



SUNDIAL UTILITIES OF MILTON, INC.
Regular Meeting Agenda

April 3, 2023
5:30 PM
6738 Dixon Street
Milton, FL 32570

- 1. Call Meeting to Order**
- 2. Approval of Minutes**
 - Item # 2023-1382
 - Approval of Minutes from March 6, 2023 meeting
- 3. Ordinances, Resolutions, & Proclamations**
 - Item # 2023-1425
 - Resolution No. 1568-23 Transfer funds in Sundial from Contingency to Sewer Infrastructure
- 4. Financial Report**
 - Item # 2023-1409
 - Sundial Financial Report March 2023
- 5. Persons to Appear**
- 6. 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 March 6, 2023 meeting

MEETING DATE	PREPARED BY
April 3, 2023	Clerk's Office Dawn Molinero, City Clerk



SUNDIAL UTILITIES OF MILTON, INC.
Regular Meeting Minutes

March 6, 2023
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. Call Meeting to Order

The meeting was called to order at 5:31 PM.

Members Present:

Mayor Heather Lindsay
Council Member Ward I, Seat II Matt Jarrett
Council Member Ward II, Seat II Roxanne Meiss
Council Member Ward III, Seat II Jeff Snow
Council Member, Ward I, Seat I Mike Cusack
Council Member, Ward II, Seat I Marilyn Farrow
Council Member, Ward III, Seat I Gavin Hawthorne
Council Member, Ward IV, Seat I Jason Vance

Members Absent:

Council Member Ward IV, Seat II Casey Powell

Members of the Public in Attendance

Caroline Harp, Brailynn Smith, Vanessa Devries, Catherine Watson, Shari Sebastiao, Al Brewton, Gwen Sachar, Bill Walter, Vernon Compton, Robert Leek, Theresa Messick, Stacey Buckley, Pam Mitchell, Mary Johnson, Sherry Chapman, Donna Long, Shannon Rice, Jerry Mitchell, Doug Holmes, Kathy Ellis, Pat Cummins, Frances Andrews

Staff in Attendance

City Manager, Randy Jorgenson
City Attorney, Alex Andrade
City Clerk, Dawn Molinero
IT Director, William Meloy
IT Systems Analyst, Hunter Green
Public Information Officer, Bethany Anderson
Planning Director, Tim Milstead
Director of Economic Development, Ed Spears
Public Works Director, Joe Cook
Events Coordinator, Jay Conrad
Chief Financial Officer, Curtis Krebs
Chief of Police, Tony Tindell

2. Approval of Minutes

Item # 2023-1210

Approval of Minutes from February 6, 2023 meeting

ACTION: Motion to Approve by Marilynn Farrow;
second by Mike Cusack;
Motion passed - 7:0
YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Jason Vance
NAYS: None
ABSTAIN: None

3. Financial Report

Item # 2023-1291
Sundial Financial Report

ACTION: Motion to Approve by Jeff Snow; second
by Matt Jarrett;
Motion passed - 7:0
YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Jason Vance
NAYS: None
ABSTAIN: None

4. Other Business

Item # 2023-1213
Sundial Loan - Truist Bank Term Sheet

ACTION: Motion to Approve by Jeff Snow; second
by Marilynn Farrow;
Motion passed - 7:0
YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Jason Vance
NAYS: None
ABSTAIN: None

The City Manager, Randy Jorgenson, reported to the Council.
The Chief Financial Officer, Curtis Krebs, reported to the
Council.

Item # 2023-1321
Expansion of Sewer Pipeline

ACTION: Motion to Approve by Matt Jarrett;
second by Mike Cusack;
Motion passed - 7:0

YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Jason Vance

NAYS: None

ABSTAIN: None

The City Manager, Randy Jorgenson, reported to the Council.

5. Persons to Appear

No persons to appear.

6. Adjournment

The meeting adjourned at 5:36 PM.



Resolution No. 1568-23 Transfer funds in Sundial from Contingency to Sewer Infrastructure

MEETING DATE	PREPARED BY
April 3, 2023	Administration Department Heidi Sroka, Budget Coordinator

RESOLUTION NO. # 1568-23

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON,
FLORIDA, AMENDING THE FISCAL YEAR 2023 BUDGET, CHANGING
THE ESTIMATED TOTAL REVENUES AND EXPENDITURES
OF VARIOUS FUNDS
AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, changes in anticipated revenues and expenditures of the City of Milton, necessitates a revision of the Appropriations for Fiscal Year 2023.

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

Section 1. The following funds are revised as specified herein:

FUND: General Fund			DEPARTMENT:	FIRE DEPARTMENT	
EXPENSE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
409-0539-539-63-27	Sundial/Sewer Infrastructure		\$ -	\$ 19,000.00	\$ 19,000.00
409-0590-590-01-00	Sundial/Contingency		\$ 37,622.00	\$ (19,000.00)	\$ 18,622.00
			LINE ITEM TOTAL-----	\$ 19,000.00	
REVENUE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
			\$ -		\$ -
			LINE ITEM TOTAL-----	\$ -	
COMMENTS/EXPLANATION: To transfer funds from Contingency for Sundial Sewer Infrastructure Project.					

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:

Dawn Molinero, City Clerk



Sundial Financial Report March 2023

MEETING DATE

April 3, 2023

PREPARED BY

Administration Department
Heidi Sroka, Budget Coordinator

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

872	872	870
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Income

	January 2023	February 2023	March 2023	FYTD
*Sewer Revenue	\$ 42,163	\$ 42,045	\$ 41,962	\$ 241,493
Service Connect	\$ 70,796	\$ 75,316	\$ 8,861	\$ 158,998
Other Revenues	\$ 4,501	\$ 5,284	\$ 5,166	\$ 21,791
Other Sources (Transfers)	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 117,460	\$ 122,645	\$ 55,989	\$ 422,282

Expenses

Professional Svcs.	\$ -	\$ -	\$ -	\$ -
Legal Counsel	\$ -	\$ -	\$ -	\$ -
Accounting & Auditing	\$ 284	\$ 284	\$ -	\$ 1,136
Bad Debt	\$ 213	\$ -	\$ 108	\$ 2,137
Communication Services	\$ -	\$ -	\$ -	\$ -
Postage and Shipping	\$ 243	\$ 165	\$ 169	\$ 865
Utilities-Wastewater	\$ 3,326	\$ 875	\$ 61	\$ 12,709
Insurance & Bonds	\$ -	\$ -	\$ 2,692	\$ 8,007
Repair & Maintenance-Wastewater	\$ 8,407	\$ 1,225	\$ 120	\$ 8,305
Repair & Maint. Lift Station	\$ -	\$ -	\$ -	\$ -
Repair & Maint. Damage Claim Repairs	\$ -	\$ -	\$ -	\$ -
Advertising/Promotional	\$ -	\$ -	\$ -	\$ -
Misc. Expenditures	\$ -	\$ -	\$ -	\$ -
Landfill Tipping Fee	\$ 3,902	\$ 2,575	\$ 1,796	\$ 13,934
Pipes, Valves & Fitting	\$ -	\$ -	\$ -	\$ -
Laboratory Service	\$ -	\$ 1,154	\$ 283	\$ 3,095
Bank Charges	\$ -	\$ -	\$ -	\$ -
IT Expense	\$ -	\$ -	\$ -	\$ 6,934
Billing & Admin Fees	\$ -	\$ -	\$ 23,414	\$ 23,414
Fire Assessment Fees	\$ -	\$ -	\$ -	\$ 2,102
*W&S Fund Labor Fees	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ -	\$ -	\$ 35
Operating Supplies-Wastewater	\$ 30	\$ 1,287	\$ 7,804	\$ 15,652
Lift Station Improvements	\$ -	\$ -	\$ -	\$ 67,750
WWTP Upgrade & Improve	\$ 20,145	\$ -	\$ 1,200	\$ 63,281
Machinery & Equipment / Misc.	\$ -	\$ -	\$ -	\$ 20,000
*Debt Costs	\$ 17,500	\$ 17,500	\$ 17,500	\$ 105,000
Interest Expense	\$ 1	\$ 4	\$ 1	\$ 11
Total Expenses	\$ 54,051	\$ 25,069	\$ 55,148	\$ 354,367

Profit/(Loss)

\$63,409	\$97,576	\$841	\$ 67,915
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*Debt Costs are \$17,500 (1/12 of Annual Debt Payment of \$210,000)

**Lift Station Improvements are costs for payments to BDI for engineering/design work on Sundial WWTP expansion project

***\$20,000 Misc Fee is Labor cost for fee to run Sundial billed by the City of Milton