

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

Generated by Amanda Brown on Tuesday, February 15, 2022

A. MEETING OPENER

Procedural: 1. Call To Order - Roll Call

Meeting called to order by Mayor Jack Schenck at 6:00 PM

Present: Vice Mayor Redman, Commissioner Sirmones, Commissioner Beasley, Commissioner Stegall, City Manager Dale Walker, City Attorney John Maines IV, and Mayor Jack Schenck.

Procedural: 2. Opening Prayer

Opening Prayer led by Vice Mayor Redman.

Procedural: 3. Pledge of Allegiance

Pledge of Allegiance led by Mayor Jack Schenck.

Action: 4. Approval of The Agenda Format

-A motion to approve the agenda format was made by Vice Mayor Redman and seconded by Commissioner Beasley.

-Unanimous Approval.

B. CITIZEN INPUT

Information: 1. Provision for Citizen Input

-No input

C. AGENDA ITEM NUMBER

Action (Consent), Minutes: 1. Consent Agenda

A motion to approve the consent agenda in one motion was made by Commissioner Stegall and seconded by Redman.

-Unanimous Approval.

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

-The Financial report was presented by the Director of Finance, Mike Cotter.

-We are a third of the way through the fiscal year and generally, the City has good results across all funds. The General, Wastewater, and Solid Waste funds are tracking according to budget on revenue and expense for the most part. We are seeing some spot impact on the inflation rate which came in at 7.5% this month. The Water fund has seen a spike in repair and operating expenses, but that is compounded by the fact that there have been several water line breaks. The Water fund is showing the most stress but not enough to be alarmed.

-Mayor Schenck asked if the City will receive any compensation from Comcast due to their drilling projects.

-Mr. Cotter responded that the City was compensated for one incident. We collected a \$5000 fee from one of the contractors that busted a line, but the others were errors in water line location and we are not able to collect on those.

-A motion to accept financial reporting for the Financial Report for the period of October 1, 2021, to January 31, 2022, was made by Commissioner Stegall and seconded by Vice Mayor Redman.

-Unanimous Approval.

Action: 3. Government Finance Professionals Week

-City Manager, Dale Walker: The Florida chapter of the Government Finance Officers Association is recognizing the week of March 14-18 as Government Finance Professionals Week. We are proud of the fact that we have a good crew in finance, headed by Michael Cotter. You have a picture of those and a proclamation for the Mayor's signature.

-A motion to approve the week of March 14-18, 2022, as Government Finance Professional's Week was made by Vice Mayor Redman and seconded by Commissioner Stegall.

-Unanimous Approval.

Action: 4. Truck Purchase

-City Manager, Dale Walker: We've budgeted for a pickup truck and in today's market it is difficult to find a good vehicle at a reasonable price. In the past, we've used Big Bend Chevrolet and they have once again been the low bidder. The vehicle is being built and shipped. It is a 2022 Chevy Silverado for \$49,826. It is a double cab, 4X4. A similar one was found at Gainesville Chevrolet for \$73,185. The prices of vehicles are varying all over the place and Big Bend has done us a big favor staying under \$50,000.

-Vice Mayor Redman asked who would get this vehicle

-Mr. Walker responded that that is up to the Director of Public Works, but probably someone on the utility side.

-Mayor Schenck added that he thinks it will go to whoever fills the recently opened position in Public Works due to the truck being designed for carrying tools for repairs.

-Commissioner Beasley asked if it will be an additional truck or replace an existing truck.

-Mr. Walker responded that it will replace an existing truck.

-Commissioner Beasley asked if this is a work truck.

-Mr. Walker responded that it is a work truck.

-A motion to approve the purchase of a 2022 Chevrolet Silverado 2500 HD from Big Bend Chevrolet for \$49,826 was made by Commissioner Stegall and seconded by Vice Mayor Redman.

-Unanimous Approval.

Action: 5. Capital Improvement Program

-City Manager, Dale Walker: We are looking for a motion to approve the Capital Improvement Plan.

-The five-year Capital Improvement Program is something that we look out five years and try to figure out what we need as far as equipment and products exceeding \$5,000. Less than \$5,000 is usually operating supplies. So you look at the parks, streets, whatever we can find and put it on the list and once it's approved, then we review all of it and when the operating budget comes due, we add to it what we can afford, and the others go to the next year if we can afford it then. This also gives us the chance to look at how to finance all of it.

-This year we have a five-year Capital Improvement of \$55.2 million. Of that, \$53 million is all from grants. We're working on grants and we're trying to get things approved. The first year we have \$36,221,000, which is primarily the Wastewater Treatment Plant and should start 2023. Then we're trying to get \$5 million per year for the collection line construction and additional vehicles and water line replacements. Year three, we're looking at \$6 million, which includes the \$5 million for collection line construction. Year four, another \$5 million for the same thing. Year five, another \$1 million, which totals \$55,199,000.

-A motion to accept the October 1, 2022, through September 30, 2027, Capital Improvement Plan was made by Commissioner Stegall and seconded by Commissioner Beasley.

-Unanimous Approval.

Information: 6. Performance Evaluation of City Manager

-Mayor Schenck: The evaluation of the City Manager was completed. All five commissioners played a role in the evaluation, resulting in a 4.85 out of 5 possible.

-Vice Mayor Redman: Mr. Walker, you have done a great job for the City of Lake Butler.

-Commissioner Stegall: You are appreciated.

-City Manager, Dale Walker: You were all honest and I appreciated that. What the performance evaluation does for me, or a City Manager, is to say, here's where they see you as being weak, so go find some training, go find something to bolster that. That's always helpful for me.

Action: 7. City Manager Contract

-Mayor Schenck: There is a proposal that the City Manager's salary is increased commiserate with the salary increases all the other employees are getting.

-The increase would be 7% from \$89,355 to \$96,241.

-A motion to approve the increase for the August 18, 2020, City Manager contract from \$89,355 to \$96,241 was made by Commissioner Sirmones and seconded by Commissioner Stegall.

-Unanimous Approval.

Action: 8. Election

-City Manager, Dale Walker: This basically talks about what to expect for the next two to three months. June 28th is the election. Qualifying will begin Monday, May 23, 2022, through Friday, May 27, 2022, at noon. Since our current staff has not been through the election process, we are asking that the commission allow us to contract with the County Elections Supervisor. She can do it for about \$3,000 to \$4,000. Seats three, four, and five are up for reelection. If no one runs against you, we don't have an election.

-Mayor Schenck: I spoke to the Supervisor and all we're paying for is the cost of printing the ballots, the cost of the envelopes and mailing, absentee ballots, and if there is any overtime from the Supervisor of Elections staff. The charter mandates that the votes be counted immediately thereafter, like at 7:00 that night, but we have to swear any new commissioners or any reelected commissioners within three days of the elections.

-Mr. Walker: The candidates have to be a resident of the City for at least six months.

-Attorney, John Maines: We're doing qualifying here? They usually don't handle that part. For several years they haven't done any part of it.

-Mayor Schenck: I suppose we could handle the qualifying, but they were going to handle the entire thing.

-Mr. Walker: We will probably receive some of that here, but we will turn it over to them.

-Mr. Maines: For the most part, the Supervisor has always done it except for the last few years and Commissioners Stegall and Redman, perhaps, were elected while the City was doing it, but others experienced when the Supervisor was handling it. It is always very smooth and what's more, they keep track of the state law. Elections can be a detailed business and very specialized, and they only charge us what it costs them. It has always been very organized and I think it's an excellent idea that we return to that way of doing things.

-Mayor Schenck: The only thing we would do is that Amanda will be auditing the process to familiarize herself in case it needs to be done by the City alone in the future.

-Mr. Walker: So we need you to set the qualifying date and allow us to contract with the Board of Elections.

-A motion to set the qualifying date of May 23, 2022, through May 27, 2022, for the election and approve contracting with the Union County Board of Elections was made by Vice Mayor Redman and seconded by Commissioner Stegall.

-Unanimous Approval.

Information: 9. Distinguished Budget Award

-City Manager, Dale Walker: We've had the opportunity to submit our budget to the Government Finance Officers Association of the United States and Canada and they gave us our third consecutive award. They are done by three independent anonymous reviewers, identified by number only.

-Mayor Schenck: I took the liberty of going to the website to research, and a town this size getting this award is remarkable, and getting it three times in a row, even more so. For the finance side of the house, it's quite an accomplishment.

Information: 10. Comprehensive Plan Amendment

-City Manager, Dale Walker: This is for information that it has been approved it all looks good at everybody's level that is reviewing it.

Information: 11. City Love Letter

-City Manager, Dale Walker: I found a letter from Beaverton Oregon, that was an intriguing question that was geared towards their downtown strategy. It began my thought process as to what would the City of Lake Butler say in response to a question centered around if the City of Lake Butler asked the community to write a love letter to the city about what they need, what do you think they would say? The example in Beaverton, Oregon, was a lady who had written that she'd grown up with the City

and had three kids with the City and the essence was, take care of my safety and my family and thank you for being there. You have a heart so take care of it. What would the City Attorney say about the City?

-Attorney, John Maines: I, personally, like the areal photograph that was done of the City. I spent some time looking at it.

-Mayor Schenck: My thought was perhaps we could capitalize on the Lake Butler Community page to access our citizens and make that solicitation.

-Mr. Maines: That is fine, but I remind everyone that the posting is fine but not to discuss among commissioners.

D. REPORT OF CITY ATTORNEY

-No Report

E. REPORT OF CITY MANAGER

Information: 1. City Manager's Report

-City Manager, Dale Walker: Happy Valentines Day to the Commission.

-We are going to begin a program called Bright Idea. If an employee comes up with an idea that can save us money, and we can identify what that saving is, we will give the employee 10% of the savings.

-We are also trying to revitalize the downtown appearance. A few pictures are provided. You have two businesses that we are talking to about painting and redesigning some of the frontages.

F. COMMENTS OR REMARKS BY COMMISSION

-Commissioner Stegall: The Southern Outlaw Dragboat Association has reached out to get input from the City on hosting a second race in the fall. They suggested it be October 22nd and 23rd, which is a Saturday/Sunday.

-Mayor Schenck: Is a vote needed for that?

-City Manager, Dale Walker: It would be good to know your thoughts on that so we can tell them for their planning.

-Mayor Schenck: My thoughts would be, yes, because it does a lot for our businesses and for the community.

-The full commission agreed to move forward with a second race in the fall.

-Commissioner Beasley: Where are we with the new businesses? Has Retail Strategies been able to find any new businesses.

-Mr. Walker: Yes, they've found a couple, but it takes a while. One is O'Reilly, another is Dunkin' Donuts, and another is a gas station and the potential of a pizza place.

-Vice Mayor Redman: The Farmshare we had last week. Volunteers, thank you. We served 289 families. Next month March 12th, hopefully. Junior ROTC may be able to help. We had quite a few volunteers. I went to the new yogurt place, it is very nice. I was impressed. We want to try to support hometown businesses.

G. ADJOURNMENT

Action: 1. Adjourn

-A motion to adjourn was made by Commissioner Sirmones and seconded by Commissioner Stegall.

-Unanimous Approval.

-Meeting adjourned at 6:33 PM.