

## Regular City Commission Meeting (Tuesday, March 21, 2023)

Generated by Hayden Page on Tuesday, March 21, 2023

Edited and published by Amanda Brown on April 14, 2023

### A. MEETING OPENER

Procedural: 1. Call To Order - Roll Call

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

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

### B. CITIZEN INPUT

Information: 1. Provision for Citizen Input

- Mayor Redman read the provision for citizen input.
- Rondoll Huggins - 640 SE 4th Street, Lake Butler, Florida
  - Mr. Huggins introduced Robert Troutman, a representative from Cintas, to speak to the Commission regarding uniforms and other cleaning products. Cintas services the company he is with and he is impressed with their service and believes the City may benefit from their service.
  - Mr. Huggins mentioned that people are parking on the right of way after hours and that he would like to file a code enforcement complaint to have it resolved. Mr. Maines responded that the new complaint form is part of the agenda and, if approved, can be provided.
- Valerie Nelson - 785 SW 1st Way, Lake Butler, Florida
  - Ms. Nelson expressed confusion about the fluctuation in her water bill cost when she is using relatively the same amount of water each month. Mayor Redman responded that utility billing is going to be discussed later in the meeting.
- Robert Troutman, Cintas Representative - Alachua, Florida
  - Mr. Troutman explained that Cintas holds a national contract to be able to provide government organizations with preferred pricing and is available to discuss options and pricing to fit the city's needs. Commissioner Hendrix noted that the City already has Cintas for some items and it could be looked into further.
- Donald Robinson - 75 NE 2nd Street, Lake Butler, Florida
  - Commends the commission on the selection of Mr. Tillis for Interim City Manager.

### C. AGENDA ITEM NUMBER

#### Action (Consent): 1. Consent Agenda

- The Commission requested that vehicle logs be added to the consent agenda after the request in January 2023.
- The Commission discussed the item on the Consent Agenda will appoint Interim City Manager Tillis as the City Clerk and ratify anything signed by him from the date of his appointment as City Manager.
- The new credit card authorized for the City should also be held by the Interim City Manager and no longer by the Finance Director.
- **Motion to approve the consent agenda made by Vice Mayor Stegall and seconded by Commissioner Sirmones.**
  - **Unanimous Approval**

#### Information: 2. Lake Butler FFA Ag Issues Team Presenting 2023 Farm Bill

- Three members of the Lake Butler FFA Ag Issues Team discussed that the Farm Bill has not been renewed or changed since 2018, highlighting the fact that there have been many issues brought up since it came about, but that a failure to renew it could lead for food production issues that would affect many.

#### Action: 3. Financial Reporting for the Period Ending February 28, 2023

- Finance Director, John Sapp, presented the unaudited financial report for October 1, 2022, through February 28, 2023.
- The Commission requested clarification on some expenses for limerock, millings, electrical work done to the new Public Works building in December 2022, credit card payments for purchases in January, sludge disposal, the term "settlement" used in the description of the payment to GFL Environmental, and items sold via Gov Deals in February 2023. It was questioned whether a representative from Verizon could come to the City to review the accounts. Commission Hendrix stated that employees should not be allowed to purchase cell phones on the City's account. Mr. Tillis explained that he would be looking into the phones and what other communication options are available for the City to use.
- Concern was raised regarding the high cost of electrical work done to the Public Works building when large expenses were to cease after December. Mr. Tillis confirmed that this was done with a verbal contract to do the work and was done in December 2022. A revised invoice with a breakdown of services rendered has been requested.
- Mr. Tillis explained that he is working with Finance Director Sapp to clear up the financials and establish a new purchasing policy. He explained that the budget combines grant and enterprise funds together and he plans to separate grant funds into individual accounts.
- Commissioner Hendrix questioned why EFT payments were being done after her conversation with the auditors and explained that they mentioned they do not like EFT payments for tracking purposes. Concern was raised about whether EFT payments were supposed to cease and Mr. Sapp will look into the City's procedure and report what is being done with EFT.
- Commissioner Hendrix raised concern that the City has been paying for an employee membership to the International Institute of Municipal Clerks and for classes toward the Certified Municipal Clerk certification. The Commissioner stated that this is not the same as the certifications needed for Public Works employees and does not serve a public purpose and the cost may need to be recuperated.
- **Motion to approve the financial report for October 1, 2022, through February 28, 2023, was made by Vice Mayor Stegall and seconded by Commissioner Sirmones.**
  - **Unanimous Approval**

#### Action: 4. Interim City Manager Contract

- Mr. Tillis presented a contract to the Commission.
- **Motion to approve the contract for Interim City Manager between the City of Lake Butler and Richard O. Tillis was made by Commissioner Sirmones and seconded by Vice Mayor Stegall.**

- **Unanimously Approval**

Discussion: 5. Utility Billing

- The Commission discussed concerns regarding high utility bills that citizens have received and the policy of how they are being handled. Concern was also raised about the five-year program and the proposed water rate increases through that time. Mr. Tillis explained the current billing procedure, how the water meters function, and details of the last water rate increase. He will follow up with the Commission and plans to have a solution by the May 2023 Commission meeting.
- The Commission also requested the City Manager review the contract with GFL Environmental to see if canceling is an option.

D. REPORT OF CITY ATTORNEY

- Mr. Maines deferred to Mr. Tillis.

E. REPORT OF CITY MANAGER

Information: 1. City Manager's Report

- City Manager, Mr. Tillis, presented a verbal report to the Commission.
- He and Finance Director, John Sapp, met with audit firm Powell and Jones regarding the status of the regular and extended audit. They have requested a few more items, which once provided, should conclude the audit.
- With the recent resignation of the Public Works Director, the City is not yet in a position to hire a replacement. Mr. Tillis recommended former Public Works Director, Mike Banks, return as interim and serve as a working foreman with a minimum City Hall presence of one hour a day though most of the time working with the crews and overseeing operations. The Commission discussed having a contract for an hourly rate with no benefits drawn up for Mr. Banks to be interim City Manager.
  - **Motion to hire Mike Banks as Interim Public Works Director at \$27.50 per hour with a similar contract to Mr. Tillis with the hourly rate only, to be effective the next pay period, effective Thursday, March 21, 2023, was made by Commissioner Hendrix and seconded by Commissioner Stegall.**
    - **Unanimous Approval**
- Mr. Tillis addressed the Commission's previous concerns regarding Animal Control and informed them that he has spoken with the Union County Animal Control Director regarding their procedure to evaluate the City's current situation.
- Regarding the City's financial state, the American Rescue Plan Act (ARPA) funds and their use is still being evaluated, but Mr. Tillis confirmed that most of those funds have been spent.
- He also explained that the spray field mowing will need to resume after the previous contract's cancellation. He requested that the hold on mowing be ended, and new quotes acquired for a one-time mowing to avoid a Department of Environmental Protection citation.
  - **Motion to authorize the City Manager to seek a one-time quote to mow the spray field was made by Commissioner Hendrix and seconded by Vice Mayor Stegall.**
    - **Unanimous Approval**
- The Manager informed the Commission that he is also working to create a purchasing policy in compliance with the law. He stressed that the current priority is the City's cash balance in all funds. Mr. Tillis plans to have budget amendments prepared by the May 2023 regular meeting. He explained that the situation was not created overnight and will not be corrected overnight either.

F. COMMENTS OR REMARKS BY COMMISSION

- Commissioner Hendrix: April is Spring Beautification Month
- Mayor Redman:
  - The upcoming election is on April 4, 2023.

- Mayor Redman asked Mr. Tillis to look into hiring more Public Works staff.
- The next Farm Share will be April 8, 2023, and she thanked the JROTC for assisting with March Farm Share.
- Mr. Maines stated that a board meeting for the swearing-in of the new commissioner after the election will need to be held on Wednesday, April 5, 2023, at 2:00 PM.

#### G. ADJOURNMENT

Action: 1. Adjourn

- **Motion to adjourn was made by Commissioner Hendrix and seconded by Commissioner Sirmones.**
  - **Unanimous Approval**
- Meeting adjourned at 8:24 PM.