



LAKE BUTLER  
FLORIDA

## Tuesday, June 20, 2023 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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|                |  |
|----------------|--|
| <b>Subject</b> | <b>1. Call To Order - Roll Call</b>            |
| Meeting        | Jun 20, 2023 - Regular City Commission Meeting |
| Category       | A. MEETING OPENER                              |
| Access         | Public   |
| Type           | Procedural                                     |

*Commissioners:* Redman, Stegall, Huggins, Hendrix, Sirmones

*Staff:* City Attorney Maines; Interim City Manager Tillis, Finance Director Sapp

#### 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        | Jun 20, 2023 - Regular City Commission Meeting |
| Category       | A. MEETING OPENER                              |
| Access         | Public   |
| Type           | Procedural                                     |

|                |  |
|----------------|--|
| <b>Subject</b> | <b>3. Pledge of Allegiance</b>                 |
| Meeting        | Jun 20, 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        | Jun 20, 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        | Jun 20, 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. AGENDA ITEM NUMBER**

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|                |  |
|----------------|--|
| <b>Subject</b> | <b>1. Consent Agenda</b>                       |
| Meeting        | Jun 20, 2023 - Regular City Commission Meeting |
| Category       | C. AGENDA ITEM NUMBER                          |
| Access         | Public   |
| Type           | Action (Consent)                               |

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

- [Code Enforcement Report May 2023.pdf \(457 KB\)](#)
- [Regular City Commission Meeting Minutes 5-16-2023 6pm.pdf \(1,131 KB\)](#)
- [Special City Commission Meeting Minutes 6-9-2023 6pm.pdf \(363 KB\)](#)
- [Animal Control Report May 2023.pdf \(642 KB\)](#)
- [May 2023 Fuel Report and Logs.pdf \(8,451 KB\)](#)

*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*

## **D. CITY MANAGER REPORT**

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|                |  |
|----------------|--|
| <b>Subject</b> | <b>1. City Manager's Report</b>                |
| Meeting        | Jun 20, 2023 - Regular City Commission Meeting |
| Category       | D. CITY MANAGER REPORT                         |
| Access         | Public   |
| Type           | Discussion, Information, Reports               |

Interim City Manager Tillis presents his monthly report to the Commission.

File Attachments  
[Interim CM Report for 6-20-2023 mtg,.pdf \(283 KB\).](#)

|                |   |
|----------------|---|
| <b>Subject</b> | <b>2. Mittauer &amp; Associates Discussion on Additional Grant/Loan Funding</b> |
| Meeting        | Jun 20, 2023 - Regular City Commission Meeting                                  |
| Category       | D. CITY MANAGER REPORT  |
| Access         | Public  |
| Type           | Discussion, Information   |

Mittauer and Associates, Inc. is here this evening to discuss the application for additional grant/loan funding.

|                    |  |
|--------------------|--|
| <b>Subject</b>     | <b>3. Sheriff Brad Whitehead Road Closure Request</b>  |
| Meeting            | Jun 20, 2023 - Regular City Commission Meeting   |
| Category           | D. CITY MANAGER REPORT   |
| Access             | Public   |
| Type               | Action, Discussion   |
| Recommended Action | Recommended action would be to approve Sheriff Whitehead to close NW 1st Street from N Lake Avenue to NW 1st Avenue. |

Sheriff Brad Whitehead wrote a letter to the Interim City Manager and Commission requesting authorization to permanently close one block of NW 1st Street from N Lake Avenue to NW 1st Avenue for the construction of the new building.

File Attachments  
[Letter from Brad Whitehead 6-6-2023,.pdf \(293 KB\).](#)

**Subject**                    **4. Reconsideration of Tractor and Equipment Purchase**

Meeting                    Jun 20, 2023 - Regular City Commission Meeting

Category                    D. CITY MANAGER REPORT

Access                    Public

Type                    Action, Discussion

Recommended Action                    Recommended action would be to approve purchase of tractor and mower, and approve financing of this purchase.

At the special meeting held on June 9, 2023, the Commission agreed to table the discussion of a tractor and mower purchase to the regular meeting. This is the reconsideration of the purchase.

File Attachments  
[Mowing Memorandum from Interim City Manager Tillis.pdf \(2,131 KB\)](#)

**Subject**                    **5. Consideration of Bid Award for sale of 2021 Chevrolet Suburban**

Meeting                    Jun 20, 2023 - Regular City Commission Meeting

Category                    D. CITY MANAGER REPORT

Access                    Public

Type                    Action

Recommended Action                    Recommended action would be to accept highest bid for 2021 Chevrolet Suburban.

**Subject**                    **6. Consideration of Bid Award for sale of Public Works Building**

Meeting                    Jun 20, 2023 - Regular City Commission Meeting

Category                    D. CITY MANAGER REPORT

Access                    Public

Type                    Action

Recommended Action                    Recommended action would be to approve highest bid for sale of Public Works Building.

**Subject**                    **7. Voting Delegate for Florida League of Cities Conference August 2023**

Meeting                    Jun 20, 2023 - Regular City Commission Meeting

Category                    D. CITY MANAGER REPORT

Access                    Public

Type                    Action

Recommended  
Action

Recommended action would be to designate the voting delegate for the Florida League of Cities Conference in August 2023.

File Attachments

[League of Cities Voting Delegate August 2023.pdf \(391 KB\)](#)

**Subject**

**8. Location of Historic Old Jail**

Meeting

Jun 20, 2023 - Regular City Commission Meeting

Category

D. CITY MANAGER REPORT

Access

Public

Type

Action, Discussion

**Subject**

**9. Approval of Public Works Director Job Description and Advertisement**

Meeting

Jun 20, 2023 - Regular City Commission Meeting

Category

D. CITY MANAGER REPORT

Access

Public

Type

Action

Recommended  
Action

Recommended action would be to approve the Public Works Director Job Description and Advertisement.

File Attachments

[Public Works Director Job Description.pdf \(110 KB\)](#)

## **E. FINANCIAL REPORT**

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**Subject**

**1. Financial Report for period October 1, 2022 - May 31, 2023**

Meeting

Jun 20, 2023 - Regular City Commission Meeting

Category

E. FINANCIAL REPORT

Access

Public

Type

Action, Discussion, Reports

Fiscal Impact

Yes

Recommended  
Action

Recommended action would be to approve financial report for period October 1, 2022 through May 31, 2023.

Finance Director Sapp will present his financial report for period October 1, 2022 - May 31, 2023.

File Attachments

[May 2023 Financial Report.pdf \(6,435 KB\)](#)

## **F. SPECIAL MEETING FOR AUDIT PRESENTATION**

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|                |   |
|----------------|---|
| <b>Subject</b> | <b>1. Special Meeting - Audit Presentation Wednesday, June 28, 2023 at 6:00 p.m</b> |
| Meeting        | Jun 20, 2023 - Regular City Commission Meeting                                      |
| Category       | F. SPECIAL MEETING FOR AUDIT PRESENTATION   |
| Access         | Public  |
| Type           | Discussion, Information   |

There will be a special meeting held on Wednesday, June 28, 2023 at 6:00pm for the presentation of the financial audit for fiscal period ending September 30, 2022.

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

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

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## **I. ADJOURNMENT**

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|                    |  |
|--------------------|--|
| <b>Subject</b>     | <b>1. Adjourn</b>                              |
| Meeting            | Jun 20, 2023 - Regular City Commission Meeting |
| Category           | I. ADJOURNMENT                                 |
| Access             | Public   |
| Type               | Action   |
| Recommended Action | Motion to adjourn.                             |