



LAKE BUTLER
FLORIDA

Tuesday, July 18, 2023 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	Jul 18, 2023 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Procedural

Commissioners: Mayor Redman, Vice-Mayor Stegall, Commissioner Huggins, Commissioner Hendrix, Commissioner 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.

Subject	2. Opening Prayer
Meeting	Jul 18, 2023 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Procedural

Subject	3. Pledge of Allegiance
Meeting	Jul 18, 2023 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Procedural

Subject	4. Election of Officers
Meeting	Jul 18, 2023 - Regular City Commission Meeting

Category	A. MEETING OPENER
Access	Public
Type	Action
Recommended Action	Motion to appoint a Mayor and Vice-Mayor by decision within the board.

Subject **5. Approval of The Agenda Format**

Meeting Jul 18, 2023 - 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 Jul 18, 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 CITY MANAGER

Subject **1. City Manager Monthly Report**

Meeting Jul 18, 2023 - Regular City Commission Meeting

Category C. REPORT OF CITY MANAGER

Access Public
Type Information, Reports

Interim City Manager Tillis provides his monthly report to the board for information only.

Subject 2. Presentation of Proposed Budget for 2023-2024 Fiscal Year
Meeting Jul 18, 2023 - Regular City Commission Meeting
Category C. REPORT OF CITY MANAGER
Access Public
Type Discussion, Information

Interim City Manager Tillis presents the proposed budget for the 2023-2024 fiscal year for the board to review and discuss.

Subject 3. Scheduling of public hearing(s) and special meeting(s) for 2023-2024 Annual Operating Budget and TRIM process
Meeting Jul 18, 2023 - Regular City Commission Meeting
Category C. REPORT OF CITY MANAGER
Access Public
Type Action, Discussion
Recommended Action Motion to set meeting(s) for the public hearings and special meetings for the 2023-2024 annual operating budget.

The City Commission is in need of scheduling dates for meetings for the budget and TRIM process.

D. MONTHLY FINANCIAL REPORT

Subject 1. Financial Report for period October 1, 2022 - June 30, 2023
Meeting Jul 18, 2023 - Regular City Commission Meeting
Category D. MONTHLY FINANCIAL REPORT
Access Public
Type Action, Reports
Recommended Action Motion to approve the financial report for period October 1, 2022 through June 30, 2023.

Finance Director Sapp presents his financial report to the City Commission for the period October 1, 2022 through June 30, 2023.

File Attachments
[June 2023 Financial Report.pdf \(6,068 KB\)](#)

E. AGENDA ITEM NUMBER

Subject	1. Consent Agenda
Meeting	Jul 18, 2023 - Regular City Commission Meeting
Category	E. AGENDA ITEM NUMBER
Access	Public
Type	Action (Consent), Reports
Recommended Action	Motion to approve consent agenda.

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 June 2023.pdf \(372 KB\)](#)

[Code Enforcement Report July 2023.pdf \(1,583 KB\)](#)

[June Fuel Report & Logs.pdf \(4,629 KB\)](#)

[Special City Commission Meeting Audit Presentation Minutes 6-29-2023.pdf \(3,269 KB\)](#)

[Regular City Commission Meeting Minutes 6-20-2023.pdf \(1,522 KB\)](#)

[Longevity Memo 7-18-2023.pdf \(213 KB\)](#)

[USDA Equipment Memo 7-18-2023.pdf \(231 KB\)](#)

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. City Christmas Parade Date and Theme
Meeting	Jul 18, 2023 - Regular City Commission Meeting
Category	E. AGENDA ITEM NUMBER
Access	Public
Type	Action, Discussion
Recommended Action	Motion to set a date for the 2023 Christmas Parade and to set a theme for the parade.

At the request of a commissioner, this agenda was added to discuss and consider which date would be best for the 2023 Christmas Parade, and to establish a theme for the parade as well.

Subject	3. Downtown Christmas Display Contest Dates and Theme
Meeting	Jul 18, 2023 - Regular City Commission Meeting
Category	E. AGENDA ITEM NUMBER
Access	Public
Type	Action, Discussion

Recommended
Action

Motion to set a date range for the Christmas downtown display contest, and to set a theme for the contest as well.

At the request of a commissioner, this agenda was added to discuss and consider the dates for the Downtown Christmas Display Contest and the theme for the contest as well.

Subject **4. City Manager Replacement**

Meeting Jul 18, 2023 - Regular City Commission Meeting

Category E. AGENDA ITEM NUMBER

Access Public

Type Action, Discussion

At the request of a commissioner, this agenda was added to discuss and consider the job description of the permanent city manager replacement. This discussion will also be to discuss the advertising for the position and to determine a committee for the interview process.

Subject **5. Audit Findings - Policy Modifications or New Policy(s)**

Meeting Jul 18, 2023 - Regular City Commission Meeting

Category E. AGENDA ITEM NUMBER

Access Public

Type Action, Discussion

At the request of a commissioner, this agenda was added to discuss the audit findings regarding the city's various policies, and to discuss and consider modifications to the current policies and creation of new policies by the Commission.

File Attachments

[Memo from Commissioner Hendrix for agenda items 5 and 6 for regular commission meeting 7-18-23.pdf \(265 KB\)](#)

Subject **6. Audit Findings - 1099 Employee Contracts**

Meeting Jul 18, 2023 - Regular City Commission Meeting

Category E. AGENDA ITEM NUMBER

Access Public

Type Action, Discussion

Recommended
Action Action to terminate or adjust selected employee contracts and to discuss how the City Commission will handle these and all employee contracts moving forward.

At the request of a commissioner, this agenda was added to discuss the audit findings regarding 1099's for employee contracts and to discuss the current contracts and recommendations of updates to the current contracts.

File Attachments

[Memo from Commissioner Hendrix for agenda items 5 and 6 for regular commission meeting 7-18-23.pdf \(265 KB\)](#)

F. REPORT OF CITY ATTORNEY

G. COMMENTS OR REMARKS BY COMMISSION

H. ADJOURNMENT

Subject	1. Adjourn
Meeting	Jul 18, 2023 - Regular City Commission Meeting
Category	H. ADJOURNMENT
Access	Public
Type	Action
Recommended Action	Motion to adjourn.