



**Tuesday, December 19, 2023  
Regular City Commission Meeting**

**City of Lake Butler  
200 SW 1st Street  
Lake Butler, FL 32054  
6:00 p.m.**

**A. MEETING OPENER**

---

<b>Subject</b>	<b>1. Call To Order - Roll Call</b>
Meeting	Dec 19, 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	Dec 19, 2023 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Procedural

<b>Subject</b>	<b>3. Pledge of Allegiance</b>
Meeting	Dec 19, 2023 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Procedural

<b>Subject</b>	<b>4. Approval of The Agenda Format</b>
----------------	---

Meeting	Dec 19, 2023 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Action
Recommended Action	Motion to approve the agenda format.

## **B. CITIZEN INPUT**

---

<b>Subject</b>	<b>1. Provision for Citizen Input</b>
Meeting	Dec 19, 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**

---

<b>Subject</b>	<b>1. Mayor's Report December 2023</b>
Meeting	Dec 19, 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 November 2023.

File Attachments  
[Mayors Report Dec 2023.pdf \(326 KB\)](#)

## **D. MONTHLY FINANCIAL REPORT**

---

<b>Subject</b>	<b>1. Financial Report for period October 1, 2023 through November 30, 2023</b>
Meeting	Dec 19, 2023 - Regular City Commission Meeting
Category	D. MONTHLY FINANCIAL REPORT
Access	Public
Type	Action, Reports
Recommended Action	Motion to approve financial report for period October 1, 2023 - November 30, 2023.

File Attachments  
[FINANCIAL REPORT FOR 12-19-2023 MEETING.pdf \(7,188 KB\)](#)

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

---

<b>Subject</b>	<b>1. Public Works Director Report December 2023</b>
Meeting	Dec 19, 2023 - Regular City Commission Meeting
Category	E. REPORT FROM PUBLIC WORKS DIRECTOR
Access	Public
Type	Information, Reports

Public Works Director Mathew Kelley discusses a report with the Board for the progress in the Public Works Department in November 2023.

## **F. SECOND BUDGET REVISION REQUEST**

---

<b>Subject</b>	<b>1. SECOND BUDGET REVISION EFFECTIVE 12/19/2023</b>
Meeting	Dec 19, 2023 - Regular City Commission Meeting
Category	F. SECOND BUDGET REVISION REQUEST
Access	Public
Type	Action
Recommended Action	Motion to approve the second budget revision prepared by Budget Analyst Dave Mecusker to be effective today, December 19, 2023.

Budget Analyst Dave Mecusker has presented a second budget revision for the 2023-2024 Fiscal Year.

File Attachments  
[Second Budget Revision Effective 12-19-2023 if approved.pdf \(656 KB\)](#)

## **G. AGENDA ITEM NUMBER**

---

**Subject**                    **1. Consent Agenda**

Meeting                    Dec 19, 2023 - Regular City Commission Meeting

Category                    G. AGENDA ITEM NUMBER

Access                      Public

Type                         Action

Recommended             Motion to approve the consent agenda in one motion.  
Action

### **Consent Agenda Items:**

1. Code Enforcement Report November 2023
2. November 2023 WEX invoice, activity report, and vehicle logs
3. Minutes from Regular City Commission Meeting on November 21, 2023
4. Special City Commission Meeting Minutes from November 30, 2023
5. Special City Commission Meeting Minutes from November 15, 2023
6. Animal Control Logs for November 2023

**File Attachments**

[WEX November 2023 Fuel Logs, Invoice, and Activity Report with copies of receipts 12-4-2023.pdf \(3,920 KB\)](#)  
[Code Enforcement Report November 2023.pdf \(1,066 KB\)](#)  
[Regular Meeting Minutes 11-21-23.pdf \(1,283 KB\)](#)  
[Special Meeting Minutes 11-15-2023.pdf \(213 KB\)](#)  
[Special Meeting Minutes 11-30-23.pdf \(305 KB\)](#)  
[Animal Control November 2023 Report.pdf \(100 KB\)](#)

**Subject**                    **2. Second Reading of Ordinance No. 2023-13 Ban Smoking and Vaping in City Parks**

Meeting                    Dec 19, 2023 - Regular City Commission Meeting

Category                    G. AGENDA ITEM NUMBER

Access                      Public

Type                         Action

Recommended             Motion to adopt Ordinance No. 2023-13 to ban smoking and vaping in the city parks and  
Action                        for the second reading of the ordinance to be read by title only.

**File Attachments**

[ORDINANCE NO. 2023-13 SMOKING VAPING BAN IN CITY PARKS.pdf \(510 KB\)](#)

**Subject** **3. Secur-Tel Security and Camera Proposal for Parks, Union Depot, and City Hall**

Meeting Dec 19, 2023 - Regular City Commission Meeting

Category G. AGENDA ITEM NUMBER

Access Public

Type Action, Discussion, Information

Recommended Action Motion to approve the proposal for enhanced security cameras and security system monitoring from Secur-Tel for the total installation amount of \$6,650.00 and to direct staff to divide the expense between repairs and maintenance for Parks, City Hall and Union Depot.

Secur-Tel has provided the City with a proposal for enhanced security monitoring and cameras at Union Depot as well as City Hall.

File Attachments  
[Secur-Tel Security and Camera Proposal for Parks and City Hall 12-19-2023.pdf \(478 KB\)](#)

**Subject** **4. City Manager Employment Contract between Kimberly Hayes & City of Lake Butler**

Meeting Dec 19, 2023 - Regular City Commission Meeting

Category G. AGENDA ITEM NUMBER

Access Public

Type Action, Discussion

Recommended Action Motion to approve the city manager employment contract between Kimberly Hayes and the City of Lake Butler, effective today, December 19, 2023.

File Attachments  
[City Manager Employment Contract Kimberly Hayes 12-19-2023.pdf \(310 KB\)](#)

**Subject** **5. City Manager/Clerk Roles and Responsibilities Transfer**

Meeting Dec 19, 2023 - Regular City Commission Meeting

Category G. AGENDA ITEM NUMBER

Access Public

Type Action

Recommended Action Motion to revert such authority and responsibilities of City Manager from Mayor Stegall to Kim Hayes, effective on her anticipated start date of January 4, 2024 and if the start date is adjusted, that Mayor Stegall will still have the authority of Manager until the actual start date.  
Motion to revert the role of City Clerk from Hayden Page to Kim Hayes, also effective on

her anticipated start date of January 4, 2024 and if the start date is adjusted, that Hayden Page will still have the authority of Interim City Clerk until the actual start date.

File Attachments

[City Manager-Clerk Roles and Responsibilities Transfer 12-19-2023.pdf \(325 KB\)](#)

## **H. REPORT OF CITY ATTORNEY**

---

<b>Subject</b>	<b>1. REPORT OF JOHN E MAINES IV, CITY ATTORNEY</b>
Meeting	Dec 19, 2023 - Regular City Commission Meeting
Category	H. REPORT OF CITY ATTORNEY
Access	Public
Type	Discussion

City Attorney Maines:

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

---

<b>Subject</b>	<b>1. COMMENTS OR REMARKS BY COMMISSION</b>
Meeting	Dec 19, 2023 - Regular City Commission Meeting
Category	I. COMMENTS OR REMARKS BY COMMISSION
Access	Public
Type	Discussion

*Commissioner Sirmones*

*Commissioner Redman*

*Commissioner Huggins*

*Vice Mayor Hendrix*

*Mayor Stegall*

## **J. ADJOURNMENT**

---

<b>Subject</b>	<b>1. Adjourn</b>
Meeting	Dec 19, 2023 - Regular City Commission Meeting
Category	J. ADJOURNMENT
Access	Public
Type	Action

Recommended  
Action

Motion to adjourn.