

Regular City Commission Meeting (Tuesday, November 15, 2022)

Generated by Amanda Brown on Tuesday, November 15, 2022

A. MEETING OPENER

Procedural: 1. Call To Order - Roll Call

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

Procedural: 2. Opening Prayer

- The opening prayer was led by Vice Mayor Redman.

Procedural: 3. Pledge of Allegiance

- The Pledge of Allegiance was led by Vice Mayor Redman.

Action: 4. Resignation of Mayor Jack Schenck

- A letter of resignation addressed to the Commission and City Manager from Mayor Jack Schenck was read by Vice Mayor Redman.
- **Motion to accept the resignation of Jack Schenck as Mayor and Commissioner was made by Commissioner Stegall and seconded by Commissioner Hendrix.**
- **Unanimous Approval**
- Vice Mayor Redman will now be Mayor Pro-tempore.
- Mr. Maines suggests that the Commission now consider who they would like to be Vice Mayor in the event that the acting mayor is unavailable.

Action: 5. Approval of The Agenda Format

- **Motion to approve the agenda format was made by Commissioner 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.
- Rondoll Huggins of 640 SE 4th St, Lake Butler, Florida
 - Regarding the waste management company post-storm; for two weeks, we had to contact city hall to see if the garbage would be serviced that day.
 - Mr. Walker responded that there was a conference call with GFL today. GFL has experienced issues with the number of needed drivers since the pandemic and is working to resolve that. The lines of communication between City Hall staff and GFL have been reopened to keep citizens informed of any changes in service.
 - Regarding Code Enforcement; who heads up code enforcement? The city has been focused on beautifying downtown but other areas have a lot of

overgrowth and garbage.

- Mr. Walker responded that Captain Williams with the Union County Sheriff's Office is the code enforcement officer and he will let him know of the issues so they can be addressed.
- Mr. Huggins expressed regret over Mayor Schenck's resignation and requested information regarding joining the council.
 - This information will be discussed by Attorney Maines during his report.

C. AGENDA ITEM NUMBER

Action (Consent), Minutes: 1. Consent Agenda

- **Motion to approve the Consent Agenda in one motion was made by Commissioner Stegall and seconded by Commissioner Hendrix.**
- **Unanimous Approval**

Action: 2. Financial Reporting for the Period Ending October 31, 2022

- The October 2022 financial report was presented by the Director of Finance, John Sapp.
- The Wastewater fund has a net expense of \$129,000 due to the design and construction of the new wastewater treatment facility.
- Staff is working with auditors on the 21-22 financial year-end audit.
- **Motion to approve the Financial Report for October 2022 was made by Commissioner Sirmones and seconded by Commissioner Stegall.**
- **Unanimous Approval**

Action: 3. Public Hearing for Ordinance 2022-09: Comprehensive Plan Amendment

- **Motion to open the Public Hearing for Ordinance 2022-09, Comprehensive Plan Amendment, was made by Commissioner Stegall and seconded by Hendrix.**
- **Unanimous Approval**
- Mr. Walker explained that once every seven years, the comprehensive plan is reviewed and amendments are prepared by the North Central Florida Regional Planning Council.
- Public Comments: No public comments for or against.
- **Motion to approve the first reading of Ordinance 2022-09, by title only, was made by Commissioner Stegall.**
- Title read by Mr. Maines.
- **Motion seconded by Commissioner Sirmones.**
- **Unanimous Approval**
- **Motion to adjourn the Public Hearing for Ordinance 2022-09, was made by Commissioner Stegall and seconded by Commissioner Hendrix.**
- **Unanimous Approval**

Action: 4. Personnel Policy

- Mr. Walker presented the updated personnel policy for 2023-2024. The biggest change is the state-mandated pay raise.
- Juneteenth was added as a paid holiday for employees.
- The ability for employees to cash out sick or annual leave at current pay instead of losing it at year-end or having it paid out upon separation from employment.

- There are restrictions to the amount of leave that must be retained to allow the cash out to be approved. Employees would not be eligible if they have fewer than 120 hours available.
- Commissioner Hendrix questioned the payout of sick time at the full value due to the payout upon separation being at a quarter of the full amount. They suggest that this policy does not align with Section II: Sick Leave and requested that this section be reviewed.
- **Motion to approve the 2022-2023 Personnel Policy but table Article IV, Section II: Sick Leave, to the December 20, 2022, Commission Meeting, was made by Commissioner Sirmones and seconded by Commissioner Stegall.**
- **Unanimous Approval**
- 2022-2023 Personnel Policy Article IV, Section II is Tabled to the December 20, 2022, Regular Commission meeting.

Information: 5. Request for Data

- Information in response to the Commission's request for data concerning the new public works facility and property exchange with Welch's.
 - This includes vehicle information, estimated costs, and depreciation schedules.
 - All vehicles currently owned by the City are being used.
- More information was requested regarding the cost of installing air conditioning in the building.
 - Will certain necessary rooms be done or the entire building?
 - What will be the long-term financial effects of either decision?
 - Will the electric bill for the new building be sustainable?

Information: 6. Monthly Report to DEO

- Mr. Walker presented the monthly report sent to the Department of Economic Opportunity for the generator grant that Governor DeSantis presented to the City.

D. REPORT OF CITY ATTORNEY

- Mr. Maines suggested that the Commission appoint a Vice Mayor in case of the absence of the Mayor
 - **Motion to appoint Commissioner Stegall as Vice Mayor was made by Commissioner Hendrix and seconded by Commissioner Sirmones.**
 - **Unanimous Approval**
- This was an election year, but there was no election due to no secondary candidate running.
- The commission has the option to function with four seats filled.
- According to the charter, there are two options to replace a commissioner:
 1. The Commission can nominate and select someone to fill the vacancy. This person would be a regular commissioner and not the mayor.
 2. The Commission can conduct a special election.
- Research regarding a special election will not be done unless directed by the Commission.
- It is recommended that no motion be made during this meeting but that the Commission discuss and have this as a future agenda item.
- Whether elected or appointed, the individual would fill the seat for the remainder of the current term.

- If requested, a process would be made for the appointment. Letters of interest, interviews and a vote of appointment by the commission are suggested. None of that is required of the Commission per the City charter but would make the appointment more uniform.
- Whoever is selected must meet the standard qualifications of a commissioner.

E. REPORT OF CITY MANAGER

Information: 1. City Manager's Report

- The flags along SR 121 and the green lights on the Union County Courthouse and City Hall honoring veterans were a wonderful display.
- The Commission went to hear Governor DeSantis speak earlier in the month.

F. COMMENTS OR REMARKS BY COMMISSION

- Commissioner Hendrix
 - Thank you to the Public Works team for fixing some potholes by the bar.
 - Happy Thanksgiving next week.
- Commissioner Stegall
 - It was great to attend the ceremony in Palatka.
 - Regarding the issue with GFL, he has also received numerous complaints and thanked City staff for working diligently to handle and improve the situation.
- Mayor Redman
 - Tuesday, November 30, 2022, at 6:00 PM will be a tree lighting at the Courthouse; Commission, City staff, and their families are invited to attend.
 - No word on Farmshare for December.
- Director of Public Works, Douglas
 - Quotes on public works are for the future. Public Works is doing as much work as possible themselves to lower costs. Some of the quotes may change and lower as work is accomplished. Public Works is trying to be as efficient as possible. The air conditioning, whatever is decided, should be considered not only for current but for any potential future use. There may need to be duct work installed even if parts of it are unused due to not being able to add it in the future if it was needed then.

G. ADJOURNMENT

Action: 1. Adjourn

- **Motion to adjourn was made by Commissioner Sirmones and seconded by Commissioner Stegall.**
- **Unanimous Approval**
- Meeting adjourned at 6:55 PM.