



LAKE BUTLER  
FLORIDA

## Tuesday, October 17, 2023 Regular City Commission Meeting

City of Lake Butler  
200 SW 1st Street  
Lake Butler, FL 32054  
6:15 p.m.

### A. MEETING OPENER

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<b>Subject</b>	<b>1. Call To Order - Roll Call</b>
Meeting	Oct 17, 2023 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Procedural

*Commission: Commissioner Sirmones, Commissioner Redman, Commissioner Huggins, Vice Mayor Hendrix, Mayor Stegall*

*Staff: City Attorney Maines; Interim City Clerk Page*

#### Admin Content

*If a person decides to appeal a decision made with respect to any matter at this meeting or hearing, he or she will need a record of the proceedings and may need to ensure that a verbatim record is made.*

<b>Subject</b>	<b>2. Opening Prayer</b>
Meeting	Oct 17, 2023 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Procedural

<b>Subject</b>	<b>3. Pledge of Allegiance</b>
Meeting	Oct 17, 2023 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Procedural

<b>Subject</b>	<b>4. Approval of The Agenda Format</b>
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Meeting	Oct 17, 2023 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Action
Recommended Action	Motion to approve the agenda format.

## **B. CITIZEN INPUT**

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<b>Subject</b>	<b>1. Provision for Citizen Input</b>
Meeting	Oct 17, 2023 - Regular City Commission Meeting
Category	B. CITIZEN INPUT
Access	Public
Type	Information

*Pursuant to Florida Statutes, members of the public shall be given a reasonable opportunity to be heard on a proposition before the City Commission. Upon the recognition by the Mayor, any person may address the City Commission on any subject either included on the agenda or any other subject.*

*Speakers are requested to approach the podium and give their name and address to the City Clerk to be reflected in the minutes of the meeting. Remarks are limited to up to 3 minutes. If additional time is needed, the City Commission may grant the time needed. Comments are to be directed only to the Mayor. They will determine if staff will need to interact. This is the time for public discussion on any subject on or off the agenda as the remainder of the meeting is for Commission interaction and decision-making.*

*The City Commission wishes to maintain orderly conduct and proper decorum in this public meeting, so thank you for your time and attention.*

## **C. REPORT OF MAYOR**

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<b>Subject</b>	<b>1. Mayor's Report October 2023</b>
Meeting	Oct 17, 2023 - Regular City Commission Meeting
Category	C. REPORT OF MAYOR
Access	Public
Type	Discussion,Information

Mayor Stegall has provided a monthly report for the activity in September 2023.

File Attachments  
[mayors report october 2023.pdf \(330 KB\)](#)

## **D. MONTHLY FINANCIAL REPORT**

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<b>Subject</b>	<b>1. Financial Report for period October 1, 2022 through September 30, 2023</b>
Meeting	Oct 17, 2023 - Regular City Commission Meeting
Category	D. MONTHLY FINANCIAL REPORT
Access	Public
Type	Action,Discussion
Recommended Action	Motion to approve financial report for period October 1, 2022 through September 30, 2023.

Interim City Clerk Page provides the final monthly financial report for the 2022-2023 Fiscal Year to the board on behalf of the Finance Department, which consists of himself, and Elaine Hines, Accounts Receivable Clerk.

File Attachments  
[September 2023 Financial Report 10-17-2023.pdf \(6,702 KB\)](#)

## **E. PUBLIC WORKS DIRECTOR REPORT**

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<b>Subject</b>	<b>1. Report from the Public Works Director</b>
Meeting	Oct 17, 2023 - Regular City Commission Meeting
Category	E. PUBLIC WORKS DIRECTOR REPORT
Access	Public
Type	Discussion,Information

Public Works Director Mathew Kelley provides a monthly report to the board regarding the progress made in Public Works in his tenure thus far as Director.

## **F. AGENDA ITEM NUMBER**

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<b>Subject</b>	<b>1. Consent Agenda</b>
Meeting	Oct 17, 2023 - Regular City Commission Meeting
Category	F. AGENDA ITEM NUMBER
Access	Public
Type	Action (Consent),Discussion,Information
Recommended Action	Motion to approve the consent agenda in one motion.

## **Consent Agenda Items:**

1. Statewide Mutual Aid Agreement for Adoption
2. WEX September 2023 reports
3. Code Enforcement Report September 2023
4. Minutes from Regular City Commission Meeting on 9-19-2023
5. Sale of Animal Control Truck (readded) by request of Vice Mayor Hendrix
6. NO DOGS PICKED UP IN SEPTEMBER 2023, NO ANIMAL CONTROL REPORT

### File Attachments

[Statewide Mutual Aid Agreement for Adoption.pdf \(414 KB\)](#)  
[WEX September 2023 Invoice, activity report, and vehicle logs.pdf \(3,479 KB\)](#)  
[Code Enforcement Report September 2023.pdf \(2,009 KB\)](#)  
[Regular City Commission Meeting Minutes 9-19-2023.pdf \(1,146 KB\)](#)  
[sale of animal control truck memo 10-17-2023.pdf \(329 KB\)](#)

*Following discussion of these items as needed, if the Commission so desires and there are no objections, all items in the consent agenda may be included and acted upon with one motion*

<b>Subject</b>	<b>2. Speed Bump Request - NE 8th Avenue</b>
Meeting	Oct 17, 2023 - Regular City Commission Meeting
Category	F. AGENDA ITEM NUMBER
Access	Public
Type	Action,Discussion
Recommended Action	Motion to authorize Chairman Ryan Perez and the Union County Board of County Commissioners to install speed bumps on NE 8th Avenue at no expense to the City of Lake Butler.

This agenda item was readded back to the agenda at the request of Vice Mayor Hendrix.

After review with Chairman Perez, there will be no legal ramification to the City and at no expense to the City, the recommendation is to authorize the County to proceed with installation of speed bumps.

Chairman Ryan Perez spoke with Vice Mayor Melissa Hendrix on the issues with excessive speeding on NE 8th Avenue, and the possibility of installing speed bumps along NE 8th Avenue that would be at ZERO cost to the City, but because it is a city-owned road, the County needs official authorization to complete this project.

If the board authorizes the County to proceed with this project, the Interim City Clerk can draft up an authorization letter that can be signed by the Mayor and Interim City Clerk and emailed to the Chairman promptly.

For neighborhood safety, and at no expense to the City, the idea to install speed bumps on NE 8th Avenue is sought.

<b>Subject</b>	<b>3. Public Works Director Salary</b>
Meeting	Oct 17, 2023 - Regular City Commission Meeting
Category	F. AGENDA ITEM NUMBER
Access	Public
Type	Action
Recommended Action	Motion to change public works director salary that was set at \$45,000 at the September 19, 2023 regular meeting to \$53,000 which is within the board-approved salary range of \$50,000-61,000.

At the commission meeting held on June 20, 2023, the Board approved the job description and salary that former Interim Manager Tillis had drafted, which had a salary range of \$50,000-61,000.

Mathew Kelley (the board selected internal applicant) requested the salary of \$53,000.

At the regular meeting held on September 19, 2023, the Board made the motion to appoint Mathew Kelley as Public Works Director, with a salary of \$45,000, which was a mistake and confusion with the salary of the then vacant public works director position and the vacant finance director position.

In order to correct this error, the suggestion is to adjust the salary of the public works director from \$45,000 to \$53,000 which is what was requested by Mathew Kelley, and is within the salary range initially approved the board on June 20, 2023.

<b>Subject</b>	<b>4. CWSRF Loan/Grant Application</b>
Meeting	Oct 17, 2023 - Regular City Commission Meeting
Category	F. AGENDA ITEM NUMBER
Access	Public
Type	Action,Discussion
Recommended Action	Motion to approve the CWSRF Loan/Grant Application prepared by Mittauer and Associates.

1. The attached Loan/Grant Agreement is attached and recommended for approval by the Commission.
  - a. The attached Signature Page will need to be signed by Mayor Stegall upon approval, and we will insert the signed page into the final Loan/Grant Application.

File Attachments  
[CWSRF Loan Agreement for 10-17-2023 meeting.pdf \(6,008 KB\)](#)

<b>Subject</b>	<b>5. CWSRF Loan/Grant Resolution</b>
Meeting	Oct 17, 2023 - Regular City Commission Meeting
Category	F. AGENDA ITEM NUMBER
Access	Public
Type	Action
Recommended Action	Motion to adopt Resolution No. 2023-10 for the CWSRF Loan/Grant for the Wastewater Collection System Improvements, Phase 1A and 1B of the project.

1. The attached Resolution will need to be passed and adopted, and the adopted version will be inserted into the final Loan/Grant Application.

File Attachments

[Resolution No. 2023-10 CWSRF Loan Application 10-17-2023.pdf \(195 KB\)](#)

<b>Subject</b>	<b>6. CWSRF Engineering Services Agreement</b>
Meeting	Oct 17, 2023 - Regular City Commission Meeting
Category	F. AGENDA ITEM NUMBER
Access	Public
Type	Action
Recommended Action	Motion to approve the CWSRF Engineering Services Agreement between Mittauer and Associates, Inc. and the City of Lake Butler.

1. The attached Engineering Services Agreement is for the Construction Phase and is recommended to be approved by the Commission and executed by the City.

File Attachments

[Lake Butler SRF ESA- Construction Phase 2023-10-17.pdf \(248 KB\)](#)

<b>Subject</b>	<b>7. General Administration Contract between Fred Fox Enterprises and City of Lake Butler for CDBG Mitigation Program Grant #MT118</b>
Meeting	Oct 17, 2023 - Regular City Commission Meeting
Category	F. AGENDA ITEM NUMBER
Access	Public
Type	Action
Recommended Action	Motion to approve the general administration contract between Fred Fox Enterprises and City of Lake Butler for CDBG Mitigation Program Grant #MT118.

File Attachments

**Subject**                    **8. Issues at Lake Butler Fire Station**

Meeting                    Oct 17, 2023 - Regular City Commission Meeting

Category                    F. AGENDA ITEM NUMBER

Access                      Public

Type                         Discussion

File Attachments  
[Fire Dept Bldg Issues 10-17-2023.pdf \(339 KB\)](#)

**Subject**                    **9. Public Works Uniform and Safety Shoe Policy**

Meeting                    Oct 17, 2023 - Regular City Commission Meeting

Category                    F. AGENDA ITEM NUMBER

Access                      Public

Type                         Action,Discussion

Recommended            Motion to approve the Public Works Uniform and Safety Shoe Policy to go into effect  
Action                      immediately.

File Attachments  
[Public Works Uniform and Safety Shoe Policy 10-17-2023.pdf \(524 KB\)](#)

**Subject**                    **10. City Manager Application Consideration and Discussion**

Meeting                    Oct 17, 2023 - Regular City Commission Meeting

Category                    F. AGENDA ITEM NUMBER

Access                      Public

Type                         Discussion

The board received 21 applications for the position of City Manager, and Mayor Stegall who is acting under the authority of City Manager by decision of the board, has recommended the following applicants for further consideration:

1. Angie Whisnant
2. Mark Meyers

File Attachments  
[ResumeAngieWhisnant\\_Redacted.pdf \(1,472 KB\)](#)  
[Mark Meyers Resume\\_Redacted.pdf \(160 KB\)](#)

<b>Subject</b>	<b>11. First Reading of Ordinance No. 2023-12 Z 23-01 (OSTEEN)</b>
Meeting	Oct 17, 2023 - Regular City Commission Meeting
Category	F. AGENDA ITEM NUMBER
Access	Public
Type	Action,Discussion
Recommended Action	Motion to approve the First Reading of Ordinance No. 2023-12 Z 23-01 (OSTEEN) to be read by title only.

File Attachments  
[Ordinance No. 2023-12 Z 23-01 \(OSTEEN\) FIRST READING.pdf \(584 KB\)](#)

## **G. REPORT OF CITY ATTORNEY**

### **H. COMMENTS OR REMARKS BY COMMISSION**

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<b>Subject</b>	<b>1. COMMENTS OR REMARKS BY COMMISSION</b>
Meeting	Oct 17, 2023 - Regular City Commission Meeting
Category	H. COMMENTS OR REMARKS BY COMMISSION
Access	Public
Type	Discussion

*Commissioner Sirmones*

*Commissioner Redman*

*Commissioner Huggins*

*Vice Mayor Hendrix*

*Mayor Stegall*

### **I. ADJOURNMENT**

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<b>Subject</b>	<b>1. Adjourn</b>
Meeting	Oct 17, 2023 - Regular City Commission Meeting
Category	I. ADJOURNMENT
Access	Public
Type	Action
Recommended Action	Motion to adjourn.