

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

DATE: TUESDAY, MARCH 19, 2024  
TIME: 7:00 P.M.  
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Charles Goodman  
Council President Debra Jones  
Vice-President Michael Cox  
Councilmember Meredith Martin  
Councilmember Zach Bullock  
Councilmember Darfeness Hinds

OTHERS:

City Manager Terry Bovaird  
Attorney Kiersten Ballou  
City Clerk Latricia Wright

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

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

ITEM – 2 – PUBLIC PARTICIPATION

ITEM – 3 – CONSENT AGENDA – (pp 4-7)

- Council minutes from March 5, 2024

ITEM – 4 – UPDATES

A. STAFF, BOARD AND COUNCIL UPDATES

- CITY MANAGER TERRY BOVAIRD
- STAFF
- COUNCIL
- MAYOR

ITEM – 5 – NEW BUSINESS –

- A. DISCUSSION WITH POSSIBLE ACTION: CREATING AND FILLING A SHELTER MANAGER POSITION FOR THE WILLISTON COMMUNITY ANIMAL RESCUE. CITY PLANNER LAURA JONES. (pp 8-16)
- B. DISCUSSION WITH POSSIBLE ACTION: RENAMING WILLISTON COMMUNITY ANIMAL RESCUE. CITY PLANNER LAURA JONES. (pp 17)
- C. RESOLUTION 2024-35: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE CITY OF WILLISTON TO APPROVE THE PURCHASE OF MUNICIPAL PARK FITNESS COURSE EQUIPMENT, AND NOT TO EXCEED FIFTEEN-



CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

- THOUSAND DOLLARS, AND PROVIDING AN EFFECTIVE DATE. PUBLIC WORKS SUPERVISOR DONALD BARBER. (pp 18-23)
- D. RESOLUTION 2024-36: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE CITY OF WILLISTON TO APPROVE THE PURCHASE AND INSTALLATION OF ESSENTIAL ELECTRICAL PANEL UPGRADES AT THE BARN WELL; AUTHORIZING APPROPRIATE PARTIES TO EXECUTE ALL RELEVANT DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE. PUBLIC WORKS SUPERVISOR DONALD BARBER. (pp 24-29)
- E. RESOLUTION 2024-37: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE WILLISTON CITY COUNCIL PRESIDENT TO SIGN AN AGREEMENT FOR PROJECT-SPECIFIC PROFESSIONAL CONSULTING SERVICES FOR MISCELLANEOUS PROFESSIONAL SERVICES FOR THE PLANNING DEPARTMENT WITH WRIGHT-PIERCE, INC.; AND PROVIDING AN EFFECTIVE DATE. CITY PLANNER LAURA JONES. (pp 30-34)
- F. RESOLUTION 2024-38: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AUTHORIZING THE CONTRACTING WITH TRUE FORCE ROOFING FOR REPAIRS TO THE ROOF OF THE EXISTING AIRPORT TERMINAL BUILDING; AUTHORIZING THE CITY COUNCIL PRESIDENT AND CITY MANAGER TO EXECUTE ANY DOCUMENTS NECESSARY TO FACILITATE SAME; AND PROVIDING AN EFFECTIVE DATE. AIRPORT MANAGER BENTON STEGALL. (pp 35-66)

ITEM – 6 – PUBLIC PARTICIPATION

ITEM – 7 - ANNOUNCEMENTS

ITEM – 8 – ADJOURNMENT

**NEXT SCHEDULED COUNCIL MEETING APRIL 2, 2024 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

One tap to join audio only from a smartphone:  
+16504191505,, 069017976/# United States (San Mateo, CA)



CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

Or dial:

+1 (650) 4191505 United States (San Mateo, CA)

Access Code / Meeting ID: 069017976

International numbers available: <https://v.ringcentral.com/teleconference>

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 2020-28.
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, MARCH 5, 2024  
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 Michael Cox  
Councilmember Meredith Martin  
Councilmember Zach Bullock  
Councilmember Darfeness Hinds - absent

OTHERS:

City Manager Terry Bovaird  
Attorney Kiersten Ballou  
City Clerk Latricia Wright

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

Opening prayer and pledge led by Mayor Goodman.

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

Item #2 removed. Motion to approve agenda as amended by Councilmember Bullock. Seconded by Vice-President Cox. Motion carried 4-0.

ITEM – 2 – MAYORS STUDENT OF THE MONTH. Ariel M. Cardoso-Earick, 7<sup>th</sup> Grade Williston Middle-High School. (removed)

ITEM – 3 – PROCLAMATION RECOGNIZING IRISH AMERICAN HERITAGE MONTH. MAYOR CHARLES GOODMAN. Mayor Goodman presented Jason Fox, the proclamation for Irish American Heritage Month.

ITEM – 4 – PROCLAMATION RECOGNIZING WOMEN’S HISTORY MONTH. MAYOR CHARLES GOODMAN. Mayor Goodman presented Council President Jones the proclamation recognizing Women’s History Month.

ITEM – 5 – PUBLIC PARTICIPATION – Candidate for Levy County District seat one Charlie Kennedy, introduced himself to Council and the public. Mandy Waters, candidate for Levy County Clerk of Court introduced herself and gave a brief bio of the different positions she has held at the Court house.

ITEM – 6 – CONSENT AGENDA – Motion to approve consent agenda by Vice-President Cox. Seconded by Councilmember Bullock. Motion carried 4-0.

- Council minutes from February 20, 2024

ITEM – 7 – UPDATES



CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

A. STAFF AND BOARD AND COUNCIL UPDATES

- CITY MANAGER TERRY BOVAIRD- Spoke with FDOT regarding stripping the curve on Main and Noble. HB 1277 has not been approved. Golf cart signs are up in the NE section of town, working on the SE section. Applause to Danny Wallace for purchasing 8 vehicles for the city for \$68,018.
- STAFF – Airport Manager Benton Stegall, Friday they will pour the first slab for the new FBO building. The T-Hangar that was damaged due to a fire is 95% repaired.
- COUNCIL – Vice-President Cox asked about the Charter Review. President Jones said they will start working on getting a committee together. Council President Jones asked about the house on
- MAYOR – None.

ITEM – 8 – NEW BUSINESS –

- A. FLORIDA MUNICIPAL ASSOCIATION (FMEA) RESTORING COMMUNITIES AWARD. PUBLIC WORKS DIRECTOR JONATHEN BISHOP AND AMY ZUBALY, EXECUTIVE DIRECTOR (FMEA). – Amy Zubalay, with FMEA presented the City of Williston Utility department Director Jonathen Bishop and Electric Supervisor Michael Miller the 2023 Restoring Communities awards.
- B. RESOLUTION 2024-23: A RESOLUTION OF THE CITY OF WILLISTON, FLORIDA, ELECTING TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM SPECIAL ASSESSMENTS LEVIED WITHIN THE INCORPORATED AREA OF THE CITY; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION AND PROVIDING FOR AN EFFECTIVE DATE. FIRE CHIEF LAMAR STEGALL. Motion to approve Resolution 2024-23 by Vice-President Cox. Seconded by Councilmember Bullock. Motion carried 4-0.
- C. RESOLUTION 2024-29: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR CITY OF WILLISTON TO APPROVE CONTRACT WORK IN ORDER TO MAKE REPAIRS TO A DAMAGED LIFT STATION, AND NOT TO EXCEED TWENTY-THOUSAND DOLLARS; AND PROVIDING AN EFFECTIVE DATE. PUBLIC WORKS SUPERVISOR DONALD BARBER. – Motion to approve Resolution 2024-29 by Vice-President Cox. Seconded by Councilmember Bullock. Motion carried 4-0.
- D. RESOLUTION 2024-30: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE CITY OF WILLISTON TO APPROVE ENGINEERING AND PERMITTING WORK IN ORDER TO MAKE UPGRADES TO LIFT STATION NUMBER FOUR, AND NOT TO EXCEED FORTY-FIVE THOUSAND DOLLARS; AND PROVIDING AN EFFECTIVE DATE. PUBLIC WORKS SUPERVISOR DONALD



CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

BARBER. Motion to approve Resolution 2024-30 by Councilmember Bullock. Seconded by Vice-President Cox. Motion carried 4-0.

- E. RESOLUTION 2024-31: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR CITY OF WILLISTON TO APPROVE BORING INSTALLATION AND PERMITTING WORK IN ORDER TO SUPPLY POWER TO NEW CITY OF WILLISTON MUNICIPAL AIRPORT FBO, AND NOT TO EXCEED TWENTY-FIVE THOUSAND DOLLARS; AND PROVIDING AN EFFECTIVE DATE. PUBLIC WORKS SUPERVISOR DONALD BARBER. Motion to approve Resolution 2024-31 by
- F. RESOLUTION 2024-32: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ELECTING TO AWARD THE HERBICIDE PROJECT AT THE WILLISTON MUNICIPAL AIRPORT (PART OF THE REFORESTATION PROJECT) TO MACLAREN FARMS, LLC DBA MACLAREN AGRIFORESTRY AND AUTHORIZING STAFF TO NEGOTIATE A FULL CONTRACT RELATED TO SAME; AUTHORIZING APPROPRIATE PARTIES TO SIGN ANY DOCUMENTS REQUIRED TO EXECUTE SUCH ACTIONS ON BEHALF OF THE CITY OF WILLISTON; AND PROVIDING AN EFFECTIVE DATE. AIRPORT MANAGER BENTON STEGALL. Motion to approve Resolution 2024-32 by Councilmember Bullock. Seconded by Vice-President Cox. Motion carried 4-0.
- G. RESOLUTION 2024-33: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING THE AMENDMENT TO THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION PUBLIC TRANSPORTATION GRANT AGREEMENT FOR FINANCIAL PROJECT NUMBER 442505-1-94-24 REGARDING THE WILLISTON MUNICIPAL AIRPORT – DESIGN AND CONSTRUCTION OF NEW GENERAL AVIATION TERMINAL BUILDING AT WILLISTON MUNICIPAL AIRPORT – ADDING ADDITIONAL FUNDING; AUTHORIZING APPROPRIATE PARTIES TO SIGN ANY DOCUMENTS REQUIRED TO EXECUTE SUCH AMENDMENT ON BEHALF OF THE CITY OF WILLISTON; AND PROVIDING AN EFFECTIVE DATE. AIRPORT MANAGER BENTON STEGALL. Motion to approve Resolution 2024-33 by Vice-President Cox. Seconded by Councilmember Bullock.
- H. RESOLUTION 2024-34: A RESOLUTION OF THE CITY COUNCIL FO THE CITY OF WILLISTON, FLORIDA, APPROVING THE INTERLOCAL AGREEMENT FOR ANIMAL CONTROL SERVICES BETWEEN THE CITY OF WILLISTON AND THE TOWN OF BRONSON; AUTHORIZING APPROPRIATE PARTIES TO SIGN ANY DOCUMENTS REQUIRED TO EXECUTE SUCH AGREEMENT ON BEHALF OF THE CITY OF WILLISTON; AND PROVIDING AN EFFECTIVE DATE. CITY PLANNER LAURA JONES. Motion to approve Resolution 2024-34 by Councilmember Bullock. Seconded by Vice-President Cox. Motion carried 4-0.



CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

- I. DISCUSSION WITH POSSIBLE ACTION: CHANGING THE MARCH 19<sup>TH</sup> COUNCIL MEETING TIME TO 7:00 P.M. AT THE REQUEST OF THE SUPERVISOR OF ELECTIONS. CITY CLERK LATRICIA WRIGHT. – Consensus from Council to change the next meeting time to 7:00 p.m.

ITEM – 9 – PUBLIC PARTICIPATION – Business owner Marvin Johnson talked about having an event for the Williston Middle High School basketball team for winning State Championship two years in a row.

ITEM - 10 – ANNOUNCEMENTS – Police Chief Mike Roll announced he's been accepted into the FBI Academy. The City of Williston in partnership with Priemer Events will be having Spring Fest on Saturday March 23<sup>rd</sup> from 10:00 am until 3:00 pm in Heritage Park.

ITEM – 11 – ADJOURNMENT – Motion to adjourn at 7:35 by Councilmember Bullock. Seconded by Vice-President Cox. Motion carried 4-0.



Date: March 19, 2024

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**CITY COUNCIL AGENDA ITEM**

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**Discussion with Possible Action**

**TOPIC: CREATING AND FILLING A SHELTER MANAGER POSITION FOR THE WILLISTON COMMUNITY ANIMAL RESCUE**

**BACKGROUND / DESCRIPTION:**

The City opened the Williston Community Animal Rescue in April 2023. Since then we have sheltered over 40 homeless, lost and sick animals. During the review of the 2024 budget, the Shelter Director agreed to give up a Shelter Manager position to assist the Police Department with their budget.

It was known that the Shelter was necessary but the amount of animals that we have welcomed is far more than expected for the year. Between phones calls, social media, animal care, invoicing, handling the budget, stocking and travelling to vet appointments, the part-time position is no longer adequate.

We are requesting adding a Shelter Manager position to work with the Animal Control Officer and remain under the Community Development team. Next budget we will ask for part-time help, as we have been pretty successful with our volunteer program and believe this will only grow.

**LEGAL REVIEW:** NA

**FISCAL IMPACTS:** See Stephen Bloom

**RECOMMENDED ACTION:** Create a Shelter Manager Position

**ATTACHMENTS:** Shelter Manager Job Description  
Staffing Plan  
Budget

**ACTION:**

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





# City of Williston

**Position:** Animal Shelter Manager  
**Department:** Williston Community Animal Rescue  
**Start Date:** To Be Determined  
**Pay Grade:** 1  
**Pay Range:** \$12.98 per hour - \$19.23 per hour  
**Job Type:** Full-Time/ Non-Exempt/Union Eligible

## **JOB FUNCTION/ PURPOSE:**

The Animal Shelter Manager is responsible overseeing the daily interactions with the public, including adoptions, surrenders, strays and TNR Cat Program. They may also work with the Animal Control Officer. This position reports to the Community Development and Grants Manager (aka, the City Planner) and will be a supervisory position over part- or full-time Shelter Attendant or Shelter Technician positions.

## **EXAMPLES OF WORK**

*The following examples of work are not to be construed as an exclusive or all-inclusive listing of skills and abilities required to perform the job. Management may delegate other responsibilities as required.*

## **RESPONSIBILITIES:**

- Handle general care tasks such as feeding and grooming of the animals.
- Picking up/cleaning animal waste outside and inside of facility.
- Cleaning and disinfecting kennels and play areas.
- Record animals' weight, medications, and caring for their overall well-being including keeping a close eye on their behaviors, etc.
- Engage and monitor play activities and exercise with the animals.
- Care giving and loving attention to the animals.
- Greet the public and potential adopters.
- Laundry and dishes.
- Manage volunteer program.
- Ordering supplies.
- Keep database updated.

## **NON-ESSENTIAL JOB FUNCTIONS:**

Perform other related duties as assigned.

## **CERTIFICATIONS AND LICENSES:**

- Valid Florida Driver's License Required.

***The City of Williston is an Equal Opportunity Employer***



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

- Ability to successfully work as a team member.
- Knowledge of departmental policies, procedures, and practices.
- Ability to learn and understand subject matter, principles, and techniques.
- Ability to make independent judgments in absence of supervision within the scope of respective job duties and tasks.
- Ability to communicate effectively, both orally and in writing.
- Ability to work professionally with Department Heads, representatives of other agencies, other employees, and the public.
- Ability to maintain security and confidentiality.

## **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Previous experience in animal care or other related fields
- Passion to care for animals.
- Experience with animals in a calm, non-threatening manner.
- Experience in a supervisory role.
- High school diploma or equivalent.

## **PHYSICAL AND ENVIRONMENTAL REQUIREMENTS**

To perform this job successfully, an individual must possess certain physical abilities and be able to withstand work related environmental conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**PHYSICAL AND DEXTERITY REQUIREMENTS:** Physical and dexterity refers to the requirement for physical exertion and coordination of limb and body movement.

The job **may** require medium to heavy work that involves walking, standing, stooping, lifting, pushing and raising objects and involves exerting between 20 to 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

**ENVIRONMENTAL HAZARDS:** Environmental hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

The job **may** risk exposure to extreme heat and/or cold, bright/dim light, dusts and pollen, wet or humid conditions, extreme noise levels, animals/wildlife, vibrations, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, disease/pathogens, toxic/caustic chemicals and explosives.

**SENSORY REQUIREMENTS:** Sensory ability refers to hearing, sight, touch, taste, and smell required by the job.

The job requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

## **COMPLETION OF APPLICATION:**

*Applicants will be given credit only for information provided in response to the announcement and included on the completed application. Applications should include at least ten (10) years of work experience on the application (if applicable). No additional*

***The City of Williston is an Equal Opportunity Employer***



*information will be solicited or considered by this office; therefore, individuals who submit incomplete applications may not receive full credit for their education, training and experience. Applicants will not automatically be given credit based on their position or title.*

***The successful candidate will be subject to a background check and drug screening.***

***The City of Williston is an Equal Opportunity Employer***



## Staffing Plan (Listed by Department)

Position Title	Name	Dept	Current Rate	Proposed Rate	Emp Type	Team Count	Total Hours	Total Annual Pay	Taxes & Benefits	Total Payroll
<b>CITY COUNCIL</b>										
Council President	Debra Jones	511	\$500.00	\$500.00	n/a	1.0	-	\$6,000	\$459	\$6,459
Mayor	Charles Goodman	511	\$500.00	\$500.00	n/a	1.0	-	\$6,000	\$459	\$6,459
Council Vice-president	Jerry Robinson	511	\$400.00	\$400.00	n/a	1.0	-	\$4,800	\$367	\$5,167
Councilmember	Michael Cox	511	\$400.00	\$400.00	n/a	1.0	-	\$4,800	\$367	\$5,167
Councilmember	William Bullock	511	\$400.00	\$400.00	n/a	1.0	-	\$4,800	\$367	\$5,167
Councilmember	Darfeness Hinds	511	\$400.00	\$400.00	n/a	1.0	-	\$4,800	\$367	\$5,167
<b>Subtotal</b>						<b>6.0</b>	<b>-</b>	<b>\$31,200</b>	<b>\$2,387</b>	<b>\$33,587</b>
<b>CITY ADMINISTRATION</b>										
City Manager	Terry Bovaird	513	\$38.53	\$38.53	FT	1.0	2,080	\$80,167	\$22,971	\$103,138
HR Director	Krystal Patterson	513	\$22.40	\$26.44	FT	1.0	2,080	\$55,025	\$18,636	\$73,661
City Clerk	Latricia Wright	513	\$29.81	\$30.81	FT	1.0	2,080	\$62,025	\$19,681	\$81,706
Administrative Assistant	Open Position	513	\$18.00	\$18.00	FT	1.0	2,080	\$37,465	\$16,017	\$53,482
Technology Manager	Aaron Mills	520	\$28.74	\$32.33	FT	1.0	2,080	\$67,290	\$20,466	\$87,757
IT Technician	New Position	540	\$0.00	\$25.00	FT	1.0	2,080	\$52,050	\$18,193	\$70,243
Logistics Manager	Danny Wallace	516	\$19.13	\$20.13	FT	1.0	2,080	\$41,905	\$16,679	\$58,584
<b>Subtotal</b>						<b>7.0</b>	<b>14,560</b>	<b>\$395,928</b>	<b>\$132,643</b>	<b>\$528,571</b>
<b>COMMUNITY DEVELOPMENT</b>										
Building Permit Technician	TBD	524	\$15.15	\$15.15	FT	1.0	2,080	\$31,537	\$15,132	\$46,669
Planning & Zoning Admin Assistant	Nicole Bouse	515	\$16.90	\$18.90	FT	1.0	2,080	\$39,337	\$16,296	\$55,633
City Planner	Laura Jones	515	\$28.55	\$30.55	FT	1.0	2,080	\$63,569	\$19,911	\$83,480
Animal Control / Code Enf. Officer	Wayne Carson	562	\$18.52	\$20.52	FT	1.0	2,080	\$42,732	\$6,456	\$49,188
Kennel Technician	Brooke Cunningham	562	\$0.00	\$12.98	PT	1.0	1,664	\$21,624	\$3,226	\$24,850
Animal Shelter Attendant	Open Position	562	\$0.00	\$12.98	PT	1.0	1,200	\$15,601	\$2,328	\$17,929
<b>Subtotal</b>						<b>6.0</b>	<b>11,184</b>	<b>\$214,399</b>	<b>\$63,349</b>	<b>\$277,749</b>
<b>CUSTOMER SERVICE / BILLING / ACCOUNTS PAYABLE</b>										
Accounts Manager	Selina Leavy	513	\$27.01	\$29.01	FT	1.0	2,080	\$60,366	\$19,433	\$79,799
Customer Services Representative	Shanon M Blackburn	513	\$17.00	\$18.25	FT	1.0	2,080	\$37,985	\$16,094	\$54,079
Customer Services Representative	Jennifer Coddington	513	\$17.00	\$18.75	FT	1.0	2,080	\$39,025	\$16,249	\$55,274
Accounts Payable Specialist	Megan Shockley	513	\$17.00	\$19.00	FT	1.0	2,080	\$39,545	\$16,327	\$55,872
<b>Subtotal</b>						<b>4.0</b>	<b>8,320</b>	<b>\$176,921</b>	<b>\$68,104</b>	<b>\$245,024</b>



## General Fund - FY 2023/24 Budget

Number	Description	FY 2022 Actual	Amended FY2023 Budget	FY2023 Projected	FY2024 Budget	% Budget Incr. (Decr.)
<b>EXPENDITURES/USES (continued)</b>						
<b>ANIMAL SHELTER</b>						
<b>Personal Services</b>						
001-565-010-112	Salaries & Wages	-	21,071	5,268	50,044	137.5%
	<i>Animal Ctrl / Code Enf. Officer (30%)</i>					
	\$12,804					
	<i>Kennel Technician (100%)</i>					
	\$21,599					
	<i>Animal Shelter Attendant (100%)</i>					
	\$15,576					
	<i>Safety Pay (Various)</i>					
	\$65					
	<b>Subtotal</b>					
	\$50,044					
001-565-010-021	Payroll Taxes	-	1,612	403	3,828	137.5%
001-565-010-022	Retirement	-	211	53	3,638	1626.7%
001-565-010-023	Life & Health Insurance	-	25	6	24	-4.8%
001-565-010-024	Worker's Comp	-	699	1,143	1,828	161.4%
	<b>Total Personal Services</b>	-	23,618	6,873	59,363	151.3%
<b>Operating Expenses</b>						
001-565-030-031	Professional Services	-	500	125	2,000	300.0%
001-565-030-034	Other Contractual Services	-	500	125	12,500	2400.0%
001-565-030-043-	Utilities	-	2,000	500	2,500	25.0%
001-565-030-045	Insurance - Other	-	1,000	612	1,000	0.0%
001-565-030-248	Advertising	-	300	75	300	0.0%
001-565-030-042	Postage	-	150	38	150	0.0%
001-565-030-051	Office Supplies	-	300	75	500	66.7%
001-565-030-047	Printing & Binding	-	300	75	300	0.0%
001-565-030-146	Repairs & Maintenance	-	500	500	500	0.0%
001-565-030-352	Materials & Supplies	-	5,000	1,280	22,500	350.0%
001-565-030-752	Uniforms	-	100	25	500	400.0%
	<b>Total Operating Expenses</b>	-	10,650	3,429	42,750	301.4%
<b>TOTAL ANIMAL SHELTER</b>						
		-	34,268	10,302	102,113	198.0%



## City Manager

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**From:** Bloom, Stephen <stephen.bloom@inframark.com>  
**Sent:** Wednesday, March 13, 2024 11:20 PM  
**To:** City Manager  
**Cc:** Laura Underhill  
**Subject:** RE: Shelter Staffing

Terry,

The additional annual cost to convert the 2 part-time positions to full-time would \$4,727.

Regards,

Stephen Bloom | Vice President, Finance & Accounting –  
Community Management



210 N. University Drive, Suite 702 | Coral Springs, FL 33071  
(O) 954.603.0032 | (C) 954.703.9364 | [www.inframarkims.com](http://www.inframarkims.com)

**From:** City Manager <city.manager@willistonfl.org>  
**Sent:** Thursday, March 7, 2024 5:04 PM  
**To:** Bloom, Stephen <stephen.bloom@inframark.com>  
**Cc:** Laura Underhill <LUnderhill@flcities.com>  
**Subject:** FW: Shelter Staffing

**WARNING:** This email originated outside of Inframark. Take caution when clicking on links and opening attachments.

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Stephen

Laura has a Kennel Technician position, currently filled, at \$12.98 for 1,664 hours a year. A Animal Shelter Attendant, open, \$12.98 for 1,200 hours a year. How would this convert to one full-time position. I don't know that we can swing both but can surly look at combining the two this year and asking for an additional staff part time in 2025 budget.

Terry

**From:** City Planner <city.planner@willistonfl.org>  
**Sent:** Thursday, March 7, 2024 11:50 AM  
**To:** City Manager <city.manager@willistonfl.org>  
**Subject:** FW: Shelter Staffing



**Laura Jones**  
**City of Williston**  
**Community Development & Grants Manager**  
352-528-3060 Ext. 111  
Cell 352-529-7012

Please visit the CRA Facebook Page 

Please visit the City of Williston Facebook Page 



**From:** City Planner  
**Sent:** Thursday, February 15, 2024 9:00 AM  
**To:** Stephen Bloom ([Stephen.Bloom@inframark.com](mailto:Stephen.Bloom@inframark.com)) <[Stephen.Bloom@inframark.com](mailto:Stephen.Bloom@inframark.com)>  
**Cc:** City Manager <[city.manager@willistonfl.org](mailto:city.manager@willistonfl.org)>  
**Subject:** Shelter Staffing

Good morning Stephen,

I would like to ask City Council permission to add a full-time shelter manager position and keep both part-times but fill only one for now. Can you please look into that for me? See if my budget can handle it?

Thank you!

**Laura Jones**  
**City of Williston**  
**Community Development & Grants Manager**  
352-528-3060 Ext. 111  
Cell 352-529-7012

Please visit the CRA Facebook Page 

Please visit the City of Williston Facebook Page 





**PUBLIC RECORDS NOTICE:** Under Florida law, e-mail addresses are public record. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this public entity. Instead, contact this office by phone or in person. FI Statutes Section 668.6076

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**CITY COUNCIL AGENDA ITEM**

---

**Discussion with Possible Action**

**TOPIC: RENAMING WILLISTON COMMUNITY ANIMAL RESCUE**

**BACKGROUND / DESCRIPTION:**

The name of the Williston Community Animal Rescue (WCAR) has caused some problems and we are forecasting some more potential issues.

The mission of the shelter is to create a safe place for Williston residents to bring strays, rehome unwanted animals, and be provided with low-cost animal care. Using the term "rescue" presents a totally different mission. People from all over Levy, Dixie and Marion Counties are asking us to take in their animals. It is painful to say no. We try to help people the best we can by steering them towards solutions and with community outreach and education.

With its small size and budget, it is not possible for WCAR to "rescue" animals. This being said, when people ask us to rescue from outside of Williston, when we do say we cannot, they are very upset because they were told that Williston has a new rescue. Unless we are otherwise directed, we have been told that it is not in the best interest of the citizens to spend tax payers money rescuing animals outside the City.

Animal rescues are similar to animal shelters in that they protect unhoused animals. They can make decisions based on many factors. However, animal shelters are physical locations that the government funds to take in homeless animals. Shelters house animals in kennels so they are safe from the elements, and potential adopters can come in and view them. Shelters rely on government funding, donations, and volunteers.

Possible names:

Williston Animal Shelter  
Williston SPCA (Society for the Prevention of Cruelty to Animals)  
Williston Humane Society  
Williston Animal Services  
All of the above "of Williston"

**LEGAL REVIEW:** NA

**FISCAL IMPACTS:** Minimum

**RECOMMENDED ACTION:** Change Name

**ATTACHMENTS:** None

**ACTION:**



March 19th, 2024

**CITY COUNCIL AGENDA ITEM**

---

**RESOLUTION 2024-35**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON FLORIDA, ESTABLISHING AUTHORIZATION FOR THE CITY OF WILLISTON TO APPROVE THE PURCHASE OF MUNICIPAL PARK FITNESS COURSE EQUIPMENT, AND NOT TO EXCEED FIFTEEN-THOUSAND DOLLARS; AND PROVIDING AN EFFECTIVE DATE.**

**TOPIC: Approving Park Fitness Course Equipment for the Peggy O'Neil Basham Park revitalization and updates.**

**REQUESTED BY: DONALD BARBER, PUBLIC WORKS SUPERVISOR**

**BACKGROUND / DESCRIPTION:**

On April 6<sup>th</sup>, 2024, the Mayor and staff will be hosting an effort to repair and update the city park known as Peggy O'Neil Basham Park. This park is a beautiful example of a walking nature park. It has great potential and as part of the park master plan is slated to be an exercise nature park. The fitness course equipment will provide residents with the opportunity to safely and effectively exercise while enjoying one of the most attractive areas of the City of Williston. This funding, plus the yearly provided funding from the normal budget will complete the update and revitalization of one of the city's parks.

**LEGAL REVIEW:   None**

**FISCAL IMPACTS:   YES, up to \$15K**

**RECOMMENDED ACTION: *Approval***

**ATTACHMENTS: Exhibit A, B, and C**

**ACTION:**

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

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



**RESOLUTION 2024-35**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE CITY OF WILLISTON TO APPROVE THE PURCHASE OF MUNICIPAL PARK FITNESS COURSE EQUIPMENT, AND NOT TO EXCEED FIFTEEN-THOUSAND DOLLARS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,** The City of Williston has beautiful parks, and each year spends few resources to make improvements on its park system; and

**WHEREAS,** The City has determined that it is necessary to use funds to purchase fitness course equipment to Peggy O'Neil Basham Park; and

**WHEREAS** the purchasing price is \$12,999 and is not to exceed \$15,000

**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.** The City Council hereby authorizes the funds for the purchase of fitness equipment for improved park amenities.

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

**PASSED AND ADOPTED** at a meeting of the City Council this 19<sup>th</sup> day of March 2024.

**CITY OF WILLISTON, FLORIDA**

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

\_\_\_\_\_  
**ATTEST:** Latricia Wright  
City Clerk

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
Scott Walker or Kiersten Ballou  
City Attorney



**EXHIBIT A**

Pro Playgrounds  
8490 Cabin Hill Road  
Tallahassee, FL 32311

**Quote**

Date	Estimate #
3/11/2024	26907



**WE WILL BEAT ANY PRICE BY 5%!**

<b>Project Name</b>
Fitness Equipment



<b>Customer / Bill To</b>
City of Williston Donald Barber 25 SW 1st Ave. Williston, FL 32696

<b>Ship To</b>
City of Williston Donald Barber 25 SW 1st Ave. Williston, FL 32696

Item	Description	Qty	Cost	Total:
	Supply and deliver the following:			
	1.) 1 No Shortcuts Fitness Course - Inground			
	<b>**NOTES**</b>			
	-Installation not included in estimate			
	-Client is responsible for unloading and installing equipment			
	<b>**FITNESS EQUIPMENT**</b>			
23-PFT103	No Shortcuts	1	13,302.00	13,302.00
Shipping	Combined Shipping and Freight Charges	1	1,350.00	1,350.00
DSC	Discount		-1,653.00	-1,653.00

**AGREED AND ACCEPTED:**

If the above total price, scope of work, specifications, terms and conditions are acceptable, sign below indicating your acceptance and authorization for Pro Playgrounds to proceed with the work and/or sales transaction described in this quotation. Upon signature and payment in accordance with this quote, Pro Playgrounds will proceed with the work and/or sales transaction.

Signature

Name / Title

Date

**Subtotal:** \$12,999.00

**Sales Tax: (7.5%)** \$0.00

**Total:** \$12,999.00

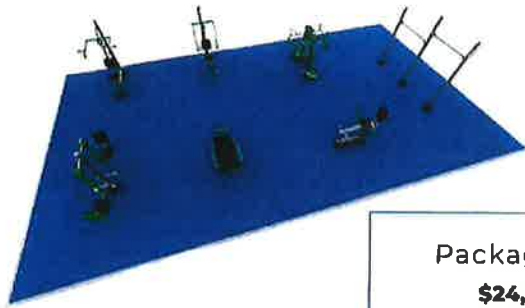
Terms and Conditions - Price valid for 30 days and subject to change. 1. If installation is not included with your purchase, client will be responsible for coordinating, receiving and unloading of all goods, delivery drivers will not help unload goods. 2. Client will be responsible to inspect goods for defect, damage or missing parts, any deficiency or missing parts must be noted on delivery slip. 3. Client will be responsible for costs due to cancelled or missed delivery appointments. 4. Client has reviewed all items, colors and descriptions on this quote for accuracy and correctness. 5. If quote includes installation of goods, the installation is subject to the terms and conditions of Pro Playgrounds "Standard Installation Agreement" a copy of which may be obtained from your Sales Representative.

1-800-573-7529 | [www.proplaygrounds.com](http://www.proplaygrounds.com)









Package 1123-5

**\$24,028.00**

\*Listed price for in-ground installation

Min Space Required: 1196 SQ FT.  
Users: 12  
CFH: 75"



Package 1123-6

**\$29,758.00**

\*Accessories are available

Min Space Required: 640 SQ FT.  
Users: 6  
CFH: 24"



[www.exo.fit](http://www.exo.fit)



800-527-0797



[info@exo.fit](mailto:info@exo.fit)

\*Restrictions Apply



[Skip to Main Content](#)**EXHIBIT C**

Close X

## No Shortcuts \$16,470.00

[Product Flyer \(PDF\)](#)[Find a Local Rep](#)

### Product Specifications

**Price:** \$16,470.00**Model Number:** PFT103**Age Range:** 13 years +**Muscle Group:** Full Body**Product Type:** Fitness Course**Unit Size:** 31' x 17'

For Teens &amp; Adults



Promotes Wellness



Fights Obesity



Color Tool

### Product Description

The No Shortcuts fitness course includes eight individual fitness devices which offer a complete workout whi





March 19th, 2024

**CITY COUNCIL AGENDA ITEM**

---

**RESOLUTION 2024-36**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE CITY OF WILLISTON TO APPROVE THE PURCHASE AND INSTALLATION OF ESSENTIAL ELECTRICAL PANEL UPGRADES AT THE BARN WELL; AUTHORIZING APPROPRIATE PARTIES TO EXECUTE ALL RELEVANT DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**TOPIC: Approving change to previously approved contract work with Hydra Service Incorporated for the Barn Well Rehabilitation Project.**

**REQUESTED BY: DONALD BARBER, PUBLIC WORKS SUPERVISOR**

**BACKGROUND / DESCRIPTION:**

In October of 2022 the Utilities department got approved ARPA funds to be utilized for the rehabilitation of the Barn Well. This is a complete rebuild. The condition of the building and the electrical transformers, and the state of the panels were discovered to be in far worse condition than previously quoted. To move this project forward, (we are in the middles of it currently), we need to adjust the amount for more equipment and panels. In essence the entire electrical system needs to be replaced.

**LEGAL REVIEW:   None**

**FISCAL IMPACTS:   YES, up to \$47K / ARPA FUNDING**

**RECOMMENDED ACTION: *Approval***

**ATTACHMENTS: Exhibit A, B, and C**

**ACTION:**

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

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



## **RESOLUTION 2024-36**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE CITY OF WILLISTON TO APPROVE THE PURCHASE AND INSTALLATION OF ESSENTIAL ELECTRICAL PANEL UPGRADES AT THE BARN WELL; AUTHORIZING APPROPRIATE PARTIES TO EXECUTE ALL RELEVANT DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, The City of Williston has previously passed Resolution 2022-87 allowing for payment to be approved on updates for the barn well rehabilitation effort through Hydra Service Incorporated; and

**WHEREAS**, this electrical upgrade is essential to placing the barn well back into service; and

**WHEREAS**, it has been determined that additional upgrades and funds will be needed; and

**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.** The City Council hereby authorizes the funds for the essential upgrades to the Barn well rehabilitation project.

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

**SECTION 4.** This Resolution shall repeal and Replace Resolution 2022-87.

**SECTION 5.** This Resolution shall commit the funds to increase the amount to Hydra Service Incorporated from the original \$7500.00 to the current quote of \$46,838.02.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**



**PASSED AND ADOPTED** at a meeting of the City Council this 19<sup>th</sup> day of March 2024.

**CITY OF WILLISTON, FLORIDA**

---

Debra Jones, Council President

**ATTEST:**

---

Latricia Wright, City Clerk

**APPROVED AS TO FORM AND LEGALITY:**

---

Kiersten Ballou, City Attorney





# Hydra Service, Inc.

## SPECIALIST IN FLUID MOVEMENT

250 Spingview Commerce Drive  
STE 200, Debary Florida 32713  
Phone: 407 330 3456  
Phone: 800 323 1731  
Fax: 407 330 3404

TO: Johnathan Bishop  
ATTN:  
PHONE: (352) 207-1340

FAX:

EMAIL: [jonathan.bishop@willistonfl.org](mailto:jonathan.bishop@willistonfl.org)

### Sales Representative

#### Contact Information

Cell Phone: 407-840-1683  
Fax: 407-330-3404

FROM: Jason Mayfield  
EMAIL: [Jason@hydraservice.net](mailto:Jason@hydraservice.net)  
DATE: March 11, 2024

QUOTE: Williston Well

ELECTRICAL

CONTRACTOR: HYDRA SERVICE INC. EC13012142

#### Purposed Scope of work:

- 1: Install New NEMA 4x 3Ø 600V 200A Disconnect on outside of well house.
- 2: Install New Pump Control Panel(PCP) inside well house, along with step down transformer for general use power.
- 3: Install new conduits from PCP to all necessary locations, including general use receptacles, lighting, CL2 pump control, flow meter signals.
- 4: Pull all new wire from service disconnect to PCP, and from PCP to all necessary locations.
- 5: Install new 4' LED light fixture in Pump room, 2' LED light fixture in CL2 room, and exterior LED at Well House main door.

*Conduits from Service Disconnect to PCP, PCP to Well Motor will be 3" per request of City.  
All conduits and wire will be sized accordingly per NEC.*

#### All labor and materials supplied.

Materials include Pump control panel, Disconnect, transformer, lights, switches, receptacles, conduit and wire.

TOTAL PRICE, FREIGHT INCLUDED **\$46,838.02** PLUS ANY FEDERAL,  
STATE OR LOCAL TAXES WHICH MAY APPLY. TERMS ARE NET 30 DAYS. PRICES ARE FIRM 30 DAYS  
"HYDRA SERVICE INC TERMS & CONDITIONS APPLY" PAYMENT TERMS NET 30 DAYS.  
ESTMTD DELIVERY 3-4 WEEKS AFTER RECEIPT IN OUR OFFICE OF COMPLETE APPROVED  
SUBMITTAL DATA AND SIGNED PROPOSAL.  
THESE TERMS ARE INDEPENDENT OF, AND ARE NOT CONTINGENT UPON THE TIME OR MANNER IN  
WHICH PURCHASER MAY RECEIVE PAYMENT FROM OTHERS.  
**ZERO** DAY OF FACTORY START-UP IS INCLUDED AND REQUIRED FOR WARRANTY. PAYMENT FOR  
MATERIALS WILL BE REQUIRED BEFORE THE AUTHORIZED START-UP IS CONDUCTED.

ACCEPTED DATE

Review Date:

NAME OF PURCHASER

REVIEWED BY HYDRA SERVICE PUMP REP.





*Hydra Service, Inc.*  
**SPECIALIST IN FLUID MOVEMENT**

10/7/2022

Donald Barber  
Public Works Supervisor  
50 N.W. Main Street  
P.O. Box 160  
Williston, Florida 32696

**RE: Water Treatment Plant Well Replacement Control Panel**

We are pleased to offer the following materials and services for the WTP Well repairs:

- 1) Control Panel to monitor and control the well site to include:
  - a. Fiberglass 30x36 NEMA 4X Enclosure
  - b. Control power circuit breaker
  - c. Hydralink pump controller
  - d. Power Supply with battery backup
  - e. Cellular Router
  - f. Isolation relays and terminal blocks as required
  - g. 120v surge protection
  - h. Analog input surge protection for flow and pressure readings
  - i. Installation
- 2) Note: Main disconnect, 3 phase wiring and control, motor starting devices provided by others.

**Turn-Key Price - \$7,500.00** (Electrical Installation performed by a Licensed Florida Electrical Contractor)

If you have any questions, please call me at 772-486-123

Thank you,

Douglas Schafer  
Instrumentation and Controls Manager  
doug@hydraservice.net

250 Springview Commerce Drive \* Debary, Florida 32713 \* 772-486-6123



## EXHIBIT C

**Donald Barber**

---

**From:** Mitch Rowe <mitch@rowewps.com>  
**Sent:** Tuesday, March 12, 2024 10:49 AM  
**To:** Donald Barber  
**Cc:** Mark Williams  
**Subject:** Adjusted Cost Estimate - Well #1 Improvements

Good morning Donald,

We are deducting \$10,000.00 from the original quoted estimate of \$120,000.00 for the removal of the VFD which is now to be provided by Hydra Service, Inc. The adjusted total cost estimate for the Well #1 Improvements project is now \$110,000.00.

Please contact me if you have any questions or need further assistance.

Regards,

Mitchell Rowe

**Rowe Well and Pump Services LLC**

850.966.0088

[mitch@rowewps.com](mailto:mitch@rowewps.com)





**Date: March 19, 2024**

**CITY COUNCIL AGENDA ITEM**

---

**TOPIC: RESOLUTION 2024-37**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE WILLISTON CITY COUNCIL PRESIDENT TO SIGN AN AGREEMENT FOR PROJECT-SPECIFIC PROFESSIONAL CONSULTING SERVICES FOR MISCELLANEOUS PROFESSIONAL SERVICES FOR THE PLANNING DEPARTMENT WITH WRIGHT-PIERCE, INC.; AND PROVIDING AN EFFECTIVE DATE.**

**BACKGROUND / DESCRIPTION:**

What:

Task Order amending or Miscellaneous Professional Services for the Planning Department agreement adding \$25,000.

How:

Comp plan was budgeted for \$150,000 for this fiscal year. The entire comp plan will not be completed or billed in 2024 so we can use that funding for additional planning services. There is also approximately \$14,000 left in the budget for contractual services.

**LEGAL REVIEW: NA**

**FISCAL IMPACTS: \$25,000**

**RECOMMENDED ACTION: Approve Resolution 2024-37**

**ATTACHMENTS: Resolution 2024-37  
Task Order 20240219**

**CRA BOARD ACTION:**

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



**RESOLUTION 2024-37**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE WILLISTON CITY COUNCIL PRESIDENT TO SIGN AN AGREEMENT FOR PROJECT-SPECIFIC PROFESSIONAL CONSULTING SERVICES FOR MISCELLANEOUS PROFESSIONAL SERVICES FOR THE PLANNING DEPARTMENT WITH WRIGHT-PIERCE, INC.; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, The City of Williston entered into a general Professional Consulting Services agreement with Wright-Pierce, Inc. on July 7, 2017; and

**WHEREAS**, The City of Williston extended this general Professional Consulting Services agreement on July 19, 2022; and

**WHEREAS**, The City of Williston desires to enter into add additional fee to an agreement with Wright-Pierce, Inc. for a project-specific Professional Consulting Services for Miscellaneous Professional Services for the Planning Department; and

**WHEREAS**, the City has determined that it will be mutually beneficial for City Planning staff to consult with Wright-Pierce regarding assisting on various projects on a task-by-task basis such as private development reviews, code interpretations, grant applications, planning assistance, technical matters affecting the City, and other matters as they arise; and

**WHEREAS**, Wright-Pierce has submitted a proposal to be authorized between the City of Williston and Wright-Pierce, Inc.; and

**NOW, THEREFORE, BE IT RESOLVED** by the City of Williston, 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 \_\_\_\_\_, 2024.**

**CITY OF WILLISTON, FLORIDA**

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Debra Jones, President  
Williston City Council

---

ATTEST: Latricia Wright  
City Clerk



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Approved as to Form and Legality:  
Kiersten Ballou, City Attorney



February 19, 2024

Laura Jones, Community Development & Grants Manager  
City of Williston, FL  
50 North West Main Street  
Williston, FL. 32696

**SUBJECT: Task Order for Miscellaneous Professional Services for the Planning Department**

Dear Laura,

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 Planning Department.

### **Project Background and Understanding**

The City has a General Services Contract with Wright-Pierce to perform various projects on a task-by-task basis. The Planning Department has needs related to private development reviews, code interpretations, grant applications, and planning assistance. The Planning Department requested a proposal from Wright-Pierce to assist on task assignments as needed. This agreement was established on October 4, 2022, with a fee amount of \$25,000. To date, Wright-Pierce has performed work on 13 tasks under this agreement, and the City has several more tasks pending that need our involvement. 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 the City Council.

### **Deliverables**

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

### **Fee Estimate**

We propose to complete the services on a time and material basis for an additional amount not to exceed \$25,000 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 invoices will include summary comments regarding the services provided for the invoicing period.



2/19/2024

Laura Jones, Community Development & Grants Manager

Page 2 of 2

### 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) 794-1734 or at the e-mail address below.

Sincerely,

**WRIGHT-PIERCE**



Walter A. Nickel, PE

Senior Project Manager

[Walter.nickel@wright-pierce.com](mailto:Walter.nickel@wright-pierce.com)

---

### Williston Miscellaneous Professional Services

#### Contract Acceptance Signatures

Engineer: Wright-Pierce, Inc.

Owner: City of Williston

By:

  
Signature

By:

Signature

Date: February 19, 2024

Ryan T. Wingard, PE

Vice President

Date:

Debra Jones

City Council President



**Date: 3-19-2024**

## **COUNCIL AGENDA ITEM**

---

### **RESOLUTION 2024-38:**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AUTHORIZING THE CONTRACTING WITH TRUE FORCE ROOFING FOR REPAIRS TO THE ROOF OF THE EXISTING AIRPORT TERMINAL BUILDING; AUTHORIZING THE CITY COUNCIL PRESIDENT AND CITY MANAGER TO EXECUTE ANY DOCUMENTS NECESSARY TO FACILITATE SAME; AND PROVIDING AN EFFECTIVE DATE.**

**BACKGROUND:** The existing terminal building at the airport has water damage and needs to be repaired – beginning with roof repairs. Interior damaged areas to be repaired afterwards.

**PREPARED BY:** KIERSTEN BALLOU, CITY ATTORNEY

**LEGAL REVIEW:** Reviewed and approved as to form and legal sufficiency.

**FISCAL IMPACTS:** This is part of an insurance claim where FMIT, Florida League of Cities issued a check in the amount of \$36,020.61 to repair water damage to our existing terminal building. The roofing project will cost \$22,554.32, allowing remaining funds to be used to remediate the interior damaged areas.

**RECOMMENDED ACTION:** Staff recommends approval.

### **ATTACHMENTS:**

       **CONTRACT**                        XX   **RESOLUTION 2024-38**                             **MAP**

       **LEASE**                                XX   **OTHER DOCUMENTS (3 QUOTES)**

### **COUNCIL ACTION:**

       **APPROVED**

       **DENIED**



**RESOLUTION NUMBER 2024-38**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AUTHORIZING THE CONTRACTING WITH TRUE FORCE ROOFING FOR REPAIRS TO THE ROOF OF THE EXISTING AIRPORT TERMINAL BUILDING; AUTHORIZING THE CITY COUNCIL PRESIDENT AND CITY MANAGER TO EXECUTE ANY DOCUMENTS NECESSARY TO FACILITATE SAME; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, The City of Williston is in need of roof repairs to the existing airport terminal building; and

WHEREAS, the relevant Codes and Policies of the City of Williston, Florida allow for such services to be procured through obtaining three written quotes; and

WHEREAS, the City has obtained three (3) quotes for the necessary roof repairs which are attached hereto as **Exhibit A**; and

WHEREAS, staff recommends the City Council accept the quote from True Force Roofing based on the quality of the product and the proposed price; and

WHEREAS, the City Council has determined it is in the City's best interest to obtain the roof repair services from True Force Roofing and authorize the City Council President and City Manager to execute any documents necessary to facilitate said purchase.

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

**Section 1.** The City Council hereby accepts the quote (included in **Exhibit A** attached hereto) from True Force Roofing for roof repair services and authorizes the City Council President and City Manager to execute any documents necessary to facilitate said purchase.

**Section 2.** This Resolution shall become effective immediately upon adoption.

**PASSED AND ADOPTED** by an affirmative vote of a majority of a quorum present in the City Council of the City of Williston, Florida this 19<sup>th</sup> day of March, 2024.



**BY THE CITY COUNCIL PRESIDENT  
OF THE CITY OF WILLISTON,  
FLORIDA:**

---

Debra Jones, City Council President

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

Approved as to Form and Legality:

---

Latricia Wright, City Clerk

---

S. Scott Walker, City Attorney  
Kiersten N. Ballou, City Attorney





# KEELER ROOFING LLC

*Estimate*

<b>Estimate No:</b> 13940 <b>Date:</b> 02/29/2024	578 SE 70Th Loop Trenton, FL, 32693 www.keelerroofingfl.com 352-514-4930
<b>For:</b> Williston Municipal Airport kelly.hars@willistonfl.org Office Building 1800 SW 19th Ave Williston, FL 32696 352-528-4900	

Description	Quantity	Rate	Amount
<p>We hereby submit specifications and estimates for:</p> <p>*Prices below include labor and material.</p> <p>*Price does not include any amount regarding plans, architecture, or engineering.</p> <p>*We are not responsible for any damage to driveways or grass from dumpsters, dump trailers, work and delivery vehicles.</p> <p>*We are not responsible for any damage to septic tank or drain field. It is the customers responsibility to notify the contractor of septic and drain field location.</p> <p>*We are not responsible for any damage inside the building due to vibration of the roof during installation</p> <p>*We are not responsible for painting of any replaced wood or Siding.</p>			
<p>***Special Conditions***</p> <p>1) Parking area of construction are not to be used during time of work.</p> <p>2) Equipment and dumpster are to have a designated working space</p> <p>3) Keeler will not be held responsible for any damage caused by the negligence of the owner/tenants that enter a barricaded/roped off construction area.</p> <p>4) Owner will be held responsible for any garbage or debris that is placed in the construction dumpsters. Dumpsters are for Keeler Roofing use ONLY.</p> <p>5) Proposal is for roof over of existing metal roofing system.</p>			



Description	Quantity	Rate	Amount
<b>***Insulation***</b>			
Flute Fill EPS: Install (1) layer of flute fill EPS rigid insulation board over top of the metal roofing panels. EPS will be mechanically fastened.			
Tapered EPS: Install tapered insulation per plan. Tapered EPS is designed to create water flow to gutter system. Tapered EPS will be mechanically fastened.			
<b>***Coverboard***</b>			
Install a 1/2" Dens Deck cover board over top of the insulation. Cover Board will be mechanically fastened, per manufacturers specifications.			
<b>***TPO Membrane***</b>			
Roof: Install a 60 MIL GAF Everguard single ply TPO membrane over top of the coverboard. Membrane will be fastened using induction welding. Air welded seams			
Walls: Install a 60 MIL GAF Everguard single ply TPO membrane up and over parapet wall except at metal panel wall where membrane will be installed 12 inches above roof line with termination bar. Membrane will be fully adhered with GAF bonding adhesive. Air welded seams.			
<b>***Blocking***</b>			
Coping Cap: Install two (2) courses of 2x8 pressure treated wood blocking on existing parapet wall. Blocking will be mechanically fastened.			
<b>***Copings***</b>			
Parapet Cap Cleat: Install 24 gauge galvalume coping cleats on the exterior side of the parapet wall over the wood blocking. Cleat will be fastened per plan.			
Parapet Cap: Install 24 gauge Kynar painted (color of choice), coping caps over the single cleat system. Coping will be mechanically fastened on interior side of building.			
Cover Plates: Install 24 gauge Kynar painted (color of choice) interior cover plates to coping cap.			
<b>***Gutter &amp; Downspouts***</b>			
Install 24 gauge KYNAR painted, color of choice, 8"x12" box guttering at all eaves. Gutters will be in 10' sections and fastened with approved clips and fasteners. Seams will be sealed.			
Install 24 gauge KYNAR painted, color of choice, downspouts in all designated locations per plan.			
<b>***Miscellaneous Repairs***</b>			
1) Back Left Corner of Office: Inspect and repair as needed.			
2) Remove existing 3 downspouts and patch existing gutter on PBR roof above roof being replaced. Owner is aware water drainage may become an issue.			
<b>***Warranties***</b>			
GAF TPO: Standard Material Warranty			
Keeler: 1 Year Workmanship Warranty			



# Keeler Roofing LLC - Estimate 13940 - 02/29/2024

Description	Quantity	Rate	Amount
We hereby propose to furnish labor, complete in accordance with the above specifications, for the sum of Thirty Nine Thousand Two Hundred Dollars (\$39,200.00.) with payment to be made: will be due upon completion of the work.	1	\$39,200.00	\$39,200.00*
All materials are guaranteed to be as specified. All work is to be completed in a fashionable manner according to standard procedure. Any change or alteration from the above specifications involving extra cost will be executed only upon written agreement and will become an extra charge over the estimate. All agreements contingent upon accidents and/ or delays outside of our control.			
Authorized Signature: X			

## Acceptance of Proposal

The above prices, specs, and conditions are hereby accepted. You are authorized to do the work as stated above. Payment will be made in accordance with the terms above.

Date:

Signature:

\*Indicates non-taxable item

Subtotal	\$39,200.00
TAX 0%	\$0.00
Total	\$39,200.00

<b>TOTAL</b>	<b>\$39,200.00</b>
--------------	--------------------



# PERFECTING THE CRAFT OF ROOFING FOR FORTY YEARS



Gainesville Office  
2505 NW 71st Place  
Gainesville, FL 32653

Jacksonville Office  
4131 N Canal Street  
Jacksonville, FL 32209

Toll Free: 1-800-487-6637  
Gainesville: 352.373.2724  
Jacksonville: 904-990-9936  
Fax: 352.375.8604

[www.perryroofing.com](http://www.perryroofing.com)

Project Name: **Williston Airport**  
1800 SW 19<sup>th</sup> Avenue, Williston, FL

Prepared For: **Kelly Hars**  
Williston Municipal Airport

Prepared By: **Josh Schmidt**  
Office: 352-373-2724  
Mobile: 904-720-7817  
Email: [Jschmidt@perryroofing.com](mailto:Jschmidt@perryroofing.com)

Proposal Date: **Tuesday, February 27, 2024**

Roof Size: **±2,100 SF**



### Existing Conditions:

**System:** Metal Roof Panel

**Insulation:** None

**Slope:** ¼" Slope

### Scope of Work:

Furnish and install a TPO roof system including:

- Mechanically fasten (1) layer of 3" flat EPS flute fill insulation over standing seam roof panel.
- Mechanically fasten tapered ISO insulation crickets at parapet wall to gutter.
- Mechanically fasten a 1/2" cover board through the flute fill and into the metal roof panel.
- Mechanically fasten a ½" coverboard at parapet walls.
- Mechanically fasten 60-mil white TPO through the roof system and into the metal roof panel.
- Flash all roof penetrations such as plumbing VTR's and parapet walls.
- TPO base flashings at all walls and curbs. (Base flashings at parapet walls will extend up)
  - Base flashings at non-parapet walls will extend up ±8" and be terminated.
- Shop fabricated slip metal below existing coping cap at parapet walls. (24 Gauge Steel, Kynar Finish)
- Shop fabricated drip edge flashings at roof edges. (24 Gauge Steel, Kynar Finish)
- Shop fabricated gutters and downspouts. (24 Gauge Steel, Kynar Finish)
- Costs associated with permit, equipment, freight, supervision and disposal of all roofing related debris.
- GAF Diamond Pledge 20-year No Dollar Limit system warranty covering material, labor and workmanship.

**BASE PRICE:** \$37,830.00

### Roof System Options:

- Add (2) scuppers and conductor heads at parapet walls.
- Furnish and install new coping at parapet walls.

**ADD:** \$3,750.00

**ADD:** \$2,470.00

### Notes:

- Due to volatility in the roofing materials market, pricing is only good for 30 days.
- Undulations in the existing deck may not cause the final slope of the roof to adequately evacuate all ponding water. Additional materials or labor needed to create drainage will be added as an additional cost.
- Proposal assumes that the deck will pass a pull test. If the test fails, the cost for additional fasteners will be presented as a change order. Prior to this contract, a pull test can be done for \$350.00.
- Proposal assumes all roofing will be performed in a single labor mobilization. Additional mobilizations to cut and patch roofing material for curbs and penetrations installed after the initial roof installation will be subject to a minimum charge of \$1,000 per mobilization (even if they are shown on the plans).

### Exclusions:

- No work at any roof areas not specifically mentioned in this proposal or shown on the roof aerial. (Exhibit A)
- No thru-wall, hidden, or concealed flashing systems or components not directly related to the roof system.
- No caulking at outside edge (non-roof side) of sheet metal flashings. (By others as needed)



- No HVAC, plumbing, lightning protection or electrical work.
- No supply or install of any downspout boots or final connection to stormwater system.
- No testing of any kind including water/flood testing, IR/Thermal Scan, Fastener Pull/Adhesive test, etc.
- No job-specific engineering.
- No metal wall panels, soffits or fascia.
- No blocking, nailers or sheathing.
- No insulation at any walls.
- No interior protection.
- No custom, premium, metallic or 3-coat sheet metal finishes.

### Roof Aerial: (Exhibit A)

*This proposal is based on the areas marked below and the square footage referenced on the cover page.*





## Payment Terms:

**PAYMENT TO BE MADE AS FOLLOWS: 50% DOWN, 40% DUE AT DRY-IN, 10% DUE UPON COMPLETION**

**BILLING NAME:** \_\_\_\_\_ **BILLING ADDRESS:** \_\_\_\_\_

All materials guaranteed to be as specified. All work to be completed in workmanship like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays. We are fully covered by Workmen's Compensation Insurance.

**ACCEPTANCE OF PROPOSAL:** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. There will be a charge of 1-1/2% per month for amounts remaining unpaid 30 days after billing. By the signature of the customer or its agent below, customer agrees to pay a reasonable attorney's fee and court costs in the event this account is placed in the hands of an attorney for collection.

## Limitations and Liabilities:

**LIABILITY:** Perry Roofing, Inc. will exercise reasonable care when performing the work, but cannot be held responsible in any manner for damage to sidewalks and driveways, foliage, septic tanks, shrubbery, screening, pipes or cables above or below ground or electrical/conduit lines below the roof deck. Customer is urged to cover furniture and otherwise protect their property. We cannot accept responsibility for any damages done to the roof by plumbers, electricians, air conditioner technicians, fumigators or any other tradesmen. Perry Roofing, Inc. shall not held liable for debris coming through exposed wood ceilings or exposed ceilings of any kind; nor for any vibration of the building, its structural or decorative components that may result in damage to the structure and its contents; nor for matching the shape, color, size and brand of any existing roofing materials, such as, but not limited to: metals, shingles, cement tile smooth roofs, granular surface roofs, etc. being uneven in color, and for changing color; nor for the painting of any wood, metals, tile repair painting, etc.; nor for matching method of installation style and appearance or existing roofing materials; nor for any breaking of screening and rain gutters and awnings. Any smooth surface roof must be repainted at least every 2 or 3 years at additional cost to customer. Owner to provide right to ingress and agrees to include written permission from the owner of neighboring property that must be used to access for workmen or machinery. Owner is to provide water and necessary electricity.

**INSURANCE:** Perry Roofing, Inc. shall comply with all laws relating to Workmen's Compensation in the State of Florida and shall carry \$1,000,000 General Liability and \$5,000,000 Umbrella Liability insurance, \$1,000,000 Worker's Comp insurance, insuring during the progress of the work, any liability which may be imposed by law upon Perry Roofing, Inc. due to accidents arising from such operations. With respect to any products utilized or incorporated into any work specified in this contract, Perry Roofing, Inc. makes no warranties, express or implied, as to merchantability, fitness for a particular purpose, or any other matters.

**UNFORESEEN CONDITIONS:** This contract is based solely on visual conditions. If unforeseen conditions should arise that could not be determined by visual inspection, then such additional work shall be performed on a firm bid basis or time plus material basis at the sole discretion of Perry Roofing, Inc. Where more than one existing roof must be removed from atop another roof and the original roof was stuck to the deck, and if insulation is hidden under the roofing felts, add for time and material plus additional crane costs on jobs that require a crane, unless stated otherwise on the face of the contract.

**NOTE 1:** Prices quoted herein do not include the cost of any repairs to the woodwork, roof deck, structural components, plumbing, electrical, painting, waterproofing or the disconnection and removal or raising of any equipment on the roof, which if required will become an "extra charge" over and above the quotations herein and will be billed on a time and material basis.

**NOTE 2:** FL Building code may require HVAC equipment to be raised. Please consult licensed HVAC contractor for specific requirements.

**NOTE 3:** This proposal is valid for 30 days. We reserve the right to update the proposal after 30 days based on increased material or labor costs if they apply.

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
Sign & Print

Signature of Perry Roofing Consultant: \_\_\_\_\_ Date: \_\_\_\_\_  
Sign & Print

Signature of Perry Executive/Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Sign & Print





## Notice of Commencement

This Instrument Prepared By: Name: Perry Roofing Contractors  
Permit No: TBD Parcel #:

Address: 2505 NW 71<sup>st</sup> Place, Gainesville, FL 32653  
State of: Florida County of: Alachua

THE UNDERSIGNED HEREBY gives notice that improvement(s) will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. **DESCRIPTION OF PROPERTY:** Street Address: \_\_\_\_\_  
Legal Description: \_\_\_\_\_

2. **GENERAL DESCRIPTION OF IMPROVEMENT(S):** Re-roof

3. **OWNER INFORMATION:** a.) Name: \_\_\_\_\_ Address: \_\_\_\_\_  
b.) Interest in Property: \_\_\_\_\_  
c.) Fee Simple Titleholder: Name: \_\_\_\_\_ Address: \_\_\_\_\_

4. **CONTRACTOR:** a.) Name: Perry Roofing Contractors Address: 2505 NW 71<sup>st</sup> Place, Gainesville, FL 32653 b.) Phone: 352-373-2724  
5. **SURETY:** a.) Name: N/A Address: N/A b.) Amount of bond \$: N/A c.) Phone: N/A  
6. **LENDER:** a.) Name: N/A Address: N/A b.) Phone: N/A

7. **Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a) 7., Florida Statutes:** a.) Name: \_\_\_\_\_ Address: \_\_\_\_\_ b.) Phone: \_\_\_\_\_

8. **In addition to himself, Owner designates the following person(s) to receive a copy of Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes:** a.) Name: \_\_\_\_\_ Address: \_\_\_\_\_ b.) Phone: \_\_\_\_\_

9. **Expiration date of notice of commencement (expires one year from the date of recording unless a different date is specified.)** \_\_\_\_\_

**WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

\_\_\_\_\_  
\*Signature of Owner or Owners Authorized Officer

Signatory's Name Printed: \_\_\_\_\_ Signatory's Title: \_\_\_\_\_

### Verification Pursuant to Section 92.525, Florida Statutes

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

State of Florida, County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (year)

by \_\_\_\_\_ (name of person) as \_\_\_\_\_ (type of authority, e.g. officer, trustee, attorney in fact) for \_\_\_\_\_ (name of party on behalf of whom instrument was executed).

\_\_\_\_\_  
Signature of Notary Public State of Florida

Printed Name of Notary Public

Commission Number: \_\_\_\_\_

Stamp:

Physical Presence \_\_\_\_\_ or Online Notarization \_\_\_\_\_

Individually Identified by: \_\_\_\_\_ Personally Known or \_\_\_\_\_ Produced Identification

\_\_\_\_\_  
\*Signature of Natural Person Signing Above



# Color Chart



▲ ★ CARDINAL RED



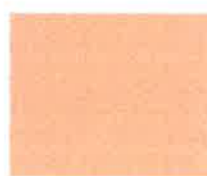
▲ ★ COLONIAL RED



BURGUNDY



▲ ★ TERRA COTTA



▲ ★ SIERRA TAN



▲ ★ MANSARD BROWN



▲ ★ STONE WHITE



▲ ★ GRANITE



▲ ★ SANDSTONE



▲ ★ ALMOND



▲ ★ MEDIUM BRONZE



▲ ★ DARK BRONZE



▲ ★ SLATE GRAY



▲ ★ BONE WHITE



▲ ★ MUSKET GRAY



▲ ★ CHARCOAL



MIDNIGHT BRONZE



MATTE BLACK



▲ ★ CITYSCAPE



INTERSTATE BLUE



▲ ★ HEMLOCK GREEN



▲ ★ ARCADIA GREEN



▲ ★ PATINA GREEN



▲ ★ HUNTER GREEN



▲ ★ MILITARY BLUE



AWARD BLUE



▲ ★ TEAL



HARTFORD GREEN



FOREST GREEN



▲ ★ EVERGREEN



▲ ★ BERKSHIRE BLUE



▲ ★ SLATE BLUE

Kynar 500® or Hylar 5000® pre-finished steel and aluminum for roofing, curtainwall and storefront applications.



● Denotes PAC-CLAD Metallic Colors

▲ Denotes PAC-CLAD Cool Colors

★ Denotes ENERGY STAR colors

See back for color availability chart.



## MEET YOUR COMMERCIAL TEAM

### Austin King

SR. ESTIMATOR  
aking@perryroofing.com  
352.371.8980 direct  
352.665.2305 cell



### Brian Klepp

SR. PROJECT MANAGER  
bklepp@perryroofing.com  
352.371.8987 direct  
352.275.1503 cell



### Kurt Langenburg

EXECUTIVE VICE PRESIDENT OF  
OPERATIONS  
klangenburg@perryroofing.com  
352.371.8992 direct



### Matt McConnell

ESTIMATOR  
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352.371.8972 direct  
352.256.6953 cell



### Josh Schmidt

DIRECTOR OF BUSINESS  
DEVELOPMENT  
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904.720.7817 cell



### Danielle Friend

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COMMERCIAL ACCOUNT  
MANAGER  
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352.638.0595 direct



### Rick Erdman

SR. FIELD SUPERINTENDENT  
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### Danny Berbel

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### James Hartmann

JACKSONVILLE BRANCH MANAGER  
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904.999.7771 cell



### Reid Whetham

PROJECT MANAGER/  
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### Troy Miller

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### Alex Collett

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MANAGER  
acollett@perryroofing.com  
904.735.9227 cell



### Jesse Bell

COMMERCIAL COORDINATOR  
jbells@perryroofing.com  
904.625.8595 cell





## PROVEN EXPERIENCE.

Serving Florida roofing needs since 1976. Here are just a few of our clients.



## PROVEN QUALITY.

Top certifications from the industry leading manufacturers.



## PROVEN COMMITMENT.

**OUR MISSION:** Perry Roofing will be the leader in the roofing industry by recruiting and retaining the best people, providing an exceptional customer experience, outworking our competition, and offering the highest quality products and services.

*We will pursue excellence, efficiency, and ingenuity in everything we do.*



**TPO**

DEC 26, 2023



**KELLY HARS**

Kelly.hars@willistonfl.org

3525284900

1800 sw 19th ave

Williston, FL

32696



#CCC1333814

Roofing & Gutters  
Residential & Commercial

info@trueforceroofing.com  
352-900-5149



# **EverGuard® TPO 60 mil Membrane Information Sheet**

Updated: 6/18



*Quality You Can Trust...From  
North America's Largest Roofing Manufacturer!™*





# EVERGUARD® TPO

MEMBRANE

60 MIL

Quality You Can  
Trust...From  
North America's  
Largest Roofing  
Manufacturer!™

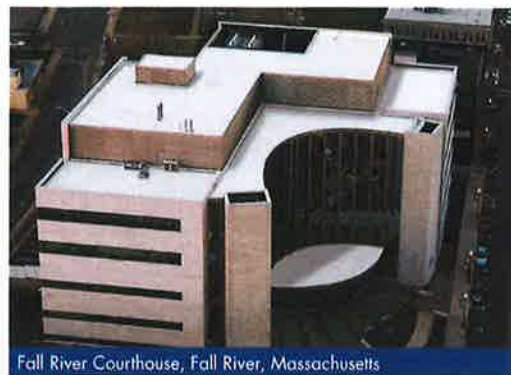
[gaf.com](http://gaf.com)

## Why TPO

- Great Value—Excellent performance at a cost-effective price
- Excellent Seam Strength—Heat-welded seams provide greater seam strength to taped and other seams
- Long-term Weathering—Excellent long-term heat and UV resistance
- Energy Saving—Highly reflective and emissive white roof can help reduce energy costs and urban heat island effect
- CREST Energy Savings Calculator—See your potential savings at [cool.gaf.com](http://cool.gaf.com)
- Versatile Application Method

## Why GAF EverGuard® TPO

- Outperforms standard TPO in heat aging and UV tests—the best predictors of TPO performance
  - After accelerated heat aging at 275°F (135°C) for 105 days, EverGuard® TPO showed no cracking—while every one of the competitors' samples had failed! **See below:**
  - UV testing—Greater than 2.5 times the industry standard (ASTM D6878 weather resistance test)
- Guarantees are available up to 25 years when using EverGuard® TPO 60 mil Membrane.\*
- Easier to install due to:
  - Large welding window
  - Most complete line of accessories
  - 10' (3.05 m) wide sheets



Fall River Courthouse, Fall River, Massachusetts

## Installation

EverGuard® TPO 60 mil Membrane is suitable for all types of single-ply systems:

- Mechanically Attached Application...for a quick and cost-effective system that can be installed practically year-round.
- RhinoBond® Application...can be applied without using adhesives and installed practically year round. Qualifies for the same guarantee length as an adhered system.\*
- Adhered Application...can be installed with EverGuard® 1121 Solvent-Based Adhesive, EverGuard® Low VOC Adhesive, or EverGuard® WB181 Water-Based Adhesive for the smoothest appearance. Provides excellent wind uplift performance.

## Accessories

Field fabrication of TPO accessories is time-consuming, costly, inconsistent, and can lead to unreliable details that compromise a watertight roofing system. EverGuard® TPO prefabricated accessories deliver consistent quality and eliminate the worry and problems often associated with field fabrication. They can also boost productivity up to 200%,\*\* while reducing installed cost by up to 12%.

\* See applicable guarantee for complete coverage and restrictions.

\*\* Based on GAF estimate to field-fabricate flashing details.



U.S. only



California  
Title 24  
Compliant



TPO membranes meet the  
performance requirements  
of ICC ER-6030



# EverGuard® TPO 60 mil Membrane

## Applicable Standards

UL Listed, FM Approved, Miami-Dade County Product Control Approved, State of Florida Approved, CRRC Rated, Title 24 Compliant\*, ENERGY STAR® Certified\*\*, ASTM D6878.

Physical Properties	ASTM Test Method	ASTM D6878 Minimum	EverGuard® Typical Test Data
1. Certain data is provided in MD (machine direction) x CMD (cross machine direction) format. 2. Data is based upon typical product performance, and is subject to normal manufacturing tolerance and variance.			
Nominal Thickness	ASTM D751	0.039" (min.) (0.99 mm)	0.060" (1.52 mm)
Breaking Strength	ASTM D751 Grab Method	220 lbf/in. (38.5 kn/m)	305 lbf x 290 lbf (454 x 432 kg/m)
Factory Seam Strength	ASTM D751	66 lbf (98.34 kg/m)	135 lbf (membrane failure) (201.1 kg/m)
Elongation at Break	ASTM D751	15%	30%
Heat Aging	ASTM D573	90% Retention of Breaking Strength and Elongation at Break	100%
Tear Strength	ASTM D751 8" x 8" (203 x 203 mm) Sample	55 lbf (81.95 kg/m)	75 lbf x 130 lbf (111.8 x 193.7 kg/m)
Puncture Resistance	FTM 101C Method 2031	Not Established	380 lb. (172 kg)
Cold Brittleness	ASTM D2137	-40°C	-40°C
Permeance	ASTM E96	Not Established	0.08 Perms
Dimensional Change	ASTM D1204 @158°F (70°C), 6 hrs.	+/-1%	0.4%
Water Absorption	ASTM D471 @158°F (70°C), 1 week	+/-3.0% (top coating only)	0.7%
Hydrostatic Resistance	ASTM D751 Method D	Not Established	430 psi
Ozone Resistance	ASTM D1149	No visible deterioration @ 7 x magnification	No visible deterioration @ 7 x magnification
SRI (Solar Reflectance Index) Initial/Aged	N/A	N/A	94/81 83 Aged Title 24
Reflectivity (white) Initial/Aged	ASTM C1549 ASTM E903	N/A N/A	0.76/0.68 81.9% Reflectance
Emissivity (white) Initial/Aged	ASTM C1371 ASTM E403	N/A N/A	0.90/0.83 0.94
Weather Resistance	ASTM G155/D6878	10,080 kJ/(m² · nm) at 340 nm	>25,000 kJ/(m² · nm) at 340 nm
Heat Aging	ASTM D573	240°F (115°C) for 32 weeks	60 weeks
Thickness Above Scrim	ASTM D7635	Min 30% of Total Thickness	22.1 mil (Nominal)
<b>Guarantee</b>			
Up to 25 years			

\*White, Energy Gray, and Energy Tan Membranes Only

\*\*ENERGY STAR® only valid in the U.S.

## Product Data

Roll Size	5'x 100'	6' x100'	8'x100'	10'x100'	12'x100'
	(1.52 x 30.5 m) (500 sq. ft. [46.5 sq.m])	(1.83 x 30.5 m) (600 sq. ft. [55.74 sq.m])	(2.44 x 30.5 m) (800 sq. ft. [74.3 sq.m])	(3.05 x 30.5 m) (1,000 sq. ft. [92.9 sq.m])	(3.65 x 30.5 m) (1,200 sq. ft. [111.484 sq.m])
Roll Weight	162 lb. (73.5 kg)	194.4 lb. (88.2 kg)	257 lb. (117 kg)	322 lb. (146.1 kg)	386.4 lb. (175.3 kg)
Colors	White, Tan, Gray				
Storage	Store rolls on their sides on pallets or shelving in a dry area.				
Safety Warning	Membrane rolls are <b>heavy</b> . Position and install <b>by</b> at least two <b>people</b> .				
<b>Note:</b> Membrane rolls shipped horizontally on pallets, stacked pyramid-style and banded. Product sizes, dimensions, and widths are nominal values and are subject to normal manufacturing/packaging tolerance and variation.					

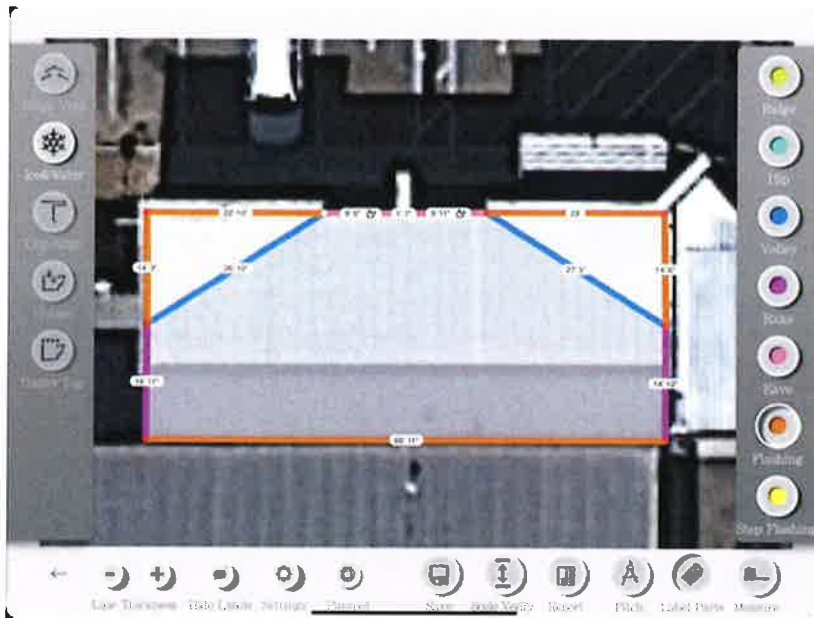
RhinoBond® is a registered trademark of OMG.



[gaf.com](http://gaf.com)



# INSPECTION



Rough diagram of how we will redirect water-flow to the center and into the modified gutter system.



# QUOTE DETAILS

Description	Qty
<b>Material</b>	
060 Mill TPO (Fleeseback)	20
Flute Fill	20
2# Density 1/2" Cover Board	20
3" Plates (requires approximately 30 per square)	20
Termination Bar TPO Roof Only	210
TPO QUICK SPRAY ADHESIVE (10 sq. coverage)	2
<b>Section Total</b>	<b>\$12,435.76</b>

Description	Qty
<b>Water Diverter and Gutter</b>	
Labor and material to build-out wood framed taper system to divert water to center of building and evacuate to new gutter drop(s) Includes gutter modification to accomidate water flow.	1
<b>Section Total</b>	<b>\$4,385.27</b>

Description	Qty
<b>Labor</b>	
TPO Labor - Install Only	20
<b>Section Total</b>	<b>\$4,444.40</b>

Description	Qty
Permit & Inspection Admin Fee	1
NOC Recorded	1
Dump Trailer and Dump Fees	1
Delivery & Crate Fee	1



<b>Section Total</b>	<b>\$1,288.89</b>
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<b>Quote subtotal</b>	<b>\$22,554.32</b>
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<b>Taxable subtotal</b>	<b>\$18,109.92</b>
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<b>Combined State &amp; Local Sales Tax (7.5%)</b>	<b>\$1,358.24</b>
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<b>Total</b>	<b>\$23,912.56</b>
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# AUTHORIZATION PAGE

Quote Details

\$23,912.56\*

Name: Kelly Hars

Address: 1800 sw 19th ave, Williston, FL

\*Includes taxes

Description

Qty

Unit price

Line total



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## Customer Comments / Notes

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Kelly Hars:

Date:

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# TERMS AND CONDITIONS

CUSTOMER (also referred to as "YOU" or CUSTOMER) and TRUE FORCE ROOFING, INC. (referred to as "CONTRACTOR", "US" or "WE") AGREE AS FOLLOWS:

1. **CONTRACTOR SCOPE OF WORK.** Contractor agrees to serve as your contractor to oversee and manage the performance of remediation, repair, construction and/or remodel work related to Customer's home or property as described in the Contract.
2. **CUSTOMER WORK.** Prior to Contractor's commencement of any work on the Property, Customer agrees to remove any items off walls which may interfere with the Work or be damaged during the course of the Work. Customer is responsible for satellite dish installation after project is complete. If satellite dish requires removal to complete scope of work, the dish will be removed to perform re-roof and contractor is not responsible for installation. Customer acknowledges and agrees that Contractor shall not be liable for any and all damages to such items.
3. **PAYMENT TERMS.** 50% of Total Contract Amount Due when this contract is entered/signed. Remaining 50% Balance plus Change Order balance (if applicable) Due when Contractor has given written notice that job is complete in the form of Final Invoice. 4% Credit Card Fee applies to all payments made via Credit/Debit Card. TRUE FORCE ROOFING LLC. applies a \$250.00 NSF Fee on all returned checks.
4. **DOWN PAYMENTS/DEPOSITS.** Customer understands that any money paid to Contractor as a deposit is to be applied to Contractor's cost to complete the Work ("Contractor Deposit"). In the event Customer terminates this Agreement pursuant to Notice of Cancellation, such funds shall be returned to Customer pursuant to the Notice of Cancellation. License No. CCC1333814. 352-639-7663 (P). 2420 NW 66th CT, Suite B, Gainesville, FL 32653.
5. **CHANGES TO THE WORK (CHANGE ORDERS).** Contractor's obligations under this Agreement cannot be changed unless they are changed in writing on a separate Change Order form signed by Customer and Contractor. If there is a discrepancy between the signed contract and the signed change order, the written Change Orders shall take precedence over the signed contract. Payment for the Change Order work is due upon execution of the Change Order. Contractor may, in Contractor's sole discretion, require Customer to provide an additional deposit towards increased costs associated with the Change Order. Contractor shall have the right to stop all Work if a change is requested or required or until such time as the Change Order is executed by Customer. Contractor has an absolute right to reject any requested Change Order for any reason.
6. **REMEDIES.** A onetime 5% late fee can be charged to the outstanding balance due if final payment is not received after 15 days of receiving the final invoice. In the event that the Contractor True Force Roofing incurs costs or attorneys' fees to enforce this Agreement's terms, such amounts will be in addition to any amounts owed by Customer to Contractor. If Contractor does not receive any payments due under this Agreement's terms, Contractor may stop Work without further notice and seek all available remedies. Contractor shall be entitled to all payments due up to the time Work is stopped, and for all losses sustained by the Contractor, including but not limited to, materials, machinery, equipment, or tools, overhead, lost profits, soft costs, and damages. Contractor will retain title to all machinery and materials if this Agreement is cancelled, this includes a situation in which Customer attempts to improperly terminate the Agreement. Contractor is hereby granted a license to enter the Property to remove such items upon termination of



this Agreement. If Work has stopped for any reason, including delays by Customer's insurance company, for more than 30 days, Contractor may terminate this Agreement and recover pursuant to this Agreement. If Customer defaults in any manner under this Agreement, Contractor will have the right to (1) terminate this Agreement, and (2) retain all deposits, fee and progress payments Customer has made, and (3) take legal action to recover from Customer payment for all Work completed, and for all losses sustained by Contractor on all materials, machinery, equipment or tools, overhead, profit and damages, and (4) place liens upon the Property for payment of any amounts owed, and (5) foreclose any liens placed on the Property if the amounts due including costs and interest, are not paid in full. Contractor's exercise of any remedy shall not preclude the exercise of the other remedies available to Contractor. The remedies contained in this Agreement may be used concurrently and are in addition to any other remedy which may be available to Contractor at law or equity.

**7. TIME DELAYS.** Customer agrees that Contractor is not responsible for delays in completion of the Work due to weather, strikes, war, terrorist attacks, shortage or delay in getting materials, shortage or delay in labor or subcontracting, government regulations, court actions or any other cause beyond Contractor's control. If the cost of materials or labor increases during any such delays, Contractor may require that Customer or Customer's insurance company pay such increased costs or terminate this Agreement after paying Contractor for all Work completed to the date of termination and for all materials which cannot be returned. Customer will not be entitled to any remedy for Contractor's failure to start or complete the Work in any particular time. Customer understands that delays caused by Customer, Customer's lender or Customer's insurance company may cause additional delays on the part of Contractor due to unavailability of labor or subcontractors.

**8. CONCEALED CONDITIONS.** This Agreement and the Price are based solely on the observations of Contractor at the time of entering into this Agreement. If additional concealed conditions are discovered once the Work has commenced, which conditions were not visible at the time of entering into this Agreement, Contractor will identify the unforeseen conditions, and Customer and Contractor will execute a Change Order for any additional work. Customer will be responsible for all additional costs and time for work due to concealed conditions. Such conditions may also extend the time for completion of Contractor's Work under this Agreement.

**9. CUSTOMER SITE VISITS.** Due to hazards which may be present on the construction site during construction and the potential to interfere with the Work, Customer is encouraged to enter into the construction area only after first consulting with Contractor. During the time of construction on the Property, conditions will exist that will be hazardous to Customer and Customer's family, friends, and guests. Customer waives all claims against Contractor and agrees to indemnify, defend and hold Contractor harmless for injuries or damages that Customer or any member of Customer's family, friends, or guests may suffer while on or around the Property during construction.

**10. USE OF DUMPSTER.** Customer acknowledges and agrees that Contractor may place a dumpster on the Property for collection of construction waste materials (the "Dumpster"). Customer agrees that Customer and Customer's family, friends, or guests will not place any materials in the Dumpster whatsoever or otherwise interfere with, enter into or move the Dumpster. Customer waives all claims against Contractor (and agrees to indemnify, defend and hold Contractor harmless) for property damage or injuries or other damages that Customer or any number of Customer's family, friends, or guests may suffer as a result of the Dumpster. Should



Customer or any member of Customer's family, friends, or guests place any materials in the Dumpster, Customer agrees that it shall be responsible for any increased costs associated with such actions.

**11. SUBCONTRACTORS.** Contractor may use subcontractors and suppliers to complete the Work. Subcontractors will be chosen by the Contractor only. Customer agrees not to hire any of Contractor's subcontractors or suppliers to do any work or supply any materials, except upon written agreement signed by the Contractor. Customer agrees not to interfere with, discuss with, interrupt or provide instructions to any contractor or subcontractor working on the Property.

**12. PRE-LIEN NOTICE TO OWNER.** ACCORDING TO FLORIDA'S CONSTRUCTION LIEN LAW (SECTIONS 713.001-713.37, FLORIDA STATUTES), THOSE WHO WORK ON YOUR PROPERTY OR PROVIDE MATERIALS AND SERVICES AND ARE NOT PAID IN FULL HAVE A RIGHT TO ENFORCE THEIR CLAIM FOR PAYMENT AGAINST YOUR PROPERTY. THIS CLAIM IS KNOWN AS A CONSTRUCTION LIEN. IF YOUR CONTRACTOR OR A SUBCONTRACTOR FAILS TO PAY SUBCONTRACTORS, SUB-SUBCONTRACTORS, OR MATERIAL SUPPLIERS, THOSE PEOPLE WHO ARE OWED MONEY MAY LOOK TO YOUR PROPERTY FOR PAYMENT, EVEN IF YOU HAVE ALREADY PAID YOUR CONTRACTOR IN FULL. IF YOU FAIL TO PAY YOUR CONTRACTOR, YOUR CONTRACTOR MAY ALSO HAVE A LIEN ON YOUR PROPERTY. THIS MEANS IF A LIEN IS FILED YOUR PROPERTY COULD BE SOLD AGAINST YOUR WILL TO PAY FOR LABOR, MATERIALS, OR OTHER SERVICES THAT YOUR CONTRACTOR OR A SUBCONTRACTOR MAY HAVE FAILED TO PAY. TO PROTECT YOURSELF, YOU SHOULD STIPULATE IN THIS CONTRACT THAT BEFORE ANY PAYMENT IS MADE, YOUR CONTRACTOR IS REQUIRED TO PROVIDE YOU WITH A WRITTEN RELEASE OF LIEN FROM ANY PERSON OR COMPANY THAT HAS PROVIDED TO YOU A "NOTICE TO OWNER." FLORIDA'S CONSTRUCTION LIEN LAW IS COMPLEX, AND IT IS RECOMMENDED THAT YOU CONSULT AN ATTORNEY.

**13. LEGAL NOTICES.** Customer acknowledges reviewing the following attached or incorporated legal notices: Contractor Pre-Lien Notice to Owner, Building Performance Guidelines, Urea Formaldehyde Notice, 327A Warranty Addendum, Notice of Right of Rescission (if applicable), a Lead Paint Pamphlet and Addendum (if applicable), Water Intrusion and Mold Growth Notice, Authorization to Correspond and the Notice Regarding Cancellation Rights and the Notice of Cancellation which shall be incorporated herein by reference.

**14. CUSTOMER'S THREE DAY RIGHT TO TERMINATE.** CUSTOMER IS ADVISED THAT FEDERAL AND STATE LAW ALLOWS CUSTOMER TO TERMINATE THIS AGREEMENT FOR ANY REASON WITHIN THREE (3) DAYS AFTER SIGNING IT. CUSTOMER ACKNOWLEDGES THAT THEY HAVE RECEIVED SUCH NOTICE PURSUANT TO THIS SECTION AND PURSUANT TO THE RIGHT OF RECISSION ATTACHED HERETO.

**15. DISPUTE RESOLUTION.** Except as otherwise provided herein, any claim by Customer or Contractor in any way arising out of this Agreement, any and all other agreements between Customer and Contractor and/or in any way arising out of or relating to the physical condition of the Property shall be settled by binding arbitration in Alachua County, Florida, under the Construction Industry Rules of the American Arbitration Association. Contractor retains the right to file, perfect and start lawsuit to enforce Mechanic's Lien rights. The Parties agree that the court may refer the matter to arbitration, but retain jurisdiction for enforcement of the Mechanic's Lien.

**16. PAYMENT UPON COMPLETION AND RETAINAGE RIGHTS.** Customer shall pay



any outstanding amounts withheld from the Price in accordance with this Contract upon notice by Contractor that the work is complete. Should the Customer believe that the Work is not complete, Customer shall communicate and document the belief via email or text within 24 hours of receiving notice from Contractor that the work is complete. Customer shall retain no more than 5% of the Final Balance Due and must provide Contractor with availability for inspection and walk-through within 3 days of Customer's notice of non-completion.

**17. PUNCH LIST ITEMS.** Contractor shall communicate to Customer if work is complete but for certain minor items that Contractor is addressing with due diligence ("punch list items"). Contractor shall provide a list and expected completion date for any punch list items if such work shall require more than 7 days to complete. Upon Contractor's communication to Customer that work is complete except for identified punch list items, Customer shall pay Contractor all but 5% of the Final Balance Due pending the completion of the identified punch list items. The remaining 5% owed shall be paid within 24 hours of receiving notice that all punch list items are complete. If Customer believes that the punch list items are not all completed, such communication must be made to Contractor within 24 hours and the Contractor must be provided access to inspect the claimed noncompleted punch list items within 3 days of Customer's notice to Contractor of said belief.

**18. MISCELLANEOUS.** The invalidity, illegality or unenforceability of any provision, restriction, condition, reservation, or any other part of this Agreement, in its entirety or as applied to particular circumstances shall not impair or affect in any manner the validity, legality, enforceability or effect of the remainder of this Agreement. This Agreement shall not be assigned by Customer, except with Contractor's prior written consent. This Agreement may be amended only by a written instrument signed by both parties. The captions contained in this Agreement are for convenience only. Any number of counterparts of this Agreement may be executed and each such executed counterpart shall be deemed an original, but all such counterparts together shall constitute one Agreement. The electronic signature of any party to this Agreement shall be sufficient for all purposes. CUSTOMER AGREES THAT THIS AGREEMENT IS SUBJECT TO APPROVAL OF A CORPORATE OFFICER OF TRUE FORCE ROOFING LLC., AND UPON REVIEW OF THE DETAILS OF THIS AGREEMENT, INCLUDING THE PRICE, MEASUREMENTS OR ANY OTHER FACTORS, TRUE FORCE ROOFING LLC, MAY DECLINE TO APPROVE THIS AGREEMENT, AND DECLARE THE AGREEMENT NULL AND VOID AT ITS OPTION, AT WHICH TIME ANY DEPOSIT MADE BY CUSTOMER WILL BE PAID IN FULL TO CUSTOMER.



# WARRANTY

Manufacturers Warranty Term for TPO - 20 Year Limited Lifetime.

Labor / Installation Warranty - 5 Year

Maximum Wind Speed Coverage - 80 MPH

In addition to the manufacturer's warranty True Force Roofing includes a 5 year labor/installation warranty. All our warranties are transferable.

Protecting your Home or Business is our No1 priority. Ask about our maintenance programs.

Customer name

Kelly Hars

Address

1800 sw 19th ave, Williston, FL, 32696



# WARRANTY



Manufacturers Warranty Term for 3 Tab Shingles - 25 Year  
Algae Warranty - 10 Year  
Labor / Installation Warranty - 10 Year  
Maximum Wind Speed Coverage - 60 MPH

Manufacturers Warranty Term for Architectural Shingles - 30 Year  
Algae Warranty - 10 Year  
Labor / Installation Warranty - 10 Year  
Maximum Wind Speed Coverage - 130 MPH

Manufacturers Warranty Term for 26 Gauge Metal - 25 Year  
Painted 26 Gauge Metal - 30 Year  
Labor / Installation Warranty - 10 Year  
Maximum Wind Speed Coverage - 140 MPH

Manufacturers Warranty Term for Modified Bitumen - 10 Year  
Labor / Installation Warranty - 5 Year  
Maximum Wind Speed Coverage - 80 MPH

Manufacturers Warranty Term for TPO - 20 Year Limited Lifetime.  
Labor / Installation Warranty - 5 Year  
Maximum Wind Speed Coverage - 80 MPH

In addition to the manufacturer's warranty True Force Roofing includes a 10 year labor/installation warranty.  
All our warrantees are transferable.

Protecting your Home or Business is our No1 priority. Ask about our maintenance programs.

**Customer**  
Kelly Hars

**Project address**  
1800 sw 19th ave, Williston, FL

**Date Project Completed**  
-





Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**CONSTRUCTION INDUSTRY LICENSING BOARD**

THE ROOFING CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

**BURNSED, DONALD RAY**

TRUE FORCE ROOFING LLC  
11740 NW 72ND TERRACE  
ALACHUA FL 32615

**LICENSE NUMBER: CCC1333814**

**EXPIRATION DATE: AUGUST 31, 2024**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/10/2023

## PRODUCER

SUPERIOR ACCESS INSURANCE SERVICES, INC.  
3721 Executive Center Dr Ste 100  
Austin, TX 78731

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**

## INSURED

TRUE FORCE ROOFING LLC  
11740 NORTHWEST 72 TERRACE  
ALACHUA, FL 32615

## INSURERS AFFORDING COVERAGE

## NAIC #

INSURER A:	OBSIDIAN SPECIALITY INSURANCE CO	16871
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS														
A	<input checked="" type="checkbox"/>	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	SCB GL 000025669	03/16/2023	03/16/2024	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$50,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$5,000</td></tr><tr><td>PERSONAL &amp; ADV INJURY</td><td>\$1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$1,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$1,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$50,000	MED EXP (Any one person)	\$5,000	PERSONAL & ADV INJURY	\$1,000,000	GENERAL AGGREGATE	\$1,000,000	PRODUCTS - COMP/OP AGG	\$1,000,000		\$
EACH OCCURRENCE	\$1,000,000																			
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PERSONAL & ADV INJURY	\$1,000,000																			
GENERAL AGGREGATE	\$1,000,000																			
PRODUCTS - COMP/OP AGG	\$1,000,000																			
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	<input type="checkbox"/>	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____				<table border="1"><tr><td>COMBINED SINGLE LIMIT (Each Occurrence)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Each Occurrence)	\$	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$						
COMBINED SINGLE LIMIT (Each Occurrence)	\$																			
BODILY INJURY (Per person)	\$																			
BODILY INJURY (Per accident)	\$																			
PROPERTY DAMAGE (Per accident)	\$																			
	<input type="checkbox"/>	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				<table border="1"><tr><td>AUTO ONLY - EA ACCIDENT</td><td>\$</td></tr><tr><td>OTHER THAN EA ACC</td><td>\$</td></tr><tr><td>AUTO ONLY: AGG</td><td>\$</td></tr></table>	AUTO ONLY - EA ACCIDENT	\$	OTHER THAN EA ACC	\$	AUTO ONLY: AGG	\$								
AUTO ONLY - EA ACCIDENT	\$																			
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AUTO ONLY: AGG	\$																			
	<input type="checkbox"/>	<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$</td></tr><tr><td>AGGREGATE</td><td>\$</td></tr><tr><td></td><td>\$</td></tr><tr><td></td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$	AGGREGATE	\$		\$		\$		\$				
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	<input type="checkbox"/>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<table border="1"><tr><td><input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td></tr></table>	<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER		E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$						
<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER																				
E.L. EACH ACCIDENT	\$																			
E.L. DISEASE - EA EMPLOYEE	\$																			
E.L. DISEASE - POLICY LIMIT	\$																			
	<input type="checkbox"/>	<b>OTHER</b>																		

## DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

The Certificate Holder is named as an Additional Insured on the aforementioned policy per policy terms and conditions.

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



## **IMPORTANT**

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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

## **DISCLAIMER**

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.





TRUEFOR-01

THOMA1

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

6/29/2023

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

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

<b>PRODUCER</b> Barbee Jackson Insurance 2213 S Ferdon Blvd Crestview, FL 32536	<b>CONTACT NAME:</b> Mackenzie Thomas	
	<b>PHONE (A/C, No, Ext):</b>	<b>FAX (A/C, No):</b>
<b>INSURED</b>  True Force Roofing LLC 11740 NW 72 Terrace Alachua, FL 32615	<b>E-MAIL ADDRESS:</b> thomasm@barbeejackson.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Sirius America Insurance Company	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		
<b>NAIC #</b>		

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS								
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$								
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$								
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$								
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<b>Y/N</b> <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<b>A</b> N/A	<b>WC 102175 01</b>	<b>6/27/2023</b>	<b>6/27/2024</b>	<table border="1"><tr><td>PER STATUTE</td><td>OTH-ER</td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$ 100,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$ 100,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ 500,000</td></tr></table>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$ 100,000	E.L. DISEASE - EA EMPLOYEE	\$ 100,000	E.L. DISEASE - POLICY LIMIT	\$ 500,000
PER STATUTE	OTH-ER														
E.L. EACH ACCIDENT	\$ 100,000														
E.L. DISEASE - EA EMPLOYEE	\$ 100,000														
E.L. DISEASE - POLICY LIMIT	\$ 500,000														

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

True Force Roofing LLC  
11740 NW 72 Terrace  
Alachua, FL 32615

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE