



**Tuesday, December 21, 2021
Regular City Commission Meeting**

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

A. MEETING OPENER

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| Subject | 1. Call To Order - Roll Call |
| Meeting | Dec 21, 2021 - Regular City Commission Meeting |
| Category | A. MEETING OPENER |
| Access | Public |
| Type | Procedural |

Commissioners: Sirmones, Beasley, Redman, Schenck, 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.

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| Subject | 2. Opening Prayer |
| Meeting | Dec 21, 2021 - Regular City Commission Meeting |
| Category | A. MEETING OPENER |
| Access | Public |
| Type | Procedural |

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|----------------|--|
| Subject | 3. Pledge of Allegiance |
| Meeting | Dec 21, 2021 - Regular City Commission Meeting |
| Category | A. MEETING OPENER |
| Access | Public |
| Type | Procedural |

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|----------------|--|
| Subject | 4. Approval of The Agenda Format |
| Meeting | Dec 21, 2021 - Regular City Commission Meeting |
| Category | A. MEETING OPENER |

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

B. CITIZEN INPUT

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| Subject | 1. Provision for Citizen Input |
| Meeting | Dec 21, 2021 - 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

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|--------------------|---|
| Subject | 1. Consent Agenda |
| Meeting | Dec 21, 2021 - 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 16, 2021 - 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.

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| File Attachments |
|------------------|

[Animal Control November 2021.pdf \(1,928 KB\)](#)
[Code Enforcement Report Nov 2021.pdf \(8,005 KB\)](#)
[Minutes Nov 16, 2021 P&Z Board Public Hearing.pdf \(254 KB\)](#)
[Minutes December 13, 2021 Special Budget Hearing.pdf \(224 KB\)](#)

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 Period ending November 30, 2021**

Meeting Dec 21, 2021 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action

Recommended Motion to accept the financial report for October 1, 2021, to November 30, 2021
Action

File Attachments
[Nov 2021 Financials.pdf \(3,460 KB\)](#)

Subject **3. Recognition by Northeast Florida League of Cities**

Meeting Dec 21, 2021 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Information

The Northeast Florida League of Cities would like to honor Commissioner Fred Sirmones for his activity with their organization as the recent President.

File Attachments
[Recognition.pdf \(281 KB\)](#)

Subject **4. 2021 Main Street Christmas Display Contest Winners**

Meeting Dec 21, 2021 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Information

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) – Supervisor of Elections Office

2nd Place (\$300) – Simply Blessed

1st Place (\$500) – Terry’s Florals

File Attachments

[Main Street Display.pdf \(122 KB\)](#)

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|----------------|--|
| Subject | 5. Employee Longevity Recognition |
| Meeting | Dec 21, 2021 - Regular City Commission Meeting |
| Category | C. AGENDA ITEM NUMBER |
| Access | Public |
| Type | Information |

Recognition and appreciation for employees with over three years of experience.

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| Mathew Kelley | 7 Years |
| Willie Henderson | 9 Years |
| Cody Douglas | 13 Years |
| Alonzo Stewart | 20 Years |

File Attachments

[Longevity.pdf \(276 KB\)](#)

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|--------------------|---|
| Subject | 6. Ordinance 2021-11 - Second Reading - Amendment to the Comprehensive Plan |
| Meeting | Dec 21, 2021 - Regular City Commission Meeting |
| Category | C. AGENDA ITEM NUMBER |
| Access | Public |
| Type | Action |
| Recommended Action | Motion to approve the second reading Ordinance Number 2021-11 by Title Only amending the text of the comprehensive plan |

Amending the Comprehensive Plan dealing with the property rights element to the Florida Statutes.

File Attachments

[\(1\) Amendment to the Comprehensive Plan.pdf \(2,273 KB\)](#)

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|----------------|--|
| Subject | 7. Ordinance 2021-12 - Second Reading - Amendment to the Future Land Use Plan Map of the Comprehensive Plan |
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| Meeting | Dec 21, 2021 - Regular City Commission Meeting |
| Category | C. AGENDA ITEM NUMBER |
| Access | Public |
| Type | Action |
| Recommended Action | Motion to approve the second reading of Ordinance 2021-12 by Title Only amending the future land use plan map of the comprehensive plan. |

The second and final reading of Ordinance 2021-12 concerning the amendment to the future land use plan map of the comprehensive plan of the City of Lake Butler. This is in connection with the property recently purchased.

File Attachments
[\(2\) Future Land Use.pdf \(2,183 KB\)](#)

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|--------------------|---|
| Subject | 8. Ordinance 2021-13 - Second Reading - Amendment to the official City Zoning Atlas of the Land Development Regulations |
| Meeting | Dec 21, 2021 - Regular City Commission Meeting |
| Category | C. AGENDA ITEM NUMBER |
| Access | Public |
| Type | Action |
| Recommended Action | Motion to approve the second reading of Ordinance 2021-13 by Title Only amending the official City Zoning Atlas of the Land Development Regulations |

The second and final reading of Ordinance 2021-13 concerning the amendment to the official city zoning atlas of the land development regulations. This is in connection with the property recently purchased.

File Attachments
[\(3\) Zoning Atlas Ammendment .pdf \(1,744 KB\)](#)

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|--------------------|--|
| Subject | 9. Engineering Services Agreement - Design Phase |
| Meeting | Dec 21, 2021 - Regular City Commission Meeting |
| Category | C. AGENDA ITEM NUMBER |
| Access | Public |
| Type | Action |
| Recommended Action | Motion to accept the Engineering Service Agreement from Mittauer and Associates, Inc and to authorize the Mayor to sign on behalf of the City. |

File Attachments
[Engineering Services Agreement - Design Phase.pdf \(628 KB\)](#)

Subject **10. Fire Hydrant Inspections**

Meeting Dec 21, 2021 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action

Recommended Action Motion to approve the quote from Fortitude Fire Protection for annual inspection of all city fire hydrants and to fund it from the Water Fund

File Attachments
[Fire Hydrant Inspections.pdf \(2,282 KB\)](#)

Subject **11. State Revolving Fund Amendment 3**

Meeting Dec 21, 2021 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action

Recommended Action Motion to approve Amendment 3 to the State Revolving Fund Loan Agreement

File Attachments
[State Revolving Fund Amendment 3.pdf \(3,826 KB\)](#)

Subject **12. Equipment Purchase**

Meeting Dec 21, 2021 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action

Recommended Action Motion to approve the purchase of a loader rake.
Motion to approve the purchase of a brush cutter from Ag Pro for \$10,000.

To improve efficiency with limited staff, public works would like to purchase a loader rake and brush cutter.

File Attachments
[Equipment Purchase.pdf \(3,597 KB\)](#)

Subject **13. Employee Survey**

Meeting Dec 21, 2021 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER
Access Public
Type Information

The first employee survey was conducted anonymously with 54 questions regarding all aspects of work, management, and additional questions were asked about several fringe benefits that may be important to the employee. The response was 100% of all employees.

File Attachments
[Employee Survey.pdf \(285 KB\)](#)

Subject 14. Retail Strategies Update
Meeting Dec 21, 2021 - Regular City Commission Meeting
Category C. AGENDA ITEM NUMBER
Access Public
Type Information

Retail recruitment update from Retail Strategies.

File Attachments
[Retail Strategies.pdf \(1,110 KB\)](#)

Subject 15. Asset Management Plan Status 2020-2021
Meeting Dec 21, 2021 - Regular City Commission Meeting
Category C. AGENDA ITEM NUMBER
Access Public
Type Information

File Attachments
[Asset Management Plan Status.pdf \(401 KB\)](#)

Subject 16. Progress Report for Wastewater Treatment Plant
Meeting Dec 21, 2021 - Regular City Commission Meeting
Category C. AGENDA ITEM NUMBER
Access Public
Type Information

Monthly update from Mittauer and Associates communication to the Department of Environmental Protection regarding the status of the wastewater treatment plan.

File Attachments

[Progress Report WWTP.pdf \(835 KB\)](#)

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|----------------|--|
| Subject | 17. Grants |
| Meeting | Dec 21, 2021 - Regular City Commission Meeting |
| Category | C. AGENDA ITEM NUMBER |
| Access | Public |
| Type | Information |

The City of Lake Butler has been able to secure several grants from different sources.

File Attachments

[Grants.pdf \(787 KB\)](#)

D. REPORT OF CITY ATTORNEY

E. REPORT OF CITY MANAGER

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|----------------|--|
| Subject | 1. City Manager's Report |
| Meeting | Dec 21, 2021 - Regular City Commission Meeting |
| Category | E. REPORT OF CITY MANAGER |
| Access | Public |
| Type | Information |

-Wastewater Treatment Plant Update
-Employee Survey
-Christmas Decoration Contest Downtown
-2022

File Attachments

[City Manager Report Dec 2021.pdf \(286 KB\)](#)

F. COMMENTS OR REMARKS BY COMMISSION

G. ADJOURNMENT

| | |
|----------------|--|
| Subject | 1. Adjourn |
| Meeting | Dec 21, 2021 - Regular City Commission Meeting |
| Category | G. ADJOURNMENT |
| Access | Public |

Type

Action

Recommended
Action

Motion to adjourn.