

Regular City Commission Meeting (Tuesday, January 17, 2023)

Generated by Amanda Brown on Tuesday, January 17, 2023

A. MEETING OPENER

Procedural: 1. Call To Order - Roll Call

- Meeting was called to order by Mayor Redman at 6:00 PM.
- Present: Commissioner Sirmones, Commissioner Hendrix, Vice Mayor Stegall, Mayor Redman, Attorney Maines, City Manager Walker

Procedural: 2. Opening Prayer

- Opening Prayer led by Mayor Redman.

Procedural: 3. Pledge of Allegiance

- Pledge of Allegiance led by Mayor Redman.

Action: 4. Approval of The Agenda Format

- **Motion to approve the agenda format was made by Vice Mayor Stegall and seconded by Commissioner Hendrix.**
- **Unanimous Approval**

B. CITIZEN INPUT

Information: 1. Provision for Citizen Input

- Mayor Redman read the provision for citizen input.
- Rondall Huggins, 640 SE 4th Street, Lake Butler, Florida
 - Thanked Public Works for their work to repair the water main break.
 - Questioned if Windstream would be charged for the cost of the repairs.
 - Knowing the concerns regarding mowing the sprayfield, Mr. Huggins spoke with a John Deer supplier and offered some cost information to the Commission.
 - Mr. Huggins would like to know when the questions that had been brought up at a previous meeting would be resolved.
- Lisa Huggins, 640 SE 4th Street, Lake Butler, Florida
 - Mrs. Huggins suggested that the old Welch's property would be a good spot for a mobile food park with live entertainment and would help with the beautification of downtown.
- Patrick Maxwell, Pastor of Victory Christian Center, Lake Butler, Florida
 - Posted questions on social media regarding the property exchange between the City and Welch's automotive and was concerned that this will be a precedent for cleaning up Main Street.
 - Would like to have Commission meetings live-streamed or video made available.
- Felice Cohen, 704 SE 7th Street, Lake Butler, Florida
 - Ms. Cohen is concerned that her street remains unpaved when she was told that the city was working toward that and that the dirt road is in rough shape.
 - Mr. Walker confirmed that a grant to pave several streets, including SE 7th Street, has been awarded to the City.
- Agnes Sapp, Owner of Cypress Park Mobile Home Park, 1015 SW 1st Road, Lake Butler, Florida
 - There are mud holes between the road and the fence that the City is responsible to clean up and would like action taken.
- Cindy Nelson, 305 SW 3rd Street, Lake Butler, Florida
 - Concerned about a very high water bill and when speaking with City staff, was told that the meter would be reread to confirm the reading but if there was no issue with the meter there may be a leak and to seek a plumber.

- Mayor Redman addressed the citizens and explained that the budget information is being reviewed and that there will be more special meetings.

C. AGENDA ITEM NUMBER

Action (Consent), Minutes: 1. Consent Agenda

- Mr. Maines explained to the Commission that the Interlocal Agreement with Union County had been added to the Consent Agenda per his request. This is the same as the previous agreement so the City will have access to necessary emergency services.
- Mr. Maines also explained that due to a change in the law regarding Code Enforcement, complaints can no longer be anonymous.
- **Motion to approve the Consent Agenda in one motion was made by Vice Mayor Stegall and seconded by Commissioner Hendrix.**
- **Unanimous Approval**

Action: 2. Financial Report

- **Motion to approve the Financial Report for the Period of October 1, 2022, through December 31, 2022.**
- **Unanimous Approval**

Action: 5. Engineering Services Agreement

- Greg Lang with Mittauer and Associates spoke with the Commission regarding the water storage tank that was constructed in 1964 and needs to be replaced. A Senate request through Senator Jenniffer Bradley for \$880,000 with a City contribution of \$75,000 was submitted in 2021 and awarded to the City. The City was awarded the full \$875,000 with a \$0 match. This agreement is through the Department of Environmental Protection (DEP). A proposal for engineering services and project specifications approved by DEP.
- **Motion to approve the Engineering Services Agreement for the grant totaling \$875,000 to replace the 200,000-gallon water tank with the Engineering Service Agreement for \$145,000 was made by Commissioner Hendrix and seconded by Vice Mayor Stegall.**
 - **Unanimous Approval**

Action: 6. Credit Cards

- Mr. Walker has requested to reinstate a single credit card with a \$12,000 credit limit to be held by the City Manager. This could be checked out by other employees with the appropriate form filled out.
- A discussion regarding petty cash and its availability was held. The City has the max petty cash of \$100 at any time. This is rarely used.
- The City can write checks for most expenses.
- **Motion to cancel all recurring charges on all six credit cards was made by Commissioner Hendrix and seconded by Commissioner Sirmones.**
 - **Unanimous Approval**
- **Motion to deny the credit card policy was made by Commissioner Hendrix and seconded by Commissioner Stegall.**
 - **Unanimous Approval**

Action: 7. Mowing Contract

- Due to concern regarding a possible conflict of interest between the previous sprayfield mowing contractor and the Director of Public Works, research indicated that they are not related. The City Manager recommends reinstating the contract to keep the City in compliance with the Department of Environmental Protection regulations. DEP has also requested the grass around the sprinklers be raked. The original contract was for \$4,500 and was increased to \$5,000 when additional acreage was added to be mowed.

- Commissioner Hendrix was concerned that the mowing was not put out for bid and that an agreement was made for mowing but was not brought to the Commission.
- **Motion to deny the mowing contract was made by Commissioner Hendrix and seconded by Commissioner Sirmones.**
 - **Unanimous Approval**
- **Motion to table the issue of the mowing until a special meeting was made by Commissioner Hendrix and seconded by Commissioner Sirmones.**
 - **Unanimous Approval**

Action: 8. Insulation Bid

- **Motion to discuss agenda items eight and nine for the insulation bid and air conditioning together was made by Commissioner Hendrix and seconded by Commissioner Sirmones.**
 - **Unanimous Approval**
- There is concern regarding insulating and air conditioning the entire new Public Works building. Commissioner Hendrix suggested a visit to the new building to see if only a small area is needed and could be the only area air-conditioned. There was concern about the bid letters that were set out not reaching the contractors, and it was confirmed that the letters were mailed out. Commissioner Hendrix spoke with two different contractors who said they did not receive a letter. Director of Public Works, Cody Douglas addressed the Commission that he spoke with the Jarvis company and let them know about the bid before they went out.
- **Motion to table items eight and nine to move them to the next special meeting held as individual agenda items was made by Vice Mayor Stegall and seconded by Commissioner Hendrix.**
 - **Unanimous Approval**

Action: 9. Air Conditioning

- Combined by motion with agenda item eight.

Action: 10. Proclamation - Government Finance Professionals Week

- **Motion to approve the week of March 20-24, 2023, as Government Finance Professional's Week was made by Vice Mayor Stegall and seconded by Commissioner Sirmones.**
 - **Unanimous Approval**

Action: 11. Motor Purchase

- A motor for the Wastewater Treatment Plant is needed as an emergency purchase so the plant stays operational and DEP fines.
- **A motion to approve the purchase of the motor as a sole source emergency purchase from the Wastewater Fund was made by Commissioner Hendrix and seconded by Vice Mayor Stegall.**
 - **Unanimous Approval**

Information: 12. Water Tank

- Greg Lang addressed the Commission regarding the storage tank locations. The recommended location is behind the current water tank, identified on the map as the northwest corner of the site.
- **Motion to go with the recommendation of Mittauer and Associates as to where to place the tank was made by Commissioner Hendrix and seconded by Vice Mayor Stegall.**
 - **Unanimous Approval**

Information: 13. Tree City USA Award

- The City obtained the Tree City USA award for 2023.

Information: 14. Utility Billing Account Policy

- A question was posed whether utility bills are reviewed before they are sent to customers to avoid high bills. It was confirmed that billing information is reviewed and if a high bill or possible leak is found, an attempt is made to reach out to customers. Utility bills were sent out late in January due to the printing company being closed for the Christmas and New Year holidays. The bill due date was extended from January 20th to January 26th to assist customers. Normal billing will resume for the next billing cycle.
- The late fee of \$35 was discussed as being too high with the increase in water billing costs as well. Mr. Maines explained that during a previous recession, the Commission temporarily reduced the late fee to \$12,50.
- **Motion to reduce the late fee from \$35 to \$12.50 effective immediately was made by Commissioner Hendrix and seconded by Vice Mayor Stegall.**
 - **Unanimous Approval**
- **Motion to redo the utility billing policy at the next month's meeting was made by Commissioner Hendrix and seconded by Vice Mayor Stegall.**
 - **Unanimous Approval**

Information: 15. Hotel

- Mr. Walker explained that the hotel market feasibility study came back favorable for the city.
- The study cost \$12,500 and projected that it is possible to build a \$10 million hotel with 54 rooms which would be an increase in tax revenue for the City.

Action: 16. Extended Audit Procedure

- Commissioner Hendrix was appointed at the previous Commission meeting to communicate with the auditing firm, Powell and Jones, regarding 18 items that she had concerns with, including credit card purchases, memberships, and some purchases to local vendors. She also requested they review the land swap with Welch's, the American Rescue Plan Act funds, 1099s, workman's comp payments, health insurance stipend, and other items.
- An additional audit of these items from October 2021 through September 30, 2022, will cost approximately \$6,600 to \$7,700 at \$110 per hour.
- Mr. Maines pointed out that Mr. Powell's email indicates that he cannot complete the current audit unless the Commission agrees to the additional measures due to the issues brought up. For the audit to include the current fiscal year through December 2022, there would be an additional expense.
- It was confirmed that the City Manager did not receive a 1099 for 2021 for housing and Mr. Maines suggested that there may be unique circumstances regarding what would be needed and City staff should contact the auditors for guidance.
- **Motion to allow Powell and Jones CPA to extend the audit through December 31, 2022, was made by Commissioner Sirmones and seconded by Commissioner Hendrix.**
 - **Unanimous Approval**

Discussion: 17. Sewage Disposal

- Discussion regarding whether unsealed manholes posed a risk of companies dumping without authorization. The Director of Public Works explained that though there is no locking lid, it is possible to weld the covers shut and grind them open if needed.
- **Motion to seal five city manholes on SE 11th Street was made by Commissioner Sirmones and seconded by Commissioner Hendrix.**
 - **Unanimous Approval**

D. REPORT OF CITY ATTORNEY

E. REPORT OF CITY MANAGER

Action: 1. City Manager's Report

- Mr. Walker presented his report to the Commission.

F. COMMENTS OR REMARKS BY COMMISSION

- **Motion to hold a special meeting on Monday, February 13, 2023, at 5:00 PM, starting at the new Public Works building to be continued to the City Commission Chambers at 6:00 PM to discuss tabled agenda items was made by Commissioner Hendrix and seconded by Commissioner Stegall.**
 - **Unanimous Approval**

G. ADJOURNMENT

Action: 1. Adjourn

- **Motion to adjourn was made by Vice Mayor Stegall and seconded by Commissioner Hendrix.**
 - **Unanimous Approval**
- **Meeting adjourned at 8:31 PM.**