



**Tuesday, December 20, 2022
Regular City Commission Meeting**

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

A. MEETING OPENER

Subject	1. Call To Order - Roll Call
Meeting	Dec 20, 2022 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Procedural

Commissioners: Sirmones, Hendrix, Redman, Stegall

Staff: City Attorney Maines; City Manager Walker

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.

Subject	2. Opening Prayer
Meeting	Dec 20, 2022 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Procedural

Subject	3. Pledge of Allegiance
Meeting	Dec 20, 2022 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Procedural

Subject	4. Approval of The Agenda Format
Meeting	Dec 20, 2022 - Regular City Commission Meeting
Category	A. MEETING OPENER

Access	Public
Type	Action
Recommended Action	Motion to approve the agenda format.

B. CITIZEN INPUT

Subject	1. Provision for Citizen Input
Meeting	Dec 20, 2022 - 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 4 minutes. If additional time is needed, the City Commission may grant the time needed. Comments are to be directed only to the Mayor. He/She will determine if staff will need to interact. This is the time for the public discussion on any subject on or off the agenda as the remainder of the meeting is for the Commission interaction and decision-making.

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

C. AGENDA ITEM NUMBER

Subject	1. Consent Agenda
Meeting	Dec 20, 2022 - Regular City Commission Meeting
Category	C. AGENDA ITEM NUMBER
Access	Public
Type	Action (Consent), Minutes
Recommended Action	Motion to approve the consent agenda in one motion.
Minutes	View Minutes for Nov 15, 2022 - Regular City Commission Meeting

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.

File Attachments

[Animal Control Report.pdf \(596 KB\)](#)
[Code Enforcement Report.pdf \(1,186 KB\)](#)
[December 6, 2022, Special Meeting Minutes.pdf \(439 KB\)](#)
[November 15, 2022, Regular Commission Meeting Minutes.pdf \(1,095 KB\)](#)
[November 2022 Historic Preservation Board Minutes.pdf \(118 KB\)](#)

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

Subject **2. Financial Reporting for the Period Ending November 30, 2022**

Meeting Dec 20, 2022 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action, Reports

Recommended Motion to approve the Financial Report for October 1, 2022, through November 30, 2022.
Action

File Attachments
[Nov 22 Financials.pdf \(2,664 KB\)](#)

Subject **3. Mainstreet Display Contest Winners**

Meeting Dec 20, 2022 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action

City staff would like to thank the community for participating in this new event and award the winners of the first Main Street Christmas Display contest. Each winner will receive a monetary prize and the upcoming year’s occupational license.

- 3rd Place (\$100) – Terry's Florals
- 2nd Place (\$300) – Lake Butler Hospital
- 1st Place (\$500) – Simply Blessed

Subject **4. Engineering Contract**

Meeting Dec 20, 2022 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action

Recommended
Action

Motion to approve the engineering contract with Mittauer and Associates for the CDBG-MIT project from DEO agreement MT118.

File Attachments

[Engineering Contract.pdf \(2,541 KB\)](#)

Subject **5. Engineering Services Agreement**

Meeting Dec 20, 2022 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action

Recommended
Action Motion to approve the engineering services agreement with Mittauer and Associates for the design, bid administration, construction administration, and project management for the Wastewater Treatment Facility phases three through five of FDEP agreement number WG088.

File Attachments

[Engineering Services Agreement - WWTP Phase 3-5.pdf \(3,910 KB\)](#)

Subject **6. Engineering Services Agreement - ARPA**

Meeting Dec 20, 2022 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action

Recommended
Action Motion to approve the engineering services agreement with Mittauer and Associates for the design and construction phase of the lift station replacement.

File Attachments

[Engineering Services Agreement - ARPA.pdf \(2,708 KB\)](#)

Subject **7. Engineering Services Agreement - CDBG**

Meeting Dec 20, 2022 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action

Recommended
Action Motion to approve the Engineering Services Agreement with Mittauer and Associates for the design and construction phase of the replacement of the master lift station and installation of emergency generators at four lift stations.

File Attachments

[Engineering Services Agreement - Master LIft Station and Emergency Generators.pdf \(6,952 KB\)](#)

Subject **8. RFP Grant Administration**

Meeting Dec 20, 2022 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action

Recommended Motion to approve the Grant Administration from Fred Fox Enterprises for \$245,900.
Action Motion to approve the cost analysis and work plan from Mittauer and Associates.

File Attachments

[RFP Grant Admin..pdf \(1,378 KB\)](#)

Subject **9. Longevity**

Meeting Dec 20, 2022 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Information

Employees recognized for their years of service to the City of Lake Butler:

Alonzo (Cal) Stewart -- 21 Years

Cody Douglas -- 14 Years

Willie Henderson -- 10 Years

Mathew Kelley -- 8 Years

Dale Walker -- 4 Years

File Attachments

[Longevity.pdf \(158 KB\)](#)

Subject **10. Annual Employee Survey**

Meeting Dec 20, 2022 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Information

File Attachments

[Annual Employee Survey.pdf \(2,905 KB\)](#)

Subject **11. Tabled Item - 2023-2024 Personnel Policy Section II, Article 10.0**

Meeting Dec 20, 2022 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action

Recommended
Action Motion to approve Section II, Article 10.0 of the 2023-2024 Personnel Policy.

File Attachments
[Tabled Item.pdf \(149 KB\)](#)

Subject **12. Statistics from Florida Department of Revenue**

Meeting Dec 20, 2022 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Information

File Attachments
[Statistics from Florida Department of Revenue.pdf \(669 KB\)](#)

Subject **13. Hotel**

Meeting Dec 20, 2022 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action

Recommended
Action Motion to approve

File Attachments
[Hotel.pdf \(197 KB\)](#)

Subject **14. Annual Report for the Historical Preservation Bard**

Meeting Dec 20, 2022 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER
Access Public
Type Information

File Attachments
[Annual Report for Historical Preservation Board.pdf \(1,103 KB\)](#)

Subject 15. Distinguished Budget Award
Meeting Dec 20, 2022 - Regular City Commission Meeting
Category C. AGENDA ITEM NUMBER
Access Public
Type Information

File Attachments
[Distinguished Budget Award.pdf \(467 KB\)](#)

Subject 16. Monthly Progress Report - CDBG-MIT Grant
Meeting Dec 20, 2022 - Regular City Commission Meeting
Category C. AGENDA ITEM NUMBER
Access Public
Type Information

File Attachments
[Monthly Progress Report - CDBG-MIT Grant.pdf \(1,439 KB\)](#)

Subject 17. Monthly Progress Report from Engineers
Meeting Dec 20, 2022 - Regular City Commission Meeting
Category C. AGENDA ITEM NUMBER
Access Public
Type Information

File Attachments
[Monthly Progress Reportfrom Engineers.pdf \(821 KB\)](#)

Subject 18. Equipment Grant - USDA
Meeting Dec 20, 2022 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER
Access Public
Type Information

File Attachments
[Equipment Grant - USDA.pdf \(370 KB\)](#)

Subject 19. Wastewater Grants

Meeting Dec 20, 2022 - Regular City Commission Meeting
Category C. AGENDA ITEM NUMBER
Access Public
Type Information

File Attachments
[Wastewater Grants.pdf \(4,374 KB\)](#)

Subject 20. Commission Seat

Meeting Dec 20, 2022 - Regular City Commission Meeting
Category C. AGENDA ITEM NUMBER
Access Public
Type Information

File Attachments
[Commission Seat.pdf \(376 KB\)](#)

Subject 21. Reinstatement of Two Signatures for Checking and Savings Accounts

Meeting Dec 20, 2022 - Regular City Commission Meeting
Category C. AGENDA ITEM NUMBER
Access Public
Type Discussion

File Attachments
[Reinstatement of Two signatures for Checking and Savings Accounts.pdf \(4,693 KB\)](#)

Subject 22. Interlocal Agreement: Proposed Modification

Meeting Dec 20, 2022 - Regular City Commission Meeting
Category C. AGENDA ITEM NUMBER
Access Public
Type Discussion

File Attachments
[Interlocal agreement and proposed modification 051122.pdf \(2,170 KB\)](#)

Subject 23. Mowing Agreement

Meeting Dec 20, 2022 - Regular City Commission Meeting
Category C. AGENDA ITEM NUMBER
Access Public
Type Discussion

File Attachments
[Mowing Agreement.pdf \(3,137 KB\)](#)

Subject 24. Waste Disposal Agreement

Meeting Dec 20, 2022 - Regular City Commission Meeting
Category C. AGENDA ITEM NUMBER
Access Public
Type Discussion

File Attachments
[Waste Disposal Agreement.pdf \(324 KB\)](#)

D. REPORT OF CITY ATTORNEY

E. REPORT OF CITY MANAGER

Subject 1. City Manager's Report

Meeting Dec 20, 2022 - Regular City Commission Meeting
Category E. REPORT OF CITY MANAGER
Access Public
Type Information

File Attachments
[City Manager's Report.pdf \(1,738 KB\)](#)

F. COMMENTS OR REMARKS BY COMMISSION

G. ADJOURNMENT

Subject	1. Adjourn
Meeting	Dec 20, 2022 - Regular City Commission Meeting
Category	G. ADJOURNMENT
Access	Public
Type	Action
Recommended Action	Motion to adjourn.