

**Regular City Commission Meeting (Tuesday, December 19, 2023)**

*Generated by Hayden Page on Tuesday, December 19, 2023*

**A. MEETING OPENER**

Procedural: 1. Call to Order - Roll Call

**Meeting was called to order by Mayor Stegall at 6:00pm.**

**In Attendance:**

**City Commission- Commissioner Sirmones, Commissioner Redman, Commissioner Huggins, Vice Mayor Hendrix, Mayor Stegall**

**City Staff-City Attorney Maines, Interim City Clerk Page**

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

**B. CITIZEN INPUT**

Information: 1. Provision for Citizen Input

**Mr. Eck asked on the status of repairing the boat docks at Lakeside Park.**

**The board stated they would review the next steps.**

**C. REPORT OF MAYOR**

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

**Mayor Stegall provided a brief report to the board regarding activity that occurred in November 2023, for informational purposes only.**

**D. MONTHLY FINANCIAL REPORT**

Action, Reports: 1. Financial Report for period October 1, 2023, through November 30, 2023

Recommended Action: Motion to approve financial report for period October 1, 2023 - November 30, 2023.

**Interim City Clerk Page presented the financial report for the period ending November 30, 2023.**

**Motion to approve the financial report for period October 1, 2023 - November 30, 2023, was made by Commissioner Sirmones. Motion seconded by Commissioner Huggins. Unanimous approval. Motion carried.**

**E. REPORT FROM PUBLIC WORKS DIRECTOR**

Information, Reports: 1. Public Works Director Report December 2023

**Public Works Director Mathew Kelley provided a verbal report to the board on the status of work done in the Public Works Department in the month of November.**

**-Explained that during the Thanksgiving holiday, there were some wastewater pumps that went down that turned into an emergency purchase of pumps to restore the lift stations back to full operation.**

**-Stated that he spoke with Interim City Clerk Page and Mayor Stegall about the possibility of advertising safe flushing to the bigger organizations such as the schools, housing authority, and apartments.**

**-Stated that there was a new ignition installed on the animal control truck, and the vehicles that the board approved to sell are ready to be advertised on Gov Deals.**

**-Explained that he spoke with the city's customer advisor with FPL on the lighting situation throughout town with the purple light bulbs as well as other issues throughout the City.**

**-Stated that thanks to the City Commission, the public works department received the Welch barn back and the plan is to convert the building to a maintenance shop/storage room for the public works equipment.**

**-Explained that most of the streetlights on Main Street have been repaired, and are working, after discovering some issues with some of them.**

- States that he is very proud of the public works team that is currently working for the City, and states great appreciation for the team.
- Stated that 85% of the sprayfield has been mowed, and it could not be completely done because of the excessive rain.
- Invited the board to a Christmas luncheon this Friday.

**Commissioner Huggins explained that while at NEFLC dinner in December, a representative commended the City on the way it looks.**

#### F. SECOND BUDGET REVISION REQUEST

Action: 1. SECOND BUDGET REVISION EFFECTIVE 12/19/2023

~~Recommended Action: Motion to approve the second budget revision prepared by Budget Analyst Dave Mecusker to be effective today, December 19, 2023.~~

**Typo was entered into this agenda item, this budget revision is to be made effective if approved on January 16, 2024.**

**Budget Analyst Dave Mecusker provided a copy of the second budget revision that will be effective January 16, 2024, with some changes due to some expenditures that were not anticipated, and the budget is still in balance, the revision will simply move funds from one department to another without throwing the budget out of balance.**

**Vice Mayor Hendrix suggested reviewing the check registers for the prior fiscal year to possibly remedy the unforeseen, unbudgeted expenditures.**

**No motion is needed, this is just discussion and information.**

#### G. AGENDA ITEM NUMBER

Action: 1. Consent Agenda

Recommended Action: Motion to approve the consent agenda in one motion.

**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: 2. Second Reading of Ordinance No. 2023-13 Ban Smoking and Vaping in City Parks

Recommended Action: Motion to adopt Ordinance No. 2023-13 to ban smoking and vaping in the city parks and for the second reading of the ordinance to be read by title only.

**Motion to adopt Ordinance No. 2023-13 to ban smoking and vaping in the city parks and for the second reading of the ordinance 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.**

Action, Discussion, Information: 3. Secur-Tel Security and Camera Proposal for Parks, Union Depot, and City Hall

Recommended Action: Motion to approve the proposal for enhanced security cameras and security system monitoring from Secur-Tel for the total installation amount of \$6,650.00 and to direct staff to divide the expense between repairs and maintenance for Parks, City Hall and Union Depot.

**Motion to table the proposal for security and cameras was made by Commissioner Redman. Motion seconded by Vice Mayor Hendrix. Unanimous approval. Motion carried.**

Action, Discussion: 4. City Manager Employment Contract between Kimberly Hayes & City of Lake Butler

Recommended Action: Motion to approve the city manager employment contract between Kimberly Hayes and the City of Lake Butler, effective today, December 19, 2023.

**Motion to approve the city manager employment contract between Kimberly Hayes and the City of Lake Butler, effective today, December 19, 2023, with the anticipated start date of January 4, 2024, was made by Commissioner Redman. Motion seconded by Vice Mayor Hendrix. Unanimous approval. Motion carried.**

Action: 5. City Manager/Clerk Roles and Responsibilities Transfer

Recommended Action: Motion to revert such authority and responsibilities of City Manager from Mayor Stegall to Kim Hayes, effective on her anticipated start date of January 4, 2024 and if the start date is adjusted, that Mayor Stegall will still have the authority of Manager until the actual start date. Motion to revert the role of City Clerk from Hayden Page to Kim Hayes, also effective on her anticipated start date of January 4, 2024 and if the start date is adjusted, that Hayden Page will still have the authority of Interim City Clerk until the actual start date.

**Motion to revert such authority and responsibilities of City Manager from Mayor Stegall to Kim Hayes, effective on her anticipated start date of January 4, 2024 and if the start date is adjusted, that Mayor Stegall will still have the authority of Manager until the actual start date was made by Vice Mayor Hendrix. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.**

**Motion to revert the role of City Clerk from Hayden Page to Kim Hayes, also effective on her anticipated start date of January 4, 2024 and if the start date is adjusted, that Hayden Page will still have the authority of Interim City Clerk until the actual start date was made by Commissioner Huggins. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.**

#### H. REPORT OF CITY ATTORNEY

Discussion: 1. REPORT OF JOHN E MAINES IV, CITY ATTORNEY

**Mr. Maines has news to share with the board.**

**The legislature has made updates to what documentation is legally required by the city commissioners to turn in annually.**

**City Attorney Maines stated that the two options are to fill out the form 6, or step down.**

#### I. COMMENTS OR REMARKS BY COMMISSION

Discussion: 1. COMMENTS OR REMARKS BY COMMISSION

**Commissioner Sirmones-Merry Christmas to everyone and thank you to everyone.**

**Commissioner Redman-Thanks the JROTC for assisting with December's Farm Share event, they were extremely helpful, and for all the volunteers that help out. Merry Christmas and Happy New Year!**

**Commissioner Huggins-Happy Holidays to everyone and is excited for the new City Manager to start.**

**Vice Mayor Hendrix-Provides an update to the fire station/new public works building and are expecting to get the ownership back around the first week of January 2024. Merry Christmas.**

**Mayor Stegall-Expresses that he is looking forward to Kim starting, and reassured Kim that he will still be at City Hall to assist with her transition.**

#### J. ADJOURNMENT

Action: 1. Adjourn

Recommended Action: Motion to adjourn.

**Motion to adjourn was made by Commissioner Sirmones. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.**

**Meeting adjourned at 6:53pm.**