

**I. PERFORMANCE EVALUATION AND ACHIEVEMENTS**

**1. City Council Relationships**

	1	2	3	4	5	N/O
A. Effectively implements improvements and programs approved by the City Council.	_____	_____	_____	_____	_____	_____
B. Reporting to the City Council is timely, clear, concise and thorough.	_____	_____	_____	_____	_____	_____
C. Accepts direction/instructions in a positive manner.	_____	_____	_____	_____	_____	_____
D. Effectively aids the City Council in establishing long range goals.	_____	_____	_____	_____	_____	_____
E. Keeps the City Council informed of current plan and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.	_____	_____	_____	_____	_____	_____
F. Provide the City Council with clear report of anticipated issues that could come before the City Council.	_____	_____	_____	_____	_____	_____

Comments:

---

---

---

---

**2. Public Relations****1      2      3      4      5      N/O****A.** Projects a positive public image.

---

---

**B.** Is always courteous to the public.

---

---

**C.** Maintains effective relations with media representatives.

---

---

**Comments:**

---

---

---

---

**3. Effective Leadership of Staff****1      2      3      4      5      N/O****A.** Delegates appropriate responsibilities.

---

---

**B.** Offer training and support to leadership staff.

---

---

**Comments:**

---

---

---

---

**4. Fiscal Management****1      2      3      4      5      N/O****A.** Prepares realistic annual budget.

---

---

**B.** Controls expenditures in accordance with approved budget.

---

---

**C.** Keeps City Council informed about revenues and expenditures, actual and projected.

---

---

**D.** Ensures that the budget addresses the City Council's goals and objectives, including readability.

---

---

**Comments:**

---

---

---

---

**5. Communication****1      2      3      4      5      N/O****A.** Oral communication is clear, concise, and effective.

---

---

---

---

---

---

**B.** Written communications are clear, concise, and effective.

---

---

---

---

---

---

Comments:

---

---

---

---

**6. Professional Traits****1      2      3      4      5      N/O****A.** Initiative.

---

---

---

---

---

---

**B.** Judgement.

---

---

---

---

---

---

**C.** Fairness and Impartiality.

---

---

---

---

---

---

**D.** Creativity.

---

---

---

---

---

---

Comments:

---

---

---

---

**7. Intergovernmental Affairs****1      2      3      4      5      N/O****A.** Maintains effective communication with local, regional, state, and federal government agencies.

---

---

---

---

---

---

**B.** Financial resources (grants) from other agencies are pursued.

---

---

---

---

---

---

**C.** Contributions to good government through regular participation in local, regional, and state committees and organizations.

---

---

---

---

---

---

**D.** Lobbies effectively with legislators and state agencies regarding City programs and projects.

---

---

---

---

---

---

Comments:

---

---

---

---

## 8. Economic Development

1 2 3 4 5 N/O

A. Effectively administer policy, programs, and projects.

\_\_\_\_\_

B. Concerted actions to promote economic health.

\_\_\_\_\_

C. Participation in state, regional and local economic development organizations.

\_\_\_\_\_

D. Economic development strategic and short range planning.

\_\_\_\_\_

### Comments:

---

---

---

---

## II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

---

---

---

---

---

---

## III. SUMMARY RATING

**Overall Performance Rating** - Considering the results obtained against established performance expectations as well as overall job performance, the following rating is provided:

Unsatisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_ Meets Job Standards \_\_\_\_\_ Exceeds Job Standards \_\_\_\_\_ Outstanding \_\_\_\_\_

### Comments:

---

---

---

---

## IV. FUTURE GOALS AND OBJECTIVES

Specific goals and objectives to be achieved in the next evaluation period: \_\_\_\_\_

---

---

---

---

**V. PERFORMANCE IMPROVEMENT PLAN *\*If recommended***

**Specifics on the City Manager's performance issues to be improved before the next evaluation period:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This evaluation has been reviewed and discussed between the City Council and the City Manager on \_\_\_\_\_

**City Council Concurrence**

_____	YES / NO
Jerry Robinson, Mayor	
_____	YES / NO
President Debra Jones	
_____	YES / NO
Vice-President Marguerite Robinson	
_____	YES / NO
Council Member Darfeness Hinds	
_____	YES / NO
Council Member Elihu Ross	
_____	YES / NO
Council Member Michael Cox	

City Manager

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Next Evaluation Date**



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

Date: December 21, 2021  
TO: Deanna Nelson, Human Resources Director  
FROM: Jackie E. Gorman, City Manager  
SUBJECT: 2021 Self Evaluation – Accomplishments, Current Project List & Goals for 2022

---

***2021 Accomplishments***

***1. City Council Relationships –***

**A. Effectively implements improvements and programs approved by the City Council.**

Improvements and programs are citywide initiatives that are typically discussed and identified in the annual budget. This past year staff prepared and presented a proposed balanced budget that focused on staffing needs.

**New Positions –**

Since we hired Deanna Nelson as the HR Director, the insurance programs managed by this department are being audited, employee records are being populated, much needed training has been identified and implemented, the city has held its first successful Job Fair; and employees now have a sense of confidentiality and trust that their benefits are in good hands.

Budget this past year focused on employee retainment and compensation. Staff had recognized that turnover costs were getting out of control (advertising, interviewing time, separation, etc.). Department Managers were asked to analyze each position to make sure the salary was comparable to other cities. Job Descriptions were completed, and a pay grade was given to each position. Teams were put together to interview prospective employees and the city hosted a successful job fair.

Rene Nipper was removed from Customer Service and placed in the position of Administrative Assistant. This position works closely with management and has been focused on the solid waste contract. Since Rene has been in this position, she has been successful in identifying thousands owed to us by Waste Pro and has been very instrumental in getting our new Contractor (GFL) transitioned into handling our solid waste contract.

Customer Service is now operating under the Selina Leavy, Utility Billing Supervisor. In addition to keeping our billing moving smoothly, Selina has been successful with the coordination between Utilities and Customer Service. She also manages the collections contract with Valley Collection Inc (Contract awarded in February 2021) collecting \$4778.10 to date in bad debts.

Aaron Mills, IT Director was previously working under contract for the City. After reviewing the IT needs and expenses associated with keeping all IT issues maintained we realized having a full time IT Manager would better serve the city. This effort has been successful and since his hire the city received grant funding for the future broadband utility which should launch in the next couple months.

### **Finance & Budget**

Although Stephen Bloom, Inframark, has done a great job with keeping the City's financial records updated, there is a benefit of having an in-house director. One of these benefits is internal auditing of financial purchases. During the first few months of my appointment, it became apparent that spending was out of control. Each department was purchasing from various vendors and the city could not realize a savings from buying in bulk. I am performing much of the in-house auditing to identify some of the excess spending issues. A procurement committee was put together to analyze all spending and make formal recommendations for procurement that would result in a savings to the City.

### **Community Development**

The Community Development office has had a busy year. We successfully negotiated a 98-unit development that will accommodate our gas utility service (Country Lane Estates). The Building Permit office has operated with very few complaints/concerns from the public.

#### **B. Reporting to the City Council is timely, clear, concise and thorough.**

Council receives reports in a timely manner that identifies all activities by each department.

#### **C. Accepts direction/instructions in a positive manner.**

Yes, I absolutely accept direction/instruction given to me as part of my job.

**D. Effectively aids the City Council in establishing long range goals.**

Long range goals were identified and discussed during the budget. Specifically, the plans for recovery in our utilities divisions (electric, gas, water & sewer) were found to be utmost important in that it affects the City's revenues. Our electric utility funds are essential for funding local government. To maintain the financial health of the utility and the city, a priority was placed on making sure the utility be maintained in a manner that provided reliable service with prudent reinvestment in the system (CIPS Programs) and its staffing.

**E. Keeps the City Council informed of current plan and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.**

It has been important to this office that Council remain aware of any activity that would be of interest, either good or bad, in the community. The object is to make sure we all work together and stay informed. Changes are being made in Tallahassee that is a concern for the future of our Home Rule and the Mayor has been great to work with in getting letters to Tallahassee.

**F. Provide the City Council with a clear report of anticipated issues that could come before the City Council.**

A monthly report is presented to Council with all projects along with their status. In addition, at each Council meeting staff brings items to Council's attention for information or discussion.

**2. Public Relations.**

- A. Projects a positive public image.**
- B. Is always courteous to the public.**
- C. Maintains effective relations with media representatives**

In answering all above, it is important to me that all City employees project a positive image and is courteous. As far as media representatives, we always offer to provide information upon request that is informative and positive in nature.

**3. Effective Leadership of Staff**

- A. Delegates appropriate responsibilities.**

The City Manager is not the expert of all departments. Department Managers are hired for their experience. Council knows that I have extensive experience in Planning and in Engineering. If my experience can assist a department in moving forward or if I see where they are going in the wrong direction, I will get involved. Otherwise, when an issue comes before me that should be addressed in another Department, it goes to them.

**B. Offer training and support to leadership staff.**

One of the goals I had in hiring a full-time, experienced HR Director was to be able to identify departments with employees that need training. Deanna Nelson, HR Director, sends out weekly training opportunities through Fred Pryor and other resources that is being utilized. This is in addition to the Public Works Department staff that are involved in obtaining certifications.

**4. Fiscal Management**

**A. Prepares realistic annual budget.**

Completed

**B. Controls expenditures in accordance with approved budget.**

Every check that is signed is reviewed to make sure it meets budget approval. A Procurement Committee was organized specifically to monitor vendor activities with the goal of trying to purchase in bulk or from a less expensive source.

**C. Keeps City Council informed about revenues and expenditures, actual and projected.**

This is accomplished through quarterly financial updates provided by Steven Bloom, Finance Director. Stephen and I discuss all issues prior to Council meetings.

**D. Ensures that the budget addresses the City Council's goals and objectives, including readability.**

This is accomplished during the budget sessions.

**5. Communication**

**A. Oral communication is clear, concise, and effective.**

**B. Written communications are clear, concise, and effective.**

Yes, I have not been told otherwise.

## 6. Professional Traits

### A. Initiative

I try to do more than what is expected of me; I work on my confidence; I have a team mentality; I appreciate feedback from both Council and employees to make sure I am going in a positive direction for the city; and I am prepared for any opportunity you ask that I take on.

### B. Judgement

As your City Manager, it is important that I demonstrate good judgement. Since appointed I have tried to think critically, and tackle ambiguity and complex problems effectively and efficiently; listen, respect others, and appreciate diversity in all its forms.

### C. Fairness and Impartiality

My work ethic includes telling the truth, defending all actions, thinking about how my actions would affect others. I listen to people and have an open mind; I offer to assist anyone regardless of whether the department falls under my direction or not (Police & Fire); I do not blame others for my mistakes, nor do I take advantage of other people. Above all, I do not play favorites. My employees will vouch for this.

### D. Creativity

My problem solving and ability to think about a task or a problem in a new or different way or to create new ideas is what I am most proud of. Working with departments on budget challenges, restructuring, etc. was this year's accomplishment in creativity.

## 7. Intergovernmental Affairs

### A. Maintains effective communication with local, regional state, and federal government agencies.

My workload has not offered me the time I need to reach out to different organizations and maintain communications in the manner that I would like. I did visit Senator Bradley to work with FDOT on local projects; contacted FLC Director and was successful with communicating problems with our insurance. On occasion I did reach out to local representatives for assistance. My goal is to attend BOCC meetings as well as Nature Coast Economic Development.

### B. Financial resources (grants) from other agencies are pursued.

Laura Jones, Planning Director, has been working with staff and Wright-Pierce in obtaining grants. Below is a list of awarded grants and pending applications:

FGU Grant for leak detection (awarded \$9,164), CDBG Mitigation II for East Williston (Application in progress); EPIC Grant for COWLink (Awarded \$136,000); Department of State - Cornelius Williams Park (application pending est. \$500,000) for parking lot, access road and fencing; CDBG Ph 1 for the Sewer Treatment Plant (being finalized); and John Henry Celebration Park (bid in progress); FEMA Hazard Mitigation Grant for upgrading 3 lift stations (application pending - estimated at \$4,096,000); and, American Rescue Act fund - awarded \$1.4 mil;

Other funding we are trying to secure includes the Legislative Appropriation for Fire/Police (est. \$5 mil).

C. *Contributions to good government through regular participation in local, regional, and state committees and organizations.*

The main organizations I have participated in was FMPA. I did agree to participate in a video that was presented during 2 different conferences representing the City of Williston. I meet with FMPA on a regular basis as we move forward with our rate study. I also meet with FGU to work through issues with our Gas Utility as we move forward with a rate study. On a local level I make it a priority to attend all Chamber meetings and we are working on establishing a relationship with the North Florida Regional Planning Council for assistance with future EAR Amendment.

D. *Lobbies effectively with legislators and state agencies regarding City programs and projects.*

This past year I did reach out to the Florida League of Cities dealing with the "Home Rule" issue with proposed changes to land development zoning codes. I also reached out to Senator Bradley for assistance with FDOT regarding the walkability issue with our downtown and Block 12.

8. Economic Development

A. *Effectively administer policy, programs, and projects.*

I continue to work with Benton Stegall, Airport Manager in getting Economic Development assistance for the Airport Industrial Park. Currently we are looking for

ways to fund the utility needs being identified in the Utility study being performed by Passero & Associates.

*B. Concerted actions to promote economic health.*

We have been working with CRA in getting Block 12 planned for redevelopment that will assist with the economic health of the downtown. In addition, I have been working with staff in assisting Matt Crandell, Investor, with other projects that will benefit the downtown.

*C. Participation in state, regional and local economic development organizations.*

I am currently active with the Nature Coast Economic Development group in finding companies to locate in the Airport Industrial Park. Also working with DEO in finding funds for local redevelopment projects (example, DEO tech grant for the Airport Industrial Park).

*D. Economic development strategic and short-range planning.*

Working with staff to monitor the Strategic Plan that was approved several years ago and nearing completion of all projects listed in the plan (mostly focused on Airport Industrial Park and Block 12) that was prepared by Lynn Patterson, Economic Development Consultant. Also working to make sure Goal and Objectives of the City's Comp Plan are met.

**FUTURE GOALS**

- Attend regular Levy County BOCC meetings.
- Analyze the outsourcing of Finance to Inframark to see if in-houses finance department would better serve the city.
- Analyze the outsourcing of Building Services to SafeBuilt to see if having a full-time building official would better serve the city since we are seeing an increase in permits.
- Continue to monitor for efficiency and effectiveness of our current processes.
- Deanna Nelson, HR Director, and I are working towards establishing a performance evaluation process that will assist in developing an engaged and productive workforce. This will be presented in time for the next budget session.
- Preparing for the 2022-23 Evaluation and Appraisal Report (EAR) Amendment.
- Foster a better working relationship with Police/Fire.
- Prepare a marketing brochure for prospective developers.

## CITY COUNCIL AGENDA ITEM

---

**January 4, 2022**

**TOPIC: Amendment of By-Laws Resolution**

**REQUESTED BY: Laura Jones, City Planner**

**BACKGROUND / DESCRIPTION:**

The CRA Board has reviewed and has made the following changes to the CRA By-laws on December 13, 2021.

**Proposal of Amendment 1**

*Throughout*, Chairperson and Vice-Chairperson changed to Chair and Vice-Chair.

**Proposal of Amendment 2**

**3.6 Missed Meetings**

**FROM:**

Agency members shall, forfeit their position after missing three (3) consecutive regularly scheduled meetings without an approved excuse.

**TO:**

Agency members shall forfeit their position after missing three (3) regularly scheduled meetings within a calendar year without an approved excuse.

**Proposal of Amendment 3**

**4.4 Secretary**

**FROM:**

The Secretary shall see that the minutes are ~~record and maintained of~~ all proceedings of the Agency. The Secretary shall prepare and serve all notices required by these By-Laws and by the State of Florida. The Secretary, in conjunction with the Chair, shall execute any legal documents which may be approved by the Agency. The Secretary shall also perform any other duties that may be required by the Agency.

**TO:**

The Secretary shall see that the minutes are recorded and maintained for all proceedings of the Agency. The Secretary shall prepare and serve all notices required by these By-Laws and by the State of Florida. The Secretary, in conjunction with the Chair, shall execute any legal documents which may be approved by the Agency. The Secretary shall also perform any other duties that may be required by the Agency.

**LEGAL REVIEW: NA**

**FISCAL IMPACTS: None**

**RECOMMENDED ACTION:**

Approve by Resolution

**ATTACHMENTS: City of Williston CRA By-Laws  
Resolution 2022-01**

## **CITY COUNCIL RESOLUTION 2022-01**

**A RESOLUTION OF THE CITY OF WILLISTON, FLORIDA AMENDING THE BY-LAWS OF THE WILLISTON COMMUNITY REDEVELOPMENT AGENCY (CRA); AMENDING THE BY-LAWS AND; AND PROVIDING AND EFFECTIVE DATE.**

**WHEREAS, the City Council of the City of Williston, Florida has previously established a Community Redevelopment Agency; AND**

**WHEREAS, the Williston Community Redevelopment Agency first approved by-laws by resolution on October 22, 2001; AND**

**WHEREAS, the City Council of the City of Williston then approved revised CRA by-laws by resolution on September 7, 2010; AND**

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA THAT THE WILLISTON COMMUNITY REDEVELOPMENT AGENCY BY-LAWS SHALL BE MODIFIED IN THE FOLLOWING SECTIONS TO READ AS INDICATED BELOW:**

### **Proposal of Amendment 1**

*Throughout, Chairperson and Vice-Chairperson changed to Chair and Vice-Chair.*

### **Proposal of Amendment 2**

#### **3.6 Missed Meetings**

##### **FROM:**

Agency members shall, forfeit their position after missing three (3) consecutive regularly scheduled meetings without an approved excuse.

##### **TO:**

Agency members shall forfeit their position after missing three (3) regularly scheduled meetings within a calendar year without an approved excuse.

### **Proposal of Amendment 3**

#### **4.4 Secretary**

##### **FROM:**

The Secretary shall see that the minutes are ~~record and maintained of~~ all proceedings of the Agency. The Secretary shall prepare and serve all notices required by these By-Laws and by the State of Florida. The Secretary, in conjunction with the Chair, shall execute any legal documents which may be

approved by the Agency. The Secretary shall also perform any other duties that may be required by the Agency.

**TO:**

The Secretary shall see that the minutes are recorded and maintained for all proceedings of the Agency. The Secretary shall prepare and serve all notices required by these By-Laws and by the State of Florida. The Secretary, in conjunction with the Chair, shall execute any legal documents which may be approved by the Agency. The Secretary shall also perform any other duties that may be required by the Agency.

**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 amendment to the CRA By-Laws as described herein.

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

**PASSED AND ADOPTED** a meeting of the City Council this 4th day of January 2022.

**CITY OF WILLISTON, FLORIDA**

---

Debra Jones, President  
Williston City Council

---

ATTEST: Latticia Wright  
City Clerk

## **CITY COUNCIL AGENDA ITEM**

---

**January 4, 2022**

**TOPIC: Hazard Mitigation Grant Program Authorizing Body Approval**

**REQUESTED BY: Laura Jones, City Planner**

**BACKGROUND / DESCRIPTION:**

The City of Williston Utilities Department submitted a grant under FEMA's Hazard Mitigation Grant Program (HMGP) on December 21, 2021. Hazard mitigation is any sustainable action that reduces or eliminates long-term risk to people and property from future disasters. The grant request was for upgrading three lift-stations (Fugate, Acree and Russell) from dry well to wet well. These upgrades will reduce risk of failure of lift-stations and remove confined space entry requirements for staff.

This resolution gives the City Manager authority to sign documents related to the grant on the behalf of the City. It does not give authority to accept the grant without City Council's approval.

**LEGAL REVIEW: Complete**

**FISCAL IMPACTS: None unless grant is awarded and accepted. This is a preliminary administrative action.**

**RECOMMENDED ACTION:**

**ATTACHMENTS: Resolution 2022-02**

**ACTION:**

\_\_\_\_\_ **APPROVED**

\_\_\_\_\_ **DISAPPROVED**

## RESOLUTION NO. 2022-02

**A RESOLUTION OF THE CITY OF WILLISTON, FLORIDA, AUTHORIZING SUBMITTAL OF AN APPLICATION TO THE STATE OF FLORIDA HAZARD MITIGATION GRANT PROGRAM (HMGP) AND AUTHORIZING ACCEPTANCE AND EXECUTION OF THE GRANT, IF AWARDED.**

**WHEREAS**, the City of Williston is vulnerable to natural and man-made disasters that can cause loss of life and damages to public and private property; and

**WHEREAS**, the City of Williston desires to seek ways to mitigate situations that may aggravate such circumstance; and

**WHEREAS**, the City of Williston is committed to protecting its citizens and property through mitigation efforts; and

**WHEREAS**, the City of Williston desires to apply for a Hazard Mitigation Grant through the Department of Community Affairs, Division of Emergency Management in partnership with the Federal Emergency Management Agency.

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

**Section 1.** The City Council of Williston hereby authorizes the City Manager to execute and submit all documents relating to the Hazard Mitigation Grant Program, including but not limited to all documents relating to submittal of an application, and acceptance and execution of a grant agreement, if awarded.

**Section 2.** That this Resolution shall become effective immediately upon its adoption

**THIS RESOLUTION APPROVED ON FIRST AND ONLY READING** this 4th day of January, 2022 by the City Council of the City of Williston, Florida.

**CITY OF WILLISTON, FLORIDA**

\_\_\_\_\_  
Debra Jones, City Council President

Attest: \_\_\_\_\_  
Latricia Wright, City Clerk

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
S. Scott Walker, City Attorney

## **CITY COUNCIL AGENDA ITEM**

---

**January 4, 2022**

**TOPIC:** Nowland/ Howard Re-Plat (Parcel # 0556600000 & 0556600100)

**REQUESTED BY:** Laura Jones, City Planner

**BACKGROUND / DESCRIPTION:**

Nowland/ Howard Re-Plat (Parcel # 0556600000 & 0556600100). These properties are located at 105 NE 1<sup>st</sup> Avenue and 31 NE 1<sup>st</sup> Avenue. Mr. Dan Nowland and Mr. Jeffery Howard are the property owners and Stephen McMillen, Surveyor, is the Agent.

Currently parcel 0556600000 (Nowland) has property that encroaches on parcel 0556600100 (Howard). The purpose of this replat is to clearly delineate property lines and to remove the encroachment of the facility on parcel 0556600000 into parcel's 0556600100 property. The parcels are zoned commercial so there are no setbacks or minimum lot sizes to consider.

Approval of this replat complies with the Land Development Code. Planning & Zoning reviewed and approved this replat on December 14, 2021.

**LEGAL REVIEW:** NA

**FISCAL IMPACTS:** None

**RECOMMENDED ACTION:** Recommend approval of the Nowland/ Howard Re-Plat

**ATTACHMENTS:** Application

**ACTION:**

\_\_\_\_\_ **APPROVED**

\_\_\_\_\_ **DISAPPROVED**



**CITY OF WILLISTON, FLORIDA  
SUBDIVISION PRELIMINARY (PLAT) PLANS SUBMISSION CHECKLIST**

(Applies to Non-Minor Subdivisions)

**Transmit to: Planning & Zoning Department, P.O. Box 160, WILLISTON, FL 32696 Phone: 352-528-3060 opt 3,**

This Checklist is based on the relevant provisions of Chapter 56-16 – Submission of Preliminary Plat - of the WILLISTON, FL Code of Ordinances. The Code is available online at [www.municode.com](http://www.municode.com).

**General Requirements**

- Contact the Zoning Director, who will in coordination with Levy County E 911 office to get an **approved** subdivision name.
- Schedule a pre-application conference with this Department as early as possible in the project development process.
- No subdivision application shall be scheduled for processing until this Department determines the application package is complete, including all fees paid.
- **Since the application package completeness determination must occur PRIOR the agenda deadline date, do not wait until the deadline to submit the application package.** Application are reviewed by internal departments as well as by the department. The Zoning department will create a staff report which is provided to the reviewing Board with the agenda.
- Resubmissions must also comply with the agenda deadline date. • All subdivision submissions must comply with the relevant requirements of Section 56-16– Preliminary Plans.
- Be advised that no site clearing activity, other than the minimum necessary for surveying purposes, may be initiated until the construction plans are approved AND a tree removal permit has been issued.
- All plats, plans & specifications must be signed & sealed by a Florida registered surveyor, landscape architect or engineer, as appropriate for the document.
- Preliminary plans are reviewed by the Planning and Zoning Commission and the City Council.
- Phasing must be arranged so that each phase can stand alone and function adequately with regard to required improvements, infrastructure and facilities. Submit 12 copies of the preliminary plans at the appropriate scale on 24" by 36" sheets **PLUS 12** copies of the plans reduced to 11" by 17", PLUS and electronic PDF format of the drawings.
- **Submissions may require prove of title insurance.**



## SUBDIVISION PRELIMINARY PLANS SUBMISSION CHECKLIST

       Preliminary Plat – 1-15 Lots **\$ 250 Application Fee -Plus \$12 Per lot or parcel**  
       Preliminary Plat – 16 lots and up **\$500 Application Fee -Plus \$12 Per lot or parcel**

### Rec'd Requirement

Legal description of the subject site – could be on the boundary survey  
Complete name and mailing address of the property owner, developer and engineer  
Tract boundaries with dimensions  
North arrow, date of preparation and other pertinent legend information A  
location map at no greater than 1000 scale  
Zoning of the site AND adjacent parcels on all sides  
Plat book and page of the site  
Typical lot size by phase, if necessary  
A copy of the draft HOA deeds, restrictions and covenants  
Streets and easements of adjacent land  
Topography map in NGVD contours at 1-foot intervals  
Site conditions including, but not limited to, existing watercourses, drainage ditches, bodies of water, wetland, 100-year flood elevations, and surrounding physical features Existing property lines, buildings, transmission lines, water and/or sewer lines, bridges, culverts, city limits and utility easements on the subject site AND the adjacent parcels **Levy County E-911 approved street names**, street types, pavement widths and right-of way dimensions and typical cross section diagrams  
Identification of the storm water disposal method and connection to the city potable water, wastewater and reuse systems  
Proposed off-site roadway and other public improvements in the area  
Phasing the subdivision, if any – lots must be numbered consecutively for the whole project  
Dedications of sites and roadways to the public Identify/map the on-site soils  
A summary list of the total acres, lots, minimum lot area and lineal feet of streets  
An environmental assessment pursuant to the provisions of Chapter 114 of this Code A preliminary concurrency review document  
Adequately address zoning, buffering, environmentally sensitive area, upland habitat, floodplains, well field, aquifer protection, historic/archeological and traffic  
**A CD in PDF format which includes ALL the application package text and graphics**  
**CERTIFICATION**  
I, the undersigned, do hereby certify that I have read this Checklist and understand the requirements described therein. I further understand that only application packages that have been determined complete by the Department prior to the agenda deadline will be scheduled for processing.



11-10-11

Owner or Authorized Applicant Signature Date

**APPLICATION FOR SUBDIVISION PRELIMINARY PLANS**

(Applies only to division of land into 6 or more parcels)

(Please type or write very clearly)

County **911** Approved Subdivision Name: Map of Williston Replat of Lts 2&3, Block 11Parcel Number 05566-000-00 & 05566-001-00Legal Description ~~see attached~~General Location and/or Street Address: 105 NE 1<sup>st</sup> Ave  
31 NE 1<sup>st</sup> St W. Williston FL 32696Project Area: \_\_\_\_\_ # of Units: 2 Density: \_\_\_\_\_ Zoning: CB0 & C-2Typical Lot Size: 0.248 & 0.151 Acres # of Phases: 1# Lots & Acres by Phase: 2 lots in 1 Phase

# Acres of Recreation Area: \_\_\_\_\_ # Acres of Wetlands: \_\_\_\_\_ #

Acres of Roads &amp; R/W: \_\_\_\_\_ Public or Private Streets: \_\_\_\_\_ Has

this site been subject to any other development permit action in the last two years?

No ☒ If Yes, provide the type of action and date of final action below.

Attach a copy of the Property Owner's Authorization form.

Applicant Name: See attached

Email: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone #: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax # and/or E-mail: \_\_\_\_\_

Owner Name: Don Newland North Lot Jeffrey Newland South LotEmail: Don.Newland499@gmail.com 308 St Pleasant Dr352-262-8731 St Augustine, FL 32086Owner Address: 610 SE 1<sup>st</sup> St 604-814-4862Williston, FL 32696 Jeffrey 66566@yahoo.com

Owner Phone #: \_\_\_\_\_ Fax # and/or E-mail: \_\_\_\_\_

Person to be contacted regarding questions about this application (e.g. engineer,

architect, attorney, etc.): \_\_\_\_\_

Contact Name: McMillen Surveying, Inc - Steve McMillenEmail: Steve@mcmsurveying.comContact Address: 1444 NW Main Street

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

352-528-6277

#### **CERTIFICATION**

I, the undersigned, do hereby certify that I have read the application and the relevant guidance material and understand the requirements described therein and that I will fully comply with all City, State and Federal regulations applicable to this project. I understand that the application fee is non-refundable. I further understand that I am responsible to reimburse the City for the actual advertising costs **AND** the actual consultants' review fees, if any. Said fees shall be paid within 30 days of receipt of the City's invoice **OR** further processing of the application will cease until the invoice is paid in full.

**Applications need to be submitted by the 1<sup>st</sup> of the month to be considered at the next Planning & Zoning Commission meeting. Any and all supporting documents that need to be reviewed by the Commission need to be submitted by the 15<sup>th</sup> of the same month to be included in the packet for review.**

**I understand that only application packages that are determined complete by the Department will be scheduled for review.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

#### **OWNER'S APPLICATION AUTHORIZATION STATE OF FLORIDA COUNTY OF LEVY**

**(Required if the property owner of record is not the applicant)**

Before me, the undersigned authority, personally appeared \_\_\_\_\_ who being by me first duly sworn on oath, deposes and says:

1. That he/she is the property owner of the subject parcel(s) in this application. 2. That he/she desires to apply for a Subdivision Preliminary Plans on land generally located at (insert legal description)

\_\_\_\_\_  
3. That he/she has appointed \_\_\_\_\_ to act as agent in his/her behalf to accomplish the above.

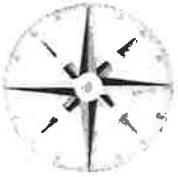
\_\_\_\_\_  
Owner's Signature

This is to certify that on \_\_\_\_\_, 20\_\_\_\_ before me, an officer duly authorized to take acknowledgments in the State and County aforesaid, personally appeared \_\_\_\_\_ he/she is personally known to me or has produced \_\_\_\_\_ as identification and Did (Did Not) Take an Oath.  
SEAL

\_\_\_\_\_  
Signature of Acknowledger

\_\_\_\_\_  
Acknowledger Name

\_\_\_\_\_  
Serial Number My Commission Expires



## McMillen Surveying, Inc.

444 Northwest Main Street  
Williston, Florida, 32696  
Office: 352 528-6277

November 1, 2021

State of Florida  
County of Levy

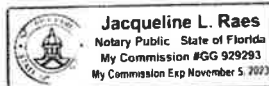
I, Dan Nowland and Samantha Carothers, hereby give Stephen M. McMillen, P.S.M., President of McMillen Surveying, Inc, the authority to act as my Authorized Agent to facilitate the **Platting Process** upon "Map of Williston Replat of Lots 2 & 3, Block 11" on the following parcel lying in Section 06, Township 13 South, Range 19 East, Levy County, Florida:

Parcel ID# 05566-000-00, Williston.

  
Dan Nowland and Samantha Carothers Date: 11/9/21

Notary Public, State of Florida  
At Large

  
My Commission Expires: 11-5-2023





## McMillen Surveying, Inc.

444 Northwest Main Street  
Williston, Florida, 32696  
Office: 352 528-6277

November 1, 2021

State of Florida  
County of Levy

I, Jeffery Howard, hereby give Stephen M. McMillen, P.S.M., President of McMillen Surveying, Inc, the authority to act as my Authorized Agent to facilitate the **Platting Process** upon "Map of Williston Replat of Lots 2 & 3, Block 11" on the following parcel lying in Section 06, Township 13 South, Range 19 East, Levy County, Florida:

Parcel ID# 05566-001-00, Williston.

 Date: 10/3/21  
Jeffery Howard

Notary Public, State of Florida  
At Large

  
My Commission Expires: 6/10/2025



Patricia Shugart  
Notary Public  
State of Florida  
Comm# HH140647  
Expires 6/10/2025



## Summary

Parcel ID 0556600000  
 Location Address 105 NE 1 AVE  
 WILLISTON  
 Neighborhood Williston Side St (6005)  
 Legal Description\* 06-13-19 WILLISTON BLK 11 LOT 2 OR BOOK 1516 PAGE 860  
 \*The legal description shown here may be condensed, a full legal description should be obtained from a recorded deed for legal purposes.  
 Property Use Code SINGLE FAMILY R (0100)  
 Subdivision WILLISTON  
 Sec/Twp/Rng 06-13-19  
 Tax District WILLISTON (District W1)  
 Millage Rate 21.8725  
 Acreage 0.190  
 Homestead N  
 Ag Classification No

## View Map

## Owner

Owner Name Howland Linn 100%  
 Mailing Address 610 SE 151 ST  
 WILLISTON, FL 32696

## Valuation

## 2021 Preliminary Value

## Summary

Building Value	\$41,835
Extra Features Value	\$352
Market Land Value	\$11,642
Ag Land Value	\$11,642
Just (Market) Value	\$53,829
Assessed Value	\$53,829
Exempt Value	\$0
Taxable Value	\$53,829
Cap Differential	\$0
Previous Year Value	\$51,305

## Exemptions

Homestead ☐ 2nd Homestead ☐ Widow/er ☐ Disability ☐ Seniors ☐ Veterans ☐ Other ☐

## Building Information

Building	1	Roof Cover	GALV METAL
Actual Area	2255	Interior Flooring	CARPET
Conditioned Area	1828	Interior Wall	DRYWALL
Actual Year Built	1920	Heating Type	FORCED AIR DUCTED
Use	SINGLE FAMILY	Air Conditioning	CENTRAL
Exterior Wall	NOVELTY SIDING	Baths	1
Roof Structure	GABLE OR HIP		

Description	Conditioned Area	Actual Area
BASE	1828	1828
FINISHED OPEN PORCH	0	245
FINISHED ENCLOSED PORCH	0	182
Total SqFt	1828	2255

## Extra Features

Code Description	BLD	Length	Width	Height	Units
FNC CHN LNK D4	1	0	0	0	200

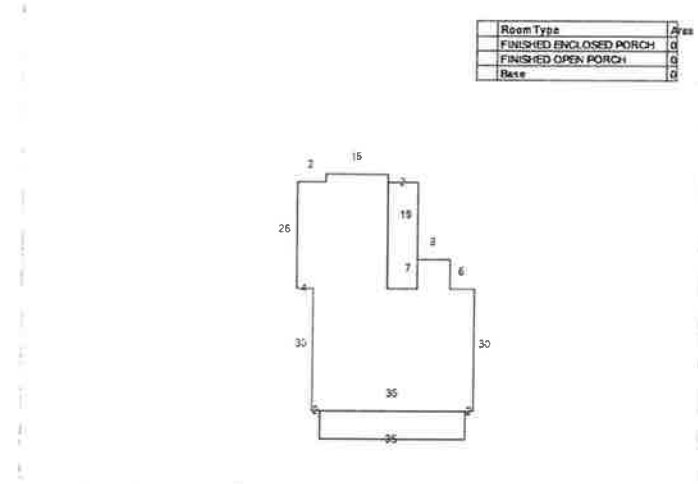
## Land Line

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
OFFICE 1 STORY	0	0	8316	SQ	\$11,642

Sales

Sale Date	Sale Price	Instrument	Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
12/6/2019	\$100.00	QD		1516	260	U	I	NOWLAND DAN	NOWLAND DAN
8/14/2019	\$13,500.00	TD		1504	51	U	I	TWO BY TWO PRESCHOOL INC	NOWLAND DAN
9/15/2000	\$46,000.00	WD		719	557	U	I	ETHERIDGE DARRYL & LINDA	TWO BY TWO PRESCHOOL INC
2/1/1997	\$36,000.00	WD		606	220	Q	I	GANN RAY G & ROSE MARIE-TR	ETHERIDGE DARRYL & LINDA
12/1/1981	\$40,000.00	WD		184	548	Q	V	MCGINN WILLIAM J JR & NORMA	HARTLEY GARY G & ZORA W

Building Sketch



Map



No data available for the following modules: Photos.

QUIT CLAIM DEED

Signature (if person not addressed stamped on envelope)

Name: DAN NOWLAND  
Address: 610 SE 1<sup>ST</sup> ST.  
WILLISTON, FL 32696  
Title Instrument Prepared by:  
Name: DAN NOWLAND  
Address: 610 SE 1<sup>ST</sup> ST  
WILLISTON, FL 32696  
Property Appraiser Parcel Identification:  
03566-000-00  
Parcel Number(s):

(SPACE ABOVE THIS LINE FOR PROCESSING DATA)

(SPACE ABOVE THIS LINE FOR PROCESSING DATA)

This Quit Claim Deed, Made the 6<sup>TH</sup> day of DECEMBER, 2019, by  
DAN NOWLAND  
first party, to DAN NOWLAND AND SAMANTHA CAROTHERS \*  
whose post office address is 610 SE 1<sup>ST</sup> STREET WILLISTON FL 32696  
second party. DAN NOWLAND AND SAMANTHA CAROTHERS  
(Persons and herein the terms "first party" and "second party" include all the parties to this instrument and the heirs, legal representatives,  
and assigns of individuals, and the successors and assigns of corporations, wherever the context so admits or requires.)  
Witnesseth, That the first party, for and in consideration of the sum of \$ 1  
in hand paid by the said second party, the receipt whereof is hereby acknowledged, does hereby remise, release,  
and quit claim unto the second party forever, all the right, title, interest, claim and demand which the said first  
party has in and to the following described lot, place or parcel of land, situate, lying and being in the County of  
LEVY, State of FLORIDA, to-wit:

LOT 2, BLOCK 11, TOWN OF WILLISTON, ACCORDING TO THE PLAT  
THEREOF RECORDED IN PLAT BOOK 1, PAGE 1

\* AS JOINT TENANTS WITH RIGHTS OF SURVIVALSHIP

To Have and to Hold, The same together with all and singular the appurtenances thereunto belonging  
or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of the said  
first party, either in law or equity to the only proper use, benefit and behoof of the said second party forever.

In Witness Whereof, the said first party has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in the presence of:

Melinda Bass  
Witness Signature (in the presence of)  
Melinda Bass  
Printed Name  
Ursula Williams  
Witness Signature (in the presence of)  
Printed Name

DAN NOWLAND  
Giver Signature  
Printed Name  
610 SE 1<sup>ST</sup> STREET WILLISTON FL 32696  
Post Office Address

Witness Signature (in the presence of)  
Printed Name  
Witness Signature (in the presence of)  
Printed Name

Co-Giver Signature (if any)  
Printed Name  
Post Office Address

Printed Name  
STATE OF Florida  
COUNTY OF Levy

I hereby Certify that on this day, before me, an officer duly authorized  
to administer oaths and take acknowledgments, personally appeared

known to me to be the person described to and who executed the foregoing instrument, who acknowledged before me that he  
executed the same, and an oath may not taken. (Check one) ☒ Said person(s) knew personally known to me. ☐ Said person(s) provided the  
following type of identification: Valid FL DL, Exp: 9-22-21



NOTARY RUBBER STAMP SEAL  
DEPUTY CLERK, per F.S. 695.03(1)  
Danny J. Shipp, Clerk of Court  
Levy County, Florida

Witness my hand and official seal in the County and State last aforesaid  
this 6<sup>th</sup> day of December 2019  
Melinda Bass  
Printed Name

### Summary

Parcel ID 0556600100  
 Location Address 31 NE 1 ST  
 WILLISTON  
 Neighborhood WILLISTON Side St (6005)  
 Legal Description 06-13-19 WILLISTON BLK 11 LOT 3 OR BOOK 672 PAGE 77  
 \*The legal description shown here may be condensed, a full legal description should be obtained from a recorded deed for legal purposes.  
 Property Use Code STORE, 1 STORY (1100)  
 Subdivision WILLISTON  
 Sec/Twp/Rng 06-13-19  
 Tax District WILLISTON (District W1)  
 Millage Rate 21.8725  
 Acreage 0.190  
 Homestead N  
 Ag Classification No

[View Map](#)

### Owner

Owner Name Howard Jeffrey A. 100%  
 Mailing Address 308 PT PLEASANT DR  
 SAINT AUGUSTINE, FL 32086

### Valuation

	2021 Preliminary Value
Building Value	Summary
Extra Features Value	\$12,038
Market Land Value	\$1,674
Ag Land Value	\$11,642
Just (Market) Value	\$11,642
Assessed Value	\$25,354
Exempt Value	\$25,354
Taxable Value	\$0
Cap Differential	\$25,354
	\$0
Previous Year Value	\$25,070

### Exemptions

Homestead 0 2nd Homestead 0 Widow(er) 0 Disability 0 Seniors 0 Veterans 0 Other 0

### Building Information

Building 1  
 Actual Area 760  
 Conditioned Area 760  
 Actual Year Built 1946  
 Use STORES RETAIL MINIMUM  
 Exterior Wall CONCRETE BLOCK  
 Roof Structure GABLE OR HIP  
 Roof Cover METAL  
 Interior Flooring BELOW AVERAGE  
 Interior Wall BELOW AVERAGE  
 Heating Type FORCED AIR DUCTED  
 Air Conditioning CENTRAL  
 Baths

Description	Conditioned Area	Actual Area
BASE	760	760
Total SqFt	760	760

### Extra Features

Code Description	BLD	Length	Width	Height	Units
SHED-B	1	28	20	0	560
CONCRETE 2	1	0	0	0	250

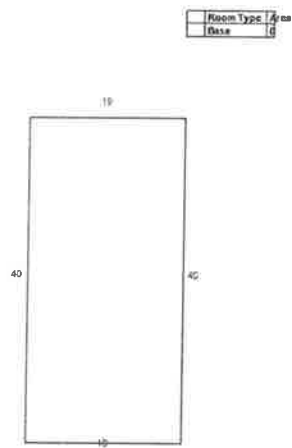
### Land Line

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Retail	0	0	8316	SQ	\$11,642

Sales

Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/improved	Grantor	Grantee
4/1/1999	\$38,000.00	WD	672	22	U	I	HOLMES JAMES & EMMA	
8/1/1996	\$25,000.00	WD	591	954	U	I	GANN RAY G & ROSE MARIE-TR	

Building Sketch



Map



No data available for the following modules: Photos

99113  
This instrument Prepared by  
Madge C. Gay  
Wilson Abstract & Title Insurance  
P. O. Box 67  
Morrison, FL 32621  
Property Agreement Form 05566-001  
Form 05566-001  
Revised 11/8/99

LEVY COUNTY, FLORIDA

RCD Apr 06 1999 10:29  
Douglas M. McKay, CLERK

DEED DOC STAMPS 266.00  
04/06/99 Deputy Clk

SPACE ABOVE THIS LINE FOR PROCESSING DATA

SPACE ABOVE THIS LINE FOR RECORDING DATA

**This Warranty Deed, Made the 2<sup>nd</sup> day of APRIL, 19 99, by JAMES HOLMES and EMMA HOLMES, husband and wife**

hereinafter called the Grantor, to JEFFREY A. HOWARD

whose post office address is 15026 SW 26TH PLACE, NEWBERRY, FL 32669

hereinafter called the Grantee.

Witnesseth, That the Grantor, for and in consideration of the sum of \$ 10.00 and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the Grantee all that certain land, situate in LEVY County, State of FLORIDA, viz:

Lot 3, Block 11, MAP OF WILLISTON, according to the plat thereof recorded in Plat Book 1, page 1, public records of Levy County, Florida.

THIS IS NOT HOMESTEAD PROPERTY OF GRANTOR NOR IS IT CONTIGUOUS THERETO.

SUBJECT TO conditions, restrictions, reservations, limitations and easements of record, if any, and zoning and other governmental regulations.

Together, with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining To Have and to Hold, the same in fee simple forever.

And the Grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land, and hereby warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to December 31, 19 98.

In Witness Whereof, the said Grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in the presence of:

Donna DeNapoli  
Donna DeNapoli  
Madge C. Gay  
Madge C. Gay  
Donna DeNapoli  
Donna DeNapoli  
Madge C. Gay  
Madge C. Gay

James Holmes  
JAMES HOLMES  
2051 SE 35TH STREET, MORRISTON, FL 32668  
Post Office Address

Emma Holmes  
EMMA HOLMES  
2051 SE 35TH STREET, MORRISTON, FL 32668  
Post Office Address

STATE OF FLORIDA  
COUNTY OF LEVY

JAMES HOLMES & EMMA HOLMES

I hereby Certify that on this day, before me, an officer duly authorized to administer oaths and take acknowledgments, personally appeared

known to me to be the person described in and who executed the foregoing instrument, who acknowledged before me that they executed the same, and an oath was not taken. (Check one) ( ) Said person(s) who personally knows me. ( ) Said person(s) provided the following type of identification: FL Drivers License

NOTARY RUBBER STAMP SEAL

MADGE C. GAY  
MY COMMISSION EXPIRES: March 22, 2000  
Sole and True, Notary Public, State of Florida

Witness my hand and official seal in the County and State first aforesaid this 2<sup>nd</sup> day of APRIL, A.D. 1999

Madge C. Gay  
MADGE C. GAY  
Notary Public

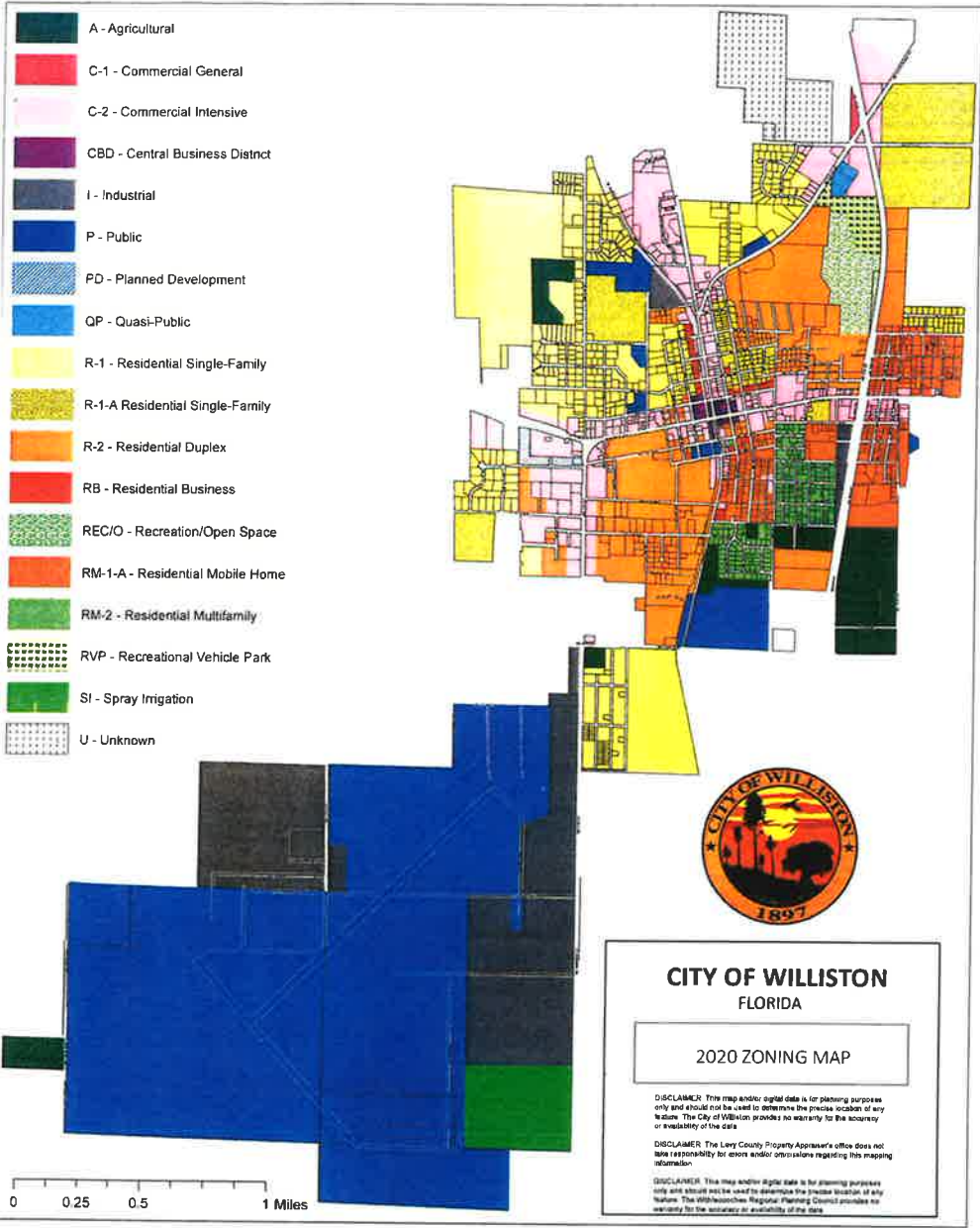
CRK 672 PAGE 77

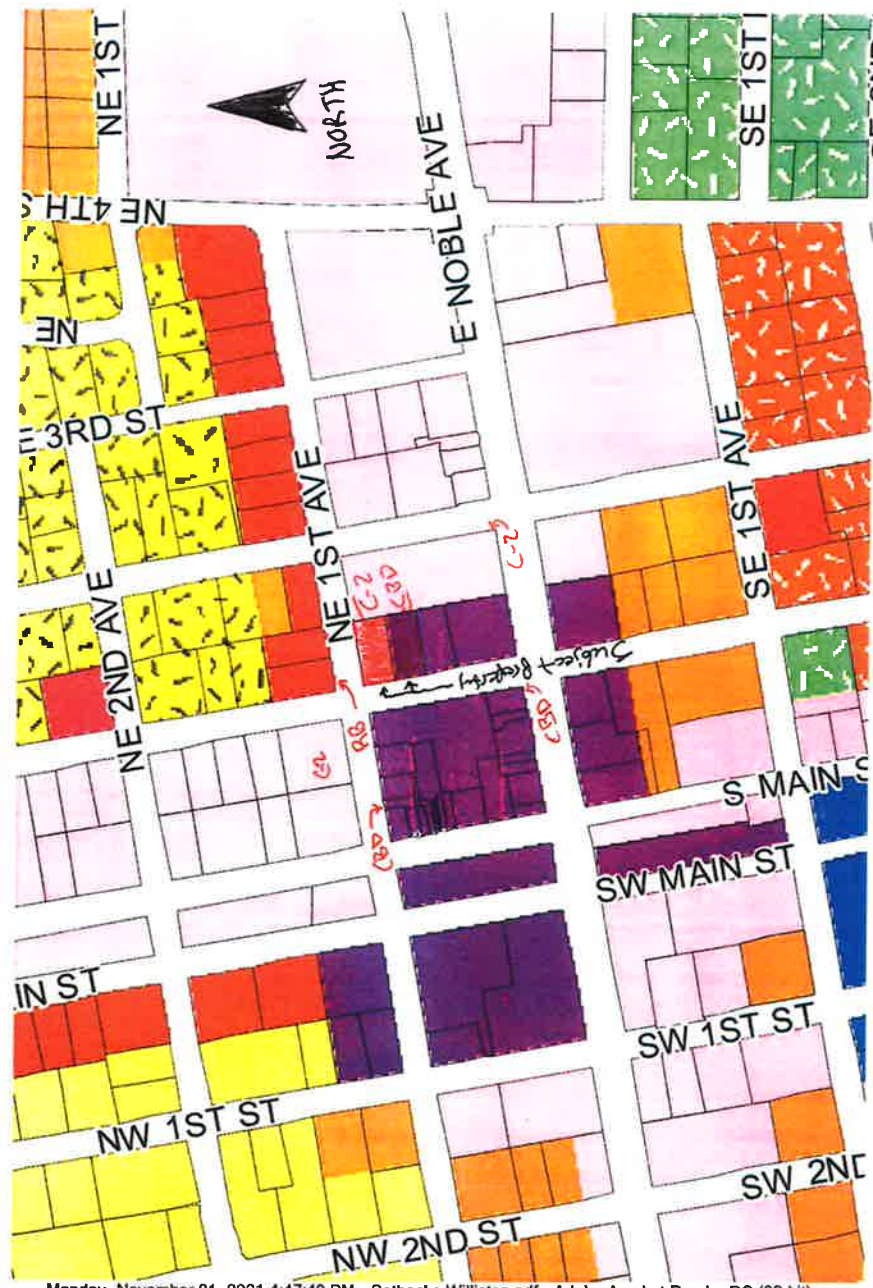


Parcel ID	0556600000	Physical Address	105 NE 1 AVE	Building Value	\$41,835	Last 2 Sales		
Property Use	0100 - HOUSE		WILLISTON	Extra Feature Value	\$352	Date	Price	Reason Qual
Taxing District	WILLISTON	Mailing Address	NOWLAND DAN	Market Land Value	\$11,642	8/14/2019	\$13500	11 U
Acres	0.19		610 SE 1ST ST	Ag Land Value	\$11,642	8/15/2000	\$46000	03 U
			WILLISTON FL 32696	Just Value	\$53,829			
				Assessed Value	\$53,829			
				Taxable Value	\$53,829			

Date created: 7/29/2021  
Last Data Uploaded: 7/28/2021 7:22:21 PM

Developed by  Schneider  
GEOSPATIAL





RECEIVED  
FBI  
7/9/11

- 1. **Readings** highlight the **found** on the **estimated value** of **5722716** for the **Southern red-bellied tree** of **ME 141** **Armed**, and **having** a **for computational** **mathematical** **study**.
- 2. The **unknown** **number** of **growing** **once** **not** **exceed** **=** **10** **times**.
- 3. **growing** **stems** **to** **be** **removed** **through** **growing** **stems**.
- 4. **no** **transverse** **are** **observed** **while** **surrounding** **the** **transverse**.
- 5. The **the** **regulation** **of** **the** **transverse** **does** **not** **have** **the** **apparent** **ability** **of** **mathematical** **regulation** **to** **control** **the** **transverse** **development**.
- 6. **number** **of** **growing** **stems**.

NOTE: THIS PROPERTY IS LOCATED IN FEDERAL FLOOD ZONE "A", AREAS DETERMINED TO BE WITHIN THE 018 ANNUAL CHANCE FLOOD PLAIN AND DETERMINED FROM FIRM PANEL NO. 12073C (GWWP, EFFECTIVE 11/02/2011).

Description: (Orb 672, Pg 77)  
 Lot 3, Block 11, MAP OF WILLISTON, according to  
 the plat thereof recorded in Plat Book 1, Page 1, Public  
 Records of Levy County, Florida.

[illegible]

Owner's Certification and Dedication:

[illegible]

**Acknowledgment:** (Circle at least one, possibly of many)

I hereby declare that on the day personally appeared before me, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, who are duly sworn and who furnished a Fair Shaker's license as verification, and executed the above statements and acknowledged before me that said statements were true and correct and were made voluntarily, and for the use and purpose herein recited, and did take effect.

Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Notary Public

**Owner's Certification and Dedication:**  
I, Jeffrey Howard, hereby certify that we are the owners of the items comprised within "Isop of William Buechtel at Lots 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833

Acknowledgment

(State of Florida, County of )

I hereby certify that on the day personally appeared before me, after reading, who are duly sworn and who furnished a Florida Driver's License as identification and who executed the above instrument, and acknowledged before me that they executed said instrument for the uses and purposes therein expressed; and due legal oath.

Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

NOBIS PUBLIC  
My Continuing Education

**Surveyor's Certificate**

I do hereby certify that this gold of "State of Wisconsin Report of Land 1  
B. 3, State 11" is a true and correct representation of the land  
described properly according to a survey made upon my respective  
survey and inspection dated 08/07/2011, and that the said  
certificate is in full compliance with the requirements of Chapter 312, Part 1, Florida  
Statutes.

	Office
Shirley M. Schiller, P.E.	400 Oak Street
Professional Surveyor & Mapper	Wichita, Kansas 67208
Phone: 313-633-1111	
Mobile Surveying, Inc.	
University of Australasia, Inc.	Phone: (813) 838-6211

**Certificate of City Attorney:**  
The undersigned certifies that the final plot is in proper form and has been approved in accordance with the subdivision procedures of the City of Wilson. This certification is made for the benefit of the City of Wilson and is not intended for the benefit of any person other than the City of Wilson.

City Attorney \_\_\_\_\_ Date \_\_\_\_\_

*Certificate of Approval and  
Acceptance of Dedication*

1. \_\_\_\_\_ as President of the City Council, do hereby certify that the City Council of the City of Winston, North Carolina, at a duly noticed public meeting on \_\_\_\_\_ did so determine that this plan conforms to the requirements of the City of Winston. Plans to be reviewed and authorized regarding: (a) approve the plan as presented; and (b) approve the dedication of all streets, rights-of-way, easements, and other land and other areas designated for use of the public as shown upon the plat, provided that the City assumes no responsibility or obligation to open or maintain said dedicated areas until, in the opinion of the City Council it is in the public interest to do so.

City Council President \_\_\_\_\_ Date: \_\_\_\_\_

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

**Survey Requirements:**  
Reviewed by Surveyor & Wagon. This is to certify that I have reviewed the plot for conformity to a Part 3, Chapter 171.

Professional Services & Support Date  
April 14, 2016, P.E.M. Florida Certification No. 2879

**Clerk of the Court:**  
It has been represented that this plot is located wholly within the boundaries of the municipality of Milledgeville and I have recorded said plot in the public records of Levy County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Clerk of the Circuit Court

Deputy Clerk

①

**Date: January 4, 2022**

**COUNCIL AGENDA ITEM**

---

**RESOLUTION 2022-03:** Approving to mark vehicle #151 as surplus property and approving a seal bid auction.

**REQUESTED BY:** Chief Dennis Strow

**PREPARED BY:** Admin. Assistant Brooke Willis

**BACKGROUND / DESCRIPTION:** Vehicle#151 is a 2015 Dodge Charger patrol vehicle that was involved in an accident on November 13, 2021. Damages to the vehicle is significant enough to consider the vehicle as surplus property and is no longer needed for use at the police department.

**LEGAL: REVIEW:** N/A

**FISCAL IMPACTS:** As indicated in the reports provided.

**RECOMMENDED ACTION:** Approve Resolution 2022-03 Declare vehicle #151 as surplus property and approve a seal bid auction.

**ATTACHMENTS:**

☐ **CONTRACT**      ☒ **RESOLUTION**      ☐ **MAP**

☐ **LEASE**      ☒ **OTHER DOCUMENTS**      **Disposal Form**

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

**COUNCIL ACTION:**

☐ **APPROVED**

☐ **DISAPPROVED**

**RESOLUTION NUMBER 2022-03**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
WILLISTON, LEVY COUNTY, FLORIDA, APPROVING A SEAL BID  
AUCTION FOR SURPLUS PROPERTY OF VEHICLE 151.**

**WHEREAS,** The Williston Police Department has determined that police vehicle #151 2015 Dodge Charger VIN 2C3CDXAT7FH867181 is no longer needed for agency use due to the damages from accident on and wishes to conduct a seal bid auction to dispose of said vehicle.

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

**SECTION 1. APPROVAL.** Vehicle 151, is no longer needed for agency use and it is hereby authorized to conduct a seal bid auction.

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

**PASSED AND ADOPTED** this 4th day of January, 2022.

**CITY OF WILLISTON, FLORIDA**

---

Debra Jones, President  
City Council

ATTEST:

---

Latricia Wright, City Clerk



## **Performance Evaluation City Clerk**

### **PURPOSE**

The purpose of the City Clerk performance evaluation and development report is to increase communication between the City Council and the City Clerk concerning the performance of the City Clerk in the accomplishment of his/her assigned duties and responsibilities, and the establishment of specific work-related goals and objectives.

### **PROCESS**

The City Council shall conduct an annual review and evaluation of the City Clerk's work performance. The results of such evaluation shall commend areas of good performance, recognize successful achievements, and point out areas for improvement.

1. Evaluation forms are distributed to all Council members.
2. The City Clerk prepares a memorandum to the Council including his/her self-evaluation in a narrative format to include a list of accomplished projects, pending projects, and goals.
3. Each Council member will review the self-evaluation and complete the performance evaluation form, sign, date and return it to the President of the Council.
4. The Council President tabulates the results of the evaluation forms and summarize the results of the evaluation forms as submitted.
5. A composite evaluation form and the City Clerk's self-evaluation will be distributed to the Council prior to the final evaluation meeting.
6. The Council will meet with the City Clerk in open session to review the evaluation. This can take place at a special meeting or at any regular City Council meeting.

### **INSTRUCTIONS**

Review the City Clerk's work performance for the entire period. Refrain from any possible bias; centralize on assessing performance alone. Evaluate the City Clerk based on quality and excellence to which assigned considering the length of time in the job. Check the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below. If you did not have an opportunity to observe a factor during this evaluation period, please indicate so in the "N/O" column next to the factor.

City Clerk Name: \_\_\_\_\_

Performance Evaluation

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

**Rating Scale Definitions (1-5)**

- |                          |   |
|--------------------------|---|
| Unsatisfactory (1)       | The City Clerk's work performance is inadequate and inferior to the quality of performance required for the job. Performance at this level is not recommended for continuance.                                    |
| Improvement needed (2)   | The City Clerk's work performance does not consistently meet the quality of excellence required for the position. Serious effort is needed to improve performance. <i>Recommend Performance Improvement Plan.</i> |
| Meets Job Standard (3)   | The City Clerk's work performance consistently meets the performance expectations of the job.   |
| Exceeds Job Standard (4) | The City Clerk's work performance is consistently above the level of expectations when compared to the quality and excellence expected of the job.  |
| Outstanding (5)          | The City Clerk's work performance is consistently outstanding when compared to the quality and excellence expected of the job.  |

---

**I. PERFORMANCE EVALUATION AND ACHIEVEMENTS**

1. City Council Relations	1	2	3	4	5	N/O
A. Follows up on Council actions to ensure timely preparation, indexing, and filing of agreements, resolutions, ordinances and vital records.	_____	_____	_____	_____	_____	_____
B. Reporting to the City Council is timely, clear, concise, and thorough.	_____	_____	_____	_____	_____	_____
C. Attends and records City Council meetings, and prepares necessary documentation for Council to certify.	_____	_____	_____	_____	_____	_____
D. Provides responsible and complex staff support to the City Council and City Personnel.	_____	_____	_____	_____	_____	_____
E. Keeps the City Council informed of current plans and activities, and new developments in technology, legislation, governmental practices, etc.	_____	_____	_____	_____	_____	_____

Comments:

---

---

---

---

---

2. Communication	1	2	3	4	5	N/O
------------------	---	---	---	---	---	-----

A. Oral communication is clear, concise, and effective.	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
---	-------	-------	-------	-------	-------	-------

B. Written communications are clear, concise, and effective.	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
--	-------	-------	-------	-------	-------	-------

Comments:

---

---

---

---

---

3. Public Relations	1	2	3	4	5	N/O
---------------------	---	---	---	---	---	-----

A. Projects a positive public image.	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
--------------------------------------	-------	-------	-------	-------	-------	-------

B. Is always courteous to the public.	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
---------------------------------------	-------	-------	-------	-------	-------	-------

C. Demonstrates good working relationships with City officials, City Manager, department leaders, and the public.	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
---	-------	-------	-------	-------	-------	-------

Comments:

---

---

---

---

---

4. Intergovernmental/Interdepartmental Relations	1	2	3	4	5	N/O
--	---	---	---	---	---	-----

A. Aid and support City ordinances, charter, & policies.	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
--	-------	-------	-------	-------	-------	-------

B. Demonstrates a full understanding of applicable policies, procedures, and work methods associated with assigned duties.	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
--	-------	-------	-------	-------	-------	-------

C. As Supervisor of Elections, works well and efficiently with County and State Representatives.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
--	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

D. Contributes to good government, and fosters citizenship and accountability through regular participation in local, regional, and state committees and organizations.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
---	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

E. Manage budget for City Clerk Administration	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
--	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Comments:

---



---



---



---



---

<b>5. Public Records Management</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/O</b>
-------------------------------------	----------	----------	----------	----------	----------	------------

A. Maintains compliance and retention of all official City records in an organized an accessible manner.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
--	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

B. Assists City officials, City employees, and public requests for retrieval and review of public records.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
--	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

C. Appropriately manage the disposition of records in accordance with public records retention requirements and schedule.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
---	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

D. Initiative for progressive plans on cloud storage for public records.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
--	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Comments:

---



---



---



---



---

<b>6. Responsibilities to Legislative Support</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/O</b>
---	----------	----------	----------	----------	----------	------------

A. Prepares advertising for ordinances, public hearings, elections, etc. in accordance with State Statutes, City Code, and City Charter.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
--	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

**B. Administer compliance to the Municipal Code to ensure proper codification and distributes City Code supplements in an efficient manner.**

Comments:

7. Constitutional Officer – Supervisor of Elections	1	2	3	4	5	N/O
---	---	---	---	---	---	-----

**A. Maintains compliance and administration of Chapters 97 through 106 of the FL. Statutes.**

**B. Administer the depository for all corporate contracts, agreements, ordinances, resolutions, and proclamations.**

### C. Qualify Candidates for Office.

**D. Provide Information and Statistics on Voter Registration, Voting, and Elections results.**

Comments:

8. Professional Traits	1	2	3	4	5	N/O
------------------------	---	---	---	---	---	-----

### A. Initiative.

### B. Judgement.

### C. Fairness and Impartiality.

**D. Creativity and Innovation**

\_\_\_\_\_

Comments:

---

---

---

---

**II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:**

---

---

---

---

---

---

**III. SUMMARY RATING**

**Overall Performance Rating** - Considering the results obtained against established performance expectations as well as overall job performance, the following rating is provided:

Unsatisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_ Meets Job Standards \_\_\_\_\_ Exceeds Job Standards \_\_\_\_\_ Outstanding \_\_\_\_\_

Comments:

---

---

---

---

---

**IV. FUTURE GOALS AND OBJECTIVES**

Specific goals and objectives to be achieved in the next evaluation period: \_\_\_\_\_

---

---

---

---

**V. PERFORMANCE IMPROVEMENT PLAN *\*If recommended***

**Specifics on the City Clerk's performance issues to be improved before the next evaluation period:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This evaluation has been reviewed and discussed between the City Council and the City Clerk on

\_\_\_\_\_  
Date

**City Council Concurrence**

_____	YES / NO
Jerry Robinson, Mayor	
_____	YES / NO
President Debra Jones	
_____	YES / NO
Vice-President Marguerite Robinson	
_____	YES / NO
Council Member Darfeness Hinds	
_____	YES / NO
Council Member Elihu Ross	
_____	YES / NO
Council Member Michael Cox	

City Clerk

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Next Evaluation Date**

## **CITY CLERK**

REVISED: 2/2021

### **GENERAL STATEMENT OF JOB**

Under the general direction of City Council and working in cooperation with the City Manager, the City Clerk; plans, manages, oversees, and directs the operations and services of the City Clerk's Office, which includes the statutory responsibilities of City Clerk such as, municipal elections and records management; provides responsible and complex staff support to the City Council and City personnel; performs other related duties as required.

### **ESSENTIAL JOB FUNCTIONS**

1. Accepts management responsibility for all of the City Clerk's Office, activities and services, including the statutory responsibilities of the City Clerk such as, municipal elections, and records management; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; attends and records City Council meetings.
2. Participates in the development, implementation, and maintenance of the City Clerk's Office goals, objectives, priorities, policies, procedures, and work plan. Reviews and evaluates work methods and procedures for improving department performance, enhancing services, and meeting goals; identifies and resolves problems and/or issues; ensures that goals are achieved.
3. Prepares, manages, and coordinates the City Clerk's budget; prepares forecasts of necessary funds for staffing, materials, and supplies; presents, justifies, and defends programs, operations, and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff and implements adjustments as necessary.
4. Keeps accurate records of the proceedings of the City Council; ensures compliance with open meeting laws and posting requirements; coordinates and prepares City Council agenda packets, meeting minutes, and calendars; follows up on Council actions to ensure timely preparation, indexing and filing of agreements, resolutions, ordinances, and vital records; updates and maintains the Municipal Code to reflect actions of the Council.
5. Records and maintains minutes, ordinances, and resolutions; publishes legal notices, notices of hearings, and notices of ordinances; receives, and accepts subpoenas on behalf of the City.
6. Directs the conduct of municipal elections; qualifies candidates, prepares appropriate ordinances in conjunction with requirements for and results of the election; oversee election canvassing board, schedules and prepares necessary documentation for Council to certify elections; posts election results; provides liaison to the Supervisor of Elections office.
7. Administers oaths or affirmations; certifies authenticity of municipal corporate document for public officials, governmental agencies, courts, and the general public, including ordinances, resolutions, agreements, deeds, and other official documents.
8. Demonstrates a full understanding of applicable policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.

9. Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
10. Oversees the City of Williston Pension Boards.
11. Serves as the City of Williston Public Record's Custodian in accordance with state statute and assigned duties. Maintains records per local, state and federal laws and conducts records destruction activities as prescribed by State of Florida records retention schedules. Facilitates public records disclosures and assists departments when necessary.

#### **NON CHARTER RELATED JOB FUNCTIONS**

1. Attends various professional education and development activities to obtain and sustain CMC certification.
2. Prepares reports, surveys and correspondence.
3. Public speaking and attends public functions.
4. Performs other work as assigned.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Public Administration or related field, plus four years of experience in a responsible administrative and supervisory capacity within a municipal government; **or** four years of increasingly responsible administrative experience in a city clerk's office, or similar municipal department, including at least two years at a management or supervisory level; or an equivalent combination of education, training and experience. Must possess or have the ability to obtain International Institute of Municipal Clerks (CMC) designation within a specified time frame.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Must have ability to comprehend and communicate complex information; maintain confidentiality and diplomacy; engage effectively in public speaking and remain calm in stressful situations. Knowledge of parliamentary procedures, modern office procedures and equipment required. Ability to locate, interpret and implement local and state laws applicable to the procedure and operation of the City of Williston and the City Clerk's office is essential.

#### **LICENSES/CERTIFICATES**

Must possess and maintain a valid Florida Operators Driver's License with an acceptable driving record.

Certified Municipal Clerk designation within 5 years.

Must possess or have ability to obtain Notary Public within specified time frame.

**RESIDENCY REQUIREMENT:** Not applicable

**ASSIGNED CITY VEHICLE:** YES:    NO:   x  

This is not an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the City clerk's position.

**Date: January 4, 2022**

**COUNCIL AGENDA ITEM**

---

**TOPIC: COWLINK RATES**

**REQUESTED BY: AARON MILLS**

**PREPARED BY: AARON MILLS**

**BACKGROUND / DESCRIPTION: COWLINK RATES**

**LEGAL REVIEW:**

**FISCAL IMPACTS:**

**RECOMMENDED ACTION: Approve**

**ATTACHMENTS:**

**COMMISSION ACTION:**

           **APPROVED**

           **DISAPPROVED**

## COWLINK RATES

At this time, we are planning on 2 packages.

Basic 10Mbps down / 5 Mbps up at \$20 / month

General 25 Mbps down / 25 Mbps up at \$35 / month

Refundable Deposit on CPE Equipment would be \$100.

If we provide a managed router that we manage and maintain,

2 choices:

HAP Mini provides 2 Ethernet ports, and 2.4 Ghz wifi at \$5 / month  
with a refundable deposit of \$40

HAP II provides 4 Ethernet ports, 2.4 Ghz and 5 Ghz wifi at \$10 / month  
with a refundable deposit of \$80  
Sight Survey, and Basic installation are free.

Appropriate state, county, and city telecommunication taxes will also be  
applied.

--  
Aaron Mills  
City of Williston, Florida  
Information Technology Manager  
(352) 528-3060 Ext. 115