



SUNDIAL UTILITIES OF MILTON, INC.
Regular Meeting Agenda

March 19, 2026
5:45 PM
6738 Dixon Street
Milton, FL 32570

- 1. Call Meeting to Order**
- 2. Approval of Minutes**
 - Item # 2026-3909
 - Approval of Minutes from the February 19, 2026 meeting
- 3. Financial Report**
 - Item # 2026-3960
 - Monthly Sundial Financial Report
- 4. Ordinances & Resolutions**
 - Item # 2026-3963
 - Resolution #2026-05 Budget Amendment FY26
- 5. New Business**
 - Item # 2026-3969
 - Sundial Expansion Project Change Orders
- 6. Communications From Council Members & Mayor**
- 7. Persons to Appear**
- 8. Adjournment**

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the City at least 48 hours before the meeting by contacting City Hall, 6738 Dixon Street, Milton, or by calling 983-5410.

"If any person decides to appeal any decision made by the board, agency, or commission, with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." FS 286.0105



Approval of Minutes from the February 19, 2026 meeting

MEETING DATE	PREPARED BY
March 19, 2026	Clerk's Office



SUNDIAL UTILITIES OF MILTON, INC.
Regular Meeting Minutes

February 19, 2026
5:45 PM
6738 Dixon Street
Milton, FL 32570

1. Call Meeting to Order

The meeting was called to order at 05:58 PM.

Members Present:

Council Member, Ward I, Seat I Mike Cusack
Council Member, Ward II, Seat I Marilyn Farrow
Council Member, Ward IV, Seat I Ashley Fretwell
Council Member Ward II, Seat II Larry McKee
Council Member Ward III, Seat II Robert Leek
Council Member Ward I, Seat II Tom Powers

Members Absent:

Council Member Ward IV, Seat II Casey Powell
Council Member, Ward III, Seat I Gavin Hawthorne

Members of the Public in Attendance

Shari Sebastiao, David Farrow, Jimmy Messick, Theresa Messick

Staff in Attendance

City Manager, Ed Spears
City Clerk, Molly Turnes
IT Director, Krystle Nowlin
Public Information Officer, Bethany Anderson
Planning Director, Jacob Hullett
Public Works Director, Joe Cook
Events Coordinator, Jay Conrad
Ec. Dev. Director, Stephen Prestesater
ACM, Sandra Woodbery
Chief of Police, Jennifer Frank

2. Approval of Minutes

Item # 2026-3871

Approval of Minutes from the January 22, 2026 meeting

ACTION: Motion to Approve by Tom Powers; second by Larry McKee;

Motion passed - 6:0

YEAS: Mike Cusack, Marilyn Farrow, Ashley Fretwell, Larry McKee, Robert Leek, Tom Powers

NAYS: None
ABSTAIN: None

3. Financial Report

Item # 2026-3886
Sundial P&L

ACTION: Motion to Approve by Marilyn Farrow;
second by Ashley Fretwell;
Motion passed - 6:0
YEAS: Mike Cusack, Marilyn Farrow, Ashley
Fretwell, Larry McKee, Robert Leek, Tom
Powers
NAYS: None
ABSTAIN: None

4. Ordinances & Resolutions

No Ordinances or Resolutions

5. Communications From Council Members & Mayor

No additional communications

6. Persons to Appear

No persons to appear

7. Adjournment

The meeting adjourned at 06:01 PM.

Mayor

Date

City Clerk

Date



Agenda Item # 2026-3960

Monthly Sundial Financial Report

MEETING DATE

March 19, 2026

PREPARED BY

Laura McDill, Budget
Coordinator

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. Sundial PL 01_2026

Sundial Utilities of Milton, Inc.

P. O. Box 909, Milton, FL 32572

Profit & Loss Statement

For the months as listed
and Fiscal Year to Date (FYTD)

CUSTOMER COUNT	1059	11	1054		
Income	November <u>2025</u>	December <u>2025</u>	January <u>2026</u>	FYTD	
*Sewer Revenue	\$ 55,826	\$ 533	\$ 55,700	\$	152,571
Service Connect	\$ 44,304	\$ (45)	\$ -	\$	168,624
Other Revenues	\$ 12,113	\$ -	\$ -	\$	12,113
Other Sources (Transfers)	\$ -	\$ -	\$ -	\$	-
Total Income	\$ 112,243	\$ 488	\$ 55,700	\$	333,308
Expenses					
Legal Counsel	\$ 236	\$ -	\$ -	\$	236
Accounting & Auditing	\$ 225	\$ 110	\$ -	\$	335
Bad Debt	\$ -	\$ -	\$ -	\$	64
Postage and Shipping	\$ 219	\$ 222	\$ -	\$	442
Utilities-Wastewater	\$ 3,641	\$ 3,529	\$ -	\$	7,169
Insurance & Bonds	\$ -	\$ 4,019	\$ -	\$	8,038
Repair & Maintenance-Wastewater	\$ 222	\$ 1,606	\$ 1,696	\$	5,132
Repair & Maint. Lift Station	\$ 24,793	\$ -	\$ -	\$	26,881
Repair & Maint. Damage Claim Repairs	\$ -	\$ -	\$ -	\$	-
Misc. Expenditures	\$ -	\$ -	\$ -	\$	-
Landfill Tipping Fee	\$ -	\$ 3,452	\$ 3,752	\$	8,514
Pipes, Valves & Fitting	\$ -	\$ -	\$ -	\$	-
Laboratory Service	\$ 1,338	\$ 358	\$ -	\$	1,993
Permit Fees	\$ -	\$ -	\$ -	\$	-
IT Expense	\$ -	\$ -	\$ -	\$	-
Billing & Admin Fees	\$ -	\$ -	\$ -	\$	-
Fire Assessment Fees	\$ 3,437	\$ -	\$ -	\$	3,437
W&S Fund Labor Fees	\$ -	\$ -	\$ -	\$	-
Office Supplies	\$ 51	\$ -	\$ -	\$	51
Operating Supplies-Wastewater	\$ 184	\$ 1,569	\$ 204	\$	4,293
Lift Station Improvements	\$ -	\$ -	\$ -	\$	-
WWTP Upgrade & Improve	\$ -	\$ 110	\$ -	\$	110
Sewer Infrastructure	\$ -	\$ -	\$ -	\$	-
Machinery & Equipment / Misc.	\$ -	\$ 64,148	\$ -	\$	64,148
*Debt Costs	\$ 12,750	\$ 12,750	\$ 12,750	\$	51,000
Interest Expense	\$ 5,522	\$ 5,522	\$ 5,522	\$	22,087
Total Expenses	\$ 52,617	\$ 97,395	\$ 23,923	\$	203,931
Profit/(Loss)	\$59,626	(\$96,907)	\$31,776	\$	129,377

*Debt Costs are \$12,750 for Principle + \$5,522 Interest (1/12 of Annual Debt Payment of ~\$219,262)



Agenda Item # 2026-3963

Resolution #2026-05 Budget Amendment FY26

MEETING DATE

March 19, 2026

PREPARED BY

Molly Turnes, City Clerk

BACKGROUND

SUMMARY

The City Council is requested to authorize the appropriation of funds that were budgeted in Fiscal Year 2025 but not expended due to the delayed receipt of equipment associated with the Sundial Expansion project. The equipment was received in Fiscal Year 2026. This action allows the previously approved funds to be moved forward and properly expensed in the current fiscal year.

RECOMMENDATION

ATTACHMENTS

1. RES No. 2026-05 Budget Amendement FY26

RESOLUTION NO. 2026-05

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON,
FLORIDA, AMENDING THE FISCAL YEAR 2026 BUDGET, CHANGING
THE ESTIMATED TOTAL REVENUES AND EXPENDITURES
OF VARIOUS FUNDS
AND PROVIDING FOR AN EFFECTIVE DATE.**

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Milton, Florida, in open meeting duly assembled

Section 1. The following fund is revised as specified herein:

FUND: Sundial Fund		DEPARTMENT:		
EXPENSE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
409-0539-539-64-07	Equipment		- \$ 99,500.00	\$ 99,500.00
LINE ITEM TOTAL-----			\$ 99,500.00	
REVENUE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
409-0000-389-90-01	Funds Forward - Reserves	\$ 1,385,054.00	\$ 99,500.00	\$ 1,484,554.00
LINE ITEM TOTAL-----			\$ 99,500.00	
<p>COMMENTS/EXPLANATION: To move funds forward that were budgeted in 2025 but not expensed. The City just received the equipment in Fiscal Year 2026. This was the purchase of Equipment for the Sundial Expansion.</p>				

Section 2. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 3. City staff is hereby authorized to implement changes in funds, accounts, transfers and balances as outlined within this resolution.

Section 4. This resolution shall take effect immediately upon the adoption by the City Council.

Passed and adopted this _____ day of _____, 20____, by the Milton City Council of the City of Milton, Florida.

By: _____
Heather Lindsay, Mayor

ATTEST:

Molly Turnes , City Clerk



Agenda Item # 2026-3969

Sundial Expansion Project Change Orders

MEETING DATE

March 19, 2026

PREPARED BY

Ed Spears, City Manager

BACKGROUND

The Sundial Expansion Project was approved by the Sundial Board in November, 2025. Since that time, staff, along with Baskerville-Donovan and the contractor, J & P Construction, Inc., have worked to finalize the contract and identify value engineering savings. However, significant changes nationally and internationally have caused an increase in prices. Tariffs, fuel, labor, and materials have all produced real impacts to the project. The contract amount is for \$10,027,000. The net result of the two change ordered is an increase of \$108,445, or 1.08%.

The City of Milton had been approved for up to \$9,000,000 in SRLF funds. Sundial has a total of \$4,128,344 in operating capital and reserves. This creates a total available of \$13,128,344 for the project. The project will remain within budget with the change orders.

SUMMARY

RECOMMENDATION

Staff recommends approval of both change orders.

ATTACHMENTS

1. Sundial CO 1_signed
2. Sundial CO 2_signed

Date of Issuance:	Effective Date:
Owner: City of Milton	Owner's Contract No.: 2025.10
Contractor: J&P Construction Co., Inc.	Contractor's Project No.:
Engineer: Baskerville-Donovan, Inc.	Engineer's Project No.: 25560.01
Project: Sundial WWTP Expansion	Contract Name: N/A

The Contract is modified as follows upon execution of this Change Order:

Description:

VALUE ENGINEERING SAVINGS

Remove Xypex in concrete and Xypex waterproofing of joints and surfaces (J&P must ensure watertight structure). Structures include: AERO-MOD, added BNR, Chlorine Contact Chamber). _____ \$ (71,000)

Change concrete drive on C-103 to 4" compacted gravel with geofabric. _____ \$ (21,000)

Change from PVC coated conduit to PVC conduit. _____ \$ (10,000)

Change from Permax line to P-4-1 sewer line in ductile pipe and fittings. _____ \$ (17,000)

TOTAL _____ \$ (119,000)

Attachments:

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>10,027,000.00</u>	Original Contract Times: Substantial Completion: <u>548</u> Ready for Final Payment: <u>638</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: None \$ _____	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>10,027,000.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>548</u> Ready for Final Payment: <u>638</u> days or dates
[Increase] [Decrease] of this Change Order: \$ <u>119,000</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>0</u> Ready for Final Payment: <u>0</u> days or dates
Contract Price incorporating this Change Order: \$ <u>9,908,000.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>548</u> Ready for Final Payment: <u>638</u> days or dates

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: <u>[Signature]</u>	By: _____	By: <u>[Signature]</u>	By: _____	By: <u>[Signature]</u>	By: _____
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)			
Title: <u>Project Engineer</u>	Title _____	Title <u>V.P.</u>	Title _____	Title _____	Title _____
Date: <u>3/17/2026</u>	Date _____	Date <u>3/17/2026</u>	Date _____	Date _____	Date _____

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

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Date of Issuance:	Effective Date:
Owner: City of Milton	Owner's Contract No.: 2025.10
Contractor: J&P Construction Co., Inc.	Contractor's Project No.:
Engineer: Baskerville-Donovan, Inc.	Engineer's Project No.: 25560.01
Project: Sundial WWTP Expansion	Contract Name: N/A

The Contract is modified as follows upon execution of this Change Order:

Description:

Escalation	Quantity	Unit	Adder	Total
Thompson Fabricating	1	L.S.	5,990	\$ 5,990
Fuel (2 TRK, Crane, Loader, T-Hoe, New Generator)	15,580	GAL	2.00	\$ 31,160
Labor	24,960	Hours	1.50	\$ 37,440
Aero-Mod Blower *Assumes no increased cost from Blower Manufacturer	1	L.S.	0	\$ 0
Electrical	1	L.S.	3,500	\$ 3,500
Smith & Loveless Grit Equipment	1	L.S.	55,000	\$ 55,000
Ductile Piping, Fittings, Valves	1	L.S.	36,000	\$ 36,000

Subtotal	\$ 169,090
Tax at 7% material	\$ 9,216
Payroll Tax at 30%	\$ 11,232
Overhead and Markup at 20%	\$37,908
TOTAL	\$ 227,445

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ 10,027,000.00	Original Contract Times: Substantial Completion: <u>548</u> Ready for Final Payment: <u>638</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>2</u> : \$ 119,000.00	[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>2</u> : Substantial Completion: <u>0</u> Ready for Final Payment: <u>0</u> days
Contract Price prior to this Change Order: \$ 9,908,000.00	Contract Times prior to this Change Order: Substantial Completion: <u>548</u> Ready for Final Payment: <u>638</u> days or dates
[Increase] [Decrease] of this Change Order: \$ 227,445.00	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>61</u> Ready for Final Payment: <u>61</u> days or dates

Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
\$ 10,135,445.00	Substantial Completion: 609
	Ready for Final Payment: 699
	days or dates

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: <u>[Signature]</u>	By: _____	By: <u>[Signature]</u>	By: _____	By: <u>[Signature]</u>	By: _____
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)			
Title: <u>Project Engineer</u>	Title _____	Title <u>V.P.</u>	Title _____	Title _____	Title _____
Date: <u>3/17/20</u>	Date _____	Date <u>3/17/2020</u>	Date _____	Date _____	Date _____

Approved by Funding Agency (if applicable)

By: _____ Date: _____
 Title: _____

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