



LAKE BUTLER
FLORIDA

Tuesday, August 15, 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	Aug 15, 2023 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Procedural

Commission: Mayor Stegall, Vice-Mayor Hendrix, Commissioner Huggins, Commissioner Redman, 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	Aug 15, 2023 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Procedural

Subject	3. Pledge of Allegiance
Meeting	Aug 15, 2023 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Procedural

Subject	4. Approval of The Agenda Format
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Meeting	Aug 15, 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	Aug 15, 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. UCHD PRESENTATION

Subject	1. Union County Health Department's Presentation to City Commission
Meeting	Aug 15, 2023 - Regular City Commission Meeting
Category	C. UCHD PRESENTATION
Access	Public
Type	Discussion, Information

Jim Lyons from the Union County Health Department is here this evening to present to the City Commission of the available grant funding for playground equipment.

D. REPORT OF CITY MANAGER

Subject	1. City Manager Monthly Report
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Meeting	Aug 15, 2023 - Regular City Commission Meeting
Category	D. REPORT OF CITY MANAGER
Access	Public
Type	Discussion, Information

Interim City Manager Tillis provides a monthly report from the city manager for information only.

File Attachments
[City Manager Report and attachments 8-15-2023.pdf \(2,750 KB\)](#)

E. MONTHLY FINANCIAL REPORT

Subject	1. Financial Report for period October 1, 2022 through July 31, 2023
Meeting	Aug 15, 2023 - Regular City Commission Meeting
Category	E. MONTHLY FINANCIAL REPORT
Access	Public
Type	Action, Discussion
Recommended Action	Motion to approve financial report for period October 1, 2022 through July 31, 2023.

Finance Director Sapp provides the monthly financial report to the board.

File Attachments
[July 2023 Financial Report.pdf \(5,970 KB\)](#)

F. AGENDA ITEM NUMBER

Subject	1. Consent Agenda
Meeting	Aug 15, 2023 - Regular City Commission Meeting
Category	F. AGENDA ITEM NUMBER
Access	Public
Type	Action (Consent), Discussion, Information

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.

There were NO dogs picked up by Animal Control in July 2023 so therefore there is no report.

CONSENT AGENDA ITEMS FOR CITY COMMISSION DISCUSSION:

1. CITY MANAGER

2. PUBLIC WORKS DIRECTOR

3. CITY STAFF

File Attachments

[Code Enforcement Report July 2023.pdf \(231 KB\)](#)

[Regular City Commission Minutes 7-18-2023.pdf \(2,302 KB\)](#)

[July 2023 Fuel Report and Logs.pdf \(3,439 KB\)](#)

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. Reconsideration and Discussion on sale of Public Works Building
Meeting	Aug 15, 2023 - Regular City Commission Meeting
Category	F. AGENDA ITEM NUMBER
Access	Public
Type	Action, Discussion

Mayor Stegall requested Interim City Manager Tillis to put the consideration and discussion of the public works building back on the agenda for the Commission to discuss and consider the possibility of selling the property.

File Attachments

[PW Bldg Bid and Email from Jenkins to Tillis 8-15-2023.pdf \(177 KB\)](#)

Subject	3. Union Depot Lease Agreement
Meeting	Aug 15, 2023 - Regular City Commission Meeting
Category	F. AGENDA ITEM NUMBER
Access	Public
Type	Action, Discussion
Recommended Action	Motion to terminate contract between City and Cook and Associates effective 60 days per the signed contract as written notice.

The City Commission had requested at the budget workshop held on August 8, 2023, to have the lease agreement between the City and Cook and Associates Insurance Agency added for discussion and consideration of termination.

File Attachments
[Union Depot Rental Agreement.pdf \(486 KB\)](#)

Subject	4. Johnny Welch Lease Agreement
Meeting	Aug 15, 2023 - Regular City Commission Meeting
Category	F. AGENDA ITEM NUMBER
Access	Public
Type	Action, Discussion
Recommended Action	Motion to terminate contract effective the end date on the signed contract between City and Johnny Welch.

The City Commission had requested at the budget workshop held on August 8, 2023 that the lease agreement between the City and Johnny Welch for the barn rental at 640 SW 4th Street to be put on the agenda for Commission discussion and consideration of termination.

File Attachments
[Johnny Welch Barn Rental signed 10-12-2022.pdf \(2,705 KB\)](#)

Subject	5. Set Date and Time for Trick-Or-Treating in City Limits
Meeting	Aug 15, 2023 - Regular City Commission Meeting
Category	F. AGENDA ITEM NUMBER
Access	Public
Type	Action, Discussion

Mayor Stegall requested this agenda item be added for the board to set the date and time for the city's observance of trick-or-treating hours in the city limits. The normal time is between 6pm-9pm, and the proposed date is on the day of Halloween itself.

Subject	6. Set Date for 2nd Public Hearing for adoption of final budget and final millage rate
Meeting	Aug 15, 2023 - Regular City Commission Meeting
Category	F. AGENDA ITEM NUMBER
Access	Public
Type	Action, Discussion

Recommended
Action

Motion to set the date of the 2nd public hearing for the adoption of the final budget and final millage rate for the proposed date of September 19, 2023.

Interim City Manager Tillis recommends to the board to set a date and time for the 2nd public hearing for the 2023-2024 fiscal year budget and millage rate. The proposed date that is in compliance with TRIM requirements is Thursday, September 21, 2023. The budget timeline is attached for board review.

G. REPORT OF CITY ATTORNEY

H. COMMENTS OR REMARKS BY COMMISSION

I. ADJOURNMENT

Subject

1. Adjourn

Meeting

Aug 15, 2023 - Regular City Commission Meeting

Category

I. ADJOURNMENT

Access

Public

Type

Action

Recommended
Action

Motion to adjourn.