



**Tuesday, September 20, 2022  
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 20, 2022 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Procedural

*Commissioners:* Sirmones, Hendrix, 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.*

<b>Subject</b>	<b>2. Opening Prayer</b>
Meeting	Sep 20, 2022 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Procedural

<b>Subject</b>	<b>3. Pledge of Allegiance</b>
Meeting	Sep 20, 2022 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Procedural

<b>Subject</b>	<b>4. Approval of The Agenda Format</b>
Meeting	Sep 20, 2022 - 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	Sep 20, 2022 - 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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<b>Subject</b>	<b>1. Consent Agenda</b>
Meeting	Sep 20, 2022 - 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	<a href="#">View Minutes</a> for Aug 16, 2022 - 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.

File Attachments
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[August 16, 2022 Regular Commission Meeting Minutes.pdf \(626 KB\)](#)  
[August 25, 2022 CRA Meeting Minutes.pdf \(291 KB\)](#)  
[August 25, 2022 Planning and Zoning Meeting Minutes.pdf \(417 KB\)](#)  
[August 25, 2022 Special Commission Meeting Minutes.pdf \(688 KB\)](#)  
[September 13, 2022 TRIM-Budget Public Hearing Minutes.pdf \(506 KB\)](#)  
[Animal Control Report August 2022.pdf \(152 KB\)](#)  
[Code Enforcement Report August 2022.pdf \(7,150 KB\)](#)

*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 August 31, 2022**

Meeting                                Sep 20, 2022 - Regular City Commission Meeting

Category                                C. AGENDA ITEM NUMBER

Access                                 Public

Type                                     Action

Recommended                        Motion to approve the financial report for the period of October 1, 2021, through August  
Action                                 31, 2022.

File Attachments  
[August 22 FS.pdf \(2,407 KB\)](#)

**Subject**                                **3. Presentation by Ms. Menz's Class from Lake Butler Middle School**

Meeting                                Sep 20, 2022 - Regular City Commission Meeting

Category                                C. AGENDA ITEM NUMBER

Access                                 Public

Type                                     Information

File Attachments  
[Alexa Menz at LBMS Presentation.pdf \(155 KB\)](#)

**Subject**                                **4. Public Hearing for Millage: Resolution No 2022-04**

Meeting                                Sep 20, 2022 - Regular City Commission Meeting

Category                                C. AGENDA ITEM NUMBER

Access                                 Public

Type                                     Action

Recommended                        Motion to open the public hearing for public comment.  
Action                                 Motion to close the public hearing.  
Motion to approve Resolution No 2022-04 to set the millage rate to 2.75 for the 2022-2023 fiscal year.

File Attachments

[2022-2023 Annual Operating Budget - Res 2022-04 TRIM.pdf \(2,724 KB\)](#)

**Subject** **5. Public Hearing for 2022-2023 Annual Operating Budget: Ordinance 2022-02**

Meeting Sep 20, 2022 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action

Recommended Action Motion to open the Public Hearing.  
Motion to close the Public Hearing.  
Motion to approve the final reading of Ordinance 2022-02 for the 2022-2023 annual operating budget by title only.

File Attachments

[2022-2023 Annual Operating Budget.pdf \(1,928 KB\)](#)

**Subject** **6. Resolution No 2022-05: Community Development Block Grant Quality Assurance Policies and Procedures**

Meeting Sep 20, 2022 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action

Recommended Action Motion to approve Resolution No 2022-05, by title only, adopting policies and procedures for quality assurance for administering Community Development Block Grants.

File Attachments

[Resolution 2022-05.pdf \(1,113 KB\)](#)

**Subject** **7. Resolution 2022-06: Community Development Block Grant Fraud Detection, Waste, and Abuse Policies and Procedures**

Meeting Sep 20, 2022 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action

Recommended Action Motion to approve Resolution 2022-05, by title only, adopting policies and procedures relating to ensuring the City's detection and prevention of fraud, waste, and abuse in administering Community Development Block Grants.

File Attachments

[Resolution 2022-06.pdf \(561 KB\)](#)

**Subject** **8. Resolution No 2022-07: Community Development Block Grant Financial Management Policies and Procedures**

Meeting Sep 20, 2022 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action

Recommended Action Motion to approve Resolution No 2022-07, by title only, adopting policy relating to the City's administrative financial management in administering Community Development Block Grants.

File Attachments

[Resolution 2022-07.pdf \(1,492 KB\)](#)

**Subject** **9. Resolution No 2022-08: Community Development Block Grant Policies and Procedures for Purchases Including Minority Business Enterprises**

Meeting Sep 20, 2022 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action

Recommended Action Motion to approve Resolution 2022-08, by title only, adopting a policy relating to purchases including a minority business enterprise policy in administering Community Development Block Grants.

File Attachments

[Resolution 2022-08.pdf \(1,828 KB\)](#)

**Subject** **10. Resolution No 2022-09: Community Development Block Grant Policies and Procedures for Compliance with 2CFR 200**

Meeting Sep 20, 2022 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action

Recommended Action Motion to approve Resolution 2022-09, by title only, adopting policies and procedures for the City's compliance with 2 CFR 200 in administering Community Development Block Grants.

This is in relation to grant commitment through DEO from HUD for \$3.5 million for the generators at the lift stations.

File Attachments

[Resolution 2022-09.pdf \(2,160 KB\)](#)

<b>Subject</b>	<b>11. Ordinance 2022-03: Amending the Future Land Use Map of the Comprehensive Plan</b>
Meeting	Sep 20, 2022 - Regular City Commission Meeting
Category	C. AGENDA ITEM NUMBER
Access	Public
Type	Action
Recommended Action	Motion to approve the final reading of Ordinance 2022-03, amending the Future Land Use Map of the Comprehensive Plan, by title only.

Ordinance No 2022-03 will amend the Future Land Use Map for parcel 32-05-20-22-007-0031-0 (3235) HX HB WX DX on behalf of Ruby Edwards, changing the classification from Commercial to Residential, Moderate Density.

File Attachments

[CPA 22-02 Ordinance No 2022-03.pdf \(746 KB\)](#)

<b>Subject</b>	<b>12. Ordinance 2022-04: Amending the Future Land Use Map of the Comprehensive Plan</b>
Meeting	Sep 20, 2022 - Regular City Commission Meeting
Category	C. AGENDA ITEM NUMBER
Access	Public
Type	Action
Recommended Action	Motion to approve the final reading of Ordinance 2022-04, amending the Future Land Use Map of the Comprehensive Plan, by title only.

Ordinance No 2022-04 will amend the Future Land Use Map for parcel 32-05-20-22-007-0032-0 (1630) on behalf of Rondoll and Lisa Huggins, changing the classification from Commercial to Residential, Moderate Density.

File Attachments

[CPA 22-03 Ordinance No 2022-04.pdf \(744 KB\)](#)

<b>Subject</b>	<b>13. Ordinance No 2022-05: Amending the Zoning Atlas of the Land Development Regulations</b>
Meeting	Sep 20, 2022 - Regular City Commission Meeting
Category	C. AGENDA ITEM NUMBER

Access	Public
Type	Action
Recommended Action	Motion to approve the final reading of Ordinance 2022-05, amending the Zoning Atlas of the Land Development Regulations, by title only.

Ordinance No 2022-05 will amend the Zoning Atlas for parcel 32-05-20-22-007-0031-0 (3235) HX HB WX DX on behalf of Ruby Edwards, changing the zoning from Commercial, Intensive to Residential, Single Family-2.

File Attachments  
[Z 22-01 Ordinance No 2022-05.pdf \(686 KB\)](#)

<b>Subject</b>	<b>14. Ordinance 2022-06: Amending the Zoning Atlas of the Land Development Regulations</b>
Meeting	Sep 20, 2022 - Regular City Commission Meeting
Category	C. AGENDA ITEM NUMBER
Access	Public
Type	Action
Recommended Action	Motion to approve the final reading of Ordinance 2022-06, by title only, amending the Zoning Atlas of the Land Development Regulations.

Ordinance No 2022-06 will amend the Zoning Atlas for parcel 32-05-20-22-007-0032-0 (1630) on behalf of Rondoll and Lisa Huggins, changing the zoning from Commercial, Intensive to Residential, Single Family-2.

File Attachments  
[Z 22-02 Ordinance No 2022-06.pdf \(685 KB\)](#)

<b>Subject</b>	<b>15. Ordinance 2022-07: Amending the Zoning Atlas of the Land Development Regulations</b>
Meeting	Sep 20, 2022 - Regular City Commission Meeting
Category	C. AGENDA ITEM NUMBER
Access	Public
Type	Action
Recommended Action	Motion to approve the final reading of Ordinance 2022-07, by title only, amending the Zoning Atlas of the Land Development Regulations.

Ordinance No 2022-07 will amend the Zoning Atlas for parcel 32-05-20-22-007-0040-0 (4780) on behalf of Ada Gibson, changing the zoning from Commercial, Intensive to Residential Single Family-2.

<b>Subject</b>	<b>16. Ordinance No 2022-08: Annexation of Public Works Property</b>
Meeting	Sep 20, 2022 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER  
Access Public  
Type Action  
Recommended Action Motion to approve the first reading of Ordinance 2022-08, by title only.

File Attachments  
[Annexation Ordinance 2022-08.pdf \(641 KB\)](#)

**Subject 17. Proclamation for American Pharmacists Month**  
Meeting Sep 20, 2022 - Regular City Commission Meeting  
Category C. AGENDA ITEM NUMBER  
Access Public  
Type Action  
Recommended Action Motion to proclaim October 2022, as American Pharmacists Month.

File Attachments  
[Proclamation for American Pharmacists Month.pdf \(514 KB\)](#)

**Subject 18. Proclamation for Arbor Day**  
Meeting Sep 20, 2022 - Regular City Commission Meeting  
Category C. AGENDA ITEM NUMBER  
Access Public  
Type Action  
Recommended Action Motion to proclaim October 18, 2022, as Arbor Day.

The City with the City Commission's participation will plant a palm tree on the property before the regularly scheduled meeting on October 18, 2022, at 5:30 PM.

File Attachments  
[Proclamation for Arbor Day.pdf \(740 KB\)](#)

**Subject 19. Drag Boat Race**  
Meeting Sep 20, 2022 - Regular City Commission Meeting  
Category C. AGENDA ITEM NUMBER



Access	Public
Type	Action
Recommended Action	Motion to approve the \$6,000 sponsorship of the Southern Outlaw Dragboat Association for the 2022-2023 fiscal year in the General Fund account number 10.000.572.58230 entitled Special Events.

File Attachments  
[October 2022 Drag Boat Race.pdf \(644 KB\)](#)

<b>Subject</b>	<b>20. Driveway for New Public Works Building</b>
Meeting	Sep 20, 2022 - Regular City Commission Meeting
Category	C. AGENDA ITEM NUMBER
Access	Public
Type	Action
Recommended Action	Motion to request proposals from concrete companies for the driveway at the new public works property.

File Attachments  
[Driveway for new Public Works Building.pdf \(500 KB\)](#)

<b>Subject</b>	<b>21. Agreement Between the City and the North Central Florida Regional Planning Council.</b>
Meeting	Sep 20, 2022 - Regular City Commission Meeting
Category	C. AGENDA ITEM NUMBER
Access	Public
Type	Action
Recommended Action	Motion to approve the agreement between the City and the North Central Florida Regional Planning Council for the 2022-2023 fiscal year for \$7,000.

File Attachments  
[Agreement between City and Planning Council.pdf \(1,161 KB\)](#)

<b>Subject</b>	<b>22. Job Descriptions for CDBG Mitigation Project</b>
Meeting	Sep 20, 2022 - Regular City Commission Meeting
Category	C. AGENDA ITEM NUMBER
Access	Public
Type	Action

Recommended  
Action

Motions to approve the job descriptions and chart of organization for the CDBG  
Mitigation Project.

File Attachments

[Job Description for CDBG Mitigation Project.pdf \(280 KB\)](#)

**Subject**

**23. Surplus Property**

Meeting

Sep 20, 2022 - Regular City Commission Meeting

Category

C. AGENDA ITEM NUMBER

Access

Public

Type

Discussion

File Attachments

[Surplus Property.pdf \(334 KB\)](#)

**Subject**

**24. SCOP Grant**

Meeting

Sep 20, 2022 - Regular City Commission Meeting

Category

C. AGENDA ITEM NUMBER

Access

Public

Type

Information

File Attachments

[SCOP Grant.pdf \(137 KB\)](#)

**Subject**

**25. Regional Planning Council Meeting**

Meeting

Sep 20, 2022 - Regular City Commission Meeting

Category

C. AGENDA ITEM NUMBER

Access

Public

Type

Information

File Attachments

[Regional Planning Council Meeting Attendance.pdf \(328 KB\)](#)

**Subject**

**26. Treatment Plant Report**

Meeting

Sep 20, 2022 - Regular City Commission Meeting

Category

C. AGENDA ITEM NUMBER

Access Public  
Type Information

File Attachments  
[Treatment Plant Report from Mittauer and Associates.pdf \(172 KB\)](#)

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## **D. REPORT OF CITY ATTORNEY**

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## **E. REPORT OF CITY MANAGER**

**Subject** 1. City Manager's Report  
Meeting Sep 20, 2022 - Regular City Commission Meeting  
Category E. REPORT OF CITY MANAGER  
Access Public  
Type Information

File Attachments  
[City Managers Report August 2022.pdf \(1,342 KB\)](#)

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

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## **G. ADJOURNMENT**

**Subject** 1. Adjourn  
Meeting Sep 20, 2022 - Regular City Commission Meeting  
Category G. ADJOURNMENT  
Access Public  
Type Action  
Recommended Motion to adjourn.  
Action