

**Regular City Commission Meeting (Tuesday, October 17, 2023)**

*Generated by Hayden Page on Tuesday, October 17, 2023*

**A. MEETING OPENER**

Procedural: 1. Call to Order - Roll Call

**In Attendance:**

**City Commission - Commissioner Huggins, Commissioner Redman, Vice Mayor Hendrix, Mayor Stegall  
City Staff - City Attorney Maines, Interim City Clerk Page  
Absent -Commissioner Sirmones**

Procedural: 2. Opening Prayer

**Opening prayer led by Commissioner Redman.**

Procedural: 3. Pledge of Allegiance

**Pledge of Allegiance led by Mayor Stegall.**

Action: 4. Approval of The Agenda Format

Recommended Action: Motion to approve the agenda format.

**Motion to approve the agenda format with the addition of Agenda item #11 for Ordinance No. 2023-12 by Redman.  
Motion seconded by Huggins. Unanimous approval. Motion carried.**

**B. CITIZEN INPUT**

Information: 1. Provision for Citizen Input

**Citizen #1:**

**Margo Van Peterson  
367 NE 2nd Street  
Lake Butler, FL 32054**

**-Referenced the property between NE 1st Street and NE 2nd Street that has been recently cleared.  
-Requested that her statement be recorded on the record in opposition to any rezoning for this property.**

**C. REPORT OF MAYOR**

Discussion, Information: 1. Mayor's Report October 2023

**Mayor Stegall read his report to the board to inform them.**

**Mayor Stegall recommended to the board the purchase of two vans from City of Gainesville Fleet Management for the total amount of \$30,460.00 using the money that the City received for selling the 2021 Chevy Suburban.**

**Motion to purchase the two recommended vans using the money located in the restricted cash account from the sale of the 2021 Chevy Suburban was made by Vice Mayor Hendrix. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.**

**Motion to declare the two inoperable vehicles as surplus was made by Vice Mayor Hendrix. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.**

**D. MONTHLY FINANCIAL REPORT**

Action, Discussion: 1. Financial Report for period October 1, 2022 through September 30, 2023

Recommended Action: Motion to approve financial report for period October 1, 2022 through September 30, 2023.

**Interim City Clerk Page presented the financial report to the board on behalf of the Finance Department which consists of himself and Elaine Hines.**

**City Attorney Maines clarified with Interim City Clerk Page that the cash balances listed on the cover letter may include grant funding which is restricted for grant purposes, and Interim City Clerk Page stated that further review would take place to verify if there were any grant monies associated with any of the cash balances listed.**

**Motion to approve the financial report made by Commissioner Redman. Motion seconded by Commissioner Huggins. Unanimous approval. Motion carried.**

**E. PUBLIC WORKS DIRECTOR REPORT**

Discussion, Information: 1. Report from the Public Works Director

**Public Works Director Kelley provides his report verbally to the board, explaining the progress of the Public Works staff in his tenure thus far which began on September 28, 2023.**

**Public Works Director Kelley recommends the purchase of two Husqvarna zero-turn lawn mowers from Union Power Equipment, Inc. for \$9,038.40.**

**Motion to approve the purchase of the two mowers recommended by Director Kelley from the Street Maintenance expense account was made by Commissioner Redman. Motion seconded by Vice Mayor Hendrix. Unanimous approval. Motion carried.**

#### F. AGENDA ITEM NUMBER

Action (Consent), Discussion, Information: 1. Consent Agenda  
Recommended Action: Motion to approve the consent agenda in one motion.

**Motion to declare the animal control truck as surplus and it be sold was made by Vice Mayor Hendrix. Motion seconded by Commissioner Huggins. Unanimous approval. Motion carried.**

**Motion to approve the consent agenda in one motion was made by Commissioner Redman. Motion seconded by Vice Mayor Hendrix. Unanimous approval. Motion carried.**

Action, Discussion: 2. Speed Bump Request - NE 8th Avenue  
Recommended Action: Motion to authorize Chairman Ryan Perez and the Union County Board of County Commissioners to install speed bumps on NE 8th Avenue at no expense to the City of Lake Butler.

**Motion to authorize Chairman Ryan Perez and the Union County Board of County Commissioners to install speed bumps on NE 8th Avenue at no expense to the City of Lake Butler was made by Vice Mayor Hendrix. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.**

Action: 3. Public Works Director Salary  
Recommended Action: Motion to change public works director salary that was set at \$45,000 at the September 19, 2023, regular meeting to \$53,000 which is within the board-approved salary range of \$50,000-61,000.

**Motion to change public works director salary that was set at \$45,000 at the September 19, 2023, regular meeting to \$53,000 which is within the board-approved salary range of \$50,000-61,000 was made by Vice Mayor Hendrix. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.**

**Motion to retroactively pay Mathew Kelley the difference in pay in a separate check due to the board error was made by Commissioner Redman. Motion seconded by Huggins. Unanimous approval. Motion carried.**

Action, Discussion: 4. CWSRF Loan/Grant Application  
Recommended Action: Motion to approve the CWSRF Loan/Grant Application prepared by Mittauer and Associates.

**Greg Lang and John Petrohovich from Mittauer and Associates is in attendance to explain the CWSRF Loan/Grant application as well as the entire process.**

**Motion to approve the CWSRF Loan/Grant Application prepared by Mittauer and Associates was made by Commissioner Redman. Motion seconded by Vice Mayor Hendrix. Unanimous approval. Motion carried.**

Action: 5. CWSRF Loan/Grant Resolution  
Recommended Action: Motion to adopt Resolution No. 2023-10 for the CWSRF Loan/Grant for the Wastewater Collection System Improvements, Phase 1A and 1B of the project.

**Motion to adopt Resolution No. 2023-10 for the CWSRF Loan/Grant for the Wastewater Collection System Improvements, Phase 1A and 1B of the project and to be read by title only made by Vice Mayor Hendrix. Title only read by City Attorney Maines. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.**

Action: 6. CWSRF Engineering Services Agreement  
Recommended Action: Motion to approve the CWSRF Engineering Services Agreement between Mittauer and Associates, Inc. and the City of Lake Butler.

**Motion to approve the CWSRF Engineering Services Agreement between Mittauer and Associates, Inc. and the City of Lake Butler was made by Vice Mayor Hendrix. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.**

Action: 7. General Administration Contract between Fred Fox Enterprises and City of Lake Butler for CDBG Mitigation Program Grant #MT118  
Recommended Action: Motion to approve the general administration contract between Fred Fox Enterprises and City of Lake Butler for CDBG Mitigation Program Grant #MT118.

**Motion to approve the general administration contract between Fred Fox Enterprises and City of Lake Butler for CDBG Mitigation Program Grant #MT118 was made by Commissioner Redman. Motion seconded by Hendrix.**

**Unanimous approval. Motion carried.**

Discussion: 8. Issues at Lake Butler Fire Station

**Mayor Stegall explained the issues at the fire station.**

**Vice Mayor Hendrix explained that the proposal to retain ownership and use of the city-owned fire station idea was Mathew Kelley's idea.**

**Motion to accept Union County's proposal receive the fire station back fully in the city's possession was made by Commissioner Redman. Motion seconded by Vice Mayor Hendrix. Unanimous approval. Motion carried.**

**Motion to authorize Vice Mayor Hendrix to be the City liaison for the city/county fire station building transitional process was made by Commissioner Redman. Motion seconded by Vice Mayor Hendrix. Unanimous approval. Motion carried.**

Action, Discussion: 9. Public Works Uniform and Safety Shoe Policy

Recommended Action: Motion to approve the Public Works Uniform and Safety Shoe Policy to go into effect immediately.

**Motion to approve the Public Works Uniform and Safety Shoe Policy and add the annual verbiage to the shoe section to go into effect immediately was made by Commissioner Redman. Motion seconded by Vice Mayor Hendrix. Unanimous approval. Motion carried.**

Discussion: 10. City Manager Application Consideration and Discussion

**Mayor Stegall explained that 21 applications were submitted for the position, and that two were pulled for further review by recommendation of the Mayor.**

**Vice Mayor Hendrix stated that she had one applicant that stood out which was Mark Meyers.**

**Commissioner Huggins stated that he also had notated Mark Meyers as well, however, there should be a second interview with Meyers for the position of city manager.**

**Motion to hold a special meeting for Wednesday, November 1, 2023, at 1:00pm to interview the 3 applicants (Mark Meyers, Brian Reagan, and Angie Whisnant) and to authorize the Mayor to adjust times if needed was made by Commissioner Redman. Motion seconded by Vice Mayor Hendrix. Unanimous approval. Motion carried.**

**Maines requested from the clerk that the notice be stated that "an applicant may be considered and offered the position within the duration of the special meeting".**

**Motion to authorize the Mayor to vet each applicant prior to the interview process was made by Vice Mayor Hendrix. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.**

Action, Discussion: 11: First Reading of Ordinance No. 2023-12 Z 23-01 (OSTEEN)

Recommended Action: Motion to approve the first reading of Ordinance No. 2023-12 for Z 23-01 (OSTEEN) to be read by title only.

**Motion to approve the first reading of Ordinance No. 2023-12 for Z 23-01 (OSTEEN) to be read by title only made by Hendrix. Seconded by Redman. Unanimous approval. Motion carried.**

**Motion to add the first reading of Ordinance No. 2023-11 to the regular meeting agenda and for it to be read by title only was made by Commissioner Redman. Title only read by City Attorney Maines. Motion seconded by Vice Mayor Hendrix. Unanimous approval. Motion carried.**

G. REPORT OF CITY ATTORNEY

**-Nothing to report.**

**Vice Mayor Hendrix referenced the Welch property and the status of Mr. Welch moving out of the previously leased building that expired on September 30, 2023.**

**City Attorney Maines stated that he would reach out to Lyn Williams at the sheriff's office to request a visit to Welch's shop to inquire on the status and remind Mr. Welch of the expiration of the lease.**

H. COMMENTS OR REMARKS BY COMMISSION

Discussion: 1. COMMENTS OR REMARKS BY COMMISSION

**Commissioner Huggins- Wishes to keep Commissioner Sirmones in our prayers and will drop off a card to have the board and staff sign and deliver.**

**Commissioner Redman-Farm Share fed 181 families as well as over 100 families with the church. Next Farm Share is November 18th.**

**Vice Mayor Hendrix- Referenced the no smoking or vaping proposal by SWAT a few months ago and stated that Bradford County had adopted an ordinance for it and suggested that the Commission consider adopting one as well.**

**Thanks Public Works staff as well as City Hall staff for all the hard work that is put forth for the citizens of Lake Butler.**

**Mayor Stegall-Thanks the board for entrusting them to lead as Mayor/Manager. Thanks the entire city staff.**

I. ADJOURNMENT

Action: 1. Adjourn

Recommended Action: Motion to adjourn.

**Motion to adjourn was made by Vice Mayor Hendrix. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.**

**Meeting adjourned at 7:57pm.**