



**AGENDA**  
**TOWN OF GLEN ST. MARY, FL**  
**REGULAR MEETING**  
**May 21, 2024**  
**7:00 P.M.**

**I. INVOCATION AND PLEDGE OF ALLEGIANCE**

**II. APPROVAL OF CONSENT AGENDA ITEMS**

1. *April 16, 2024 Regular Meeting Minutes*
2. *Financial Reports*

**III. PUBLIC COMMENTS**

**IV. NEW BUSINESS**

1. *Vote to award DEP Southside Sewer Extension Grant in the amount of \$2,040,990.00 to C.A.P Contracting, Inc.*
2. *Discussion of the CDBG-NR Sewer Grant*
3. *Discussion on Water/Sewer Deposit Account*
4. *Discuss/Vote on Maintenance hourly pay increases*
5. *Review/Discuss/Vote on revised Vacation/Annual Leave*
6. *FMIT Insurance*

**V. PRIOR BUSINESS**

**VI. OTHER BUSINESS**

Next Regular Meeting: June 18, 2024

Website: You can access our website at <http://glenstmary.govoffice.com>



# TOWN OF GLEN ST. MARY

MINUTES

April 16, 2024

The Town of Glen St. Mary Council met in a regular meeting with the following members present:

Mayor Juanice Padgett  
Councilwoman Lola Chandler  
Councilman Terry Clardy  
Councilman Drew Vetter  
Councilwoman Susan Wallace

Also present:  
Town Attorney, Jonathan Bense  
Town Clerk, Jolene Kirkland  
Assistant to the Mayor, Todd Norman

*Note: These meeting minutes are a summarized version of the actual discussions at the meeting. These are not verbatim transcripts.*

Mayor Juanice Padgett called the meeting to order at 7:02 PM. Invocation was led by Assistant to the Mayor, Todd Norman followed by the Pledge of Allegiance.

Approval of the agenda items of the following was approved on a motion by Councilwoman Susan Wallace, seconded by Councilman Drew Vetter. Voting 5-0; Motion carried.

March 19, 2024 Regular Meeting Minutes  
March 2024 Financial Reports

***New Business:***

Mayor Juanice Padgett opened the meeting up by reminding Town Council of the Commission on Ethics "*Financial Disclosure Form*" that needs to be filed with the State of Florida. Deadline for filing is July 1, 2024.

Mayor Juanice Padgett opened the floor for discussion and vote to negotiate the Department of Environmental Protection State Revolving Fund (DEP SRF) Grant for Engineering Services. One qualified bid was submitted by Mittauer and Associates, Inc. Motion was made for negotiation

by Councilman Terry Clardy, seconded by Councilwoman Susan Wallace. Voting 5-0; Motion carried.

**Prior Business:**

Mayor Juanice Padgett informed Town Council of that the last Utility Easement was obtained and recorded with the Baker County Clerk of Court.

Mayor Juanice Padgett also informed the Town Council of the opening of a new bank account with Florida First Federal. The account will strictly be for Water/Sewer Customer Deposit funds. Currently, the customer deposit funds are incorporated under the Water/Sewer Account. Mayor Juanice Padgett explained by separating the bank accounts shows the actual revenue for the Water/Sewer Account.

**Other Business:**

Mayor Juanice Padgett asked Assistant to the Mayor, Todd Norman to comprise a breakdown of the increase in revenue since implementing the new Water/Sewer rates. The breakdown, using March and April bill-outs as the comparative, was as follows:

Total Increase in Utility Tax	\$ 232.62
Total Increase in Sewer	\$1,807.97
Total Increase in Water	\$2,392.95
TOTAL INCREASE in REVENUE	\$4,433.54

There were no further discussions.

Councilman Drew Vetter made motion to adjourn the meeting at 7:25 PM. Motion was seconded by Councilwoman Lola Chandler.

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Jolene G. Kirkland, Town Clerk

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Juanice Padgett, Mayor

**Town of Glen St. Mary - General Operating Fund**  
**Profit & Loss Budget vs. Actual**  
 October 2023 through April 2024

	Oct '23 - Apr 24	Budget	\$ Over Budget
<b>Income</b>			
312.41 · Local Option-Gas Tax	6,872.74	6,932.94	-60.20
312.60 · Discretionary Sales Taxes	30,326.38	33,645.50	-3,319.12
313.10 · Franchise Fees - Electric	25,048.04	21,000.00	4,048.04
314.10 · Utility Tax	29,915.10	25,200.00	4,715.10
315.00 · Communications Services Tax	42,923.57	24,052.14	18,871.43
321.20 · Licenses - Prof & Occup	253.64	175.00	78.64
329.01 · Other Licenses - Zoning	435.60	875.00	-439.40
331 · Federal Grants			
331.350 · Sewer/Wastewater	49,000.00		
331 · Federal Grants - Other	0.00	0.00	0.00
<b>Total 331 · Federal Grants</b>	<b>49,000.00</b>	<b>0.00</b>	<b>49,000.00</b>
334 · State Grants	68,410.00	0.00	68,410.00
335.12 · State Revenue Sharing	12,234.39	11,676.56	557.83
335.14 · Licenses - Mobile Home	698.08	1,020.81	-322.73
335.15 · License - Alcohol Bev	809.67	291.69	517.98
335.18 · Half-Cent Sales Tax	13,561.30	14,525.56	-964.26
335.19 · DOT Hwy Maintenance	6,000.00	9,000.00	-3,000.00
360.10 · Misc Revenues	291.00	0.00	291.00
361.10 · Interest Income	1,144.53	1,166.69	-22.16
362.00 · Rental Income	0.00	0.00	0.00
381.00 · Transfer In	3,156.58	0.00	3,156.58
<b>Total Income</b>	<b>291,080.62</b>	<b>149,561.89</b>	<b>141,518.73</b>
<b>Gross Profit</b>	<b>291,080.62</b>	<b>149,561.89</b>	<b>141,518.73</b>
<b>Expense</b>			
511 · Legislative			
511.10 · Legis - Personal Services	5,320.00	5,320.00	0.00
511.21 · Legis - FICA	0.00	406.98	-406.98
511.22 · Legis - Retirement	2,956.17	3,121.79	-165.62
511.49 · Legis - Other Current Charges	96.00	291.69	-195.69
511 · Legislative - Other	0.00	0.00	0.00
<b>Total 511 · Legislative</b>	<b>8,372.17</b>	<b>9,140.46</b>	<b>-768.29</b>
512 · Executive			
512.10 · Exec - Personal Services	35,907.87	40,016.69	-4,108.82
512.21 · Exec - FICA Tax	4,792.00	3,061.31	1,730.69
512.22 · Exec - Retirement	7,595.77	7,981.12	-385.35
512.41 · Exec - Postage	796.88	1,200.00	-403.12
512.46 · Exec - Repairs & Maintenance	813.05	291.69	521.36
512.49 · Exec - Other Current Charges	1,744.58	1,458.31	286.27
512.51 · Exec - Office Supplies	2,134.62	2,333.31	-198.69
512.54 · Exec - Books Training Etc.	2,424.13	1,458.31	965.82
512.64 · Exec - Office Equipment	1,916.96	1,283.31	633.65
<b>Total 512 · Executive</b>	<b>58,125.86</b>	<b>59,084.05</b>	<b>-958.19</b>
513 · Financial & Administrative			
513.31 · Professional Svcs	0.00	0.00	0.00
513.32 · Accounting & Auditing	858.00	0.00	858.00
<b>Total 513 · Financial &amp; Administrative</b>	<b>858.00</b>	<b>0.00</b>	<b>858.00</b>
514 · Legal Counsel			
514.31 · Legal - Professional Services	4,351.19	4,550.00	-198.81
<b>Total 514 · Legal Counsel</b>	<b>4,351.19</b>	<b>4,550.00</b>	<b>-198.81</b>
515 · Comprehensive Planning			
515.49 · Other Charges - Zoning	0.00	408.31	-408.31
<b>Total 515 · Comprehensive Planning</b>	<b>0.00</b>	<b>408.31</b>	<b>-408.31</b>

**Town of Glen St. Mary - General Operating Fund**  
**Profit & Loss Budget vs. Actual**  
 October 2023 through April 2024

	Oct '23 - Apr 24	Budget	\$ Over Budget
<b>519 · Other General Government</b>			
519.12 · Other General - Personal Svcs	14,378.70	13,066.69	1,312.01
519.21 · Other General - FICA Taxes	-543.80	1,000.44	-1,544.24
519.22 · Other General - Retirement	1,786.71	1,773.31	13.40
519.34 · Other General - Other Contractu	429.50	583.31	-153.81
519.41 · Other General - Communications	1,598.24	1,225.00	373.24
519.43 · Other General - Utility Service	8,540.77	9,333.31	-792.54
519.45 · Other General - Insurance	24,616.66	24,112.50	504.16
519.46 · Other General - Repairs & Maint	6,413.78	5,541.69	872.09
519.49 · Other General - Other Current C			
519.491 · Easements-Other Current Charges	49,266.63		
519.49 · Other General - Other Current C - Other	1,654.01	116.69	1,537.32
<b>Total 519.49 · Other General - Other Current C</b>	<b>50,920.64</b>	<b>116.69</b>	<b>50,803.95</b>
519.52 · Other General - Operating Suppl	0.00	0.00	0.00
519.64 · Capital Outlay - Other Improvem	21,627.00		
<b>Total 519 · Other General Government</b>	<b>129,768.20</b>	<b>56,752.94</b>	<b>73,015.26</b>
<b>533 · Water Utility Services</b>			
533.46 · Repairs & Maintenance	90.21	0.00	90.21
<b>Total 533 · Water Utility Services</b>	<b>90.21</b>	<b>0.00</b>	<b>90.21</b>
<b>541 · Transportation</b>			
541.46 · Trans - Repairs & Maintenance	386.87	875.00	-488.13
541.47 · Trans - Local Option Gas Tax	0.00	6,885.00	-6,885.00
541.49 · Future Paving - Equipment	0.00	0.00	0.00
<b>Total 541 · Transportation</b>	<b>386.87</b>	<b>7,760.00</b>	<b>-7,373.13</b>
<b>562 · Health</b>			
562.52 · Operating Supplies Mosquito	0.00	0.00	0.00
<b>Total 562 · Health</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
581.00 · Transfer Out	117,410.00	0.00	117,410.00
66900 · Reconciliation Discrepancies	0.00	0.00	0.00
<b>Total Expense</b>	<b>319,362.50</b>	<b>137,695.76</b>	<b>181,666.74</b>
<b>Net Income</b>	<b>-28,281.88</b>	<b>11,866.13</b>	<b>-40,148.01</b>

Town of Glen St. Mary - General Operating Fund

Monthly Check Register

As of April 30, 2024

Date	Num	Type	Name	Memo	Paid Amount	Balance
<b>10104 · Cash - First Federal Bank</b>						192,189.20
04/01/2024		Deposit		St of FI Dep	11.75	192,200.95
04/01/2024	11843	Paycheck	Kathy J Padgett		(1,303.60)	190,897.35
04/02/2024		Deposit		FP&L Dep	3,360.18	194,257.53
04/03/2024	ACH	Liability Check	Florida Division of Retirement	Florida Retirement Withholding-March 2024	(152.38)	194,105.15
04/03/2024	ACH	Liability Check	Florida Division of Retirement	Florida Retirement Exc-Employer-Mar...	(238.46)	193,866.69
04/03/2024	ACH	Liability Check	Florida Division of Retirement	Florida Retirement-Legist-March 2024	(334.47)	193,532.22
04/03/2024	ACH	Liability Check	Florida Division of Retirement	Florida Retirement-Retire-Exec-March ...	(880.28)	192,651.94
04/03/2024	ACH	Liability Check	Florida Division of Retirement	Florida Retirement-Other Gen.-March ...	(373.40)	192,278.54
04/03/2024	ACH	Liability Check	Florida Division of Retirement	Florida Retirement-Retire-Legis-March...	(87.84)	192,190.70
04/04/2024		Deposit		St of FI Deposit	48.50	192,239.20
04/05/2024	11844	Paycheck	Avery A Crawford		(328.74)	191,910.46
04/05/2024	11845	Paycheck	James E Davis		(312.73)	191,597.73
04/05/2024	11846	Paycheck	Jolene G Kirkland		(379.79)	191,217.94
04/05/2024	11847	Paycheck	Michael T Norman		(297.66)	190,920.28
04/05/2024	11848	Bill Pmt -Check	Canon		(83.66)	190,836.62
04/05/2024	11849	Bill Pmt -Check	Gateway Pest Control, Inc.	Monthly Pest Control Services 3/29/24	(40.00)	190,796.62
04/05/2024	11850	Bill Pmt -Check	Glen Cash Store	Grass/Weed Killer purchased 3/11/24 L...	(89.99)	190,706.63
04/05/2024	11851	Bill Pmt -Check	Hagan Ace Hardware	Purchases made for March 2024	(282.00)	190,424.63
04/05/2024	11852	Bill Pmt -Check	Roger Harvey	50 Bales of Straw @ \$4.00 purchased ...	(200.00)	190,224.63
04/09/2024		Deposit		St of FI Deposit	50,000.00	240,224.63
04/09/2024	ACH	Check	Town of Glen St. Mary DEP Grant	Transfer Funds Deposited by State of ...	(50,000.00)	190,224.63
04/10/2024		Deposit		FP&L Deposit	3,867.13	194,091.76
04/12/2024	ACH	Liability Check	EFTPS	59-1566170 - 1st Qtr - 941 for March 2...	(1,747.30)	192,344.46
04/12/2024	11853	Paycheck	Avery A Crawford		(373.78)	191,970.68
04/12/2024	11854	Paycheck	James E Davis		(337.74)	191,632.94
04/12/2024	11855	Paycheck	Jolene G Kirkland		(400.00)	191,232.94
04/12/2024	11856	Paycheck	Michael T Norman		(300.34)	190,932.60
04/15/2024	11857	Check	Lou Weber Tire, Inc	2 Tires for Toro Lawnmower	(59.90)	190,872.70
04/16/2024	11858	Paycheck	John A. Vetter		(169.77)	190,702.93
04/16/2024	11859	Paycheck	Loia H Chandler		(169.77)	190,533.16
04/16/2024	11860	Paycheck	Susan L Wallace		(169.77)	190,363.39
04/16/2024	11861	Paycheck	Terry E Clardy		(175.47)	190,187.92
04/16/2024	11862	Check	Lettie Crews	Cleaning Services for Month of April 2...	(150.00)	190,037.92
04/16/2024	11863	Check	Law Office of Jonathan S. Bense, PLLC	General Legal Representation for Mon...	(673.34)	189,364.58
04/17/2024	11864	Bill Pmt -Check	Exxon Mobile	Reference Ticket(s) 54689 (3/26/24) a...	(102.95)	189,261.63
04/17/2024	11865	Bill Pmt -Check	First Federal - VISA	March Charges on VISA Card# Ending...	(267.11)	188,994.52
04/17/2024	11866	Bill Pmt -Check	Florida Power & Light	US Hwy 90 # Street Lights	(997.99)	187,996.53
04/17/2024	11867	Bill Pmt -Check	Macclenny Mower and Saw Inc.		(878.83)	187,117.70
04/17/2024	11868	Bill Pmt -Check	NAPA Auto Parts	NAPA QT SAE30	(63.36)	187,054.34
04/17/2024		Deposit		Dep of Rev Deposit	1,747.77	188,802.11
04/17/2024	ACH	Check	First Federal - VISA	VISA Payment for month of March for ...	(100.00)	188,702.11
04/18/2024		Deposit		Baker Co Tax Coll Dep	14.51	188,716.62
04/18/2024		Deposit		DOR Deposit	5,413.77	194,130.39
04/19/2024	11869	Paycheck	Avery A Crawford		(343.37)	193,787.02
04/19/2024	11870	Paycheck	James E Davis		(275.20)	193,511.82
04/19/2024	11871	Paycheck	Jolene G Kirkland		(367.68)	193,144.14
04/19/2024	11872	Paycheck	Michael T Norman		(287.59)	192,856.55
04/22/2024	11873	Bill Pmt -Check	Cannon USA, Inc.	Copier Usage for Image Runner Adva...	(106.52)	192,750.03
04/22/2024	11874	Bill Pmt -Check	Florida Power & Light		(234.84)	192,515.19
04/22/2024	11875	Bill Pmt -Check	Hagan Ace Hardware	24 Pack of Water	(17.97)	192,497.22
04/26/2024		Deposit		Amerigas Deposit	20.55	192,517.77
04/26/2024		Deposit		Occu. Lic. Dep	0.01	192,517.78
04/26/2024	11876	Paycheck	Avery A Crawford		(309.85)	192,207.93
04/26/2024	11877	Paycheck	James E Davis		(375.27)	191,832.66
04/26/2024	11878	Paycheck	Jolene G Kirkland		(404.02)	191,428.64
04/26/2024	11879	Paycheck	Michael T Norman		(300.34)	191,128.30
04/26/2024		Deposit		St of FI Dep	3,303.77	194,432.07
04/26/2024	11880	Bill Pmt -Check	Fresh Scent	Fresh Scent for April 2024	(10.00)	194,422.07
04/26/2024	11881	Bill Pmt -Check	Macclenny Mower and Saw Inc.		(52.20)	194,369.87
04/26/2024	11882	Bill Pmt -Check	NAPA Auto Parts	Battery for Backho	(313.47)	194,056.40
04/26/2024	11883	Bill Pmt -Check	Setel	Monthly Phone and Internet Services	(100.68)	193,955.72
04/29/2024		Deposit		St of FI Dep	712.64	194,668.36
04/29/2024		Deposit		St of FI Dep	1,989.54	196,657.90
04/30/2024		Deposit		Interest	173.06	196,830.96
<b>Total 10104 · Cash - First Federal Bank</b>					<b>4,641.76</b>	<b>196,830.96</b>
<b>TOTAL</b>					<b>4,641.76</b>	<b>196,830.96</b>

## Town of Glen St. Mary-Water/Sewer Utility Fund

### Profit & Loss Budget vs. Actual

October 2023 through April 2024

	Oct '23 - Apr 24	Budget	\$ Over Budget
<b>Income</b>			
314.30 . Utility Tax - Water	6,059.98	6,125.00	-65.02
331.0 Neighborhood Grant Revenue	18,410.00		
331.2 DEP Grant Revenue	153,000.00		
343.30 . Water Utility Revenue	64,086.92	63,583.31	503.61
343.50 . Sewer Utility Revenue	50,054.74	48,416.69	1,638.05
343.60 - Tap Fees - Water	0.00	1,800.00	-1,800.00
343.61 - Tap Fees - Sewer	0.00	300.00	-300.00
343.90 . Other Rev - Late Fees	3,360.00	4,287.50	-927.50
343.91 - Reconnect Fees	1,740.00	1,283.31	456.69
360.10 . Misc. Revenue	30.00	466.69	-436.69
361.10 - Interest Income	76.82	0.00	76.82
381.00 . Transfer In	0.00	0.00	0.00
<b>Total Income</b>	<b>296,818.46</b>	<b>126,262.50</b>	<b>170,555.96</b>
<b>Expense</b>			
<b>533 . Water/Sewer Utility</b>			
533.001 -Annual Payment to USDA	36,462.09	36,470.00	-7.91
533.10 . Personal Services	10,018.92	8,283.31	1,735.61
533.21 . FICA Tax	543.80	633.71	-89.91
533.22 . Retirement	964.61	1,174.11	-209.50
<b>533.31 . Profess Serv-W Plant</b>			
533.311 - Prof. Services - Engi	6,221.00	1,166.69	5,054.31
533.31 . Profess Serv-W Plant - Other	6,979.25	7,000.00	-20.75
<b>Total 533.31 . Profess Serv-W Plant</b>	<b>13,200.25</b>	<b>8,166.69</b>	<b>5,033.56</b>
533.32 - Accounting & Auditing	149.44	0.00	149.44
533.34 . Fees To Macclenny	41,219.96	33,833.31	7,386.65
533.349 - Bad Debt Write Off	96.60	87.50	9.10
533.40 . Postage	1,508.80	1,800.00	-291.20
533.43 . Utility Services	6,258.69	6,685.00	-426.31
533.46 . Repairs & Maintenance	10,172.24	12,250.00	-2,077.76
533.47 - Tap Fee - Water	0.00	2,400.00	-2,400.00
533.48 - Tap Fee - Sewer	0.00	300.00	-300.00
<b>533.49 . Other Current Charges</b>			
533.491 Easements Other Curr Ch	10,268.99		
533.49 . Other Current Charges - Other	5,772.50	5,337.50	435.00
<b>Total 533.49 . Other Current Charges</b>	<b>16,041.49</b>	<b>5,337.50</b>	<b>10,703.99</b>
533.50 . Bad Check Bank Charges	-30.00	58.31	-88.31
533.51 . Office Supplies	264.73	140.00	124.73
533.52 . Operating Supplies	3,512.25	2,590.00	922.25
533.64 . Office Equipment	456.98	58.31	398.67
535.641 - Sewer Capt Out Bond R	5,660.00	5,660.00	0.00
535.642 - Sewer -Cap. Out. Rese	0.00	0.00	0.00
533 . Water/Sewer Utility - Other	0.00	0.00	0.00
<b>Total 533 . Water/Sewer Utility</b>	<b>146,500.85</b>	<b>125,927.75</b>	<b>20,573.10</b>
<b>535 . Sewer/Wastewater Services</b>			
535.31 . Professional Services	171,410.00		
<b>Total 535 . Sewer/Wastewater Services</b>	<b>171,410.00</b>		
581.00 . Transfer Out	4,319.16	0.00	4,319.16
Reconciliation Discrepancies	-0.20	0.00	-0.20
<b>Total Expense</b>	<b>322,229.81</b>	<b>125,927.75</b>	<b>196,302.06</b>
<b>Net Income</b>	<b>-25,411.35</b>	<b>334.75</b>	<b>-25,746.10</b>



Town of Glen St. Mary-Water/Sewer Utility Fund

Monthly Check Register

As of April 30, 2024

Date	Num	Type	Name	Memo	Paid Amount	Balance
<b>10103 . Cash - First Federal Ba</b>						
04/01/2024		Deposit		Water/Sewer Payments	889.60	59,586.12
04/01/2024		Deposit		Water/Sewer Payments	418.06	60,475.72
04/02/2024		Deposit		W/S Payments	379.16	61,272.94
04/02/2024		Deposit		W/S Payments	296.48	61,569.42
04/03/2024	4641	Check	Britney Crenshaw	Refund of Water/Sewer Deposit	-80.00	61,489.42
04/03/2024		Deposit		Water/Sewer Payments	625.00	62,114.42
04/03/2024		Deposit		Water/Sewer Payments	266.10	62,380.52
04/04/2024		Deposit		NSF Fee	-30.00	62,410.52
04/04/2024		Deposit		Return Ck Deposit	251.74	62,662.26
04/04/2024		Deposit		Water/Sewer Payments	521.66	63,183.92
04/04/2024		Deposit		Water/Sewer Payments	802.00	63,985.92
04/05/2024	4642	Bill Pmt -Check	Florida Power & Light	Service for 6839 E. ML Vernon St for Feb 23, 2024 th...	-54.97	63,930.95
04/05/2024	4643	Bill Pmt -Check	Glen Cash Store	March Purchases (A155746, A156442	-77.42	63,853.53
04/05/2024	4644	Bill Pmt -Check	Hagan Ace Hardware	March 2024 purchases	-302.13	63,551.40
04/05/2024	4645	Bill Pmt -Check	Hawkins, Inc.	Azone Item# 41930	-288.00	63,263.40
04/05/2024	4646	Bill Pmt -Check	Southern Operations Group	Monthly Operations for March 2024	-1,009.00	62,254.40
04/05/2024		Deposit		Water/Sewer Payments	298.70	62,553.10
04/05/2024		Deposit		Water/Sewer Payments	776.78	63,329.88
04/08/2024		Deposit		Water/Sewer Payments	400.00	63,729.88
04/08/2024		Deposit		Water/Sewer Payments	5,423.57	69,153.45
04/09/2024		Deposit		Meter Payment	894.07	70,047.52
04/09/2024		Deposit		W/S Payments	517.13	70,564.65
04/09/2024		Deposit		W/S Payments	624.86	71,189.51
04/10/2024		Deposit		Water/Sewer Payments	112.64	71,302.15
04/10/2024		Deposit		Water/Sewer Payments	183.24	71,485.39
04/11/2024		Deposit		Water/Sewer Deposit	160.00	71,645.39
04/11/2024		Deposit		Water/Sewer Payments	96.00	71,741.39
04/11/2024		Deposit		Water/Sewer Payments	1,802.03	73,543.42
04/12/2024	ACH	Check	Town of G.S.M.-Sinking Fund	April 2024 Sinking Fund Payment	-5,208.87	68,334.55
04/12/2024		Deposit		Water/Sewer Payments	220.75	68,555.30
04/12/2024		Deposit		Water/Sewer Payments	777.73	69,333.03
04/15/2024		Deposit		W/S Payments	128.00	69,461.03
04/15/2024		Deposit		Water/Sewer Payments	872.27	70,333.30
04/16/2024	4647	Check	OpenDoor Property Trust I	Utility Easement Blk 29, Lot 4 Glen St. Mary, FL	-817.31	69,515.99
04/16/2024	4648	Check	Baker Co. Clerk of Courts	To Record Easement for Opendoor Property	-35.50	69,480.49
04/16/2024		Deposit		Water/Sewer Payments	217.15	69,697.64
04/16/2024		Deposit		Water/Sewer Payments	29.00	69,726.64
04/17/2024	4649	Bill Pmt -Check	Exxon Mobil	Ticket 51106, 53177, Purchases for March, 2024	-117.06	69,609.58
04/17/2024	4650	Bill Pmt -Check	First Federal Bank - VISA	Charges for March 2024 on VISA Card Ending 1419	-263.03	69,346.55
04/17/2024	4651	Bill Pmt -Check	Gannett Florida LocalIQ	Order# 9938849 for RFQ Professional Engineering S...	-461.16	68,885.39
04/17/2024	4652	Bill Pmt -Check	NAPA Auto Parts	VOID:	0.00	68,885.39
04/17/2024	4653	Bill Pmt -Check	Southeastern Services, Inc.	Payroll Service for Period Ending 04/07/24 for Micha...	-409.86	68,475.53
04/17/2024	4654	Bill Pmt -Check	NAPA Auto Parts		-42.76	68,432.77
04/17/2024		Deposit		Water/Sewer Payments	40.50	68,473.27
04/17/2024		Deposit		Water/Sewer Payments	447.51	68,920.78
04/17/2024	ACH	Check	Town of Glen St Mary-Water/Sewer Dep Acct	Transfer Funds to Cover Initial Check Order	-264.18	68,656.60
04/18/2024		Deposit		Water/Sewer Deposit	200.00	68,856.60
04/18/2024		Deposit		Water/Sewer Payments	206.26	69,062.86
04/19/2024		Deposit		Water/Sewer Payments	269.70	69,332.56
04/19/2024		Deposit		Water/Sewer Payments	326.26	69,658.82
04/22/2024	4655	Bill Pmt -Check	Florida Power & Light	VOID: 6839 E ML Vernon St	0.00	69,658.82
04/22/2024	4656	Bill Pmt -Check	Hagan Ace Hardware	Lithm Battery	-24.69	69,634.13
04/22/2024	4657	Bill Pmt -Check	NAPA Auto Parts	VOID: Door Hinge for White Truck, Starter Fluid	0.00	69,634.13
04/22/2024		Deposit		Water/Sewer Payments	70.00	69,704.13
04/22/2024		Deposit		Water/Sewer Payments	631.94	70,336.07
04/23/2024	4658	Bill Pmt -Check	Florida Power & Light		-701.06	69,635.01
04/23/2024	4659	Bill Pmt -Check	Hagan Ace Hardware	Grille, Regal Tools for Chlorine Room	-29.39	69,605.62
04/23/2024	4660	Bill Pmt -Check	NAPA Auto Parts	Oil Filter for Water/Sewer Compressor	-12.79	69,592.83
04/23/2024		Deposit		Water/Sewer Payments	128.06	69,720.89
04/23/2024		Deposit		Water/Sewer Payments	638.48	70,359.37
04/24/2024		Deposit		Water/Sewer Payments	27.00	70,386.37
04/24/2024		Deposit		Water/Sewer Payments	63.90	70,450.27
04/25/2024		Deposit		Water/Sewer Payments	158.00	70,608.27
04/25/2024		Deposit		Water/Sewer Payments	33.32	70,641.59
04/26/2024	mtn	General Journal	Brock Canaday	Acct #132-15 re-issue ck#4304 refund security dep	75.80	70,717.39
04/26/2024	4661	Check	Brock Canaday	Re-issue ck#4304 refund of security deposit #132-15	-75.80	70,641.59
04/26/2024	4662	Bill Pmt -Check	City of Macclenny	Sewer Usage - 3/18/24 thru 4/18/24	-6,193.88	64,447.71
04/26/2024	4663	Bill Pmt -Check	Pitney Bowes Bank Inc Reserve Account	Refill Postage	-600.00	63,847.71
04/26/2024		Deposit		Water/Sewer Payments	132.93	63,980.64
04/29/2024		Deposit		Water/Sewer Payments	132.99	64,113.63
04/29/2024		Deposit		Water/Sewer Payments	387.49	64,501.12
04/30/2024		Deposit		Water/Sewer Payments	599.70	65,100.82
04/30/2024		Deposit		Water/Sewer Payments	648.57	65,749.39
04/30/2024		Deposit		Interest	51.24	65,800.63
Total 10103 . Cash - First Federal Ba					6,214.51	65,800.63
<b>TOTAL</b>					<b>6,214.51</b>	<b>65,800.63</b>





**MITTAUER**  
**& ASSOCIATES, INC.**  
CONSULTING ENGINEERS &  
PROJECT FUNDING SPECIALISTS

**35** Years  
1989-2024  
ENGINEERING  
EXCELLENCE

580-1 WELLS ROAD  
ORANGE PARK, FL 32073  
PHONE: (904) 278-0030  
FAX: (904) 278-0840  
WWW.MITTAUER.COM

April 30, 2024

VIA EMAIL

Mayor and Town Council  
Town of Glen St. Mary  
P.O. Box 519  
Glen St. Mary, FL 32040

RE: Engineer's Recommendation of Award  
DEP Southside Sewer Extensions  
DEP Agreement No. WG091  
Town of Glen St. Mary, Florida  
Mittauer & Associates, Inc. Project No. 9515-21-1

Dear Mayor and Town Council Members:

On March 28, 2024, one (1) bid was received in response to the Town's Advertisement for Bids on the DEP Southside Sewer Extensions project. We have reviewed the bid and have found the below listed Contractor to be low bidder for this project. Attached is a copy of the Certified Bid Tabulation which we have prepared. Contingent upon approval by the Department of Environmental Protection and your attorney, as well as receipt of proper bonds and insurance certificates, we recommend that the project be awarded as follows:

CONTRACTOR: C.A.P. Contracting, Inc.  
1115 Edgewood Avenue West  
Jacksonville, FL 32208  
Tel: (904) 765-1155  
Fax: (904) 764-7216  
Email: info@capcontracting.com

TOTAL AWARD AMOUNT: \$2,040,990.00

We look forward to continuing our services on the Construction Phase of this project. As always, we remain available to answer any questions.

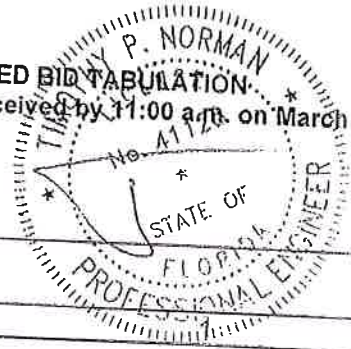
Sincerely yours,  
Mittauer & Associates, Inc.

Timothy P. Norman, P.E.  
Vice President

TPN/pj  
Enclosure

DEP Southside Sewer Extensions  
 DEP Agreement No. WG091  
 Town of Glen St. Mary, Florida  
 Mittauer & Associates, Inc. Project No. 9515-21-1

CERTIFIED BID TABULATION  
 Bids Received by 11:00 a.m. on March 28, 2024



By: \_\_\_\_\_

				C.A.P. Contracting, Inc.	
Item No.	Item Description	Est. Qty.	Unit	Unit Price	Amount
1	Mobilization and General Conditions				
2	8" PVC Gravity Sewer, Conventional Installation	1	LS	\$210,000.00	\$210,000.00
a.	0' to 6' Cut				
b.	> 6' to 8' Cut	150	LF	\$80.00	\$12,000.00
c.	> 8' to 10' Cut	140	LF	\$112.00	\$15,680.00
d.	> 10' to 12' Cut	150	LF	\$245.00	\$36,750.00
e.	> 12' Cut	110	LF	\$396.00	\$43,560.00
3	8" FPVC Gravity Sewer, Directionally Drilled (all depths)	70	LF	\$410.00	\$28,700.00
4	4' Diameter Sanitary Precast Manholes	4,820	LF	\$135.00	\$650,700.00
a.	0' to 6' Cut				
b.	> 6' to 8' Cut	6	EA	\$11,000.00	\$66,000.00
c.	> 8' Cut	5	EA	\$12,300.00	\$61,500.00
5	4' Diameter Sanitary Precast Intercept Manholes	1	EA	\$13,500.00	\$13,500.00
a	0' to 6' Cut				
b	> 6' to 8' Cut	3	EA	\$11,000.00	\$33,000.00
c	> 8' Cut	1	EA	\$12,300.00	\$12,300.00
6	5' Diameter Sanitary Precast Drop Manholes	4	EA	\$13,500.00	\$54,000.00
a	> 8' Cut				
7	Connect to Existing 8" PVC Gravity Sewer	1	EA	\$15,000.00	\$15,000.00
8	Sewer Services	1	LS	\$2,300.00	\$2,300.00
a.	Single				
b.	Double	45	EA	\$900.00	\$40,500.00
9	Sewer Hook-ups	2	EA	\$1,200.00	\$2,400.00
10	Removal & Replacement of Unsuitable Soils	49	EA	\$9,600.00	\$470,400.00
11	Concrete Encasement and Specials	200	LF	\$57.00	\$11,400.00
12	Roadway/Sidewalk/Driveway Restoration	20	CY	\$135.00	\$2,700.00
a.	Concrete				
b.	Asphalt	20	LF	\$140.00	\$2,800.00
c.	Stabilized	20	LF	\$235.00	\$4,700.00
13	Grassing	20	LF	\$65.00	\$1,300.00
a	Seed and Mulch				
b	Sodding	300	LF	\$15.00	\$4,500.00
14	Pump Station Rehabilitations	300	LF	\$11.00	\$3,300.00
a.	Pump Station No. 1				
b.	Pump Station No. 2	1	LS	\$55,000.00	\$55,000.00
c.	Pump Station No. 3	1	LS	\$45,000.00	\$45,000.00
15	Demobilization and Project Closeout	1	LS	\$125,000.00	\$125,000.00
<b>TOTAL BID =</b>				\$17,000.00	\$17,000.00
					<b>\$2,040,990.00</b>

## VACATION/ANNUAL LEAVE

A period of rest and relaxation is considered necessary for efficient performance on the job. It is the objective of the Town of Glen St. Mary to provide this time off without loss of pay to eligible employees.

Vacation benefits outlined above may be used after earning/accrual. Up to a maximum of 72 hours may be accrued at any given time. The only exception is if there are limited personnel to cover the office for an extended period of time. Only then, upon prior approval, may up to one week of earned vacation be carried over into the next vacation year as long as the carried over vacation time is taken within three months from the end of the fiscal year (October 1 thru September 30). An employee is required to take one week of vacation time; however, an employee may receive pay in lieu of taking any remaining vacation time. Once vacation time begins, it cannot be changed or reclassified to another benefit-given-time for any reason.

Employees eligible for three weeks' vacation may take up to two weeks of vacation at one time; more than two weeks requires prior management approval. Vacation time may be held in reserve for personal time to be taken in no less than one (1) hour increments for matters of a personal nature, community service, etc. that is not covered under sick leave or other leave policies. However, employees are encouraged to take a full week (5 consecutive days) at a time. If an employee is called in to work during vacation, he/she will be given appropriate time off at another time.

Employees who resign with two weeks advance notice in writing, or are laid off after one year's service will be eligible to receive pay for unused vacation time upon termination.

VACATION/ANNUAL LEAVE

A period of rest and relaxation is considered necessary for efficient performance on the job. It is the objective of the Town of Glen St. Mary to provide this time off without loss of pay to eligible employees.

The amount of an employee's vacation benefit will depend on length of continuous service with the Town as follows (Continuous service for the Town of Glen St. Mary employment only. Affiliate employment will not be considered.

<u>Years of Service Completed</u>	<u>Amount of Vacation</u>
0-5 years	2.6 weeks
5-10 years	3.25 weeks
11 years & up	3.9 weeks

Vacation benefits as outlined above may be used during the 12-month period following the employee's anniversary date of hire. Up to one week of earned vacation can be carried over into the next vacation year as long as the carried over vacation time is taken within three months from the end of the fiscal year. An employee is required to take one week of vacation time; however, an employee may receive pay in lieu of taking any remaining vacation time. Once vacation time begins, it cannot be changed or reclassified to another benefit-given-time for any reason.

Employees eligible for three weeks' vacation may take up to two weeks of vacation at one time; more than two weeks requires prior management approval. Vacation time may be held in reserve for personal time to be taken in no less than one (1) hour increments for matters of a personal nature, community service, etc. that is not covered under sick leave or other leave policies. However, employees are encouraged to take a full week (5 consecutive days) at a time. If an employee is called in to work during vacation, he/she will be given appropriate time off at another time.

Employees who resign with two weeks advance notice in writing, or are laid off after one year's service will be eligible to receive pay for unused vacation time upon termination.

**RE: Info**  
1 message

pdaub@synergyid.com <pdaub@synergyid.com>  
To: mayor@glenstman.org, Mayor.GSM@outlook.com, glenstman3777@glenstman.org

Wed, May 15, 2024 at 1

Policy #	Status	Insured	Asset Name	Address	FMIT Value	Current Limit	Difference	FMIT Premium
001	001	TRUE	Town Hall	10046 S. Glen Avenue	\$493,440.00	\$251,250.00	\$242,190.00	\$2,129.00
001	002	TRUE	Pump House Building (Above Ground Components and Vault e	10046 S. Glen Avenue	\$175,500.00	\$18,750.00	\$156,750.00	\$1,099.00
001	003	TRUE	Gazebo: Celebration Park: Wood/Metal	10046 S. Glen Avenue	\$69,600.00	\$52,500.00	\$17,100.00	\$2,155.00
001	004	TRUE	Well #2: SW Corner of Park (Above Ground and Vaulted Equipr	10046 S. Glen Avenue	\$210,036.00	\$210,036.00	\$0.00	\$3,207.00
001	NEW	FALSE	Lights (15): Celebration Park: 10 Ft: Steel	10046 S. Glen Avenue	\$37,500.00	\$0.00	\$37,500.00	\$414.00
001	NEW	FALSE	Pavilion: Vehicle Shelter: Metal	10046 S. Glen Avenue	\$36,000.00	\$0.00	\$36,000.00	\$536.00
002	001	TRUE	Maintenance Storage	10058 S. Glen Avenue	\$400,500.00	\$137,500.00	\$263,000.00	\$3,123.00
003	001	TRUE	Water Storage Tank with Well #1 (Above ground and vaulted e	Clinton Avenue	\$200,000.00	\$363,750.00	-\$163,750.00	\$774.00
003	002	TRUE	Electrical Control Building: Water Plant	Clinton Avenue	\$50,000.00	\$3,750.00	\$46,250.00	\$305.00
003	NEW	FALSE	Generator: 125 KW: Diesel: Olymplan	Clinton Avenue	\$80,000.00	\$0.00	\$80,000.00	\$990.00
003	NEW	FALSE	Hydro Tank: Pressure Water Storage: Steel	Clinton Avenue	\$50,000.00	\$0.00	\$50,000.00	\$211.00
004	001	TRUE	Pump Station #1 (Above Ground and Vaulted Equipment)	6839 E. Mount Vernon Street	\$187,500.00	\$187,500.00	\$0.00	\$1,331.00
005	001	TRUE	Pump Station #2 (Above Ground and Vaulted Equipment)	7489 W. Mount Vernon Street	\$187,500.00	\$187,500.00	\$0.00	\$1,331.00
006	001	TRUE	Pump Station #3 (Above Ground and Vaulted Equipment)	7375 S. Glen Boulevard	\$187,500.00	\$187,500.00	\$0.00	\$1,331.00
007	001	TRUE	Pump Station #4 (Above Ground and Vaulted Equipment)	9976 Franklin Street	\$85,000.00	\$18,750.00	\$66,250.00	\$816.00
008	001	TRUE	Lights (4): VYStar ATM site: Metal/Wood	7431 W. Mount Vernon Street	\$20,000.00	\$10,625.00	\$9,375.00	\$313.00
009	001	TRUE	Pump Station #5 (Above Ground and Vaulted Equipment)	9206 South County Road 125	\$187,500.00	\$187,500.00	\$0.00	\$1,331.00

Thank you,

Patrick Daub | SynergyID / SynergyNDS

FMIT Asset ID Managers | FMIT Disaster Recovery Program Managers  
(Office) 321.341.2027 | (Toll Free) 888.852.4485 | (Cell) 802.377.7480



FMIT Turnkey Recovery Program Info  
FMIT YouTube Channel - Videos  
FMIT Member Website

SynergyID & SynergyNDS are exclusive partners (in the State of Florida)  
with the Florida Municipal Insurance Trust (FMIT). All Services  
& Managed Programs are developed and provided only to those  
Public Entities who insure 1<sup>st</sup> party property through the FMIT.

