

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

DATE: TUESDAY, SEPTEMBER 6, 2022
TIME: 6:00 P.M.
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Charles Goodman
Council President Debra Jones
Vice-President Marguerite Robinson
Councilmember Michael Cox
Councilmember Zach Bullock
Councilmember Elihu Ross

OTHERS:

City Manager Jackie Gorman
City Attorney Scott Walker
City Clerk Latricia Wright
Attorney Kiersten Ballou
Dep. City Manager Deanna Nelson

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

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

ITEM – 2 – PROCLAMATION CONSTITUTION WEEK. MAYOR CHARLES GOODMAN.

ITEM – 3 – PROCLAMATION: CELEBRATING NATIONAL HISPANIC HERITAGE MONTH. MAYOR CHARLES GOODMAN.

ITEM – 4 – PUBLIC PARTICIPATION

ITEM – 5 – CONSENT AGENDA – (pp 5-11)

- Council minutes from August 16, 2022

ITEM – 6 – OLD BUSINESS

A. STAFF AND BOARD AND COUNCIL UPDATES

- CITY MANAGER JACKIE GORMAN
- STAFF
- COUNCIL

B. RESOLUTION 2022-53: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA APPROVING THE 2022-2023 HOLIDAYS SCHEDULE, AND APPROVING FOR AN EFFECTIVE DATE. DONALD BARBER, PUBLIC WORKS SUPERVISOR. (pp 12-16)

C. RESOLUTION 2022-62: A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, ESTABLISHING A PURCHASE OF REPLACEMENT

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

LIGHTING FOR CITY HALL PARKING LOT BALLASTS; AND PROVIDING AN EFFECTIVE DATE. DONALD BARBER, PUBLIC WORKS SUPERVISOR. (pp 17-20)

ITEM – 7 – NEW BUSINESS –

- A. DISCUSSION WITH POSSIBLE ACTION: CITY MANAGER RESIGNATION. COUNCIL PRESIDENT DEBRA JONES.
- B. DISCUSSION WITH POSSIBLE ACTION: ACCEPTING DEPUTY CITY MANAGER/HR DIRECTOR RESIGNATION. COUNCIL PRESIDENT DEBRA JONES.
- C. DISCUSSION WITH POSSIBLE ACTION: APPOINTING INTERIM CITY MANAGER. COUNCIL PRESIDENT DEBRA JONES.
- D. DISCUSSION WITH POSSIBLE ACTION: DONATING OLD SURPLUS A/C TO WAG. COUNCIL PRESIDENT DEBRA JONES.
- E. DISCUSSION WITH POSSIBLE ACTION: ROOM FOR CENTRAL FLORIDA COMMUNITY ACTION AGENCY, INC. DONALD BARBER, PUBLIC WORKS SUPERVISOR AND STEPHANIE SEAWRIGHT, CHIEF OPERATIONS OFFICER FOR CFCAA.
- F. DISCUSSION WITH POSSIBLE ACTION: SW 4TH STREET & SW 8TH AVE. IMPROVEMENTS. DONALD BARBER PUBLIC WORKS SUPERVISOR. (pp 21-26)
- G. DISCUSSION WITH POSSIBLE ACTION: DEVELOPMENT OF AN ORDINANCE FOR GOLF CARTS AND RELIGIOUS USE ON CITY STREETS. DONALD BARBER, PUBLIC WORKS SUPERVISOR. (pp 27-31)
- H. RESOLUTION 2022-57: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, TO APPROVE THE DISPOSAL AND SALE SURPLUS VEHICLES. DANNY WALLACE, LOGISTICS MANAGER. (pp 32-38)
- I. RESOLUTION 2022-58: A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, AUTHORIZING THE CITY COUNCIL PRESIDENT TO SIGN AN AGREEMENT WITH WRIGHT-PIERCE TO PROVIDE ENGINEERING SERVICES FOR AN INFRASTRUCTURE REVITALIZATION PLAN, AND PROVIDING AN EFFECTIVE DATE. DONALD BARBER, PUBLIC WORKS SUPERVISOR. (pp 39-43)
- J. RESOLUTION 2022-59: A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE CITY OF WILLISTON TO EXPAND THE MASTER PLAN CONTRACT FOR PROFESSIONAL CONSULTING SERVICES WITH WRIGHT-PIERCE, INC.; AND PROVIDING AN EFFECTIVE DATE. DONALD BARBER, PUBLIC WORKS SUPERVISOR. (pp 44-51)
- K. RESOLUTION 2022-60: A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, AUTHORIZING THE GENERAL EMPLOYEE PENSION FUND TO ALLOW FOR EMPLOYEE CONTRIBUTION TO INCLUDE ALL HOURS WORKED AND PROVIDE AN EFFECTIVE DATE. DONALD BARBER PUBLIC WORKS SUPERVISOR AND LAURA JONES, CITY PLANNER. (pp 52-53)

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- L. RESOLUTION 2022-61: A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, AUTHORIZING THE CITY COUNCIL PRESIDENT TO SIGN AN AGREEMENT WITH KOOGLER & ASSOCIATES, INC., TO PROVIDE AIR TESTING SERVICES FOR THE CITY OF WILLISTON YARD WASTE BURNING AREA, AND PROVIDING AN EFFECTIVE DATE. DONALD BARBER, PUBLIC WORKS SUPERVISOR. (pp 54-70)
- M. RESOLUTION 2022-63: A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, ESTABLISHING AUTHORIZATION FOR CITY OF WILLISTON WELL NUMBER ONE EMERGENCY REPAIR; AND PROVIDING AN EFFECTIVE DATE. DONALD BARBER, PUBLIC WORKS SUPERVISOR. (pp 71-79)

OPEN PUBLIC HEARING

- N. 1ST READING ORDINANCE 2022- 698. AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA, MAKING CERTAIN FINDINGS AND DETERMINATIONS; AMENDING SECTION 40-142 OF THE CODE OF ORDINANCES, CITY OF WILLISTON, FLORIDA; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. PUBLIC WORKS SUPERVISOR DONALD BARBER. (pp 80-101)

CLOSE PUBLIC HEARING

ITEM – 8 – PUBLIC PARTICIPATION

ITEM - 9 - ANNOUNCEMENTS

ITEM – 10 – ADJOURNMENT

NEXT SCHEDULED COUNCIL MEETING SEPTEMBER 20, 2022, AT 6:00 P.M.

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

<https://v.ringcentral.com/join/069017976>

Meeting ID: 069017976

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CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

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

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.
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, AUGUST 16, 2022
TIME: 6:00 P.M.
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Charles Goodman
Council President Debra Jones
Vice-President Marguerite Robinson
Councilmember Michael Cox
Councilmember Zach Bullock
Councilmember Elihu Ross

OTHERS:

City Manager Jackie Gorman
City Attorney Scott Walker
City Clerk Latricia Wright
Attorney Kiersten Ballou
Dep. City Manager Deanna Nelson

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG – Opening prayer and Pledge of Allegiance led by Mayor Goodman.

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

Council President Jones requested to remove Item 5(J) Mayor Goodman requested to have Item# 5(L) removed. Motion to approve agenda as amended by Vice-President Robinson. Seconded by Councilmember Bullock and Cox. Motion carried 5-0.

ITEM – 2 – PUBLIC PARTICIPATION – Business owner Marvin Johnson commented on adding more funds to the budget for all city parks for upgrades. Brandon Peters candidate for House District 22 commented on running for office. Residents Albert Fuller and Nancy Vallario commented on the new organization they are apart of called “Citizens for Clarity in Government”.

ITEM – 3 – CONSENT AGENDA – Motion by Vice-President Robinson to approve minutes as written. Councilmember Ross seconded. Motion carried 5-0.

- Council minutes from August 2, 2022

ITEM – 4 – OLD BUSINESS

A. STAFF AND BOARD AND COUNCIL UPDATES

- CITY MANAGER JACKIE GORMAN – City Manager gave an update on the new population report from BEBR. As of April 1, 2022, the City of Williston has 3,084 residents.
- STAFF – Deputy City Manager Nelson gave an update on the 8 open positions. Fire Chief Stegall informed Council, the new squirt truck was ready and someone from the Fire Department will be flying out to Utah to deliver it back to Williston.

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- COUNCIL – City Attorney Scott Walker commented on the suit filed against the City by Mr. George Phillips.

ITEM – 5 – NEW BUSINESS –

- A. RODNEY LONG: CANDIDATE FOR SENATE SEAT DISTRICT 9: INTRODUCTION TO COUNCIL. -Candidate Long introduced himself to Council and the public and spoke about Senate Seat District 9 that he's running for.
- B. DISCUSSION WITH POSSIBLE ACTION: NO BUILD RESOLUTION. LAURA CATLOW, ROBBIE BLAKE AND KIM WHEELER. – Laura Catlow and Kim Wheeler spoke to Council on the Toll Road and asked Council if they would do a Resolution for a No Toll in Levy County.

OPEN PUBLIC HEARING

- C. 1ST READING ORDINANCE 2022- 698. AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA, MAKING CERTAIN FINDINGS AND DETERMINATIONS; AMENDING SECTIONS 40-141 THROUGH 40-145 OF THE CODE OF ORDINANCES, CITY OF WILLISTON, FLORIDA; ADOPTING ENACTING, AND PROVIDING FOR ELECTRIC UTILITY RATEMAKING BY RESOLUTION; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. PUBLIC WORKS SUPERVISOR DONALD BARBER. – Tabled. Asked to re-write and bring back.

CLOSE PUBLIC HEARING

OPEN PUBLIC HEARING

- D. 2ND READING ORDINANCE 2022-700: AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WILLISTON, FLORIDA, AMENDING THE CITY CHARTER TO CHANGE THE DATES OF CITY ELECTIONS AND TO CHANGE TERMS OF OFFICE NECESSITATED BY SUCH CHANGE IN THE ELECTION DATES; AMENDING SECTIONS 2.02, 4.02, AND 4.03 OF THE CITY CHARTER; PROVIDING AN EFFECTIVE DATE. ATTORNEY KIERSTEN BALLOU. – Motion to approve Ordinance 2022-700 by Vice-President Robinson. Seconded by Councilmember Bullock. Motion carried 5-0.

CLOSE PUBLIC HEARING

- E. RESOLUTION 2022-51: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AUTHORIZING THE PRESIDENT OF THE CITY COUNCIL TO EXECUTE CONTRACTS FOR 2022-2023 GROUP HEALTH, LIFE, DENTAL, VISION, SUPPLEMENTAL, AND 457B PLANS FOR THE CITY OF WILLISTON, AND APPROVING AN EFFECTIVE DATE. DEPUTY CITY MANAGER DEANNA NELSON. – Motion to approve Resolution

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

2022-51 by Councilmember Bullock. Seconded by Vice-President Robinson.
Motion carried 5-0.

- F. RESOLUTION 2022-53: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AUTHORIZING THE PRESIDENT OF THE CITY COUNCIL TO EXECUTE AN AMENDMENT TO THE HR MANUAL; SPECIFICALLY, SECTION 20-HOLIDAYS, TO INCLUDE OBSERVING "JUNETEENTH" AS AN EMPLOYER-PAID HOLIDAY FOR THE CITY OF WILLISTON; AND TO ESTABLISH THE NEW 2022-2023 HOLIDAYS SCHEDULE, AND APPROVING FOR AN EFFECTIVE DATE. DEPUTY CITY MANAGER DEANNA NELSON. -Council asked to check to see if part-time should get holiday pay and bring back to next meeting. Vice-President Robinson moved to table. Councilmember Bullock seconded. Motion carried 5-0.
- G. RESOLUTION 2022-54: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING A STANDARD FORM T-HANGAR LEASE FOR T-HANGAR RENTALS AT THE WILLISTON MUNICIPAL AIRPORT; AUTHORIZING THE AIRPORT MANAGER TO EXECUTE THIS STANDARD FORM T-HANGAR LEASE WITH TENANTS; AND PROVIDING AN EFFECTIVE DATE. AIRPORT MANAGER BENTON STEGALL. – Motion to approve Resolution 2022-54 by Councilmember Ross. Vice-President Robinson seconded. Motion carried 5-0.
- H. RESOLUTION 2022-55: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, EXTENDING THE SAFE BUILT FLORIDA, LLC CONTRACT FOR 120 DAYS UNTIL OCTOBER 1, 2022. CITY PLANNER LAURA JONES. – Motion to approve Resolution 2022-55 by Vice-President Robinson. Seconded by Councilmember Bullock. Motion carried 5-0.
- I. RESOLUTION 2022-56: A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR FEDERAL FISCAL YEAR 2023-2024. CITY PLANNER LAURA JONES. – Motion to approve Resolution 2022-56 by Councilmember Cox. Seconded by Vice-President Robinson. Motion carried 5-0.
- J. RESOLUTION 2022-57: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, TO APPROVE THE DISPOSAL AND SALE (2) CASE BACKHOE/TRACTORS. DANNY WALLACE, LOGISTICS MANAGER. – Item cancelled.
- K. DISCUSSION WITH POSSIBLE ACTION: PURCHASING REPLACEMENT LIGHTS FOR THE OUTSIDE OF CITY HALL. ELECTRIC SUPERVISOR MIKE MILLER. – Motion to use Safety Grant moved to purchase replacement lights. Seconded by Councilmember Cox. Motion carried 5-0.

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

L. DISCUSSION WITH POSSIBLE ACTION: REGARDING MAYOR USAGE OF CREDIT CARD. MAYOR CHARLES GOODMAN. – cancelled.

M. DISCUSSION WITH POSSIBLE ACTION: JOAB PENNY REGARDING STAFF.
– Mr. Joab Penny commented on the issues he was having with the City Manager.

ITEM – 6 – PUBLIC PARTICIPATION – None

ITEM - 7 – ANNOUNCEMENTS – Councilmember Ross wanted to know if there where any updates on Pesso property. City Planner Jones stated fees are being filed with Attorney. City Manager Gorman commented on the “Special Meeting” that the mayor called and would like to know what it’s about. City Attorney Ballou stated it did not have to have a purpose.

City Manager Gorman read a letter she had written to council. (LETTER ATTACHED).

ITEM – 8 – ADJOURNMENT – Councilmember Ross moved to adjourn at 7:51 p.m. Seconded by Councilmember Bullock. Motion carried 5-0.

NEXT SCHEDULED COUNCIL MEETING SEPTEMBER 5, 2022, AT 6:00 P.M.



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

August 16, 2022

To: Mayor & City Council:

RE: Bullying and Intimidation/Retaliation against me for discovering financial inequities & requiring accountability from Department Managers

As you know since my arrival in 2018, I have worked hard to try and give the City of Williston my best skills and abilities. My degree is in Public Administration with a Minor degree in HR Management. I also had 8 weeks of classes that focused on Excellence in Government. These classes trained me in process management making sure that any process was done efficiently and effectively.

One of the first challenges that was brought to Management was to work with the CRA Board in assisting them with understanding the laws surrounding the use of TIF funds and how they could not be transferred to the general fund. The CRA lost thousands of dollars that was never returned. Upon hire, City Manager Lippmann asked that I restructure the entire building department which I accomplished. I removed a consultant (Kimley-Horn) that was hired for \$140,000 to "revamp" the Land Development Code. I recovered close to half of the \$90,000 that was written off the Waste Pro contract. Many utility bills were being written off resulting in huge financial loses for the city until I led the City into entering a contract with a collections firm. Currently I have been leading the city through a financial recovery due to past bad management decisions that has resulted in severe revenue shortages.

Since Deanna Nelson was hired as HR Director, she has been working hard to repair and improve compliance in our Human Resources Department. It is imperative that we understand all employee benefits, wages, etc. and have accomplished this for city hall...but we have had nothing but push back from former Police Chief Strow and Fire Chief Stegall. Time sheets are incorrect, we have found where many of their staff have been inappropriately paid for overtime that has cost the city thousands of dollars. Paperwork that is mandated to be filed with the state has not been done which may result in major fines. We have had push back on compliance with HR Manual Policy placing the city in jeopardy of lawsuits.

There is excessive spending taking place with credit cards. Credit card spending is out of control, and we are not getting cooperation, only retaliation from Department Managers including the mayor. Now Mayor Goodman is doing the same by making inappropriate purchases with his credit card and now that he has been exposed, he is intimidating and retaliating against both me and Ms. Nelson. I have been continually asking for accountability on the credit card purchases. I am giving my credit card up because I do not want to be part of this financial inequity any longer.

There is a past pattern with intimidation with Human Resources Department employees by Police & Fire leaders causing them to abruptly leave employment. As we continue to find financial inequities, the bullying gets worse.

My promoting Deanna Nelson to Deputy City Manager/HR Director brought an amazing amount of criticism from Council, the Mayor, Police & Fire leaders. I have the absolute authority to promote this position. This is not an unusual practice and I feel she has the skills to assist me in getting through some of the process management issues we are facing here at the city. Ms. Nelson has exemplary education, skills, and abilities. Why is this a threat to the Mayor, Fire & Police leaders?

I have been harassed and intimidated for months yet I continued to take the high road hoping this would end. Both Deanna and I were warned by Jonathen Bishop, Public Works Director and Donald Barber, Public Works Supervisor that both Deanna Nelson and I would be provoked into losing our temper with hope to file a claim! We have City employees who will witness to hearing about this plan of attack.

Recently, Lamar Stegall, Fire Chief provoked Deanna Nelson, Deputy City Manager/HR Director to the point of her losing her temper which has led to a formal complaint. I have been reaching out to our attorneys for assistance in getting this matter resolved because I cannot remain unbiased having witnessed all this bullying, intimidation and retaliation that has been taking place.

Shortly afterwards at a staff meeting, Mayor Goodman, who has no business attending our staff meeting, was very obviously trying to intimidate both of us by sternly staring us down throughout the entire meeting. He did not participate in any conversations, he just glared angrily at us.

On June 13, 2022, several Department Managers and employees received an anonymous letter that made my staff very uncomfortable and unsafe due to the veiled threats stated in the letter. A city email was mentioned, so I asked our IT Department to retrieve it hoping I could get some idea as to who would send such a letter. The email was between Mayor Goodman and Council member Margarette Robinson. Once the mayor realized I had access to all emails he demanded from our IT Director that I not be allowed to look at city emails. The mayor does not have this authority.

I have been trying to lead Managers through the budget process to make staff salaries competitive and include a capital budget that has been neglected for over a decade. These funds that are desperately needed for capital has been sacrificed to support general fund. During the staff meeting on August 10, 2022, I reinforced the need to cut back on executive salaries so we could include Capital funds. Now Managers are complaining to the Mayor and a Special Meeting has been called on August 17, 2022. I asked the mayor what the topic of the meeting and he said, "you are".

Council Chair Debra Jones and Council member Mike Cox has been working tirelessly to assist us in understanding why the bullying and retaliation is taking place. Both have been supportive in our efforts to improve compliance.

There is a pattern showing the same names on all emails, Facebook blogs, etc. The people behind this have been on the Council for many years and have allowed all these financial inequities to take place, and now they are intimidating and retaliating against both me and Deanna because they are afraid of exposure.

Mayor Goodman, by Charter, is responsible for Police & Fire Departments only, not my administration yet he continues to interfere with city business. His bullying and intimidation need to stop.

Deanna Nelson and I do not deserve the unfair treatment we have been receiving the past months and I am asking for the bullying, intimidation, and retaliation to end. The impact to both of us is causing a major distraction resulting in loss of productivity and an increased risk for staff and low morale.

C: Law Firm of Taren Lane Delisle

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

*Mayor - Charles Goodman/President - Debra Jones
Vice-President-Marguerite Robinson
Council members - Elihu Ross - Zach Bullock - Michael Cox*

Date: September 6, 2022

**COUNCIL AGENDA
ITEM**

TOPIC: Resolution 2022-53

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WILLISTON, FLORIDA APPROVING THE 2022 – 2023 HOLIDAYS
SCHEDULE, AND APPROVING FOR AN EFFECTIVE DATE.**

PREPARED BY: Jackie Gorman, City Manager

BACKGROUND/ DESCRIPTION:

Attached you will find the Resolution and Attachment for the 2022-23 Holiday Schedule for your approval.

LEGAL REVIEW: No

FISCAL IMPACTS: No

RECOMMENDED

ACTION: Approval

ATTACHMENTS: Resolution 2022-53

COMMISSION ACTION:

APPROVED _____

DISAPPROVED _____

CITY COUNCIL RESOLUTION NO. 2022-53

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA APPROVING THE 2022 – 2023 HOLIDAYS SCHEDULE, AND APPROVING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Williston offers as a part of their compensation and benefits package, an employer-paid holiday schedule to its Full-Time employees; and

WHEREAS, the Williston City Council desires to maintain this quality compensation and benefits package for its employees to support employee retention and foster a positive work environment; and

WHEREAS, the Williston City Council wishes to approve employer-paid holidays as a part of a larger compensation package that also includes other paid time off, such as vacation days and sick leave days.

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

SECTION 1. the above recitals are true and accurate and are made a part of this resolution.

SECTION 2. This Resolution hereby authorizes the Council President to approve the 2022-2023 Holidays Schedule as shown on the attached Exhibit "A".

SECTION 3. This resolution shall become effective immediately upon passage and adoption by the City Council.

PASSED AND ADOPTED at a meeting of the City Council this 6th day of September 2022.

CITY OF WILLISTON, FLORIDA

By: _____

Debra Jones, President

ATTEST:

By: _____

Latricia Wright, City Clerk

By: _____

Kiersten Ballou, Attorney



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

HOLIDAY SCHEDULE 2022-2023

Veterans Day	Friday November 11, 2022
Thanksgiving Day	Thursday, November 24, 2022
Day After Thanksgiving	Friday, November 25, 2022
Day Before Christmas	Friday, December 23, 2022
Christmas Day	Monday, December 26, 2022
News Years Day	Monday, January 2, 2023
Martin Luther King Day	Monday, January 16, 2023
Presidents Day	Monday, February 20, 2023
Good Friday	Friday, April 7, 2023
Memorial Day	Monday, May 29, 2023
Independence Day	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023

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

Mayor – CHARLES GOODMAN / President – DEBRA JONES
 Vice President – MARGUERITE ROBINSON
 Council members / ZACH BULLOCK – MICHAEL COX – ELIHU ROSS
 City Manager – JACKIE GORMAN / Deputy City Manager – Deanna Nelson / City Clerk – LATRICIA WRIGHT

SECTION 20 - HOLIDAYS

20.01 DAYS OBSERVED

- A. The City Manager will annually determine the twelve (12) day Holiday Schedule prior to the beginning of each fiscal year. These days will be granted with pay to all eligible employees regularly scheduled to work on such days, provided that an employee may be required to work on a holiday, if necessary to maintain essential services to the public.
- B. When a holiday falls on Saturday, the preceding Friday shall be designated a substitute holiday and observed as the official holiday for that year. When a holiday falls on a Sunday, the following Monday shall be designated a substitute holiday and observed as the official holiday. For those employees working a rotating shift, the actual holiday is considered as the day observed.
- C. The observed holidays are:
 - 1. Martin Luther King, Jr. Day
 - 2. Veteran's Day
 - 3. Thanksgiving (4th Thursday)
 - 4. Day after Thanksgiving
 - 5. Christmas Day
 - 6. Day before/after Christmas Day
 - 7. New Year's Day
 - 8. President's Day
 - 9. Good Friday
 - 10. Memorial Day
 - 11. Independence Day
 - 12. Labor Day (1st Monday)
- D. The City Manager will determine when any department or operation will be opened for business on a holiday.

20.02 HOLIDAY PAY

- A. All full-time permanent employees will receive compensation for the entire period of their standard scheduled shift for each of the holidays observed, except those covered by a CBA. For example, if the standard scheduled employee shift is 12 hours, the employee will receive 12 hours compensation for the observed holiday not worked. If the standard scheduled employee shift is 4 hours, the employee will receive 4 hours compensation for the observed holiday not worked. All holidays must be taken as time off or as paid time within thirty (30) calendar days.
- B. If the actual holiday falls on an employee's on duty day, he shall be compensated

at the rate of one and a half (1 ½) his regular rate of pay for all hours worked in addition to his holiday pay.

20.03 ELIGIBILITY FOR HOLIDAY PAY

- A. In order to receive holiday pay, the employee must have worked the scheduled shifts immediately before and after the holiday unless on pre-approved paid leave.
- B. When the employee is scheduled to work on a holiday, and his absence is not excused, the employee will not receive holiday pay.

20.04 ABSENCE DUE TO SICKNESS

An employee scheduled to work a holiday who fails to work because of sickness or injury shall not receive holiday pay.

20.05 HOLIDAY ON A LEAVE PAY

- A. Employees on a scheduled vacation who meet the eligibility requirements for holiday pay will be paid for their regularly scheduled hours for the holiday(s) that fall within their vacation leave period.
- B. Otherwise, if a holiday falls during a leave of absence without pay, the employee shall not receive holiday pay.
- C. All overtime holiday work must have the prior approval of the Department Head.

CITY COUNCIL AGENDA ITEM

September 6th, 2022

TOPIC: Resolution 2022-62 / City Hall Parking Lot Lighting Repair

REQUESTED BY: Donald Barber, Public Works Supervisor

BACKGROUND / DESCRIPTION:

The Williston City Hall parking lot lights were installed in 2008. The high-pressure sodium ballasts that are the current lights, are no longer sold. Upgrading to LED will provide an alternative that offers year to year savings in overall power consumption.

Total funds not to exceed \$7000.00

LEGAL REVIEW: None

FISCAL IMPACTS: Not to exceed \$7000.00 CIP funds per Finance Director Stephen Bloom

RECOMMENDED ACTION: Staff recommends Approval

ATTACHMENTS: Quote from GRESCO

ACTION:

_____ **APPROVED**

_____ **DISAPPROVED**

RESOLUTION 2022-62

A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, ESTABLISHING A PURCHASE OF REPLACEMENT LIGHTING FOR CITY HALL PARKING LOT BALASTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in 2008 the city hall parking lot lights were installed; and

WHEREAS, the high-pressure sodium lights are no longer available on the market, and

WHEREAS, LED lightings will save on power consumption,

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

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

SECTION 2. The City Council hereby accepts the cost associated with the repair and replacement installation from GRESCO not to exceed \$7000.00.

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

PASSED AND ADOPTED on _____, 2022.

CITY OF WILLISTON, FLORIDA

Debra Jones, President
Williston City Council

ATTEST: Latricia Wright
City Clerk



Customer:	City of Williston		
Attn:	Jason Lee	Quote Date:	7/15/2022
Gresco Rep:	Jessie Lipps		
Email:	jessie.lipps@gresco.com		
Phone:	352-748-9550		

Note: All prices quoted are based upon quantities listed above. Any changes to the quantity may be subject to a requote.

GRESCO
Celebrating **60** years

19

CITY COUNCIL AGENDA ITEM

September 6, 2022

TOPIC: Discussion with Possible Action / Central Florida Community Action Agency, Inc.

**REQUESTED BY: Donald Barber, Public Works Supervisor / Stephanie Seawright,
Chief Operations Officer for CFCAA**

BACKGROUND / DESCRIPTION:

Economic conditions have made it challenging for a few residents to keep up with the rising costs of Utility fees. City staff would like to use an extra office space in the Lobby of City Hall to provide a space for Central Florida Community Action Agency, INC.

Central Florida Community Action Agency (CFCAA) is a private, nonprofit, community-based organization whose purpose is to reduce poverty and help low-income individuals and families become self-sufficient in Alachua, Levy and Marion Counties. CFCAA is committed to helping people strengthen their lives through community partnership.

LEGAL REVIEW: NO

FISCAL IMPACTS: YES / Revenue for City Administration / \$1200.00 Annually

RECOMMENDED ACTION: Staff recommends securing a contract and agreement

ATTACHMENTS: NONE

ACTION:

☐ **APPROVED**

☐ **DISAPPROVED**

CITY COUNCIL AGENDA ITEM

September 6, 2022

TOPIC: Discussion with Possible Action / SW 4th Street & SW 8th Ave Improvements - Phase 1

REQUESTED BY: Donald Barber, Public Works Supervisor / Laura Jones, City Planner

BACKGROUND / DESCRIPTION:

Multiple residents have brought forward concerns on the easements and rights-of-way for SW 4th St and SW 8th Ave. Issues concerning the necessary boundaries and property lines need further study and proposed solutions. The neighborhood has some pressing concerns around access for emergency service and upgrades to water and wastewater.

Wright-Pierce has provided a quote to study and provide recommendations on preceding. The initial step (Phase 1) will define the land acquisitions needed to bring the roadway corridor into CITY and other regulatory standards. This is the first preliminary step required to approach an answer or solution to this complicated citizen concern.

LEGAL REVIEW: NO

FISCAL IMPACTS: YES / Funding TBD

RECOMMENDED ACTION: Staff recommends discussion

ATTACHMENTS: Exhibit A

ACTION:

☐ **APPROVED**

☐ **DISAPPROVED**

August 16, 2022

Jackie Gorman, City Manager
City of Williston
50 North Main Street
Williston, FL 32696

**SUBJECT: SW 4th Street and SW 8th Avenue Improvements - Phase I
Wright-Pierce Project No. T16937**

Dear Jackie,

Wright-Pierce would like to thank the City of Williston (CITY) for the opportunity to submit this proposal to provide professional engineering services to begin the initial investigations in support of roadway improvements along SW 4th Street and SW 8th Avenue. These roadways are owned by the CITY, are unimproved, have minimal non-standard right-of-way widths, and are the subject of residential complaints. Wright-Pierce delivered a draft "Summary of Roadway Improvement Needs", dated 6/17/2022, to the CITY which identified these roadways as unpaved and recommended full depth construction improvements. We recommend a multi-phase approach to address this project. The initial step (Phase I) will define the land acquisitions needed to bring the roadway corridor into CITY and other regulatory standards. Phase I also includes a rough order of magnitude opinion of cost. If the CITY chooses to proceed beyond this initial phase, subsequent proposals will encompass detailed design and permitting (Phase II) and construction administration (Phase III).

This proposal presents our understanding of the scope of services necessary to successfully implement Phase I of the project. Phase I, the study phase, includes boundary survey services, desktop mapping, conceptual plans, a pre-application meeting with Southwest Florida Water Management District (SWFWMD), a preliminary engineer's opinion of probable construction cost, and a City Council presentation.

Scope of Services

Phase I: Study

Task 1A: Boundary/Route Survey

Wright-Pierce shall retain the services of McMillen Surveying, Inc. to prepare a Boundary/Route Survey locating the property boundary locations adjacent to SW 4th Street and SW 8th Avenue as seen on Exhibit A. In addition, the survey will locate improvements and utilities within the road right-of-way, the front faces of the houses, and exterior improvements (fence, power lines, etc) in the rear yards of said houses.

Task 1B: Desktop Mapping

Wright-Pierce will obtain and review publicly available data from the following sources to assist with preparation of the conceptual plans:

8/16/2022

Jackie Gorman, City Manager

Page 2 of 4

- National Wetlands Inventory (NWI) from the U.S. Fish and Wildlife Services
- National Flood Hazard Layer from the Federal Emergency Management Agency
- Web Soil Survey from United States Department of Agriculture – Natural Resources Conservation Service
- Inundation Areas from the Williston Watershed Management Plan
- Digital Elevation Model from the Williston Watershed Management Plan
- Well Construction Permits from SWFWMD

Figures will be created using the previously mentioned data to support a pre-application meeting with SWFWMD.

Task 1C: Conceptual Right-of-Way Plan

In conjunction with Task 1B above, Wright-Pierce will prepare a conceptual plan of the roadway improvements. The plan will be prepared in AutoCAD using the survey information provided in Task 1A. The plan will be provided to the CITY in a .pdf format and paper copies as requested.

The conceptual plan will depict the property lines, proposed property acquisition, setbacks resulting from said property acquisition, the extents of pavement construction, and potential locations for stormwater management (if required). Detailed design of utilities, grading, landscaping, or other detailed design is proposed to be performed during Phase II under separate scope and fee.

Wright-Pierce will meet with the CITY to review the conceptual site plan and receive comments to incorporate into the conceptual site plan. Meeting minutes of the conceptual site plan review will be supplied to the CITY for their review. Conceptual site plan will also be updated depending on the results of the pre-application meeting with SWFWMD to be discussed in the next task.

Task 1D: SWFWMD Pre-Application Meeting

Using the figures created in Task 1B and the conceptual site plan created in Task 1C, Wright-Pierce will review Environmental Resource Permitting (ERP) criteria and conduct a pre-application meeting with SWFWMD to confirm the regulatory criteria that will apply to the project and to confirm the property acquisition described in the conceptual site plan is adequate for the proposed improvements. Depending on the results of the meeting, the conceptual site plan will be updated if needed and delivered to the CITY for their review. Meeting minutes of the pre-application meeting will be supplied to the CITY for their review.

Task 1E: Preliminary Engineer's Opinion of Probable Construction Cost

Using the conceptual plan developed in Task 1C, Wright-Pierce will develop a preliminary (rough order of magnitude) Engineer's Opinion of Probable Construction Cost (EOPCC) for the roadway improvements and property acquisition required for the project. For the roadway improvements portion, the EOPCC will utilize unit cost data from recent FDOT historical unit costs and bids received recently for other projects. For the property acquisition portion, the EOPCC will utilize the Just (Market) Value from Levy County Property Appraiser as the basis for calculating the square footage cost of property to be acquired. A more refined EOPCC will be prepared in Phase II as the design is advanced.

8/16/2022

Jackie Gorman, City Manager

Page 3 of 4

Task 1F: City Council Presentation

Using the deliverables created and data found in previous tasks, Wright-Pierce will prepare a presentation to support CITY staff presenting the project to City Council and the city residents who attend. Wright-Pierce will participate in the presentation as needed/requested by the CITY. The presentation will cover the project's purpose, key design elements, the property to be acquired to expand the right-of-way, why said property needs to be acquired, the estimated cost of the project, and the next steps to continue the project. A draft of this presentation will be sent to the City Manager for review and approval in advance of the City Council Meeting.

Compensation

We will complete the above scope of services on a time and materials, not to exceed basis. The total fee is estimated to be \$27,400.00 and includes our labor, overhead, and reimbursable expenses. Fees will be billed monthly.

Schedule

We will start our services immediately after your execution of this engineering services Task Order. It is anticipated that Wright-Pierce will complete Tasks 1A through 1E within 120 calendar days of authorization. Task 1F (City Council Presentation) will follow thereafter based on council meeting agendas and meeting dates. This schedule assumes that draft material provided by Wright-Pierce to CITY staff will be reviewed within 7 days of receipt to maintain project progress.

Terms

Services will be provided in accordance with this Task Order and the *Basic Contract for Professional Consulting Services* agreement between Wright-Pierce and the CITY dated July 7, 2017, and amended on July 19, 2022, and supersedes all prior written or oral understandings. This Task Order may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

We appreciate the opportunity to present this proposal to you and for the opportunity to serve the City of Williston. Should you have any questions or required additional information, please do not hesitate to contact me at (407) 794-1734 or at the e-mail address listed below.

Sincerely,

WRIGHT-PIERCE, INC.



Walter A. Nickel, PE

Senior Project Manager

walter.nickel@wright-pierce.com

WRIGHT-PIERCE 
Engineering a Better Environment

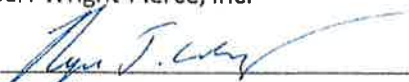
Attachment: Exhibit A - Roadway Map

Task Order Acceptance Signatures

Engineer: Wright-Pierce, Inc.

Owner: City of Williston

By:


Signature

By:

Signature

Date: August 16, 2022

Date: _____

Ryan Wingard, PE

Vice President

cc: *Dennis Davis, Wright-Pierce*
Lucas Anthony, Wright-Pierce

EXHIBIT A - ROADWAY MAP



CITY COUNCIL AGENDA ITEM

September 6th, 2022

TOPIC: Discussion with possible Action / Development of an Ordinance for Golf Cart and Religious use on City Streets.

REQUESTED BY: Donald Barber, Public Works Supervisor

BACKGROUND / DESCRIPTION:

Many residents have expressed interest in a program to address golf cart and Amish cart access around the City of Williston. The first step in the process is developing a multi-stage plan and creating the proper implementation for safe practices.

Wright-Pierce has a proposal to study and recommend how the City of Williston would work in coordination with FDOT and the Levy County officials for guidance and developing a city-specific ordinance. This study would include signage recommendations along with updated paving markers.

Further items for consultation would be the following:

1. Task one: Project initiation
2. Task two: Code Research
3. Task three: Review of City streets
4. Task four: Coordination with FDOT and Levy County
5. Task five: Ordinance Preparation
6. Task six: Recommended Improvements

Total funds not to exceed \$31,000.00

LEGAL REVIEW: None

FISCAL IMPACTS: \$31,000.00, Funded by ARPA

RECOMMENDED ACTION: Staff recommends Approval

ATTACHMENTS: Proposal from Wright-Pierce

ACTION:

_____ **APPROVED**

_____ **DISAPPROVED**

August 10, 2022

Jackie Gorman, City Manager
City of Williston
50 North Main Street
Williston, FL 32696

**SUBJECT: Development of an Ordinance for Golf Cart Use on City Streets
Wright-Pierce Project No. T16938**

Dear Jackie,

Wright-Pierce would like to thank the City of Williston (CITY) for the opportunity to submit this proposal to provide professional engineering services to develop a city ordinance to permit golf cart usage on certain city streets. This proposal presents our understanding of the scope of services necessary to develop this ordinance. This includes meeting with city officials to discuss their objectives and establish parameters for golf cart use, researching similar ordinances, reviewing city streets for suitability, contacting Levy County and FDOT officials for guidance, developing a city-specific ordinance, and making recommendations regarding related improvements such as signage and pavement markings.

SCOPE OF SERVICES

TASK 1: PROJECT INITIATION

Wright-Pierce will meet with city officials at City Hall to discuss their objectives, expectations, and concerns related to allowing golf cart use on certain city streets. We will also meet with Public Works and Planning staff to solicit similar inputs. Meeting minutes will be prepared to document the ordinance's goals and objectives.

TASK 2: CODE RESEARCH

Wright-Pierce will conduct reviews of design guidelines and recommendations from the following sources:

1. National Highway Traffic Safety Administration, Federal Motor Vehicle Safety Standards for Low Speed Vehicles.
2. Florida Statutes Section 316.212 - Operation of golf carts on certain roadways.
3. City of Newberry - Sec. 94-38. - The operation of golf carts on city streets.

TASK 3: REVIEW CITY STREETS

CITY staff provided Wright-Pierce with a map of roadways to be consider for golf cart use under this ordinance (Exhibit A, attached). Wright-Pierce will conduct a visual review of these streets and document features such as pavement condition, travel way and shoulder width, pavement markings, roadside obstructions, sight distance concerns, traffic lights, pedestrian crossings, neighborhood considerations, or other features that

8/10/2022

Jackle Gorman, City Manager

Page 2 of 3

might affect golf cart usage. Results will be tabulated by street and recommendations will be made on the suitability of each roadway for golf cart use.

TASK 4: COORDINATE WITH LEVY COUNTY AND FDOT

Wright-Pierce will contact Levy County and FDOT officials and discuss the intended ordinance and its objective, and how golf cart usage might affect adjacent County and State roadways, and if so, determine what steps might be needed to obtain County and/or FDOT approvals. Meeting minutes will be prepared to document these discussions.

TASK 5: ORDINANCE PREPARATION

Wright-Pierce will develop a golf cart ordinance based on the information obtained above. Work under this task will include ordinance language and a map of permitted streets suitable for inclusion in the CITY's Code of Ordinances. We will meet with CITY staff to present and review these documents. Appropriate edits will be made, and revised documents presented to City Council for their review and input. We also expect to conduct a separate meeting with the CITY attorney to discuss the ordinance and obtain their approval. The final ordinance will be presented to City Council for adoption.

TASK 6: RECOMMENDED IMPROVEMENTS

Wright-Pierce will develop roadway maps similar in size and level of detail to the CITY's roadway condition maps developed under our Infrastructure Revitalization Project. These maps will indicate recommended improvements needed to allow golf cart usage such as locations for "Golf Carts Permitted" signage, improvements to other traffic signage, and improvements to pavement markings. These improvements will be represented in a schematic, plan view format and supplemented by four to six standard details for the needed signage or pavement marking improvements. They will be suitable for implementing these improvements by City Public Works staff but are not intended for public bidding purposes.

COMPENSATION

We will complete the above scope of services on a time and materials, not to exceed basis. The total fee is estimated to be **\$31,000.00** and includes our labor, overhead, and reimbursable expenses. Fees will be billed monthly.

SCHEDULE

We would expect to start our services immediately after your execution of this engineering services letter agreement. It is anticipated that Wright-Pierce will submit a draft ordinance to the CITY for review and comment within 90 calendar days of authorization. Finalization of the ordinance is dependent on the timing of subsequent CITY review meetings.

TERMS

Services will be provided in accordance with this Task Order and the *Basic Contract for Professional Consulting Services* agreement between Wright-Pierce and the CITY dated July 7, 2017, and amended on July 19, 2022, and supersedes all prior written or oral understandings. This Task Order may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

8/10/2022

Jackie Gorman, City Manager

Page 3 of 3

We appreciate the opportunity to present this proposal to you and for the opportunity to serve the City of Williston. Should you have any questions or required additional information, please do not hesitate to contact me at (407) 794-1734 or at the e-mail address listed below.

Sincerely,

WRIGHT-PIERCE, INC.



Walter A. Nickel, PE
Senior Project Manager
walter.nickel@wright-pierce.com

Attachment: Exhibit A - Roadway Map

Task Order Acceptance Signatures

Engineer: Wright-Pierce, Inc.

By:


Signature

Date: August 9, 2022

Ryan Wingard, PE

Vice President

Owner: City of Williston

By: _____

Signature

Date: _____

cc: *Dennis Davis, Wright-Pierce*
Lucas Anthony, Wright-Pierce

WRIGHT-PIERCE 
Engineering a Better Environment

74A

Mixon Road

WILLISTON

ZONE 3

SEE MAP No. 75

IN BY FERRELL CROFT-1996, REVISED: 8/18/06

31

Date: 08/06/2022

COUNCIL AGENDA ITEM

RESOLUTION 2022-57:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WILLISTON, FLORIDA, TO APPROVE THE DISPOSAL AND SALE
SURPLUS VEHICLES.**

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

FISCAL IMPACTS: Currently all vehicles are non-operational and have been used parts to keep similar equipment in service. We no longer have need for the attached list of vehicles for use or parts.

RECOMMENDED ACTION: Staff recommends approval.

ATTACHMENTS:

<input type="checkbox"/> CONTRACT	<input checked="" type="checkbox"/> RESOLUTION 2022-57	<input type="checkbox"/> MAP
<input type="checkbox"/> LEASE	<input checked="" type="checkbox"/> OTHER DOCUMENTS	

COUNCIL ACTION:

☐ **APPROVED**

☐ **DENIED**

RESOLUTION NUMBER 2022-57

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WILLISTON, FLORIDA, TO APPROVE THE DISPOSAL AND SALE THE
ATTACHED VEHICLE LISTING.**

WHEREAS the City of Williston generally agreed to approve the disposal and sale of attached vehicle list.

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

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

Section 2. The City Council hereby approves the disposal and sale of attached list, With the proceeds to be applied to the city utility sinking fund.

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

PASSED AND ADOPTED a meeting of the City Council this 6 day of September, 2022.

CITY OF WILLISTON, FLORIDA

BY: _____
Debra Jones, City Council President

ATTEST:

Latricia Wright, City Clerk

Asset No. 869

Disposal Date: 13/06/2013

Description of Item: 2000 CHEVROLET PICK UP

Department No. 536 Dept. Name: Sewer Department

Manufacturer: CHEVY

Serial Number: 1GBGC34R4YR215649

Model Number: 3500

Year: 2000

Plate Number: NA

Odometer Reading: NA

Location of Asset: AIRPORT

Value / Cost _____ Cash Rec'd, If Sold _____

Disposal Method

Salvage	<input type="checkbox"/>
Trade	<input type="checkbox"/>
Sold	<input type="checkbox"/>
Auction	<input checked="" type="checkbox"/>
Junked	<input type="checkbox"/>

(Check One)

Council Approval:

Yes	No
-----	----

 (Circle One)

Disposal Notes: TRUCK IS IN VERY POOR CONDITION AND RUSTED

Used as parts truck

Disposal Cost, if Applicable: _____

Accounting Notes, if Applicable: vehicle used as parts



Department Head Signature _____

Date: _____

Asset No. 353

Disposal Date: _____

Description of Item: TRUCK - GARBAGE VEH #10

Department No. 534 Dept. Name: SOLID WASTE

Manufacturer: FORD

Serial Number: 1FDYR82A2LVA25658

Model Number: LN 8000

Year: 1990

Plate Number: NA

Odometer Reading: NA

Location of Asset: AIRPORT

Value / Cost _____ Cash Rec'd, if Sold _____

Disposal Method

Salvage	
Trade	
Sold	
Auction	XXXXXXXX
Junked	

(Check One)

Council Approval:

Yes	No
-----	----

 (Circle One)

Disposal Notes: TRUCK IS IN VERY POOR CONDITION AND RUSTED

Disposal Cost, if Applicable: _____

Accounting Notes, if Applicable: _____



Department Head Signature _____

Date: _____

**CITY OF WILLISTON
ASSET / SMALL EQUIPMENT
DISPOSAL FORM**

Asset No. 279

Disposal Date: _____

Description of Item: LINE TRUCK - DERRICK TRUCK

Department No. 531 Dept. Name: ELECTRIC

Manufacturer: FORD

Serial Number: F61DCJ37250

Model Number: F700

Year: 1970

Plate Number: NA

Odometer Reading: NA

Location of Asset: AIRPORT

Value / Cost _____ Cash Rec'd, If Sold _____

Disposal Method

Salvage	<input checked="" type="checkbox"/>	} (Check One)
Trade	<input type="checkbox"/>	
Sold	<input type="checkbox"/>	
Auction	<input type="checkbox"/>	
Junked	<input type="checkbox"/>	

Council Approval:

Yes	No
-----	----

 (Circle One)

Disposal Notes: TRUCK IS IN VERY POOR CONDITION AND RUSTED

Salvage only

Disposal Cost, if Applicable: _____

Accounting Notes, if Applicable: _____



Department Head Signature

Date:

Asset No. **867**

Disposal Date: _____

Description of Item: 2000 CHEVROLET PICK UP

Department No. 532 Dept. Name: GAS DEPARTMENT

Manufacturer: CHEVY

Serial Number: 1GBGC34R4TR215562

Model Number: 3500

Year: 2000

Plate Number: NA

Odometer Reading: NA

Location of Asset: AIRPORT

Value / Cost \$21,024.50 Cash Rec'd, If Sold _____

Disposal Method

Salvage
Trade
Sold
Auction
Junked

XXXXXXXX

(Check One)

Council Approval:

Yes	No
-----	----

 (Circle One)

Disposal Notes: TRUCK IS IN VERY POOR CONDITION AND RUSTED

Disposal Cost, if Applicable:

**INFO. ONLY TRUCK DISPOSED
OF ON 12/6/2013**

Accounting Notes, if Applicable:



Department Head Signature _____

Date: _____

Asset No. 138

Disposal Date: _____

Description of Item: LOADER BUCKET RAKE COUPLER

Department No. 541 Dept. Name: UTILITY DEPT

Manufacturer: JOHN DEERE

Serial Number: 4GB543866

Model Number: 544G

Year: 1998

Plate Number: NA

Odometer Reading: NA

Location of Asset: AIRPORT

Value / Cost \$55,000.00 Cash Rec'd, If Sold _____

Disposal Method

Salvage	<input type="checkbox"/>
Trade	<input type="checkbox"/>
Sold	<input type="checkbox"/>
Auction	<input checked="" type="checkbox"/>
Junked	<input type="checkbox"/>

(Check One)

Council Approval:

Yes	No
-----	----

 (Circle One)

Disposal Notes: REAR GEARS NEED REPLACING
UN ABLE TO FIND PARTS

Disposal Cost, if Applicable: _____

Accounting Notes, if Applicable: _____



Department Head Signature

Date:

Date: 09/06/2022

COUNCIL AGENDA ITEM

TOPIC: Renewal for Miscellaneous Services for Wright-Pierce

PREPARED BY: Donald Barber, Public Works Supervisor

1. **BACKGROUND / DESCRIPTION:** Wright-Pierce has been utilized effectively for emergency or miscellaneous services in the past and used the last \$25,000 over an extended period of eight months to provide services for planning, zoning, and utility departments.
2. This will not affect any existing service contract that the City of Williston currently has with any vendor or service provider.

LEGAL REVIEW: NO

FISCAL IMPACTS: Finance Director Stephen Bloom consulted and advised funds will come from Utility CIP funds.

RECOMMENDED ACTION: To approve the agreement and provide an effective date.

ATTACHMENTS: Resolution and Proposal.

COMMISSION ACTION:

_____ **APPROVED**

_____ **DISAPPROVED**

RESOLUTION 2022 -58

A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, AUTHORIZING THE CITY COUNCIL PRESIDENT TO SIGN AN AGREEMENT WITH WRIGHT-PIERCE TO PROVIDE ENGINEERING SERVICES FOR AN INFRASTRUCTURE REVITALIZATION PLAN, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Williston needs an Infrastructure Revitalization Plan for the City's water, wastewater, and roadway infrastructure, and miscellaneous services.

WHEREAS, to proceed with the project, it is necessary to enter into an Agreement with Wright-Pierce to perform these services in the amount of **\$25,000** in accordance with their standard Terms and Conditions for Engineering Services outlined in their annual Contract for Engineering Services; and

WHEREAS funding will be allocated as follows:

FY 21/22 - \$25,000 Utility CIP fund

WHEREAS the City of Williston finds that it is necessary to enter into the Agreement and that it is a necessary part of moving forward with this project and authorizes the City Council President to sign said Agreement.

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

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

SECTION 2. The City Council hereby accepts the Terms and Conditions of the Proposal with Wright-Pierce as identified in the attached Exhibit A.

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

PASSED AND ADOPTED on _____, 2022.

CITY OF WILLISTON, FLORIDA

Debra Jones, President
Williston City Council

ATTEST: Latricia Wright
City Clerk

August 25, 2022

Jonathen Bishop, Public Works Director
City of Williston, FL
50 North West Main Street
Williston, FL 32696

SUBJECT: Miscellaneous Professional Services, Contract Modification Proposal

Dear Jonathen,

Wright-Pierce would like to thank the City of Williston (City) for the opportunity to submit this contract modification proposal to continue to provide professional engineering services associated with supporting the City's staff on miscellaneous project needs.

Project Background and Understanding

The City does not have a City Engineer but has numerous projects and tasks associated with operating, maintaining, and improving its public infrastructure for which they need regular input from a Professional Engineer. The City has a miscellaneous services agreement with Wright-Pierce to provide professional services on an as needed basis to assist with various projects and tasks in support of its Public Works Department. This agreement was established on June 8, 2021, with a fee amount of \$25,000. The agreement was modified on February 22, 2022, with an additional \$25,000.

To date, Wright-Pierce has performed work on 14 tasks under this agreement, and the City has several more tasks pending that need our involvement. These pending tasks are associated with development reviews, grant applications, and general professional consultation. Therefore, an additional fee amount of \$25,000 is being requested.

Proposed Scope of Services

Wright-Pierce and its subconsultants will continue to provide professional engineering services on a task-by-task basis as requested by the City Manager or Public Works Director. Upon receiving each request, we will formalize the requested scope of work, deliverables, and schedule in an email back to the City.

Deliverables

Wright—Pierce will provide deliverables as required for each task assigned under this contract.

8/25/2022

Jonathen Bishop, Public Works Director

Page 2 of 3

Fee Estimate

We propose to complete the services on a time and material basis for an additional amount not to exceed \$25,000 (\$75,000 total under this agreement) unless additional compensation is approved by the City. We will bill the City on an hourly basis based on our employees' hourly rate times a 3.15 multiplier. Expenses will be billed at cost and subconsultants costs will be billed at cost plus a 10% markup. Wright-Pierce will bill the City monthly and provide a monthly summary report of the services provided during each monthly invoicing period.

Proposed Schedule

Wright-Pierce will continue to support the City as needed. For each assignment Wright-Pierce will provide the City a proposed schedule for that assignment.

We appreciate the opportunity to present this proposal and to serve the City of Williston. Should you have any questions or require additional information, please do not hesitate to contact me at (407) 785-5794 or at the e-mail address below.

Sincerely,

WRIGHT-PIERCE



Dennis Davis, PE
Senior Client Service Manager
Dennis.davis@wright-pierce.com

8/25/2022

Jonathen Bishop, Public Works Director

Page 3 of 3

Williston Miscellaneous Professional Services

Contract Acceptance Signatures

Engineer: Wright-Pierce, Inc.

Owner: City of Williston

By: 
Signature

By: _____
Signature

Date: August 25, 2022,
Steven C. Hollowell, PE
Vice President

Date: _____
Debra Jones
City Council President

CITY COUNCIL AGENDA ITEM

September 6th 2022

TOPIC: Proposal to Expand Scope of Master Plan with Wright-Pierce

REQUESTED BY: Donald Barber, Public Works Supervisor

BACKGROUND / DESCRIPTION:

The Williston City Council approved the engineering firm Wright-Pierce to create the Utility Master plan for the city. Wright-Pierce has completed a majority of that task, and city staff has learned of new developments and grant opportunities that require an expansion of the scope of this work.

Further items for consultation would be the following:

1. Update the potable water system hydraulic model to include the Morales RV Park and perform various modeling scenarios.
2. Evaluate Wastewater system upgrades required to serve Morales RV site and other developments.
3. Additional effort needed to develop the potable water system GIS.
4. Develop Airport Water and Wastewater Master Plan.
5. Develop Cornelius Williams Park Master Plan.

This work would be scheduled to be completed by priority of funding sources and developer funded initiatives. Total funds not to exceed \$65,061.00.

This resolution gives the Council President authority to sign documents related to the proposal to expand the Master Plan contract with Wright-Pierce, Inc.

LEGAL REVIEW: None

FISCAL IMPACTS: \$65,061.00, Funded by ARPA

RECOMMENDED ACTION: Staff recommends Approval

ATTACHMENTS: Proposal from Wright-Pierce

ACTION:

_____ **APPROVED**

_____ **DISAPPROVED**

RESOLUTION 2022-59

A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE CITY OF WILLISTON TO EXPAND THE MASTER PLAN CONTRACT FOR PROFESSIONAL CONSULTING SERVICES WITH WRIGHT-PIERCE, INC; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Williston entered into an agreement with Wright-Pierce, Inc, for a Contract for professional services to create a City-wide master plan; and

WHEREAS the City has determined that it has been mutually beneficial to expand this contract for an additional five tasks; and

WHEREAS Wright-Pierce has submitted a Contract scope expansion for the Master Plan to be authorized between the City of Williston and Wright-Pierce, Inc; and

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

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

SECTION 2. The City Council hereby accepts the quote and contract from Wright-Pierce, Inc hereby exhibited as Exhibit A.

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

PASSED AND ADOPTED on _____, 2022.

CITY OF WILLISTON, FLORIDA

Debra Jones, President
Williston City Council

ATTEST: Latricia Wright
City Clerk

August 4, 2022

Mr. Donald Barber
City of Williston
50 NW Main Street
Williston, FL 32696

**SUBJECT: Proposal for Engineering Services
Infrastructure Revitalization Plan – Amendment No. 1**

Dear Mr. Barber,

The City of Williston's City Council approved a contract with Wright-Pierce to provide engineering services associated with an Infrastructure Revitalization Plan (IRP) through Resolution 2021-40 on July 20, 2021. That work has progressed on schedule. However, there are new developments, that were not foreseen when the scope of work for the IRP was originally prepared, that need to be considered as part of the IRP. One of these new developments is located outside of the City's Utilities Service Area and will have substantial impacts upon the utility systems and must be incorporated into the IRP's potable water model. This task was not originally considered as part of our original proposal. Additionally, the original scope of work for the IRP did not include sizing wastewater system infrastructure to serve these additional developments.

These new developments have been discussed with City staff during several meetings and it was agreed that Wright-Pierce would develop an Amendment to our Agreement for the IRP to address these additional services. Thus, this proposal provides the details, costs, and schedule addressing the additional services that are discussed above and to compensate for additional effort that it took to get the City's potable water system into the Geographical Information System (GIS) that went above the originally planned effort.

Additionally, the City has requested that Wright-Pierce assist the City with two additional master planning efforts. The first is development of a utilities master plan for the Airport and the Airport Industrial Park. The second is to develop a master plan for Cornelius Williams Park based on the concept provided by the City.

SCOPE OF SERVICES

For this amendment, we anticipate performing the following tasks:

Task 1: Update the Potable Water System Hydraulic Model to Include the Morales RV Park and Perform Various Modeling Scenarios

Wright-Pierce will update the recently developed and calibrated potable water system hydraulic model to include the proposed Morales RV Park (shown as project 15 on the attached map) which is planned for

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Mr. Donald Barber

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approximately 600 spaces. Water demand for this facility will be determined using the best available information and will be assigned at the centroid of the site. Modeling scenarios will then be performed to determine the most beneficial means for the City to serve this facility. These scenarios will include:

1. Scenario 1: Extending a water main from the eastern portion of the City's existing water distribution system, which is served by the Mixon Road Water Treatment Plan (WTP), to serve the Morales RV Park.
2. Scenario 2: Developing an onsite well and WTP at the Morales RV Park and then connecting the proposed water system to the eastern portion of the City's existing water distribution system.

Wright-Pierce will present these findings along with an opinion of probable construction costs (OPCC) for each feasible alternative in a technical memorandum. Wright-Pierce will electronically submit a portable document format (PDF) copy of the draft memorandum to the City for review. Wright-Pierce will meet with the City to discuss its comments and agree on comments to be incorporated into the second draft memorandum. Wright-Pierce and the City will then meet with Morales to discuss the options for providing the Morales site with potable water. Following the meeting with Morales, Wright-Pierce will incorporate comments agreed upon between the City and Wright-Pierce into the second draft technical memorandum and provide it to the City for final review. Subsequently, Wright-Pierce will update the memorandum and electronically submit a PDF copy of the final memorandum to the City.

Task 2: Evaluate Wastewater System Upgrades Required to Serve Morales RV Site and Other Developments

Wright-Pierce's scope of work for the IRP did not include sizing wastewater system infrastructure because the intent was to use the 2013 SRF Clean Water Facilities Plan as the basis of what improvements needed to be made in the wastewater collection and transmission system. However, due to the proposed Morales RV Site along with several other proposed developments at the corner of SE 12th Ave. and SE 4th St. (refer to the proposed developments 9, 10, 11, and 12 on the attached map), an analysis needs to be performed to determine the best way to provide these developments with sewer service. Wright-Pierce will develop up to four options that include preliminary sizing of the wastewater collection and transmission system(s) components needed to serve these future developments. In addition, Wright-Pierce will assess whether the existing wastewater treatment plant has the capacity to treatment the proposed wastewater flows. Prior to starting this effort, Wright-Pierce will work with City staff to identify the most likely options that should be evaluated and will agree to those before moving forward with this task.

Wright-Pierce will present these findings along with an OPCC for each feasible alternative in a technical memorandum. Wright-Pierce will electronically submit a PDF copy of the draft memorandum to the City for review. Wright-Pierce will meet with the City to discuss its comments and agree on comments to be

8/4/2022

Mr. Donald Barber

Page 3 of 5

incorporated into the second draft memorandum. Wright-Pierce and the City will then meet with Morales to discuss the options for providing the Morales site with sewer service. Following the meeting with Morales, Wright-Pierce will incorporate comments agreed upon between the City and Wright-Pierce into the second draft technical memorandum and provide it to the City for final review. Subsequently, Wright-Pierce will update the memorandum and electronically submit a PDF copy of the final memorandum to the City.

Task 3: Additional Effort Needed to Develop the Potable Water System GIS

As part of the original scope of work for the IRP, Wright-Pierce contemplated developing the potable water transmission system model using readily available Auto CAD or GIS files of the potable water distribution system that were to be provided by the City. Unfortunately, limited information was included in available Auto CAD and GIS files and thus Wright-Pierce had to digitize hard copy drawings of the potable water system from dozens of drawing sets, in order to develop the potable water system GIS which was used as the basis of the potable water transmission system hydraulic model. This effort was not budgeted for as part of this project and this task provides compensation for those services already provided to digitize the dozens of drawing sets provided by the City. This task is complete, and the resulting work product will be provided to the City in the form of a potable water distribution system GIS layer.

Task 4: Develop Airport Water and Wastewater Master Plan

The City endeavors to develop a master plan for the airport that includes the water and wastewater systems. This airport master plan will allow the City to best position itself for future development at the airport and its surrounding industrial park. This task will include developing a layout and sizing of potable water and wastewater systems at the airport and its surrounding industrial park. This task will also consider options for relocating the wastewater treatment plant's effluent disposal spray field.

Task 5: Develop Cornelius Williams Park Master Plan

The City has obtained a grant from the Florida Department of State (FDOS) for improvements at the Cornelius Williams Park. Prior to implementing the first phase of work, the City wishes to develop a Park Master Plan figure that identifies the work planned to be completed with the initial FDOS grant and future phases as well. This figure will be to scale and will depict the areas needed for each activity at the park, will include a schematic depiction of the required utilities and stormwater treatment areas, but will not include final design details and grading required for construction. A colorized version of the Master Plan will be provided to the City for presentation purposes. This task will also include attendance at a Planning Commission Meeting and a City Council Meeting to assist the City in presenting the Park Master Plan.

SCHEDULE

Wright-Pierce will begin working on Tasks 1, 2, 4, and 5 immediately upon approval by the City. Final deliverables schedules for each task will be discussed with the City upon receiving the Notice to Proceed (NTP).

PROPOSED FEE

Based on the above, we have prepared the following fee to complete the scope of services.

Task	Fee
Task 1 – Update the Potable Water System Hydraulic Model to Include the Morales RV Park and Perform Various Modeling Scenarios	\$9,670
Task 2 – Evaluate Wastewater System Upgrades Required to Serve Morales RV Site and Other Developments	\$15,574
Task 3 – Additional Effort Needed to Develop the Potable Water System GIS	\$14,984
Task 4 – Develop Airport Water and Wastewater Master Plan	\$18,413
Task 5 – Develop Cornelius Williams Park Master Plan	\$6,420
TOTAL	\$65,061

The above budget includes our labor and reimbursable expenses. Fees charged by Wright-Pierce will be invoiced on lump sum basis based on the percent completed monthly. Additional services performed at the City's request and authorization will be billed on a time and materials basis per our standard labor rates, plus any applicable reimbursable expenses. Services will be performed in accordance with our standard Terms and Conditions for engineering agreements as approved for the original contract.

The maximum total compensation for the project shall not exceed the total compensation for the scope items above without written authorization from the City. If it becomes apparent to Wright-Pierce at any time that changes in scope or other issues impact total compensation, we will so notify the City in writing.

If this proposal is acceptable, please have an authorized agent sign below and return a copy for our files. We appreciate this opportunity to be of service to you and look forward to this opportunity to work with you on this project. Should you have any questions or wish to discuss this proposal further, please do not hesitate to contact me at 407.710.9259.

Sincerely,
WRIGHT-PIERCE



Dennis Davis, PE
Senior Client Service Manager

8/4/2022
Mr. Donald Barber
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dennis.davis@wright-pierce.com
CITY OF WILLISTON

By: _____

Name: _____

Title: _____

Date: _____

WRIGHT-PIERCE, INC.

By: _____

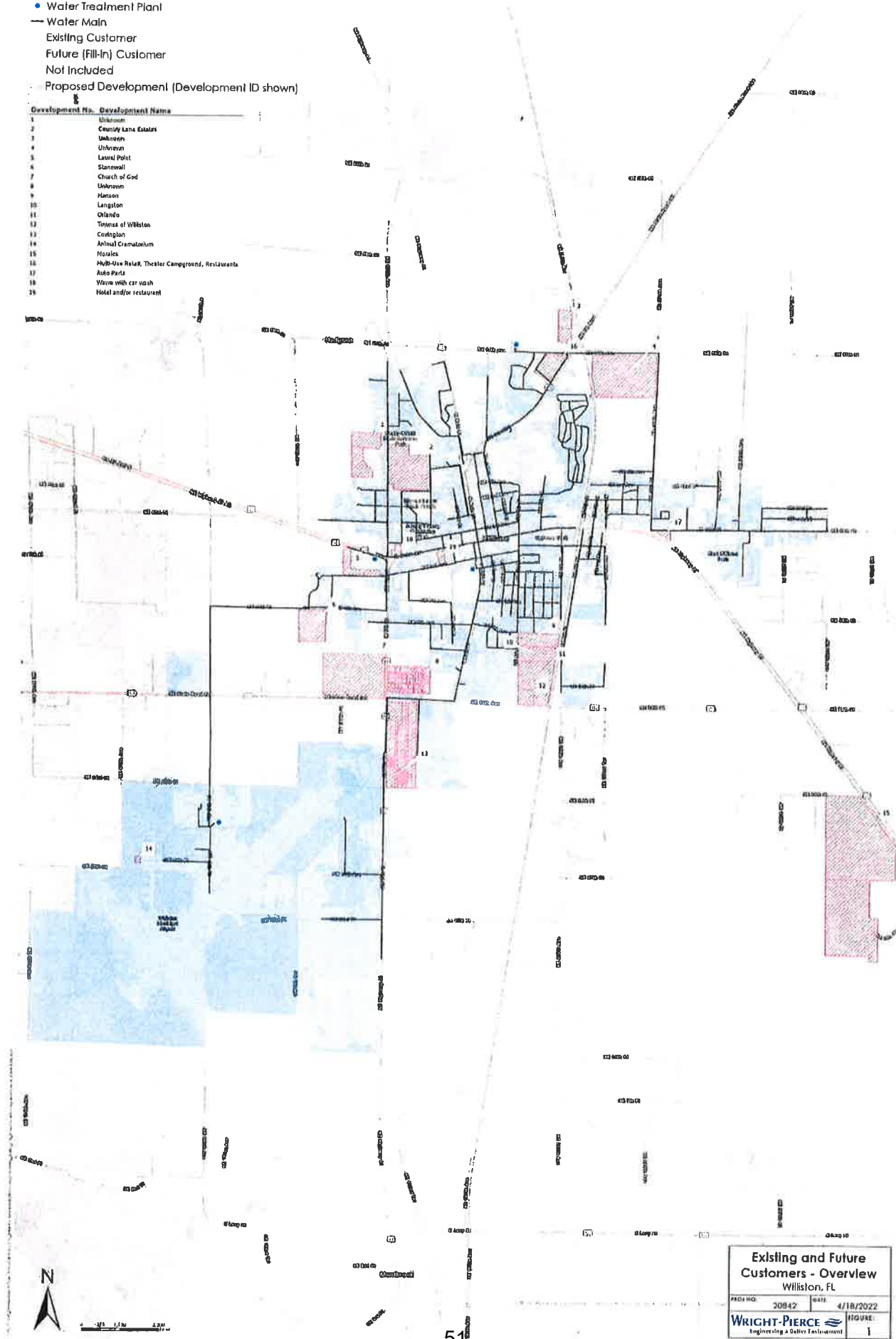
Name: Steven C. Hallowell, P.E.

Title: Vice President

Date: _____

- Water Treatment Plant
- Water Main
- Existing Customer
- Future (Fill-In) Customer
- Not Included
- Proposed Development (Development ID shown)

Development No.	Development Name
1	Unknown
2	Crossy Lane Estates
3	Unknown
4	Unknown
5	Lane's Point
6	Stancwell
7	Church of God
8	Unknown
9	Hanson
10	Lanigan
11	Olando
12	Tonnes of Williston
13	Corkington
14	Animal Crematorium
15	Houses
16	High-Voltage Relay, Theater Campground, Restaurants
17	Auto Parts
18	Wares with car wash
19	Hotel and/or restaurant



Existing and Future Customers - Overview	
Williston, FL	
PROJ NO: 20842	DATE: 4/18/2022
WRIGHT-PIERCE	FIGURE: 1
Engineering a Better Environment	

Date: 09/06/22

COUNCIL AGENDA ITEM

TOPIC: Resolution 2022-60 / General Employee Pension Contribution Change

PREPARED BY: Donald Barber, Public Works Supervisor / Laura Jones, City Planner

BACKGROUND / DESCRIPTION:

The General Employee Pension plan currently only allows contributions to an employee's pension to be based on the base hours of wages. This means that only the first 40 hours per week of any employee's wages can be contributed to their pension investments. The General employees wish to be able to pre-tax deduct and contribute on all hours worked. This would not allow a cap on contributions for overtime hours earned.

When the General employee pension board asked the analyst whether this could harm the fund, the answer was no. When asked, the analyst further confirmed that the CITY would not have any financial risk involved in a higher employee contribution.

LEGAL REVIEW: No

FISCAL IMPACTS: None

RECOMMENDED ACTION: The Pension Board recommends the requested change

ATTACHMENTS: Resolution 2022-60

COMMISSION ACTION:

_____ **APPROVED**

_____ **DISAPPROVED**

RESOLUTION 2022-60

A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, AUTHORIZING THE GENERAL EMPLOYEE PENSION FUND TO ALLOW FOR EMPLOYEE CONTRIBUTION TO INCLUDE ALL HOURS WORKED AND PROVIDE AN EFFECTIVE DATE.

WHEREAS, the City of Williston has a General Employee Pension fund,

WHEREAS the general employees of the City of Williston currently contribute to the General Employee Pension fund based on their standard forty-hours a week,

WHEREAS it is recommended that this be changed to all hours worked, for any general employee contribution.

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

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

SECTION 2. This resolution shall become effective upon two pay periods from passage.

PASSED AND ADOPTED on _____, 2022.

CITY OF WILLISTON, FLORIDA

Debra Jones, President
Williston City Council

ATTEST: Latricia Wright
City Clerk

CITY COUNCIL AGENDA ITEM

September 6th, 2022

TOPIC: Resolution 2022-61 Air Curtain Incinerator / Air Compliance Testing

REQUESTED BY: Donald Barber, Public Works Supervisor

BACKGROUND / DESCRIPTION:

For our air curtain permit Department of Environmental Protection, Northeast district is requiring the City of Williston to provide a study and testing for continued use and permitting for the city's Yard Waste Burning Area. One quote is provided due to lack of competitiveness in this area or field. This would also qualify for an emergency need due to the increase in waste from the line trimming crew. This firm was provided to us through DEP and Wright-Pierce.

Total funds not to exceed \$2600.00.

This resolution gives the Council President authority to sign documents related to the proposal with Koogler & Associates, INC.

LEGAL REVIEW: None

FISCAL IMPACTS: \$2600.00

RECOMMENDED ACTION: Staff recommends Approval

ATTACHMENTS: Proposal from Koogler & Associates and FDEP Project summary

ACTION:

_____ **APPROVED**

_____ **DISAPPROVED**

RESOLUTION 2022 -61

A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, AUTHORIZING THE CITY COUNCIL PRESIDENT TO SIGN AN AGREEMENT WITH KOOGLER & ASSOCIATES, INC. TO PROVIDE AIR TESTING SERVICES FOR THE CITY OF WILLISTON YARD WASTE BURNING AREA, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Williston needs a certified study on the air curtain incinerator for the city's yard waste burning area.

WHEREAS, to proceed with the project, it is necessary to enter into an Agreement with Koogler & Associates, INC to perform this service in accordance with their standard Cost estimate for annual air compliance testing; and

WHEREAS the City of Williston finds that it is necessary to enter into the Agreement and that it is a necessary part of moving forward with this project and authorizes the City Council President to sign said Agreement.

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

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

SECTION 2. The City Council hereby accepts the Terms and Conditions of the Proposal with Koogler & Associates, Inc. Cost not to exceed \$2600.00.

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

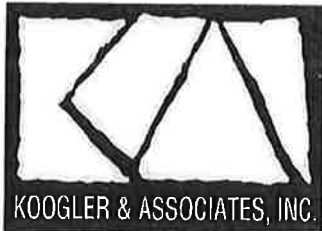
PASSED AND ADOPTED on _____, 2022.

CITY OF WILLISTON, FLORIDA

Debra Jones, President
Williston City Council

ATTEST: Latricia Wright
City Clerk

871-22-01
August 4, 2022



Mailing: Post Office Box 5127
Gainesville, FL 32627-5127
www.kooglerassociates.com
352.377.5822

Dennis Davis, PE, Assoc. DBIA
Sent Via Email: dennis.davis@wright-pierce.com
Wright-Pierce-Senior Client Service Manager
407.710.9259/407.785.5794 (M)

**Subject: Cost Estimate for Annual Air Compliance Testing
City of Williston Yard Waste Burning Area - Air Curtain Incinerator
Levy County, Florida
Air Permit No. 7770087-004-AO**

Dear Mr. Davis:

Koogler and Associates, Inc. ("Koogler") is presenting this cost proposal to Wright-Pierce on behalf of the City of Williston to conduct annual air compliance testing required to be conducted prior to December 31, 2022. The testing will be on the air curtain incinerator at the City of Williston's yard waste burning area. The facility is currently operating under Air Operation Permit No. 7770087-004-AO. Please note that to Koogler's knowledge, air compliance testing was not conducted in 2021. This cost estimate does not include any tasks associated with a missed compliance test or associated coordination with the Florida Department of Environmental Protection (FDEP). Koogler will be happy to provide those services upon request under a separate cost proposal. The scope of work and estimated cost for the 2022 annual compliance testing is provided below.

SCOPE OF WORK

2022 Annual Air Compliance Testing

Koogler will conduct annual visible emissions observation (VE) testing on Emission Unit 002 – Air Curtain Incinerator in accordance with the facility's air operation permit. The VE testing will be conducted in accordance with EPA Method 9 for 60 minutes; including the approximate 30-minute startup period, followed by 30 minutes of normal operation.

This task includes scheduling the compliance test through Wright-Pierce and FDEP; preparation of the test packet; preparation and submittal of the test notice to the FDEP, Koogler technician test preparation; travel; testing; report processing; and administrative activities and supplies. Wright-Pierce will need to obtain from the City of Williston a signed production rate (tons/hour) document (provided by Koogler). Please note the following test report information:

- Tons per hour of wood waste, clean lumber and/or yard waste during test period (the permitted rate is 10 tons per hour); and
- Diesel Fuel Use Rate of Engine during Test in gallons per hour. The authorized Fuel for Engine is Diesel Only – maximum rate of 2 gallons per hour.
- For information purposes note that the permitted opacity Limit is 35 percent during start-up period (first 30 minutes); and 10 percent during operation after start-up.

An electronic copy of the draft test report will be provided to Wright-Pierce for review, comment, and approval. The final report will be signed and sealed by a Florida Registered Professional Engineer (P.E.) and electronically submitted to Wright-Pierce and the FDEP.


The cost estimate for this task is a lump sum fee of **\$1,600.**

The scope of work is limited to the consulting task listed above and does not include general advisory, compliance, audit, and / or verification services except to the extent expressly described herein. Where materials or information are supplied by Wright-Pierce or the City of Williston, no audit or verification will be performed unless expressly defined herein.

This cost estimate is based on Koogler's current billing rates (attached) and is valid up to 30 days after it has been submitted to Wright-Pierce. An email authorization to Koogler is acceptable for approval of the scope of work and cost estimate.

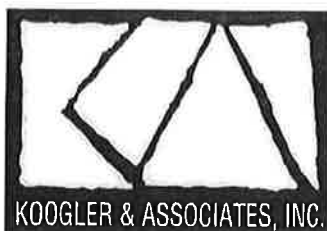
Thank you for the opportunity to provide this cost estimate. If you have any questions or comments, please contact me at tgarcia@kooglerassociates.com or 352-339-0448.

Best regards,



Tammy Garcia
Environmental Scientist II/Project Manager II

Enc: 2022 Standard Billing Rates



Koogler and Associates, Inc. ENVIRONMENTAL SERVICES

Standard Billing Rates

Effective: 01/01/2022

Professional Services:	Standard Rates:
Associate (Expert Witness/Testimony)	\$500.00/hour
Engineering and Science:	
Principal Engineer	\$265.00/hour
Senior Engineer	\$245.00/hour
Engineer IV	\$230.00/hour
Engineer III	\$210.00/hour
Engineer II/Environmental Scientist II	\$185.00/hour
Engineer I	\$155.00/hour
Environmental Scientist I	\$145.00/hour
Field and Support:	
Technician IV	\$111.00/hour
Technician III/Project Manager II	\$100.00/hour
Technician II/Project Manager I	\$ 95.00/hour
Technician I	\$ 78.00/hour
Administrative	\$ 75.00/hour

Services: Koogler and Associates, Inc. is a multidisciplinary environmental consulting firm offering specialty services in the areas of air permitting, environmental testing, monitoring and compliance support. Koogler and Associates, Inc. was established in 1974 to provide professional consulting and engineering services primarily to industrial clients in matters related to air quality management, air pollution control and environmental permitting. The firm provides services throughout the United States, with a principal focus on the southeastern U.S. Founder Dr. John B. Koogler has been actively involved as a consultant in matters related to air quality since 1964 and is a respected expert in the field. Our highly qualified associates and staff are eager to provide a superior level of expertise to your environmental concerns.

Other Expenses: All costs provided by third party vendors will be billed at actual cost plus a 10% administrative charge. Travel time shall be considered work time. For engineering categories, the professional services rates shown are applied to all hours incurred. For field and support categories, Saturdays are billed at 1.5 times the standard rate. Sundays and holidays are billed at two times the standard rate. No extra overtime rate is charged. Travel will be charged at \$1.00 per mile for lightweight vehicles and at \$1.50 per mile for the mobile laboratory. Lodging and subsistence will be charged at cost. Charges for the company-owned mobile laboratory, test equipment, and in-house sample analyses are based on use at standard cost rates which are periodically revised based on experience.

Invoicing and Payment: Fees include standard invoicing. Special invoicing requirements need to be requested prior to project commencement. Additional charges may apply to any contracting or invoicing specifications which require special training or extraordinary procedures.

Clients shall be invoiced monthly. Payment is due within 30 days unless other arrangements are made. Any invoice not paid within 30 days is subject to a 1.5% monthly interest charge. Koogler reserves the right to use any and all means of collection available under applicable law to collect any amount past due. The client agrees to pay Koogler and Associates, Inc.'s cost of collection of all amounts due and unpaid, including court costs and reasonable attorney's fees (including, but not limited to, pre-litigation, preparation through any appeals, or post-trial motions). The parties agree that the proper venue for disputes or controversies arising out of this agreement is Alachua County, Florida. Koogler and Associates, Inc. shall not be bound by: any provision or agreement requiring or providing for arbitration of disputes or controversies arising out of this agreement, any provisions wherein Koogler and Associates, Inc. waives any rights to a mechanic's lien; any provision conditioning Koogler and Associates, Inc.'s right to receive payment for its work upon payment to the client by any third party. Failure to make payments within 30 days of receipt of invoice shall constitute release of Koogler and Associates, Inc. from any or all claims which the client may have, whether in tort, contract or otherwise, and whether known or not known at the time. In the event of any termination, Koogler and Associates, Inc. will be paid for all services rendered and all expenses incurred to the date of cancellation.

Safety: The safety and health of our employees is of utmost importance to Koogler and Associates, Inc. We consider effective Health, Safety and Environment (HSE) practices and procedures to be essential to our business success, both within the organization and on behalf of our clients. Koogler and Associates, Inc. maintains exceptional safety records with our clients and with contractor management databases. Koogler and Associates, Inc. agrees to provide qualified staff to perform all services and requires all staff to maintain a safe, clean and orderly work environment. Clients must agree to inform Koogler and Associates, Inc. of any known safety hazards in the work environment, including but not limited to, the composition, quantity, toxicity, or potentially hazardous properties of any material known or believed to be present at any site. Koogler and Associates, Inc. consistently goes above and beyond all safety expectations and strictly adheres to all client specifications to ensure our clients receive outstanding service.

Koogler and Associates, Inc. appreciates your business and we look forward to providing you with the best possible environmental engineering and testing services.

Post Office Box 5127 ♦ Gainesville, Florida 32627-5127
352-377-5022 Office ♦ 352-377-7158 Fax ♦ www.kooglerassociates.com





FLORIDA DEPARTMENT OF Environmental Protection

Northeast District
8800 Baymeadows Way West, Suite 100
Jacksonville, Florida 32256

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Noah Valenstein
Secretary

PERMITTEE

City of Williston
50 NW Main Street
Williston, Florida 32696

Air Permit No. 7770087-004-AO
Air Operation Permit

City of Williston Yard Waste
Burning Area
Air Curtain Incinerator
Levy County, Florida

PROJECT

This is the final air operation permit, which authorizes the operation of an air curtain incinerator, which is a refuse system (Standard Industrial Classification No. 4953). This project incorporates Permit 7770087-003-AC which authorizes the operation of an air curtain incinerator at the City of Williston Yard Waste Burning Area. The facility is located in Levy County at just south of intersection SR 141 and SR 41. The UTM coordinates are Zone 17, 359.73 kilometers (km) East, and 359.73 km North.

This final permit is organized into the following sections: Section 1 (General Information); Section 2 (Administrative Requirements); Section 3 (Emissions Unit Specific Conditions); and Section 4 (Appendices). Because of the technical nature of the project, the permit contains numerous acronyms and abbreviations, which are defined in Appendix A of Section 4 of this permit.

Permitting Authority: Applications for air operation permits are subject to review in accordance with the provisions of Chapter 403, Florida Statutes (F.S.) and Chapters 62-4 and 62-210 of the Florida Administrative Code (F.A.C.). The Permitting Authority responsible for making a permit determination for this project is the Northeast District. The Permitting Authority's physical and mailing address is: 8800 Baymeadows Way West, Suite. 100, Jacksonville, Florida 32256. The Permitting Authority's telephone number is 904/256-1700.

Petitions. A person whose substantial interests are affected by the proposed decision may petition for an administrative hearing in accordance with Sections 120.569 and 120.57, F.S. The petition must contain the information set forth below and must be filed (received) in the Department's Office of General Counsel, MS #35, 3900 Commonwealth Boulevard, Tallahassee, Florida 32399-3000, Agency_Clerk@dep.state.fl.us. Petitions filed by the applicant or any of the parties listed below must be filed within 14 days of receipt of this notice. Petitions filed by any other person must be filed within 14 days of receipt of this proposed action. A petitioner must mail a copy of the petition to the applicant at the address indicated above, at the time of filing. The failure of any person to file a petition within the appropriate time period shall constitute a waiver of that person's right to request an administrative determination (hearing) under Sections 120.569 and 120.57, F.S., or to intervene in this proceeding and participate as a party to it. Any subsequent intervention will be only at the approval of the presiding officer upon the filing of a motion in compliance with Rule 28-106.205, F.A.C.

FINAL AIR OPERATION PERMIT

A petition that disputes the material facts on which the Department's action is based must contain the following information: (a) The name and address of each agency affected and each agency's file or identification number, if known; (b) The name, address, and telephone number of the petitioner; the name, address and telephone number of the petitioner's representative, if any, which shall be the address for service purposes during the course of the proceeding; and an explanation of how the petitioner's substantial interests will be affected by the agency determination; (c) A statement of how and when each petitioner received notice of the agency action or proposed action; (d) A statement of all disputed issues of material fact. If there are none, the petition must so indicate; (e) A concise statement of the ultimate facts alleged, as well as the rules and statutes which entitle the petitioner to relief; (f) A statement of the specific rules or statutes the petitioner contends require reversal or modification of the agency's proposed action; and, (g) A statement of the relief sought by the petitioner, stating precisely the action petitioner wishes the agency to take with respect to the agency's proposed action.

A petition that does not dispute the material facts upon which the permitting authority's action is based shall state that no such facts are in dispute and otherwise shall contain the same information as set forth above, as required by Rule 28-106.301, F.A.C.

Because the administrative hearing process is designed to formulate final agency action, the filing of a petition means that the Department's final action may be different from the position taken by it in this notice. Persons whose substantial interests will be affected by any such final decision of the permitting authority on the application have the right to petition to become a party to the proceeding, in accordance with the requirements set forth above.

Effective Date: This permitting decision is final and effective on the date filed with the clerk of the Permitting Authority unless a petition is filed in accordance with the above paragraphs or unless a request for extension of time in which to file a petition is filed within the time specified for filing a petition pursuant to Rule 62-110.106, F.A.C., and the petition conforms to the content requirements of Rules 28-106.201 and 28-106.301, F.A.C. Upon timely filing of a petition or a request for extension of time, this action will not be effective until further order of the Permitting Authority.

Extension of Time: Under Rule 62-110.106(4), F.A.C., a person whose substantial interests are affected by the Department's action may also request an extension of time to file a petition for an administrative hearing. The Department may, for good cause shown, grant the request for an extension of time. Requests for extension of time must be filed with the Office of General Counsel of the Department at 3900 Commonwealth Boulevard, Mail Station 35, Tallahassee, Florida 32399-3000, or via electronic correspondence at Agency_Clerk@dep.state.fl.us, before the deadline for filing a petition for an administrative hearing. A timely request for extension of time shall toll the running of the time period for filing a petition until the request is acted upon.

Mediation: Mediation is not available in this proceeding.

Judicial Review: Any party to this permitting decision (order) has the right to seek judicial review of it under Section 120.68, F.S., by filing a notice of appeal under Rule 9.110 of the Florida Rules of Appellate Procedure with the clerk of the Department of Environmental Protection in the Office of General Counsel, Mail Station #35, 3900 Commonwealth Boulevard, Tallahassee, Florida, 32399-3000, and by filing a copy of the notice of appeal accompanied by the applicable filing fees with the appropriate District Court of Appeal. The notice must be filed within 30 days after this order is filed with the clerk of the Department.

Finality of Permitting Action: You cannot justifiably rely on the finality of this decision unless notice of this decision and the right of substantially affected persons to challenge this decision has been duly published or otherwise provided to all persons substantially affected by the decision. While you are not required to publish notice of this action, you may elect to do so pursuant Rule 62-110.106(10)(a).

7770087-004-AO Effective Date: February 11, 2021

Renewal Application Due Date: December 12, 2025

Expiration Date: February 10, 2026

FINAL AIR OPERATION PERMIT

EXECUTION AND CLERKING:

Executed in Orlando, Florida.

STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION



Thomas G. Kallemeyn
Permitting Program Administrator

CERTIFICATE OF SERVICE

The undersigned duly designated deputy agency clerk hereby certifies that this Air Permit package was sent by electronic mail, or a link to these documents made available electronically on a publicly accessible server, with received receipt requested before the close of business on the date indicated below to the following persons.

C.J. Zimoski, Public Works/Utilities Manager, City of Williston, cj.zimoski@willistonfl.org

James Robert Wally, Innovative Technical Solutions, LLC, jwally@innovativetec.com

Clerk Stamp

FILING AND ACKNOWLEDGMENT FILED, on
this date, pursuant to Section 120.52(7), Florida Statutes,
with the designated agency clerk, receipt of which is
hereby acknowledged.

Clerk

February 11, 2021
Date

SECTION 1. GENERAL INFORMATION

FACILITY DESCRIPTION

The City of Williston Yard Waste Burning Area is a waste refuse system designed to dispose of storm debris as well as yard waste, land clearing debris and other clean wood waste. The air curtain incinerator at this site is an AirBurners T-300 Trailer Mounted Trench Burner equipped with HATZ 3H50 Tier 4 (Final) diesel engine with a maximum fuel usage rate of two gallons per hour. The air curtain incinerator's capacity is approximately 10 tons per hour in order to burn a maximum of approximately 28,600 tons of yard waste and clean wood debris per year.

The HATZ 3H50 Tier 4 (Final) diesel engine that will power the ACI is exempt from air construction permitting in accordance with Rule 62-210.300(3)(a)35., F.A.C. but is subject to 40 CFR Subpart IIII and 40 CFR 63 Subpart ZZZZ. The engine complies with 40 CFR 63 Subpart ZZZZ by complying with 40 CFR Subpart IIII.

The existing facility consists of the following emissions units (EU).

EU No.	Emission Unit Description
002	Air Curtain Incinerator

APPLICABLE REGULATIONS

A summary of applicable regulations is shown in the following table.

Regulation	EU No(s).
<i>Federal Rule Citations</i>	
40 CFR 60, Subpart CCCC, Standards of Performance for Commercial and Industrial Solid Waste Incineration Units	002
40 CFR 60, Subpart A, General Provisions	002
<i>State Rule Citations</i>	
Rule 62-210.300, F.A.C., Permits Required	002
Rule 62-212.300 – Emission Monitoring Requirements	002
Rule 62-296.401(7) -- Stationary Sources – Emission Standards for ACIs	002

FACILITY REGULATORY CLASSIFICATION

- The facility is not a major source of hazardous air pollutants (HAP).
- The facility does not operate units subject to the acid rain provisions of the Clean Air Act (CAA).
- The facility is not a Title V major source of air pollution in accordance with Chapter 62-213, F.A.C.
- The facility is not a major stationary source in accordance with Rule 62-212.400, F.A.C. for the Prevention of Significant Deterioration (PSD) of Air Quality.
- The facility does operate units subject to the New Source Performance Standards (NSPS) of Title 40 Part 60 of the Code of Federal Regulations (40 CFR 60).

SECTION 2. ADMINISTRATIVE REQUIREMENTS

1. **Permitting Authority:** The permitting authority for this project is the Northeast District. The Northeast District mailing address is 8800 Baymeadows Way West, Suite. 100, Jacksonville, Florida 32256. All documents related to applications for permits to operate an emissions unit shall be submitted to the Northeast District.
2. **Compliance Authority:** All documents related to compliance activities such as reports, tests, and notifications shall be submitted to the Northeast District at: 8800 Baymeadows Way West, Suite. 100, Jacksonville, Florida 32256.
3. **Appendices:** The following Appendices are attached as a part of this permit: Appendix A (Citation Formats and Glossary of Common Terms); Appendix B (General Conditions); Appendix C (Common Conditions); Appendix D (Common Testing Requirements), Appendix E (40 CFR 60, Subpart A), and Appendix F (40 CFR 60, Subpart CCCC).
4. **Applicable Regulations, Forms and Application Procedures:** Unless otherwise specified in this permit, the construction and operation of the subject emissions units shall be in accordance with the capacities and specifications stated in the application. The facility is subject to all applicable provisions of: Chapter 403, F.S.; and Chapters 62-4, 62-204, 62-210, 62-212, 62-213, 62-296 and 62-297, F.A.C. Issuance of this permit does not relieve the permittee from compliance with any applicable federal, state, or local permitting or regulations.
5. **New or Additional Conditions:** For good cause shown and after notice and an administrative hearing, if requested, the Department may require the permittee to conform to new or additional conditions. The Department shall allow the permittee a reasonable time to conform to the new or additional conditions, and on application of the permittee, the Department may grant additional time. [Rule 62-4.080, F.A.C.]
6. **Modifications:** No new emissions unit shall be constructed and no existing emissions unit shall be modified without obtaining an air construction permit from the Department. Such permit shall be obtained prior to beginning construction or modification. [Rules 62-210.300(1) and 62-212.300(1)(a), F.A.C.]
7. **Renewal:** Prior to 60 days before the expiration date of this permit, the permittee shall apply for a renewal of the permit. A renewal application shall be timely and sufficient. If the application is submitted prior to 60 days before expiration of the permit, it will be considered timely and sufficient. If the renewal application is submitted at a later date, it will not be considered timely and sufficient unless it is submitted and made complete prior to the expiration of the operation permit. When the application for renewal is timely and sufficient, the existing permit shall remain in effect until the renewal application has been finally acted upon by the Department. [Rule 62-4.090, F.A.C.]

SECTION 3. EMISSIONS UNIT SPECIFIC CONDITIONS

A. EU 002 – Air Curtain Incinerator

This section of the permit addresses the following emissions unit.

EU No.	Emission Unit Description
002	Air Curtain Incinerator

Emissions Unit 002 consists of an AirBurners T-300 Trailer Mounted Trench Burner equipped with HATZ 3H50 Tier 4 (Final) diesel engine with a maximum fuel usage rate of two gallons per hour. The air curtain incinerator's capacity is approximately 10 tons per hour in order to burn a maximum of approximately 28,600 tons of yard waste and clean wood debris per year.

The HATZ 3H50 Tier 4 (Final) diesel engine that will power the ACI is exempt from air construction permitting in accordance with Rule 62-210.300(3)(a)35., F.A.C. but is subject to 40 CFR Subpart IIII and 40 CFR 63 Subpart ZZZZ.

{Permitting Note: This emission unit is regulated under Rule 62-296.401(7), F.A.C., Air Curtain Incinerators and 40 CFR 60, Subpart CCCC Standards of Performance for Commercial and Industrial Solid Waste Incineration Units, adopted and incorporated by reference in Rule 62-204.800(8), F.A.C.}

PERFORMANCE RESTRICTIONS

1. **Permitted Capacity:** The Air Curtain Incinerator shall not incinerate more than 20,000 lbs/hr or 110 tons/day of vegetative debris.

[Permit 7770087-003-AC; and Rule 62-210.200(PTE)]

2. **Authorized Fuel:**

- a. **Engine.** Only diesel fuel shall be used in the ACI engine at a rate of maximum rate of two gallons per hour.
- b. **Burn Pit.** Only kerosene, diesel fuel, drip-torch fuel (as used to ignite prescribed fires), untreated wood, virgin oil, natural gas, or liquefied petroleum gas shall be used to start the fire in the air curtain incinerator. The use of used oil, chemicals, gasoline, or tires to start the fire is prohibited.

[Permit 7770087-003-AC; and Rule 62-210.200(PTE), F.A.C.]

3. **Restricted Operation:** The hours of operation of limited to 11 hours per day, 52 weeks per year, 5 days per week, and 2,860 hours per year.

[Permit 7770087-003-AC; and Rule 62-210.200(PTE), F.A.C.]

4. **Materials Burned:**

- a. **State Rule.** The only materials that shall be burned in the air curtain incinerator are vegetative material and untreated wood, excluding sawdust.

[Rule 62-296.401(7)(b)3., F.A.C.]

- b. **NSPS CCCC.** The units are authorized to burn 100% wood waste, or 100% clean lumber, or a 100% mixture of wood waste, clean lumber and/or yard waste. Definitions are as follows:

(1) Clean lumber means wood or wood products that have been cut or shaped and include wet, air-dried, and kiln-dried wood products. Clean lumber does not include wood products that have been painted, pigment-stained, or pressure-treated by compounds such as chromate copper arsenate, pentachlorophenol, and creosote.

(2) Wood waste means untreated wood and untreated wood products, including tree stumps (whole or chipped), trees, tree limbs (whole or chipped), bark, sawdust, chips, scraps, slabs, millings, and shavings. Wood waste does not include:

SECTION 3. EMISSIONS UNIT SPECIFIC CONDITIONS

A. EU 002 – Air Curtain Incinerator

- i. Grass, grass clippings, bushes, shrubs, and clippings from bushes and shrubs from residential, commercial/retail, institutional, or industrial sources as part of maintaining yards or other private or public lands;
- ii. Construction, renovation, or demolition wastes; and
- iii. Clean lumber.

(3) Yard waste means grass, grass clippings, bushes, shrubs, and clippings from bushes and shrubs that are generated by residential, commercial/retail, institutional, and/or industrial sources as part of maintenance activities associated with yards or other private or public lands. Yard waste does not include construction, renovation, and demolition wastes, which are exempt from the definition of municipal solid waste in this section. Yard waste does not include clean wood.

[40 CFR 60.2245(b); 40 CFR 60.2265 (Definitions); 40 CFR 60.51b (Definitions); and Rule 62-204.800(8), F.A.C.]

WORK PRACTICE STANDARDS

5. Earthen Trench: If the air curtain incinerator employs an earthen trench, the pit walls (width and length) shall be vertical, and maintained as such, so that combustion of the waste within the pit is maintained at an adequate temperature and with sufficient air recirculation to provide enough residence time and mixing for proper combustion and control of emission. The following dimensions for the pit must be strictly adhered to: no more than twelve feet (12') wide, between eight feet (8') and fifteen (15') feet deep, and no longer than the length of the manifold. The pit shall not be dug within a previously active portion of a landfill.

[Rule 62-296.401(7)(b)2., F.A.C.]

6. Operational Limitations: In no case shall the air curtain incinerator be started before sunrise. All charging shall end no later than one (1) hour after sunset. After charging ceases, air flow shall be maintained until all material within the air curtain incinerator has been reduced to coals, and flames are no longer visible. A log shall be maintained onsite that documents daily beginning and ending times of charging.

[Rule 62-296.401(7)(b)5., F.A.C.]

7. Attendance: The air curtain incinerator shall always be attended while materials are being burned or flames are visible within the incinerator.

[Rule 62-296.401(7)(b)6., F.A.C.]

8. Setbacks: The air curtain incinerator shall be located at least fifty (50) feet from any wildlands, brush, combustible structure, or paved public roadway.

[Rule 62-296.401(7)(b)7., F.A.C.]

9. Height of Loaded Material: The material shall not be loaded into the air curtain incinerator such that it protrudes above the air curtain.

[Rule 62-296.401(7)(b)8., F.A.C.]

10. Ash: Ash shall not be allowed to build up in the pit of the air curtain incinerator to higher than one third (1/3) the pit depth or to the point where the ash begins to impede combustion, whichever occurs first.

[Rule 62-296.401(7)(b)9., F.A.C.]

SECTION 3. EMISSIONS UNIT SPECIFIC CONDITIONS

A. EU 002 – Air Curtain Incinerator

11. **Operation and Maintenance Guide:** An operation and maintenance guide shall be available to the operators of the air curtain incinerator at all times, and the owner shall provide training to all operators before they work at the incinerator. This guide shall be made available to the Department or for an inspector's onsite review upon request.

[Rule 62-296.401(7)(b)10., F.A.C.]

EMISSIONS STANDARDS

12. **Visible Emissions (VE) – Startup Periods:** Visible emissions shall be limited as follows:

- a. *NSPS during startup periods.* Maintain opacity to less than or equal to 35 percent opacity (as determined by the average of three 1-hour blocks consisting of ten 6-minute average opacity values) during the startup period that is within the first 30 minutes of operation.

[Permit 7770087-003-AC; 40 CFR 60.2250(b); and Rule 62-204.800(8), F.A.C.]

- b. *State Rule during startup periods.* During startup periods, which shall not exceed the first 30 minutes of operation, an opacity of up to 35% shall be allowed. The general excess emissions rule, Rule 62-210.700, F.A.C., shall not apply.

[Rule 62-296.401(7)(b)1., F.A.C.]

13. **Visible Emissions (VE) – Non-Startup Periods:** Visible emissions shall be limited as follows:

- a. *NSPS during non-startup periods.* Within 60 days after your air curtain incinerator reaches the charge rate at which it will operate, but no later than 180 days after its initial startup, the facility shall maintain opacity to less than or equal to 10 percent opacity (as determined by the average of three 1-hour blocks consisting of ten 6-minute average opacity values), except as described in **Specific Condition No. 12.a** above.

[40 CFR 60.2250(a); and Rule 62-204.800(8), F.A.C.]

- b. *State Rule during non-startup period.* Visible emissions shall not exceed 10% opacity, except as stated in **Specific Condition No. 12.b** above.

[Rule 62-296.401(7)(b)1., F.A.C.]

{Note: The Department has determined VE startup and non-startup state standards based on an averaging period of six minutes makes them more stringent than the requirements of 40 CFR 60, Subpart CCCC (section 60.2250), see Appendix F. Compliance with the state standards using Method 9 satisfies the federal requirement.}

TESTING REQUIREMENTS

14. **Annual Compliance Tests:** During each calendar year (January 1st to December 31st), the emissions unit shall be tested to demonstrate compliance with the emissions standards for visible emissions. Annual tests shall be conducted no more than 12 calendar months following the date of the previous test.

[Permit 7770087-003-AC; 40 CFR 60.2255(c); and Rules 62-297.310(8)(a)1, 62-296.401(7)(d)1, and 62-204.800(8), F.A.C.]

15. **Test Requirements:** The permittee shall notify the Compliance Authority in writing at least 15 days prior to any required tests. Tests shall be conducted in accordance with the applicable requirements specified in Appendix D (Common Testing Requirements) of this permit. [Rule 62-297.310(9), F.A.C.]

{Permitting Note: Air compliance test notifications can now be completed online in the Department's Business Portal. To access this online process, go to <http://www.fldepportal.com/go/home> and sign in (or register if you're a new user) from the link in the upper right corner of the page. On the Welcome page select

SECTION 3. EMISSIONS UNIT SPECIFIC CONDITIONS

A. EU 002 – Air Curtain Incinerator

the Submit option, then select Registration/Notification, and then click on Air Compliance Test Notifications. Once in the process, just carefully read the instructions on each screen (and under the Help tabs) to complete the notification.}

16. **Test Methods:** Required tests shall be performed in accordance with the following reference methods:

Method	Description of Method and Comments
9	Visual Determination of the Opacity of Emissions from Stationary Sources

The above methods are described in Appendix A of 40 CFR 60 and are adopted by reference in Rule 62-204.800, F.A.C. No other methods may be used unless prior written approval is received from the Department. [Permit 7770087-003-AC; Rules 62-204.800, F.A.C.; and Appendix A of 40 CFR 60]

RECORDS AND REPORTS

17. **Operating Records:** The Permittee shall maintain a daily operating log that at a minimum shall contain the following:

- Date;
- Total charges;
- Total material (tons) charged;
- Daily operating hours, which extends from the start of initial combustion to when all flames have been extinguished;
- Daily average hourly charging rate;
- Identification of days where rain or low clouds required a halt to the charging of the pit, the time that charging was halted to the pit, and identification that the machine afterwards was operated until the fire burned down;
- Total monthly operating hours;
- All maintenance that is performed;
- Operator's signature;
- Comments

[Permit 7770087-003-AC; and Rule 62-296.401(7)(b)5, F.A.C.]

18. **Opacity Tests:** The permittee shall keep records of results of all initial and annual opacity tests onsite in either paper copy or electronic format, unless the Department approves another format, for at least 5 years.

[Permit 7770087-003-AC; 40 CFR 60.2260(b); and Rule 62-297.310(10), F.A.C.]

19. **Test Reports:** The permittee shall prepare and submit reports for all required tests in accordance with the requirements specified in Appendix D (Common Testing Requirements) of this permit. For each test run, the report shall also indicate the operating rate.

[Permit 7770087-003-AC; and Rule 62-297.310(10), F.A.C.]

SECTION 3. EMISSIONS UNIT SPECIFIC CONDITIONS

A. EU 002 – Air Curtain Incinerator

SOLID WASTE CONDITIONS

{Permitting Note: Conditions provided by the Department's Solid Waste Section.}

In addition to the rules and regulations that the air portion of the permit is issued under, the solid waste portion of the permit is issued under Chapter 403, Florida Statutes, and Florida Administrative Code (F.A.C.) Chapters 62-4 and 62-701.

20. **Acceptable Waste:** The facility shall be limited to accepting land clearing debris as defined by F.A.C., Land clearing debris as defined by Rule 62-701.200(56), yard trash as defined by 62-701.200(135), F.A.C., clean lumber and untreated wood. Any other waste is prohibited waste as defined by Rule 62-701.200(16).
[Rule 62-701.200(16), (56), and (135), F.A.C.]
21. **Solid Waste Storage Prohibitions:** The permittee shall ensure at all times that storage of the solid waste associated with the operation of the facility does not violate the prohibitions stated in F.A.C. Chapter 62-701.300.
[Rule 62-701.300, F.A.C.]
22. **Ash Management:** Ash from the air curtain incinerator may be used as a soil amendment or incorporated into mulch or compost products. If the ash is disposed of rather than beneficially used, such disposal shall be in accordance with the requirements of Chapter 62-701, F.A.C.
[Rule 62-4.070(3), F.A.C.]
23. **General Prohibition:** This permit does not authorize any on-site solid waste disposal activities. This permit authorizes storage of Acceptable Waste as provided for by 62-709.320(1)(c), F.A.C.
 - a. Acceptable Waste storage at this facility shall be done in accordance with the requirements of
 - (1) The facility shall have the operational features and equipment necessary to maintain a clean and orderly operation. Unless otherwise specified in Rule 62-709.330 or 62-709.350, F.A.C., these provisions shall include:
 - i. An effective barrier to prevent unauthorized entry and dumping into the facility site,
 - ii. Dust and litter control methods; and,
 - iii. Fire protection and control provisions to deal with accidental burning of solid waste, including:
 - (a) There shall be an all-weather access road, at least 20 feet wide, all around the perimeter of the site,
 - (b) None of the processed or unprocessed material shall be mechanically compacted; and,
 - (c) None of the processed or unprocessed material shall be more than 50 feet from access by motorized firefighting equipment.
 - (2) The facility shall be operated in a manner to control vectors.
 - (3) The facility shall be operated in a manner to control objectionable odors in accordance with subsection 62-296.320(2)(c), F.A.C.
 - (4) Any drains and leachate or condensate conveyances that have been installed shall be kept clean so that flow is not impeded.
 - (5) Solid waste received at a registered facility must be processed timely as follows:

SECTION 3. EMISSIONS UNIT SPECIFIC CONDITIONS

A. EU 002 – Air Curtain Incinerator

- i. Any yard trash, including clean wood, received at the facility shall be size-reduced or removed within 6 months, or within the period required to receive 3,000 tons or 12,000 cubic yards, whichever is greater. However, logs with a diameter of 6 inches or greater may be stored for up to 12 months before they are size-reduced or removed, provided the logs are separated and stored apart from other materials onsite. "Size-reduce" shall have the same meaning as "burn".
- ii. Any putrescible waste such as vegetative wastes, animal byproducts or manure received at a facility shall be processed and incorporated into the composting material, or removed from the facility, within 48 hours of receipt.

(6) If any of the following materials are discovered, they shall be immediately containerized and removed from the facility: treated or untreated biomedical waste; hazardous waste; or any materials containing a polychlorinated biphenyl (PCB) concentration of 50 parts per million or greater.

(7) When the facility ceases operation, all residuals, solid waste, and recyclable materials shall be removed from the site and recycled, or disposed of pursuant to the requirements of Chapter 62-701, F.A.C. Any remaining processed material shall be used in accordance with the requirements of this rule or disposed of pursuant to the requirements of Chapter 62-701, F.A.C.

[Rule 62-709.320(2), F.A.C.]

- b. No person shall store, process, or dispose of solid waste except as authorized by this permit or at a permitted solid waste management facility or a facility exempt from permitting under chapter 701.

[Rule 62-701.300(1)(a), F.A.C.]

- c. No person shall store, process, or dispose of solid waste in a manner or location that causes air quality standards to be violated or water quality standards or criteria of receiving waters to be violated.

[Rule 62-701.300(1)(b), F.A.C.]

- d. No person shall ignite, cause to be ignited, or permit to be ignited, any material which will result in any prohibited open burning as regulated by this chapter; nor shall any person suffer, allow, conduct or maintain any prohibited open burning.

[Rule 62-256.300(1), F.A.C.]

24. Prohibition on Open Burning During Adverse Conditions: No open burning shall be conducted during a National Weather Service Air Stagnation Advisory or Air Pollution Episode, or if the Department of Agriculture and Consumer Services, Florida Forest Service, has determined that weather conditions are unfavorable for safe burning.

[Rule 62-256.300(3), F.A.C.]

25. Cease Operations: Within 30 days of ceasing operation of the facility, the Permittee shall remove all remaining solid waste for either disposal or processing at an appropriate, permitted facility. The Permittee shall document, in writing, to the Department, the approximate volume of waste removed and name of the disposal facility receiving the waste within 60 days of the date the facility ceased operation.

[Rules 62-4.070, F.A.C.]

CITY COUNCIL AGENDA ITEM

July 19, 2022

TOPIC: Resolution 2022-63 / Emergency Repair for Barn Well #1

REQUESTED BY: Donald Barber, Public Works Supervisor

BACKGROUND / DESCRIPTION:

The City of Williston has four operating Water wells. The Barn Well is identified as Well #1. Barn well has been in critical limp mode for the past three years. With the supplement of ARPA funding, staff recommends that is time to modernize and repair this critical infrastructure asset.

Two quotes are provided. A third quote has not been attainable for the past four months. A letter for Council's review from Todd Hubbard, from Two-Fold Water Engineering, INC. has been submitted in the packet. In the past few months with the Top of the Hill Well burden being placed on the Barn Well, staff believes it is critical to get this repair scheduled.

This resolution gives the Council President authority to sign documents related to the proposal to order parts and have work performed.

LEGAL REVIEW: None

FISCAL IMPACTS: YES / ARPA funding

RECOMMENDED ACTION: Staff recommends Approval

ATTACHMENTS: Resolution 2022-63

ACTION:

☐ **APPROVED**

☐ **DISAPPROVED**

RESOLUTION 2022-63

A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, ESTABLISHING AUTHORIZATION FOR CITY OF WILLISTON WELL NUMBER ONE EMERGENCY REPAIR; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, for the past three years the Barn well, well number One has degraded; and

WHEREAS the City has determined that it is necessary to facilitate a repair to restore total functionality of the Barn Well, Well number one; and

WHEREAS Rowe Well and Pump Services, LLC have submitted a quote to repair and restore the Barn well to full service and functionality; and

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

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

SECTION 2. The City Council hereby accepts the quote and contract from Rowe Well and Pump Services, LLC hereby exhibited as proposal A.

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

PASSED AND ADOPTED on _____, 2022.

CITY OF WILLISTON, FLORIDA

Debra Jones, President
Williston City Council

ATTEST: Latricia Wright
City Clerk

July 12, 2022

Todd Hubbard
Two-Fold Water Engineering
425 FL State Rd 26
Melrose, FL 32666

PROPOSAL A

RE: Williston, FL Well #1 Improvements

Dear Mr. Hubbard,

We are proud to provide a budgetary quote for the proposed improvements on the City of Williston's #1 well and supply pump. In accordance with your request, this quote provides for the replacement of the existing pumping equipment with equipment comparable in design and output, including the installation of a variable frequency drive (VFD).

This proposal also includes the raising of the well to meet current FDEP standards, rebuild and respective raising of the discharge line to mount directly to the newly positioned pump discharge head, relocating the flow meter from its current position in the buried vault to exposed discharge piping and tie-in of discharge line to piping in meter vault.

The work proposed with the pump and well improvements is provided as follows:

- mobilization of boom truck, crew and tooling
- pull existing pumping equipment
- **Commence work with well improvements, detailed as follows:**
 - dismantle and remove existing discharge piping
 - excavate existing supply pump concrete base and raised slab underneath discharge piping
 - pour and finish concrete floor patch
 - mount and weld on 12" riser pipe on well
 - mount and weld on 2" well vent piping with vented cap
 - form and pour new steel reinforced pump pedestal
 - rebuild raised pump discharge line with the following provided components:
 - (1) new 8" ductile tee with threaded 2" tap
 - (1) new 2" deep well air vac valve
 - (1) new 8" check valve
 - (2) new 8" gate valves (placed on pump discharge and pump-to-waste at tee)
 - (2) new adjustable steel pipe supports
 - 8" ductile flanged spools and piping with accommodations for porting of chemical injection
 - Bore and run discharge line and open discharge piping through block walls, mortar patch bored holes at piping
 - remove Owner's existing 8" flow meter from vault and remount on exposed piping

- paint discharge piping
- **Commence work on installation of new pumping equipment and VFD, detailed as follows:**
 - provide and install the following equipment:
 - (1) new Flowserve 12ENH 3-stage bowl assembly, comprised of:
 - cast iron bowls, porcelain enamel lined
 - 8" threaded discharge
 - 10" threaded suction
 - bronze impellers
 - 416SS bowl shaft and coupling
 - (9) new 8" X 1-1/4" X 10' water lube column (intermediate) assemblies, consisting of:
 - .277 wall column pipe
 - 416SS line shafting with couplings
 - bronze drop-in style bearing retainers with Buna bearing inserts
 - (2) new 8" X 1-1/4" X 5' water lube column (top & bottom) assemblies, consisting of:
 - .277 wall column pipe
 - 416SS line shafting with couplings
 - (1) new 1-1/4" 416SS motor shaft with bronze adjustment nut, key, set screw
 - (1) new 10" stainless steel cone strainer
 - (1) new 1-1/2" steel pump sole plate with anchoring
 - blast, recoat and reuse existing discharge head
 - recondition and reuse existing stuffing box, detailed as follows:
 - blast and coat
 - new bronze sleeve
 - new 3/8" packing
 - new stainless steel hardware
 - provide, install and wire-in new VHS turbine pump motor, as detailed:
 - make: US Motor
 - hp: 100
 - voltage: 230/460
 - rpm: 1,770
 - frame: 404TP
 - inverter duty
 - premium efficiency
 - install new power supply cable from pump controls to VHS motor
 - provide, install and wire-in VFD, as detailed:
 - make: Toshiba
 - model: AS3 – UL Type 12/IP55
 - max hp rating: 125
 - disinfection of well and pumping equipment
 - replumb pump pre-lube line
 - startup and testing of newly installed equipment
 - site cleanup and restoration

Estimated Total Cost: \$120,000.00

Exclusions:

- ***This quote provided is for budgetary purposes only.*** Pump component pricing is based off assumed values, as pump data on existing equipment was not provided. Actual pricing on repairs can only be determined after the equipment has been extracted and pump teardown and assessment has been performed. *Pricing on mechanical materials* incorporated within this quote were based on current values as of this writing and may not reflect their true costs at the time of ordering.
- ***This proposal provides for the work and restoration of the equipment as stated above only.*** In the event that any other issues, either direct or peripheral, to the operation of the equipment are discovered beyond the scope of work as described, the Owner will be notified and suggestions regarding corrective measures will be offered.
- ***Bacteriological testing to be performed by the Owner.*** If desired, testing can be provided at additional costs.

As we have no record of the actual pump setting or design specifics regarding the equipment, this quote is based on replacing equipment with assumed production capacity (gathered from motor horsepower, current pump gpm and supposed total head) of 1,500gpm@160TDH and 100' of total pump setting.

Upon our recent visit to the site, it was noted that there was piece of 2" steel pipe running from the base of the pump through the block wall which was seated against a piece of 8" ductile pipe sticking up from the ground outside of the pump house; the purpose of which was for thrust reinforcement during pump operation. The proposed improvements on the pump pedestal and discharge piping would eliminate the need for this external reinforcement.

It was also observed that there were no provisions for open discharge of well pump-off. Given the limitations with the current pipeline configuration, the only way to pump the well off after pump installations and subsequent water quality testing is to turn the pump approximately 90° away from its fixed position, with the discharge facing out the door. This temporary arrangement would necessitate a return trip by the contractor to reposition and bolt the pump to the discharge line as well as possible remount and wiring of the turbine motor. The installation of the tee with gate valve and mounted piping through the wall would permit open discharge for pump-off, which in turn would eliminate the need for additional work as currently configured, saving both time and money with future pump servicing.

Current lead time on the mechanical materials is 6-8 weeks from the time the order is placed. Current lead time with the pump order is 5-6 weeks from the time the order is placed. Lead time on the turbine motor is currently 19-21 weeks.

If you have any questions or need any further assistance, please don't hesitate to contact us.

Sincerely,

Mitch

Mitch Rowe
Rowe Well and Pump Services, LLC
(850)966-0088

RESOLUTION 2022-63

A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, ESTABLISHING AUTHORIZATION FOR CITY OF WILLISTON WELL NUMBER ONE EMERGENCY REPAIR; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, for the past three years the Barn well, well number One has degraded; and

WHEREAS the City has determined that it is necessary to facilitate a repair to restore total functionality of the Barn Well, Well number one; and

WHEREAS Hydro Service, Inc. have submitted a quote to repair and restore the Barn well to full service and functionality; and

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

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

SECTION 2. The City Council hereby accepts the quote and contract from Hydra Service, INC. hereby exhibited as proposal B.

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

PASSED AND ADOPTED on _____, 2022.

CITY OF WILLISTON, FLORIDA

Debra Jones, President
Williston City Council

ATTEST: Latricia Wright
City Clerk

PROPOSAL B



Hydra Service, Inc.
SPECIALIST IN FLUID MOVEMENT

8/10/2022

Town of Williston, Florida
Barn Well Rehabilitation

We are pleased to offer the following equipment and services for your upcoming project to repair/replace the existing well pump station:

New Well Pump and motor

Flowserve – Model 12ENH 3-stage bowl assembly
Cast Iron lined bowl assembly
8" threaded discharge
10" threaded suction
Standard bronze impellers
416SS bowl shaft and coupling
9ea. 8" X 1-1/4" X 10' water lube column (intermediate) assemblies
416SS line shafting with couplings
416SS motor shaft with bronze adjustment nut, key, set screw
10" stainless steel cone strainer
1-1/2" steel pump sole plate with anchoring
Reuse existing discharge head and stuffing box
VHS turbine pump motor, as detailed:

- US Motor
- hp: 100
- voltage: 230/460
- rpm: 1,770
- frame: 404TP
- inverter duty
- premium efficiency

Power supply cable from pump controls to VHS motor
VFD, as detailed:

- make: Toshiba
- model: AS3 – UL Type 12/IP55
- max hp rating: 125

Installation and modifications

Disinfection of well and pumping equipment

- replumb pump pre-lube line

- startup and testing of newly installed equipment
- site cleanup and restoration
- Pull existing pumping equipment
- Well improvements, detailed as follows:
- Repair pump base slab and raise as required

Rebuild pump discharge line with the following provided components:

- 8" ductile tee with threaded 2" tap
 - 2" deep well air vac valve
 - 8" check valve
 - 8" gate valves (placed on pump discharge and pump-to-waste at tee)
 - Adjustable steel pipe supports
 - 8" ductile flanged spools and piping with accommodations for porting of chemical injection
 - Run discharge line and open discharge piping through block walls, mortar patch bored holes at piping
- Install new pump, motor, and VFD
 Paint discharge piping

Total Price for materials and labor: \$205,316.00

Sincerely,

Douglas Schafer
 Integration and Controls Manager
 Hydra Service, Inc.
 772-486-6123

Two-Fold Water Engineering, Inc.

P.O. Box 767 Melrose, FL 32666

Melrose 352-475-2248 Gainesville 352-332-9911

Water and Wastewater Treatment

Complete Backflow Service

City of Williston
427 W Noble Ave
Williston, Florida

ATTN: Donald Barber
8-31-22

Donald

I have not been able to receive a third quote for the Barn Well Improvements for the City of Williston. I apologize but I have been working with four different companies to receive quotes and two companies have sent quotes into the City. I have not been able to obtain formal quotes from the other two companies. Let me know if you have any questions.

Thank you

Todd Hubbard
352-745-1941

September 6, 2022

COUNCIL AGENDA ITEM

TOPIC: ORDINANCE NUMBER 2022-698

AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA; MAKING CERTAIN FINDINGS AND DETERMINATIONS; AMENDING SECTION 40-142 OF THE CODE OF ORDINANCES, CITY OF WILLISTON, FLORIDA; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

PREPARED BY: Donald Barber, Public Works Supervisor

BACKGROUND / DESCRIPTION: Ordinance 2022-698 accomplishes the following:

This ordinance, at council's direction, keeps the current process of rate changing that the City of Williston has followed. There are three proposals provided by staff. The first is on the initial change recommended by staff at the workshop in March of 2022. It is based on a study from November of 2021. The second proposal is similar but takes the next step in the study and adds the 2022-2023 fiscal year 1.2%. Because of the delays in passage, staff is recommending the addition of the 1.2% to the original 8.9% that the budget presented to council is based upon. This would be a total of 10.1%. The third proposal is all the next four years accrual considered so that the City of Williston may be able to provide for Capital Improvements at a combined increase of 15.2%. Each option is available and in the packet with the corresponding documents for rate comparisons and the effect on the Resident's bills.

LEGAL REVIEW: YES - FMPA and Folds & Walker

FISCAL IMPACTS: Yes

RECOMMENDED ACTION: Staff recommends approval of the Ordinance.

ATTACHMENTS: Ordinance 2022-698 & supporting documents

COMMISSION ACTION:

_____ **APPROVED**

_____ **DISAPPROVED**



Electric Utility Remains Competitive, Williston Staff Base Rate Discussion

Williston City Commission

August 5, 2022

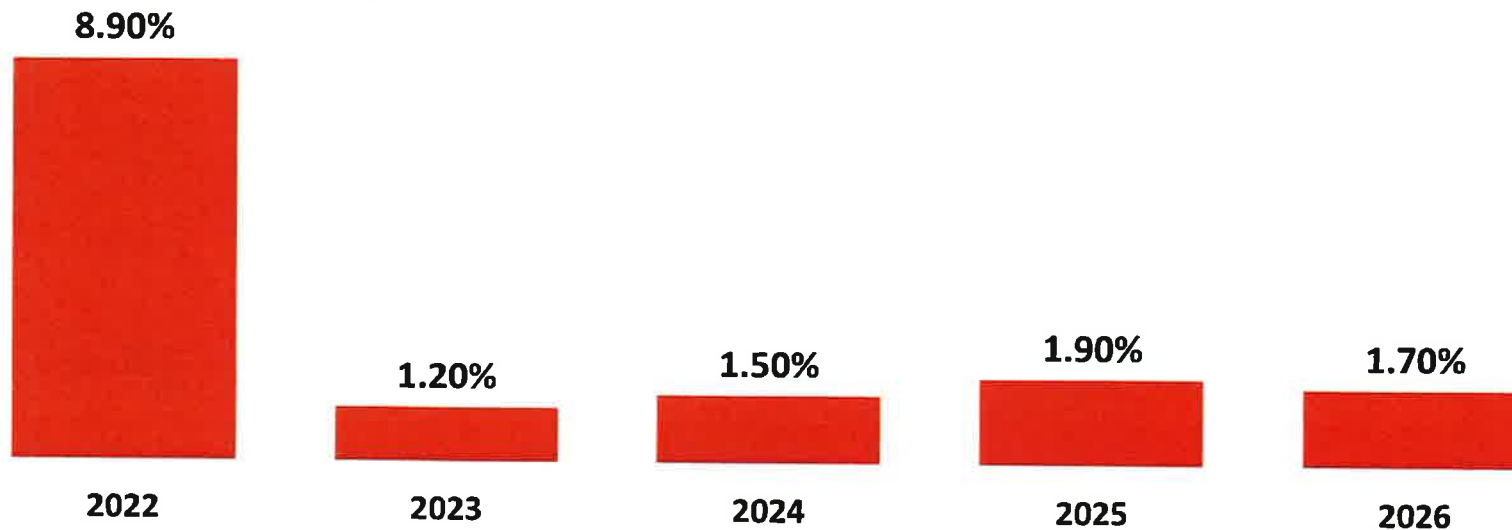


Previous Staff Recommendation for Rate Increases

Supports Goals with Staying Cost Competitive

Base Rate % Adjustments Suggested

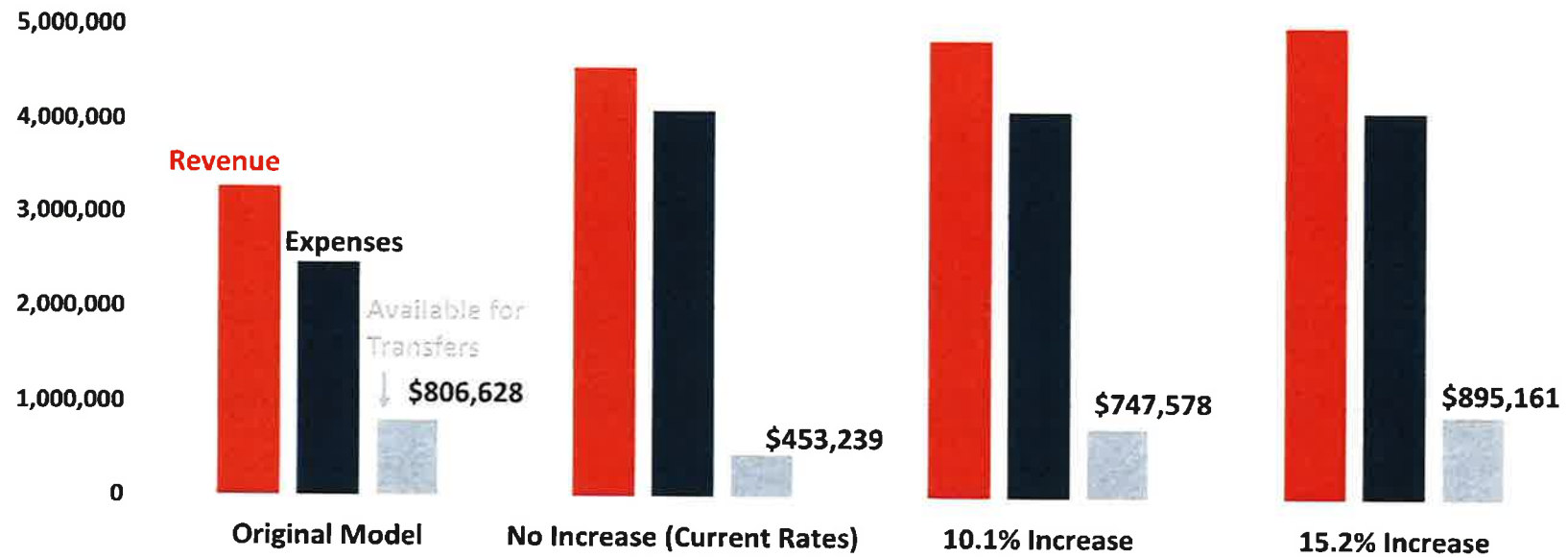
Assumed ~\$750,000 of transfers to the city and other utilities continue



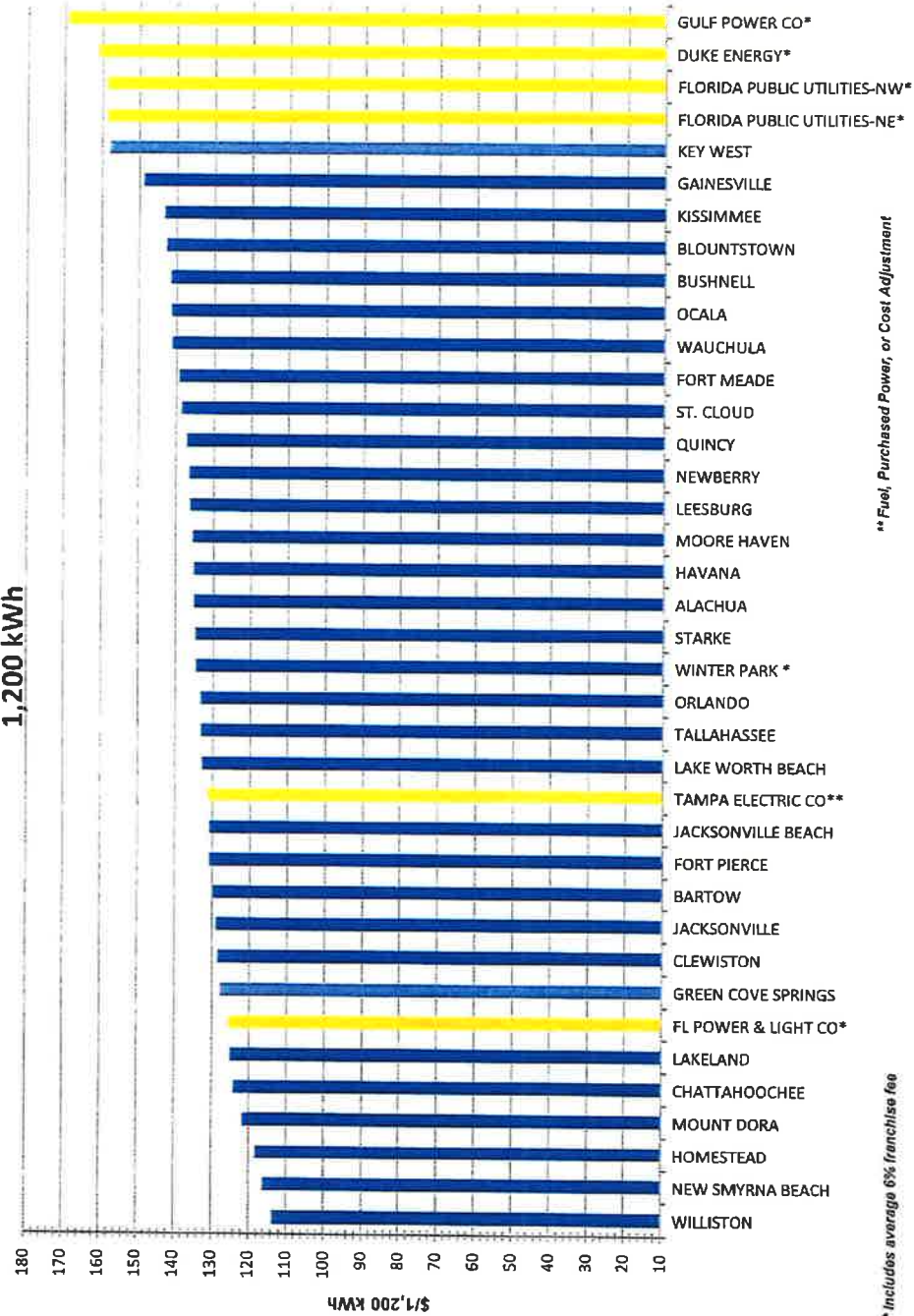
Base Rate Adjustment Needed to Maintain Position

No Action Limits Funds Available for Vital Fund Transfers

Projected FY23 Revenue, Expenses, and Net Position (\$)



Lowest to Highest Residential Bill Comparison, April 2021
1,200 kWh



Lowest Cost Utilities in Florida

April 2021

Source: Florida Municipal Electric Association Monthly Bill Comparison*

Residential Bills

1,000 kWh	WILLISTON
1,200 kWh	WILLISTON
2,500 kWh	WILLISTON

Commercial Bills

Non-Demand 750 kWh	NEW SMYRNA BEACH
Non-Demand 1,500 kWh	NEW SMYRNA BEACH
30 kW - 6,000 kWh	MOUNT DORA
40 kW - 10,000 kWh	MOUNT DORA
75 kW - 15,000 kWh	MOUNT DORA
75 kW - 30,000 kWh	MOUNT DORA
150 kW - 30,000 kWh	WILLISTON
150 kW - 60,000 kWh	MOUNT DORA

Industrial Bills

300 kW - 60,000 kWh	MOUNT DORA
300 kW - 120,000 kWh	MOUNT DORA
500 kW - 100,000 kWh	MOUNT DORA
500 kW - 200,000 kWh	MOUNT DORA

Base Rate Scenarios – For Discussion*

Fuel and Other Power Price Impacts Captured in PCA

Rate	Units	Today 1,000 kWh Resident	Adjustment 1 1,000 kWh Resident (10.1%)	Adjustment 2 1,000 kWh Resident (15.2%)
Customer Charge	\$/month	\$8.00	\$8.81	\$9.22
Energy Charge	\$/kWh	\$0.08184	\$0.09013	\$0.09429
Total Base Rate Charges	\$	\$89.84	\$98.94	\$103.51

*Above charges *exclude the impact of power cost adjustment*. Total bills include PCA charges.

8.9% Increase

ORDINANCE NUMBER 2022-698

AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA; MAKING CERTAIN FINDINGS AND DETERMINATIONS; AMENDING SECTION 40-142 OF THE CODE OF ORDINANCES, CITY OF WILLISTON, FLORIDA; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, section 40-142 of the Code of Ordinances, City of Williston, Florida (the "Williston Code") currently provides for or otherwise sets forth certain of the electric rates and charges for the City's provision of retail electric service within its electric service territory, as approved by the Florida Public Service Commission;

WHEREAS, the City has entered into an advantageous wholesale power supply agreement to maintain low rates for its retail electric customers, but the energy industry, and the United States as a whole, is now experiencing significant cost increases, particularly for natural gas, which is used as fuel for approximately 80% of the power produced in the State of Florida, including power purchased by the City;

WHEREAS, due to the impacts of the COVID-19 pandemic, global supply-chain instability, and an increase in the incidences of violent conflicts in the world, including Russia's invasion and ongoing military offensive against Ukraine, the City is also experiencing increasing costs in necessary equipment and materials for its electric utility, and a delay in obtaining such equipment and materials that poses a risk to the City's continued low cost operations;

WHEREAS, section 40-142 of the Williston Code has not been amended since 2013;

WHEREAS, the City's adoption of this ordinance is required to comply with, and is expressly authorized by Florida law, including, but not limited to, part I of chapter 166, Florida Statutes;

WHEREAS, this ordinance relates both to the budget of the City and a revenue source necessary to fund the budget, as the City's electric utility operations are contemplated in the City's budget to provide a key source of revenue for the City; and

WHEREAS, the City Council hereby finds and determines that the adoption of this ordinance is necessary and appropriate for the procurement of future equipment and materials for the City's electric utility operations, and for ensuring the continued low cost of those electric utility operations, which are vital to promoting, enabling, and

8.9% Increase

facilitating the City's provision of economic competitiveness for its residents, businesses, and visitors.

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

Section 1. Incorporation of Recitals. The above recitals are true and accurate and are hereby incorporated herein and made a material part of this ordinance.

Section 2. Amendment to Section 40-142 of the Williston Code. Section 40-142, subsections (1) through (6), of the Williston Code are hereby amended and restated in full as follows:

- (1) Residential service (R-S):
Customer charge per meter \$8.71
All kwh, per kwh..... \$0.08912
- (2) General service rate nondemand (GS-S):
Customer charge per meter \$16.34
All kwh, per kwh..... \$0.09298
- (3) General service rate demand (GRD-S):
Service customer charge per meter \$27.23
All kwh, per kwh..... \$0.07184
All kw demand, per kw..... \$5.45
- (4) General service rate large demand (GSLD-S):
Customer charge per meter \$54.45
All kwh, per kwh..... \$0.06643
All kw demand, per kw..... \$6.53

8.9% Increase

- (5) Yard or security lights; automatic cut-on and off:

175-watt lamp, per month..... \$10.89

(Provided, however, the cost thereof may be increased based upon increased cost of electricity as provided in subsection (7) of this section and any increase in cost of operation of the city's electrical system.

- (6) Service for streetlights:

All kwh, per kwh..... \$0.09030

Section 7. Repeal of Conflicting Ordinances. All ordinances or parts of ordinances in conflict with this ordinance are, to the extent of the conflict with this ordinance, hereby repealed.

Section 8. Severability. Should the provisions of this ordinance be declared to be severable and if any section, sentence, clause, or phrase of this ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance, but they shall remain in effect, it being the legislative intent that this ordinance shall remain notwithstanding the invalidity of any part.

Section 9. Effectiveness. This ordinance shall become effective immediately upon its passage.

[Continued on Following Page]

8.9% Increase

PASSED this ____ day of September, 2022, on the first reading by a vote of ____.

PASSED AND ADOPTED this ____ day of _____, 2022, on second reading
by a vote of _____.

Attest:

CITY COUNCIL OF THE
CITY OF WILLISTON, FLORIDA

Latricia Wright
City Clerk

Debra Jones
President, City Council

Approved as to legal form and content:

Scott Walker
City Attorney

**City of Williston
Electric Fee Schedule**

Yard or security lights; automatic cut-on and Off

175-watt lamp, per month \$12.00

- (Provided, however, the cost thereof may be increased based upon increased cost of electricity as provided in subsection (7) of this section and any increase in cost of operation of the city's electrical system.

Service for streetlights:

All kwh, per kwh 0.09030

Net Metering purchase rate will calculate monthly and will not exceed the cost of the City of Williston's expense by 75%. This is calculated by all kwh, per kwh.

Fee Schedule. The following fees shall apply:

Deposits:

Residential \$100.00

Commercial \$500.00

Industrial To be determined by City

Service Charges for Installation or Changes to Service. (The charges for electric service installation are applicable as follows.

Electric service – Overhead service \$200.00 plus \$3.00 per foot

Electric service – Underground \$200.00 plus \$5.00 per foot

City provided temporary pole rental \$1500.00 (during construction)

Customer provided temporary pole \$750.00 (connection fee)

Customer provided temporary pole \$250.00 (disconnect fee)

All other service hookups \$55.00 (connect or disconnect)

Transfer of service (from one location address to another location or address during business hours only will be \$100.00).

10.1% Increase

ORDINANCE NUMBER 2022-698

AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA; MAKING CERTAIN FINDINGS AND DETERMINATIONS; AMENDING SECTION 40-142 OF THE CODE OF ORDINANCES, CITY OF WILLISTON, FLORIDA; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, section 40-142 of the Code of Ordinances, City of Williston, Florida (the "Williston Code") currently provides for or otherwise sets forth certain of the electric rates and charges for the City's provision of retail electric service within its electric service territory, as approved by the Florida Public Service Commission;

WHEREAS, the City has entered into an advantageous wholesale power supply agreement to maintain low rates for its retail electric customers, but the energy industry, and the United States as a whole, is now experiencing significant cost increases, particularly for natural gas, which is used as fuel for approximately 80% of the power produced in the State of Florida, including power purchased by the City;

WHEREAS, due to the impacts of the COVID-19 pandemic, global supply-chain instability, and an increase in the incidences of violent conflicts in the world, including Russia's invasion and ongoing military offensive against Ukraine, the City is also experiencing increasing costs in necessary equipment and materials for its electric utility, and a delay in obtaining such equipment and materials that poses a risk to the City's continued low cost operations;

WHEREAS, section 40-142 of the Williston Code has not been amended since 2013;

WHEREAS, the City's adoption of this ordinance is required to comply with, and is expressly authorized by Florida law, including, but not limited to, part I of chapter 166, Florida Statutes;

WHEREAS, this ordinance relates both to the budget of the City and a revenue source necessary to fund the budget, as the City's electric utility operations are contemplated in the City's budget to provide a key source of revenue for the City; and

WHEREAS, the City Council hereby finds and determines that the adoption of this ordinance is necessary and appropriate for the procurement of future equipment and materials for the City's electric utility operations, and for ensuring the continued low cost of those electric utility operations, which are vital to promoting, enabling, and

10.1% Increase

facilitating the City's provision of economic competitiveness for its residents, businesses, and visitors.

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

Section 1. Incorporation of Recitals. The above recitals are true and accurate and are hereby incorporated herein and made a material part of this ordinance.

Section 2. Amendment to Section 40-142 of the Williston Code. Section 40-142, subsections (1) through (6), of the Williston Code are hereby amended and restated in full as follows:

- (1) Residential service (R-S):
Customer charge per meter \$8.81
All kwh, per kwh..... \$0.09011
- (2) General service rate nondemand (GS-S):
Customer charge per meter \$16.52
All kwh, per kwh..... \$0.09400
- (3) General service rate demand (GRD-S):
Service customer charge per meter \$27.53
All kwh, per kwh..... \$0.07263
All kw demand, per kw..... \$5.51
- (4) General service rate large demand (GSLD-S):
Customer charge per meter \$55.05
All kwh, per kwh..... \$0.06716
All kw demand, per kw..... \$6.61

10.1% Increase

- (5) Yard or security lights; automatic cut-on and off:

175-watt lamp, per month..... \$11.01

(Provided, however, the cost thereof may be increased based upon increased cost of electricity as provided in subsection (7) of this section and any increase in cost of operation of the city's electrical system.

- (6) Service for streetlights:

All kwh, per kwh..... \$0.09129

Section 7. Repeal of Conflicting Ordinances. All ordinances or parts of ordinances in conflict with this ordinance are, to the extent of the conflict with this ordinance, hereby repealed.

Section 8. Severability. Should the provisions of this ordinance be declared to be severable and if any section, sentence, clause, or phrase of this ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance, but they shall remain in effect, it being the legislative intent that this ordinance shall remain notwithstanding the invalidity of any part.

Section 9. Effectiveness. This ordinance shall become effective immediately upon its passage.

[Continued on Following Page]

10.1% Increase

PASSED this ____ day of September, 2022, on the first reading by a vote of _____.

PASSED AND ADOPTED this ____ day of _____, 2022, on second reading
by a vote of _____.

Attest:

CITY COUNCIL OF THE
CITY OF WILLISTON, FLORIDA

Latricia Wright
City Clerk

Debra Jones
President, City Council

Approved as to legal form and content:

Scott Walker
City Attorney

**City of Williston
Electric Fee Schedule**

Yard or security lights; automatic cut-on and Off

175-watt lamp, per month \$12.00

- (Provided, however, the cost thereof may be increased based upon increased cost of electricity as provided in subsection (7) of this section and any increase in cost of operation of the city's electrical system.

Service for streetlights:

All kwh, per kwh 0.09030

Net Metering purchase rate will calculate monthly and will not exceed the cost of the City of Williston's expense by 75%. This is calculated by all kwh, per kwh.

Fee Schedule. The following fees shall apply:

Deposits:

Residential \$100.00

Commercial \$500.00

Industrial To be determined by City

Service Charges for Installation or Changes to Service. (The charges for electric service installation are applicable as follows.

Electric service – Overhead service	\$200.00 plus \$3.00 per foot
Electric service – Underground	\$200.00 plus \$5.00 per foot
City provided temporary pole rental	\$1500.00 (during construction)
Customer provided temporary pole	\$750.00 (connection fee)
Customer provided temporary pole	\$250.00 (disconnect fee)
All other service hookups	\$55.00 (connect or disconnect)

Transfer of service (from one location address to another location or address during business hours only will be \$100.00).

15.2% Increase

ORDINANCE NUMBER 2022-698

**AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA;
MAKING CERTAIN FINDINGS AND DETERMINATIONS;
AMENDING SECTION 40-142 OF THE CODE OF ORDINANCES,
CITY OF WILLISTON, FLORIDA; REPEALING ALL
ORDINANCES IN CONFLICT; PROVIDING FOR
SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, section 40-142 of the Code of Ordinances, City of Williston, Florida (the "Williston Code") currently provides for or otherwise sets forth certain of the electric rates and charges for the City's provision of retail electric service within its electric service territory, as approved by the Florida Public Service Commission;

WHEREAS, the City has entered into an advantageous wholesale power supply agreement to maintain low rates for its retail electric customers, but the energy industry, and the United States as a whole, is now experiencing significant cost increases, particularly for natural gas, which is used as fuel for approximately 80% of the power produced in the State of Florida, including power purchased by the City;

WHEREAS, due to the impacts of the COVID-19 pandemic, global supply-chain instability, and an increase in the incidences of violent conflicts in the world, including Russia's invasion and ongoing military offensive against Ukraine, the City is also experiencing increasing costs in necessary equipment and materials for its electric utility, and a delay in obtaining such equipment and materials that poses a risk to the City's continued low cost operations;

WHEREAS, section 40-142 of the Williston Code has not been amended since 2013;

WHEREAS, the City's adoption of this ordinance is required to comply with, and is expressly authorized by Florida law, including, but not limited to, part I of chapter 166, Florida Statutes;

WHEREAS, this ordinance relates both to the budget of the City and a revenue source necessary to fund the budget, as the City's electric utility operations are contemplated in the City's budget to provide a key source of revenue for the City; and

WHEREAS, the City Council hereby finds and determines that the adoption of this ordinance is necessary and appropriate for the procurement of future equipment and materials for the City's electric utility operations, and for ensuring the continued low cost of those electric utility operations, which are vital to promoting, enabling, and

15.2% Increase

facilitating the City's provision of economic competitiveness for its residents, businesses, and visitors.

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

Section 1. Incorporation of Recitals. The above recitals are true and accurate and are hereby incorporated herein and made a material part of this ordinance.

Section 2. Amendment to Section 40-142 of the Williston Code. Section 40-142, subsections (1) through (6), of the Williston Code are hereby amended and restated in full as follows:

- (1) Residential service (R-S):
Customer charge per meter \$9.22
All kwh, per kwh..... \$0.09428
- (2) General service rate nondemand (GS-S):
Customer charge per meter \$17.28
All kwh, per kwh..... \$0.09836
- (3) General service rate demand (GRD-S):
Service customer charge per meter \$28.80
All kwh, per kwh..... \$0.07600
All kw demand, per kw..... \$5.76
- (4) General service rate large demand (GSLD-S):
Customer charge per meter \$57.60
All kwh, per kwh..... \$0.07027
All kw demand, per kw..... \$6.91

15.2% Increase

- (5) Yard or security lights; automatic cut-on and off:

175-watt lamp, per month..... \$11.52

(Provided, however, the cost thereof may be increased based upon increased cost of electricity as provided in subsection (7) of this section and any increase in cost of operation of the city's electrical system.

- (6) Service for streetlights:

All kwh, per kwh..... \$0.09552

Section 7. Repeal of Conflicting Ordinances. All ordinances or parts of ordinances in conflict with this ordinance are, to the extent of the conflict with this ordinance, hereby repealed.

Section 8. Severability. Should the provisions of this ordinance be declared to be severable and if any section, sentence, clause, or phrase of this ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance, but they shall remain in effect, it being the legislative intent that this ordinance shall remain notwithstanding the invalidity of any part.

Section 9. Effectiveness. This ordinance shall become effective immediately upon its passage.

[Continued on Following Page]

15.2% Increase

PASSED this ____ day of September, 2022, on the first reading by a vote of _____.

PASSED AND ADOPTED this ____ day of _____, 2022, on second reading by a vote of _____.

Attest:

CITY COUNCIL OF THE
CITY OF WILLISTON, FLORIDA

Latricia Wright
City Clerk

Debra Jones
President, City Council

Approved as to legal form and content:

Scott Walker
City Attorney

**City of Williston
Electric Fee Schedule**

Yard or security lights; automatic cut-on and Off

175-watt lamp, per month \$12.00

- (Provided, however, the cost thereof may be increased based upon increased cost of electricity as provided in subsection (7) of this section and any increase in cost of operation of the city's electrical system.

Service for streetlights:

All kwh, per kwh 0.09030

Net Metering purchase rate will calculate monthly and will not exceed the cost of the City of Williston's expense by 75%. This is calculated by all kwh, per kwh.

Fee Schedule. The following fees shall apply:

Deposits:

Residential \$100.00

Commercial \$500.00

Industrial To be determined by City

Service Charges for Installation or Changes to Service. (The charges for electric service installation are applicable as follows.

Electric service – Overhead service	\$200.00 plus \$3.00 per foot
Electric service – Underground	\$200.00 plus \$5.00 per foot
City provided temporary pole rental	\$1500.00 (during construction)
Customer provided temporary pole	\$750.00 (connection fee)
Customer provided temporary pole	\$250.00 (disconnect fee)
All other service hookups	\$55.00 (connect or disconnect)

Transfer of service (from one location address to another location or address during business hours only will be \$100.00).