



LAKE BUTLER  
FLORIDA

## Tuesday, September 19, 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	Sep 19, 2023 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Procedural

*Commission: Commissioner Sirmones, Commissioner Redman, Commissioner Huggins, Vice Mayor Hendrix, Mayor Stegall*

*Staff: City Attorney Maines; Interim City Clerk Page*

#### 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	Sep 19, 2023 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Procedural

<b>Subject</b>	<b>3. Pledge of Allegiance</b>
Meeting	Sep 19, 2023 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Procedural

<b>Subject</b>	<b>4. Approval of The Agenda Format</b>
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Meeting Sep 19, 2023 - Regular City Commission Meeting  
Category A. MEETING OPENER  
Access Public  
Type Action  
Recommended Action Motion to approve the agenda format.

**Subject 5. Presentation of Letters from Ms. Menz's Class at Lake Butler Middle School**

Meeting Sep 19, 2023 - Regular City Commission Meeting  
Category A. MEETING OPENER  
Access Public  
Type Discussion

Ms. Alexa Menz from Lake Butler Middle School is here this evening with the 6th Grade gifted students to present letters to the City Commission.

**B. CITIZEN INPUT**

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**Subject 1. Provision for Citizen Input**

Meeting Sep 19, 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 MAYOR**

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**Subject 1. Mayor's Report September 2023**

Meeting	Sep 19, 2023 - Regular City Commission Meeting
Category	C. REPORT OF MAYOR
Access	Public
Type	Discussion, Information

## **MAYOR'S REPORT SEPTEMBER 2023**

Completed Interviews for Public Works Director Position – submitted three candidates to the commission to review.

Cancelled the Windstream Backup Internet Connection. It was found that this was not a true backup, and when city hall lost internet connection, the Windstream service also went offline. Cost savings \$120.00/month.

2021 Suburban sale was finalized with CarMax. The money for it was placed in a commission recommended restricted account as requested. \$46,400. As per request, I was given a contact with an individual at the City of Gainesville that handles their surplus vehicles, and we will be meeting them within the next week for me to view vans they have available. I will present to the Commission the information and price on any I find suitable for our needs.

Created Job Description for Finance Director, and a Job Ad which has been posted for that position. The process will follow the same direction that we have used, whereas the Commission will be presented with selected candidates following interviews, and the Commission will review and determine whom to hire from the selection.

## **D. MONTHLY FINANCIAL REPORT**

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<b>Subject</b>	<b>1. Financial Report for period October 1, 2022 through August 31, 2023</b>
Meeting	Sep 19, 2023 - Regular City Commission Meeting
Category	D. MONTHLY FINANCIAL REPORT
Access	Public
Type	Action, Discussion
Recommended Action	Motion to approve financial report for period October 1, 2022 through July 31, 2023.

Interim City Clerk Page provides the monthly financial report to the board on behalf of the Finance Department, which consists of himself, and Elaine Hines, Accounts Receivable Clerk.

File Attachments  
[August 2023 Financial Report for 9-19-2023 meeting.pdf \(6,300 KB\).](#)

## **E. AGENDA ITEM NUMBER**

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<b>Subject</b>	<b>1. Consent Agenda</b>
Meeting	Sep 19, 2023 - Regular City Commission Meeting

Category E. AGENDA ITEM NUMBER  
Access Public  
Type Action (Consent), Discussion, Information  
Recommended Action Motion to approve the consent agenda in one motion.

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

Items on Consent Agenda to be discussed by the board or for the board's information:

- 1 - Dale Walker Separation Agreement
- 2 - Sale of Animal Control Truck
- 3 - August 2023 Fuel and Vehicle Logs
- 4 - Minutes from Budget Workshops held on 8-8-23, 8-14-23, and 8-22-23 (INFORMATION ONLY)
- 5 - Minutes from Regular Commission Meeting on 8-15-2023 (INFORMATION ONLY)
- 6 - Minutes from Special City Commission Meeting on 8-24-2023 (INFORMATION ONLY)
- 7 - Minutes from Special Meeting on sale of 2021 Chevy Suburban 8-14-23 (INFORMATION ONLY)

File Attachments

[Dale Walker seperation agreement.pdf \(376 KB\)](#)  
[August 2023 Fuel and Vehicle Logs.pdf \(5,718 KB\)](#)  
[Continuation of Budget Workshop Minutes 8-14-23.pdf \(2,181 KB\)](#)  
[Special Meeting Sale of 2021 Chevy Suburban 8-14-23.pdf \(391 KB\)](#)  
[Fiscal Year 2023-2024 Budget Workshop Minutes 8-8-2023.pdf \(1,327 KB\)](#)  
[Special City Commission Meeting Minutes 8-24-23.pdf \(344 KB\)](#)  
[Continuation of Budget Workshop minutes 8-22-2023.pdf \(610 KB\)](#)  
[Regular City Commission Meeting Minutes 8-15-23.pdf \(2,275 KB\)](#)  
[Sale of dog truck memo 9-19-23.pdf \(344 KB\)](#)

*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. Request to speak to City Commission - Debbie Cook Thomas**

Meeting Sep 19, 2023 - Regular City Commission Meeting

Category E. AGENDA ITEM NUMBER

Access Public

Type Discussion

"Debbie Cook Thomas, the tenant of the Union Depot Building in which the lease ends on September 30, 2023, has requested an opportunity to speak to the Commission"

**Subject 3. Speed Bump Request - NE 8th Avenue**

Meeting	Sep 19, 2023 - Regular City Commission Meeting
Category	E. AGENDA ITEM NUMBER
Access	Public
Type	Action, Discussion
Recommended Action	Motion to authorize Chairman Ryan Perez and Union County to install speed bumps on NE 8th Avenue that would be at no cost to the City for any and all materials or labor.

Chairman Ryan Perez spoke with Vice Mayor Melissa Hendrix on the issues with excessive speeding on NE 8th Avenue, and the possibility of installing speed bumps along NE 8th Avenue that would be at ZERO cost to the City, but because it is a city-owned road, the County needs official authorization to complete this project.

If the board authorizes the County to proceed with this project, the Interim City Clerk can draft up an authorization letter that can be signed by the Mayor and Interim City Clerk and emailed to the Chairman promptly.

For neighborhood safety, and at no expense to the City, the idea to install speed bumps on NE 8th Avenue is sought.

**Subject**                                **4. American Pharmacists Month October 2023 Proclamation**

Meeting	Sep 19, 2023 - Regular City Commission Meeting
Category	E. AGENDA ITEM NUMBER
Access	Public
Type	Action, Discussion
Recommended Action	Motion to proclaim October 2023 as American Pharmacists Month.

The City of Lake Butler City Commission welcomes Lake Butler Hospital this evening to talk about American Pharmacists Month and to request the city proclaim October 2023 American Pharmacists Month.

File Attachments

[Proclamation October 2023 American Pharmacists Month.pdf \(445 KB\).](#)

**Subject**                                **5. Legal Services Contract between John E. Maines, IV P.A. and City of Lake Butler**

Meeting	Sep 19, 2023 - Regular City Commission Meeting
Category	E. AGENDA ITEM NUMBER
Access	Public
Type	Action, Discussion

Recommended  
Action

Motion to approve the legal services contract between John E. Maines, IV P.A and City of Lake Butler for period October 1, 2023 through September 30, 2026.

File Attachments

[Legal Services Contract 9-19-23.pdf \(213 KB\)](#)

**Subject**

**6. Townsend Green Building Roof Repair**

Meeting

Sep 19, 2023 - Regular City Commission Meeting

Category

E. AGENDA ITEM NUMBER

Access

Public

Type

Action, Discussion

Recommended  
Action

Motion to approve the temporary roof repair quote from Energy Roofing for \$1,875.00.

File Attachments

[Energy Roofing Companies-Estimate-#3139 \(1\).pdf \(113 KB\)](#)

**Subject**

**7. Townsend Green Building Floor Situation**

Meeting

Sep 19, 2023 - Regular City Commission Meeting

Category

E. AGENDA ITEM NUMBER

Access

Public

Type

Discussion, Information

File Attachments

[TG Bldg Floor Failure 9-19-23.pdf \(815 KB\)](#)

**Subject**

**8. Resolution No. 2023-07 Water & Sewer Rate Increase for the 2023-2024 Fiscal Year**

Meeting

Sep 19, 2023 - Regular City Commission Meeting

Category

E. AGENDA ITEM NUMBER

Access

Public

Type

Action, Discussion

Recommended  
Action

Motion to approve Resolution No. 2023-07 for increasing the water and sewer rates for the 2023-2024 Fiscal Year to be read by title only by City Attorney Maines.

File Attachments

[Resolution No. 2023-07 Increasing the Water and Wastewater Utility Rates for the 2023-2024 Fiscal Year.pdf \(508 KB\)](#)

<b>Subject</b>	<b>9. Board Consideration and Discussion on selection of Public Works Director position</b>
Meeting	Sep 19, 2023 - Regular City Commission Meeting
Category	E. AGENDA ITEM NUMBER
Access	Public
Type	Action, Discussion
Recommended Action	Motion to select the board-desired applicant for the position of Public Works Director and for the applicant to begin their employment on the date the board selects.

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## **F. REPORT OF CITY ATTORNEY**

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

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## **H. ADJOURNMENT**

<b>Subject</b>	<b>1. Adjourn</b>
Meeting	Sep 19, 2023 - Regular City Commission Meeting
Category	H. ADJOURNMENT
Access	Public
Type	Action
Recommended Action	Motion to adjourn.