



**CITY OF WILLISTON
COMMUNITY REDEVELOPMENT AGENCY
AGENDA**

**Monday, January 8, 2024 5:30 PM
City Council Chambers**

BOARDMEMBERS

**Nick Williams, Chair
Ken Schwiebert, Vice Chair
Jonathan Lewis, Treasurer
Stephen M. McMillen
Mike Langston**

STAFF

**Laura Jones, CRA Director
Nicole Bouse, Secretary
Kiersten Ballou, City Attorney**

CALL TO ORDER

ROLL CALL

APPROVAL OF PRIOR MINUTES

1. December 11, 2023

CONSENT AGENDA

2. None

TREASURER'S REPORT

3. Finance Report

PUBLIC COMMENTARY

OLD BUSINESS

NEW BUSINESS

4. Contingency for Misc. Services for Wright Pierce
5. FMPA Request for Services Agreement for Block 12
6. Tree Removal for Heritage Park

STAFF ANNOUNCEMENTS

OTHER BUSINESS

ADJOURNMENT

NEXT CRA MEETING DATE

February 12, 2024 at 5:30 PM

Notice:

If a person decided to appeal any decision made by this committee with respect to any matter considered at such meeting or hearing, he will need a record of the proceeding, and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Minutes of the CRA meeting may be obtained from the Department of Community Development. 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 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 P.M. on the day prior to the meeting.



**CITY OF WILLISTON
COMMUNITY REDEVELOPMENT AGENCY
MINUTES**

**Monday, December 11, 2023 5:30 PM
City Council Chambers**

BOARDMEMBERS

**Nick Williams, Chair
Ken Schwiebert, Vice Chair
Jonathan Lewis, Treasurer -Absent
Stephen McMillen
Mike Langston**

STAFF

**Laura Jones, CRA Director
Nicole Bouse, Secretary- Absent
Kiersten Ballou, City Attorney**

CALL TO ORDER - 5:31 PM

ROLL CALL

Ms. Laura Jones, took roll call. Mr. Jonathen Lewis and Nicole Bouse were absent.

APPROVAL OF PRIOR MINUTES

1. October 9, 2023 – Dr. Schwiebert moved to accept the minutes with changes. Mr. Mike Langston seconded. Motion passed 4-0.

CONSENT AGENDA

2. None

TREASURER’S REPORT

3. Finance Report- Tabled

PUBLIC COMMENTARY- None

OLD BUSINESS- None

NEW BUSINESS

4. Wright-Pierce Task Order Proposal for Williston Downtown Parking Plan (a.k.a Block 12) Construction Management and Loan Administration

Dr. Ken Schwiebert moved to approve the Wright-Pierce Task Order Proposal for the Williston Downtown Parking Plan Construction Management and Loan Administration. Mr. Mike Langston seconded. Motion passed 4-0.

5. Christmas Tree Star Purchase

Mr. Mike Langston moved to approve \$1,678.42 for the purchase of the Christmas Tree Star. Dr. Schwiebert seconded. Motion passed 3-1. Mr. Nick voted Williams "nay".

STAFF ANNOUNCEMENTS

Ms. Laura Jones advised the Board of the public workshop that was being held on Wednesday, December 14, 2023 from 4-7 pm regarding the Downtown Master Plan and that everyone was welcome to attend.

OTHER BUSINESS-

Mr. Stephen McMillen had questions regarding Form 1. Discussion occurred and recommended he speak to Latricia Wright the City Clerk for further details.

ADJOURNMENT - 6:28 PM

NEXT CRA MEETING DATE

January 8, 2024 at 5:30 PM

Nick Williams, Chair

Nicole Bouse, Recording Secretary

Notice:

If a person decided to appeal any decision made by this committee with respect to any matter considered at such meeting or hearing, he will need a record of the proceeding, and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

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Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
403-552-030-040	TRAVEL & PER DIEM	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0
403-552-030-042	POSTAGE	200.00	0.00	0.00	0.00	0.00	200.00	0
403-552-030-154	DUES & SUBSCRIPTIONS	620.00	0.00	0.00	0.00	0.00	620.00	0
403-552-030-155	ANNUAL FILING FEE	175.00	0.00	0.00	175.00	0.00	0.00	100
403-552-030-248	ADVERTISING & PROMOTIONS	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0
403-552-030-254	TRAINING-SCHOOLS & SEMINARS	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0
403-552-030-352	MATERIALS & SUPPLIES	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0
403-552-030-400	SPECIAL EVENTS	750.00	0.00	0.00	0.00	0.00	750.00	0
403-552-060-060	CAPITAL OUTLAY - CONTINGENCY	558,243.00	0.00	0.00	1,276.81	0.00	556,966.19	0
403-552-070-200	INTEREST EXPENSE	46,096.00	0.00	0.00	0.00	0.00	46,096.00	0
403-552-080-082	AID TO PRIVATE ORGANIZATIONS	25,000.00	0.00	0.00	750.00	0.00	24,250.00	3
403-552-090-010	PRINCIPAL EXPENSE	231,071.00	0.00	0.00	0.00	0.00	231,071.00	0
Control: 552	Total	984,022.00	0.00	0.00	11,856.34	0.00	972,165.66	1
DEPARTMENT: 552	CRA CONTROL ACCOUNT Total	984,022.00	0.00	0.00	11,856.34	0.00	972,165.66	1
Fund: 403	Budgeted Total	984,022.00	0.00	0.00	11,856.34	0.00	972,165.66	1
Fund: 403	Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00	0.00	0
Fund: 403	Total	984,022.00	0.00	0.00	11,856.34	0.00	972,165.66	1
405-530-000-000	UTILITY ADMINISTRATION CONTROL ACCOUNT							
405-530-030-029	ENGINEERING SERVICES	75,000.00	0.00	0.00	3,501.56	0.00	71,498.44	5
405-530-030-032	ACCOUNTING & AUDITING	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0
405-530-030-034	CONTRACTUAL SERVICES	7,000.00	0.00	0.00	9,105.30	0.00	2,105.30	130
405-530-030-036	FINANCIAL SERVICES	62,790.00	0.00	0.00	20,553.97	0.00	42,236.03	33
405-530-030-043	UTILITIES	100.00	0.00	0.00	0.00	0.00	100.00	0
405-530-030-045	INSURANCE	5,423.00	0.00	0.00	0.00	0.00	5,423.00	0
405-530-030-248	ADVERTISING & PROMOTIONS	1,000.00	0.00	0.00	75.94	0.00	924.06	8
405-530-030-249	MISCELLANEOUS EXPENSE	1,000.00	0.00	0.00	152.01	0.00	847.99	15
405-530-030-346	VEHICLE REPAIRS & MAINTENANCE	1,000.00	0.00	0.00	72.25	0.00	927.75	7
405-530-030-349	CONTINGENCY	0.00	0.00	0.00	6,569.00	0.00	6,569.00	0
405-530-030-352	MATERIALS & SUPPLIES	8,300.00	0.00	0.00	4.93	0.00	8,295.07	0
405-530-030-355	SAFETY SUPPLIES	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0
405-530-030-452	VEHICLE FUEL	1,250.00	0.00	0.00	0.00	0.00	1,250.00	0
405-530-060-050	CAPITAL OUTLAY	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0
405-530-070-110	DEBT SERVICE - PRINCIPAL - CITY HALL	46,106.00	0.00	0.00	0.00	0.00	46,106.00	0
405-530-070-210	DEBT SERVICE - INTEREST - CITY HALL	40,434.00	0.00	0.00	0.00	0.00	40,434.00	0
405-530-090-060	TRANSFER TO GF - IT CONTRIBUTION	430,418.00	0.00	0.00	0.00	0.00	430,418.00	0
405-530-090-098	TRANSFER TO COWLINK	104,152.00	0.00	0.00	0.00	0.00	104,152.00	0
Control: 530	Total	827,973.00	0.00	0.00	40,034.96	0.00	787,938.04	5
DEPARTMENT: 530	UTILITY ADMINISTRATION CONTROL ACCOUNT Total	827,973.00	0.00	0.00	40,034.96	0.00	787,938.04	5

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
402-542-030-042	POSTAGE	250.00	0.00	0.00	0.00	0.00	250.00	0
402-542-030-043	UTILITIES	25,440.00	0.00	0.00	5,353.95	0.00	20,086.05	21
402-542-030-044	RENTALS/LEASES	29,500.00	0.00	0.00	4,775.00	0.00	24,725.00	16
402-542-030-045	INSURANCE	77,547.00	0.00	0.00	0.00	0.00	77,547.00	0
402-542-030-051	OFFICE SUPPLIES	5,000.00	0.00	0.00	581.80	0.00	4,418.20	12
402-542-030-145	REPAIRS & MAINTENANCE -- AIRFIELD	15,500.00	0.00	0.00	9,840.54	0.00	5,659.46	63
402-542-030-146	REPAIRS & MAINTENANCE	15,000.00	0.00	0.00	4,443.49	0.00	10,556.51	30
402-542-030-154	DUES & SUBSCRIPTIONS	4,000.00	0.00	0.00	249.00	0.00	3,751.00	6
402-542-030-248	ADVERTISING & PROMOTIONS	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0
402-542-030-251	CREDIT CARD FEES	72,000.00	0.00	0.00	0.00	0.00	72,000.00	0
402-542-030-346	VEHICLE REPAIRS & MAINTENANCE	10,000.00	0.00	0.00	1,017.60	0.00	8,982.40	10
402-542-030-349	CONTINGENCY	15,338.00	0.00	0.00	0.00	0.00	15,338.00	0
402-542-030-352	MATERIALS & SUPPLIES	7,500.00	0.00	0.00	585.68	0.00	6,914.32	8
402-542-030-353	MATERIALS AND SUPPLIES-AVGAS	699,914.00	0.00	0.00	70,836.30	0.00	629,077.70	10
402-542-030-354	MATERIALS & SUPP-JET FUEL	1,131,450.00	0.00	0.00	191,862.86	0.00	939,587.14	17
402-542-030-452	VEHICLE FUEL	7,500.00	0.00	0.00	1,588.97	0.00	5,911.03	21
402-542-060-062	AIRPORT IMPROVEMENTS	6,096,351.00	0.00	0.00	492,403.02	0.00	5,603,947.98	8
402-542-060-066	BUILDING IMPROVEMENTS	0.00	0.00	0.00	58,558.20	0.00	58,558.20	0
402-542-060-080	CAPITAL OUTLAY -- FURNITURE	75,000.00	0.00	0.00	0.00	0.00	75,000.00	0
402-542-070-025	NOTE PAYMENT (GENERAL FUND)	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0
402-542-090-020	SINKING FUND	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0
402-542-090-050	BAD DEBT CHARGED OFF	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0
402-542-090-060	TRANSFER TO GF -- IT CONTRIBUTION	42,583.00	0.00	0.00	690.00	0.00	41,893.00	2
Control: 542	Total	8,740,250.00	0.00	0.00	884,082.77	0.00	7,856,167.23	10
DEPARTMENT: 542	AIRPORT CONTROL ACCOUNT Total	8,740,250.00	0.00	0.00	884,082.77	0.00	7,856,167.23	10
Fund: 402	AIRPORT FUND Budgeted Total	8,740,250.00	0.00	0.00	884,082.77	0.00	7,856,167.23	10
Fund: 402	AIRPORT FUND Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00	0.00	0
Fund: 402	AIRPORT FUND Total	8,740,250.00	0.00	0.00	884,082.77	0.00	7,856,167.23	10
403-552-000-000	CRA CONTROL ACCOUNT							
403-552-010-014	OVERTIME	150.00	0.00	0.00	12.83	0.00	137.17	9
403-552-010-021	PAYROLL TAXES	3,949.00	0.00	0.00	437.03	0.00	3,511.97	11
403-552-010-022	RETIREMENT	3,742.00	0.00	0.00	306.45	0.00	3,435.55	8
403-552-010-023	LIFE & HEALTH INSURANCE	10,427.00	0.00	0.00	1,199.26	0.00	9,227.74	12
403-552-010-024	WORKER'S COMPENSATION	1,645.00	0.00	0.00	0.00	0.00	1,645.00	0
403-552-010-112	SALARIES & WAGES	51,474.00	0.00	0.00	5,830.48	0.00	45,643.52	11
403-552-030-020	PROFESSIONAL SERVICES	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0
403-552-030-032	ACCOUNTING & AUDITING	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0
403-552-030-036	FINANCIAL SERVICES	5,980.00	0.00	0.00	1,868.48	0.00	4,111.52	31

January 8, 2024

CRA AGENDA ITEM

TOPIC: **FMPA Proposal for Preliminary and Final Design for Block 12**

REQUESTED BY: **Laura Jones**

BACKGROUND / DESCRIPTION:

Florida Municipal Power Agency will be designing the Preliminary and Final electrical design for the new Block 12 Parking Lot. The details are as follows:

Task 1: Preliminary and Final Design

- Conduct kickoff teleconference meeting to discuss design standards and preferences, define the communication lines and processes for submittals, introduce Consultant's project team, and establish an integrated team with the City and FMPA to execute the project
- Perform inventory of the affected areas
- Prepare proposed layout and modification plans for review
- Assist in discussions with developer, if requested
- Coordinate the location of electric facilities with other foreign utilities
- Attend a preliminary review meeting/teleconference
- Identify any easements or permits required and assist in obtaining
- Develop detailed staking sheets for the modifications
- Develop detailed Bill of Material
- Field stake modifications, if necessary
- Develop issued-for-construction drawings utilizing the City's standards

LEGAL REVIEW: NA

FISCAL IMPACTS: Not to exceed \$32,500.

RECOMMENDED ACTION: Approve Proposal

ATTACHMENTS: Proposal

CRA BOARD ACTION:

_____ **APPROVED** _____ **DISAPPROVED**

ATTACHMENT A

REQUEST FOR SERVICES BLOCK 12 DISTRIBUTION SERVICES

Pursuant to the terms and conditions of the Master Services Agreement executed and made effective as of the 7th day of November 2017, by and between Florida Municipal Power Agency ("FMPA") and Patterson & Dewar Engineers, Inc. ("Consultant"), FMPA hereby requests Consultant to perform the following Services:

- A. Project Understanding: For the City of Williston, FL, ("the City") Consultant understands the following:
- Due to new construction and improvements the City of Williston has requested assistance with its Downtown Underground Conversion Project in Block 12 (NE 1st St. between E. Noble and NE Avenue). The project includes overhead and underground distribution electric design.
- B. Project Scope of Services: For this distribution assistance project, Consultant will perform the following work ("Services"):
- Task 1: Preliminary and Final Design
 - Conduct kickoff teleconference meeting to discuss design standards and preferences, define the communication lines and processes for submittals, introduce Consultant's project team, and establish an integrated team with the City and FMPA to execute the project
 - Perform inventory of the affected areas
 - Prepare proposed layout and modification plans for review
 - Assist in discussions with developer, if requested
 - Coordinate the location of electric facilities with other foreign utilities
 - Attend a preliminary review meeting/teleconference
 - Identify any easements or permits required and assist in obtaining
 - Develop detailed staking sheets for the modifications
 - Develop detailed Bill of Material
 - Field stake modifications, if necessary
 - Develop issued-for-construction drawings utilizing the City's standards
- C. Scope Assumptions
- Consultant has made the following assumptions in developing the fee and scope of services for this project:
- The City will:
 - Provide City-specific cost data to include typical material and labor costs per unit
 - Provide contacts for foreign utility companies and location of other utilities in the easement areas.
 - Provide detailed catalog information of preferred major material

D. Deliverables

- Staking sheets of approved modifications
- Detailed BOM of material needed

E. Additional Services

If requested, Consultant can provide additional services to support this project, such as:

- Construction contract preparation
- Construction monitoring

F. Project Schedule: Consultant is prepared to begin work within four weeks.

G. Additional FMPA Responsibilities: None

H. Project Compensation: The total charges for Services under this Agreement are estimated not to exceed Thirty-Two Thousand Five Hundred Dollars (\$32,500). Consultant shall not be required to furnish additional services or incur additional expenses without written authorization and additional funding from FMPA.

I. Project Specific Insurance Requirements (if any): None

J. Is this a Major Project? No

K. Indemnification: To the fullest extent permitted by law, Consultant, its heirs, successors and assigns shall indemnify and hold harmless the City, its successors and assigns, and its employees, against any and all claims, suits or actions at law, including the bodily injury or death of Consultant during the performance of the Services regardless of cause and/or all damages, costs and judgments (including reasonable attorneys' fees), incurred by the City arising from the negligence, gross negligence or willful misconduct of Consultant while performing work under this agreement. The liability of Consultant is full and complete in all respects and subcontracting any part of the Work shall not relieve it of primary liability.

This Request for Services and the above-referenced Master Services Agreement constitute the complete understanding of the Parties with respect to the Services specified herein. Terms and conditions contained in purchase orders, work orders, or other documents issued by either Party with respect to the Services shall be of no force and effect.

IN WITNESS WHEREOF, the Parties have executed this Request for Services effective as of the _____ day of _____, 2024.

FLORIDA MUNICIPAL POWER AGENCY

Signed _____

Name _____

Title _____

PATTERSON & DEWAR ENGINEERS, INC.

Signed P. Anthony Hanson

Name P. Anthony Hanson, PE

Title Business Unit Leader

January 8, 2024

CRA AGENDA ITEM

TOPIC: **Tree Removal & Replacement - Heritage Park**

REQUESTED BY: **Laura Jones**

BACKGROUND / DESCRIPTION:

The City of Williston Utility Department proposal for the tree removal and replacement of trees in Heritage Park. The proposal consists of removing all of the dying trees, ring bases and adding new trees, irrigation, landscaping.

- 18 American Elm Trees- \$5,400
- Irrigation \$8,000 (at City's cost)
- Labor includes removal and replacement of all trees, rings, landscaping, and placement of irrigation lines- \$14,200
- Contingency not to exceed \$2,500

LEGAL REVIEW: **NA**

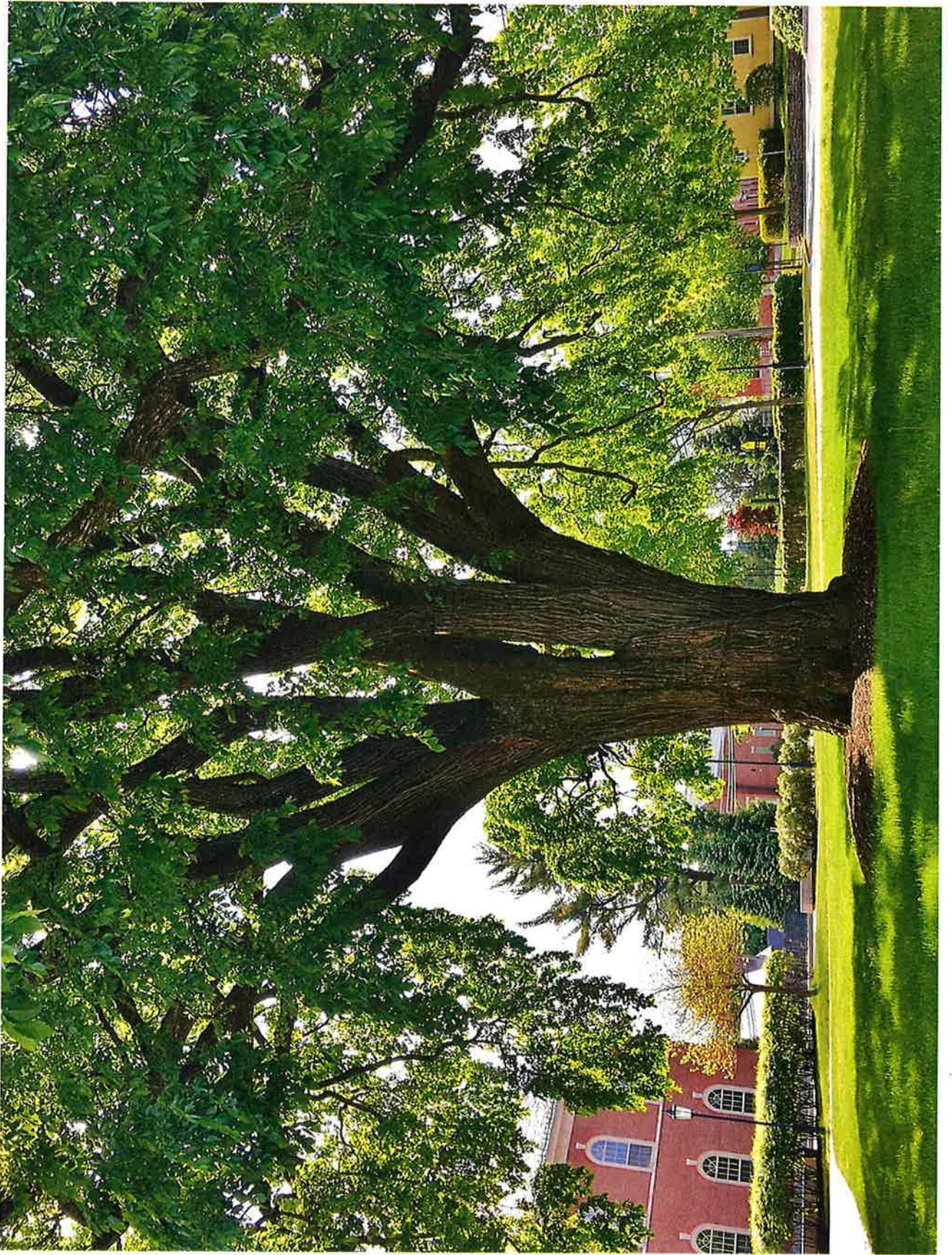
FISCAL IMPACTS: Not to exceed \$30,100

RECOMMENDED ACTION: Approve not to exceed amount of \$30,100 for tree removal and replacement.

ATTACHMENTS: Photographs of American Elm

CRA BOARD ACTION:

_____ **APPROVED** _____ **DISAPPROVED**





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American Elm

Product: American Elm

Common Names: Rock Elm, Common Elm, Soft elm, White Elm, Water Elm

Scientific Name: Ulmus Americana

Type: Deciduous shade tree

Full Grown Size: 70 to 90 feet

Spread: 70 to 90 feet

Growth Rate: Fast, Moderate

Soil condition: Moist, well-drained soil

Light Requirements: Full sun

Tolerances: Alkaline soil, clay soil, dry sites, road salt

USDA Zones: Hardiness Zones 3 through 9

American elm is a wide growing graceful shade tree with large leaves and yellow fall color. It will usually be wider than tall. Flowers are small and green in the early spring. Fruit is a winged nut that ripens after the flowers which generally appear between February and April before the leaves emerge. Bark is light to dark gray with long flattened ridges and scaly deep fissures on older tree trunks. Leaves are simple, alternate and deciduous with yellow fall color. They are large, 4 to 6 inches in length, 2 to 3 inches wide with serrated edges.

It is susceptible to Dutch elm disease, elm yellows, elm phloem necrosis, elm bark beetle, elm leaf beetles, elm leaf miner and verticillium wilt.

You may also like



Cedar Elm



Lacebark Elm



American Sycamore



Dwarf Wax Myrtle