

Regular City Commission Meeting (Tuesday, September 20, 2022)

Generated by Amanda Brown on Wednesday, September 28, 2022

A. MEETING OPENER

Procedural: 1. Call To Order - Roll Call

- Meeting Called to Order by Mayor Schenck
- Present: Commissioner Sirmones, Vice Mayor Redman, Commissioner Stegall, Commissioner Hendrix, Mayor Schenck, City Manager Walker, Attorney Maines.
- Absent: None

Procedural: 2. Opening Prayer

- Opening prayer led by Vice Mayor Redman.

Procedural: 3. Pledge of Allegiance

- Pledge of Allegiance led by Mayor Schenck.

Action: 4. Approval of The Agenda Format

- **Motion to approve the agenda format was made by Commissioner Sirmones and seconded by Commissioner Stegall.**
- **Unanimous Approval**

B. CITIZEN INPUT

Information: 1. Provision for Citizen Input

- None

C. AGENDA ITEM NUMBER

Action (Consent), Minutes: 1. Consent Agenda

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

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

- **Motion to approve the financial report for the period of October 1, 2021, through August 31, 2022, was made by Commissioner Stegall and seconded by Vice Mayor Redman.**
- **Unanimous Approval**

Information: 3. Presentation by Ms. Menz's Class from Lake Butler Middle School

- Lake Butler Middle School teacher, Ms. Menz, and students Carmen T., Brody V., Adrian C., and Simone H. from her 7th-grade gifted class presented ideas for future improvements to the city. Their ideas included building a mall, public pool, and larger and more varied retail options, as well as adding trampolines and zip lines to the parks, railings to the docks, and turning the unoccupied bank building into a museum.

Action: 17. Proclamation for American Pharmacist's Month

- Local Pharmacist William Garst, presented the Commission with a proclamation that recognized the pharmacists that have faithfully and often invisibly served the public, especially during the height of the Covid-19 pandemic. He requested the City formally recognize October as American Pharmacist's Month.
- Dr. Jeff Consaul, an infectious disease qualified pharmacist at Lake Butler Hospital, spoke about a patient who presented with a severe case of Covid-19 and required a custom administration of medication that stabilized them so they could be transported to another facility.
- Tina Lloyd, Chief Ancillary Services Officer at Lake Butler Hospital, thanked the pharmacists of Lake Butler and endorsed the Commission's consideration of the proclamation.

- **Motion to proclaim October 2022, as American Pharmacist's Month was made by Commissioner Hendrix and seconded by Commissioner Stegall.**
- **Unanimous Approval**

Action: 4. Public Hearing for Millage: Resolution No 2022-04

- **Motion to open the public hearing for the millage rate for the 2022-2023 fiscal year for public comment was made by Commissioner Stegall and seconded by Commissioner Sirmones.**
- **Unanimous Approval**
- The proposed millage rate for the 2022-2023 fiscal year is 2.75 mills. This is the same as the 2021-2022 approved millage rate. The roll-back rate is 2.5235.
- No comments for or against the proposed millage.
- **Motion to close the public hearing for public comment was made by Commissioner Stegall and seconded by Vice Mayor Redman.**
- **Unanimous Approval**
- **Motion to approve Resolution No 2022-04 to set the millage rate to 2.75 for the 2022-2023 fiscal year was made by Commissioner Stegall and seconded by Vice Mayor Redman.**
- **Unanimous Approval**

Action: 5. Public Hearing for 2022-2023 Annual Operating Budget: Ordinance 2022-02

- **Motion to open the public hearing for the 2022-2023 annual operating budget for public comment was made by Vice Mayor Redman and seconded by Commissioner Stegall.**
- **Unanimous Approval**
- Mr. Walker presented the 2022-2023 annual operating budget for the General, Water, Wastewater, Solid Waste, Street, Redevelopment, and Industrial Park funds.
- No comments for or against the proposed budget.
- **Motion to close the public hearing for public comment was made by Commissioner Stegall and seconded by Vice Mayor Redman.**
- **Unanimous Approval**
- **Motion to approve the final reading of Ordinance 2022-02, by title only, for the 2022-2023 annual operating budget was made by Commissioner Stegall.**
- Title was read by Mr. Maines.
- **Motion seconded by Vice Mayor Redman.**
- **Unanimous Approval**

Action: 6. Resolution No 2022-05: Community Development Block Grant Quality Assurance Policies and Procedures

- **Motion to approve Resolution No 2022-05, by title only, adopting policies and procedures for quality assurance for administering Community Development Block Grants was made by Vice Mayor Redman.**
- Title read by Mr. Maines.
- **Motion seconded by Commissioner Stegall.**
- **Unanimous Approval**

Action: 7. Resolution 2022-06: Community Development Block Grant Fraud Detection, Waste, and Abuse Policies and Procedures

- **Motion to approve Resolution 2022-05, by title only, adopting policies and procedures relating to ensuring the City's detection and prevention of fraud, waste, and abuse in administering Community Development Block Grants was made by Vice Mayor Redman.**
- Title read by Mr. Maines.
- **Motion seconded by Commissioner Stegall.**
- **Unanimous Approval**

Action: 8. Resolution No 2022-07: Community Development Block Grant Financial Management Policies and Procedures

- **Motion to approve Resolution No 2022-07, by title only, adopting policy relating to the City's administrative financial management in administering Community Development Block Grants was made by Commissioner Stegall.**
- Title read by Mr. Maines.
- **Motion seconded by Commissioner Hendrix.**

- **Unanimous Approval**

Action: 9. Resolution No 2022-08: Community Development Block Grant Policies and Procedures for Purchases Including Minority Business Enterprises

- **Motion to approve Resolution 2022-08, by title only, adopting a policy relating to purchases including a minority business enterprise policy in administering Community Development Block Grants was made by Commissioner Hendrix.**
- Title read by Mr. Maines.
- **Motion seconded by Vice Mayor Redman.**
- **Unanimous Approval**

Action: 10. Resolution No 2022-09: Community Development Block Grant Policies and Procedures for Compliance with 2CFR 200

- **Motion to approve Resolution 2022-09, by title only, adopting policies and procedures for the City's compliance with 2 CFR 200 in administering Community Development Block Grants was made by Vice Mayor Redman.**
- Title read by Mr. Maines.
- **Motion seconded by Commissioner Stegall.**
- **Unanimous Approval**

Action: 11. Ordinance 2022-03: Amending the Future Land Use Map of the Comprehensive Plan

- **Motion to approve the final reading of Ordinance 2022-03, amending the Future Land Use Map of the Comprehensive Plan, by title only was made by Commissioner Stegall.**
- Title read by Mr. Maines.
- **Motion seconded by Vice Mayor Redman.**
- **Unanimous Approval**

Action: 12. Ordinance 2022-04: Amending the Future Land Use Map of the Comprehensive Plan

- **Motion to approve the final reading of Ordinance 2022-04, amending the Future Land Use Map of the Comprehensive Plan, by title only was made by Commissioner Stegall.**
- Title read by Mr. Maines.
- **Motion seconded by Vice Mayor Redman.**
- **Unanimous Approval**

Action: 13. Ordinance No 2022-05: Amending the Zoning Atlas of the Land Development Regulations

- **Motion to approve the final reading of Ordinance 2022-05, amending the Zoning Atlas of the Land Development Regulations, by title only was made by Commissioner Hendrix.**
- Title read by Mr. Maines.
- **Motion seconded by Commissioner Stegall.**
- **Unanimous Approval**

Action: 14. Ordinance 2022-06: Amending the Zoning Atlas of the Land Development Regulations

- **Motion to approve the final reading of Ordinance 2022-06, by title only, amending the Zoning Atlas of the Land Development Regulations was made by Vice Mayor Redman.**
- Title read by Mr. Maines.
- **Motion seconded by Commissioner Stegall.**
- **Unanimous Approval**

Action: 15. Ordinance 2022-07: Amending the Zoning Atlas of the Land Development Regulations

- **Motion to approve the final reading of Ordinance 2022-07, by title only, amending the Zoning Atlas of the Land Development Regulations was made by Vice Mayor Redman.**
- Title read by Mr. Maines.
- **Motion seconded by Commissioner Stegall.**
- **Unanimous Approval**

Action: 16. Ordinance No 2022-08: Annexation of Public Works Property

- **Motion to approve the first reading of Ordinance 2022-08, by title only was made by Commissioner Stegall.**

- Title read by Mr. Maines.
- **Motion seconded by Vice Mayor Redman.**
- **Unanimous Approval**

INFORMATION:

1. Provision for Citizen Input

- Mayor Schenck reopened the floor for citizen input.
- Circuit Court Judge candidate, AuBroncee Martin, introduced himself and offered to answer questions after the meeting.
- Election Day is November 8, 2022.

Action: 18. Proclamation for Arbor Day

- Mr. Walker informed the Commission that October 18, 2022, was designated for Arbor Day. He invited the Commission to plant a palm tree at City Hall on that day at 5:30 PM before the regular meeting at 6:00 PM.
- **Motion to proclaim October 18, 2022, as Arbor Day was made by Commissioner Stegall and seconded by Vice Mayor Redman.**
- **Unanimous Approval**

Action: 19. Drag Boat Race

- Mayor Schenck informed the Commission that the City had previously received donations for sponsorship of the races.
- The race will be a two-day event this year and will be held on October 22nd and 23rd.
- The City will need to find a pontoon boat as well as two EMS Certified SCUBA divers.
- **Motion to approve the \$6,000 sponsorship of the Southern Outlaw Dragboat Association for the 2022-2023 fiscal year in the General Fund account number 10.000.572.58230 entitled Special Events was made by Vice Mayor Redman and seconded by Commissioner Stegall.**
- **Unanimous Approval**

Action: 20. Driveway for New Public Works Building

- Mr. Walker requested the Commission approve putting out bids for a new concrete driveway for the Public Works property.
- Mayor Schenck informed the Commission that there are approximately 771 feet of driveway and it can be difficult to drive through during and after rain.
- **Motion to request proposals from concrete companies for the driveway at the new public works property was made by Commissioner Stegall and seconded by Vice Mayor Redman.**
- **Unanimous Approval**

Action: 21. Agreement Between the City and the North Central Florida Regional Planning Council.

- The proposed agreement with the North Central Florida Regional Planning Council for the 2023 fiscal year is \$7,000.
- **Motion to approve the agreement between the City and the North Central Florida Regional Planning Council for the 2022-2023 fiscal year for \$7,000 was made by Commissioner Sirmones and seconded by Vice Mayor Redman.**
- **Unanimous Approval**

Action: 22. Job Descriptions for CDBG Mitigation Project

- A list of job descriptions and the chart of organization for the CDBG Mitigation project was presented for the grant through DEO from HUD for \$3.5 million for the generators at the lift stations.
- **Motion to approve the job descriptions and chart of organization for the CDBG Mitigation Project was made by Commissioner Hendrix and seconded by Vice Mayor Redman.**
- **Unanimous Approval**

Discussion: 23. Surplus Property

- There are a few vacant properties owned by the City of which there are no plans for use. They can be offered for sale and sealed bids would be accepted.
- Some of the properties are smaller than required by the City's Land Development Regulations, however, they are lots of record and would be buildable.

- **Motion to put the purchase of parcels 30-05-20-11-031-0080-0, 30-05-20-10-001-0040-0, 31-05-20-00-000-0070-0, and 31-05-20-00-000-0880-0 out for bid was made by Commissioner Sirmones and seconded by Vice Mayor Redman.**
- **Unanimous Approval**

Information: 24. SCOP Grant

- A SCOP grant for \$283,200 has been awarded to the City to pave the following gravel streets:
 - Southwest 8th Place
 - Southwest 1st Drive
 - Southeast 8th Street
 - Southeast 3rd Street
- The grant was written by Mittauer and Associates on the City's behalf.

Information: 25. Regional Planning Council Meeting

- Commissioner Stegall represented the City at the 2021-2022 Regional Planning Council meetings. His attendance record was provided for the Commission.

Information: 26. Treatment Plant Report

- Mittauer and Associates provided the report sent to FDEP monthly regarding progress on the Wastewater Treatment Plant project.

D. REPORT OF CITY ATTORNEY

- No Report

E. REPORT OF CITY MANAGER

Information: 1. City Manager's Report

- The land swap between the City and Welch's is nearly complete.
- Grants are being sought for new playground equipment for Lakeside Park. Park crews work to keep the parks looking nice despite a recent issue with vandalism.

F. COMMENTS OR REMARKS BY COMMISSION

- Mayor Schenck
 - Suggested consideration of better security at Lakeside Park to combat the uprise in vandalism.
- Vice Mayor Redman
 - The September Farm Share helped over 266 families.
 - The next Farm Share will be on October 8, 2022, at Lakeside Park.
- Commissioner Hendrix
 - Suggested the City and Commission consider hosting a food truck event at Lakeside Park

G. ADJOURNMENT

Action: 1. Adjourn

- **Motion to adjourn was made by Vice Mayor Redman and seconded by Commissioner Stegall.**
- **Unanimous Approval**
- Meeting adjourned at 7:10 PM.