

Meeting Dec 19, 2023 - Regular City Commission Meeting
Category A. MEETING OPENER
Access Public
Type Action
Recommended Action Motion to approve the agenda format.

B. CITIZEN INPUT

Subject 1. Provision for Citizen Input
Meeting Dec 19, 2023 - Regular City Commission Meeting
Category B. CITIZEN INPUT
Access Public
Type Information

Pursuant to Florida Statutes, members of the public shall be given a reasonable opportunity to be heard on a proposition before the City Commission. Upon the recognition by the Mayor, any person may address the City Commission on any subject either included on the agenda or any other subject.

Speakers are requested to approach the podium and give their name and address to the City Clerk to be reflected in the minutes of the meeting. Remarks are limited to up to 3 minutes. If additional time is needed, the City Commission may grant the time needed. Comments are to be directed only to the Mayor. They will determine if staff will need to interact. This is the time for public discussion on any subject on or off the agenda as the remainder of the meeting is for Commission interaction and decision-making.

The City Commission wishes to maintain orderly conduct and proper decorum in this public meeting, so thank you for your time and attention.

C. REPORT OF MAYOR

Subject 1. Mayor's Report December 2023
Meeting Dec 19, 2023 - Regular City Commission Meeting
Category C. REPORT OF MAYOR
Access Public
Type Discussion, Information

Mayor Stegall has provided a monthly report for the activity in November 2023.

D. MONTHLY FINANCIAL REPORT

Subject 1. Financial Report for period October 1, 2023 through November 30, 2023
Meeting Dec 19, 2023 - Regular City Commission Meeting

Category	D. MONTHLY FINANCIAL REPORT
Access	Public
Type	Action, Reports
Recommended Action	Motion to approve financial report for period October 1, 2023 - November 30, 2023.

E. REPORT FROM PUBLIC WORKS DIRECTOR

Subject	1. Public Works Director Report December 2023
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Meeting	Dec 19, 2023 - Regular City Commission Meeting
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Category	E. REPORT FROM PUBLIC WORKS DIRECTOR
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Access	Public
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Type	Information, Reports
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Public Works Director Mathew Kelley discusses a report with the Board for the progress in the Public Works Department in November 2023.

F. SECOND BUDGET REVISION REQUEST

Subject	1. SECOND BUDGET REVISION EFFECTIVE 12/19/2023
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Meeting	Dec 19, 2023 - Regular City Commission Meeting
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Category	F. SECOND BUDGET REVISION REQUEST
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Access	Public
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Type	Action
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Recommended Action	Motion to approve the second budget revision prepared by Budget Analyst Dave Mecusker to be effective today, December 19, 2023.
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Budget Analyst Dave Mecusker has presented a second budget revision for the 2023-2024 Fiscal Year.

G. AGENDA ITEM NUMBER

Subject	1. Consent Agenda
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Meeting	Dec 19, 2023 - Regular City Commission Meeting
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Category	G. AGENDA ITEM NUMBER
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Access	Public
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Type	Action
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Recommended Action	Motion to approve the consent agenda in one motion.
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Consent Agenda Items:

1. Code Enforcement Report November 2023
2. November 2023 WEX invoice, activity report, and vehicle logs
3. Minutes from Regular City Commission Meeting on November 21, 2023
4. Special City Commission Meeting Minutes from November 30, 2023
5. Animal Control Logs for November 2023

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

Meeting Dec 19, 2023 - Regular City Commission Meeting

Category G. AGENDA ITEM NUMBER

Access Public

Type Action

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.

File Attachments

[ORDINANCE NO. 2023-13 SMOKING VAPING BAN IN CITY PARKS.pdf \(510 KB\)](#)

Subject **3. Secur-Tel Security and Camera Proposal for Parks, Union Depot, and City Hall**

Meeting Dec 19, 2023 - Regular City Commission Meeting

Category G. AGENDA ITEM NUMBER

Access Public

Type Action, Discussion, Information

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.

Secur-Tel has provided the City with a proposal for enhanced security monitoring and cameras at Union Depot as well as City Hall.

File Attachments

[Secur-Tel Security and Camera Proposal for Parks and City Hall 12-19-2023.pdf \(478 KB\)](#)

Subject **4. City Manager Employment Contract between Kimberly Hayes & City of Lake Butler**

Meeting Dec 19, 2023 - Regular City Commission Meeting

Category G. AGENDA ITEM NUMBER
Access Public
Type Action, Discussion
Recommended Action Motion to approve the city manager employment contract between Kimberly Hayes and the City of Lake Butler, effective today, December 19, 2023.

File Attachments

[Employment Agreement City Manager 12-19-2023 - KIMBERLY HAYES.pdf \(309 KB\)](#)

Subject 5. City Manager/Clerk Roles and Responsibilities Transfer
Meeting Dec 19, 2023 - Regular City Commission Meeting
Category G. AGENDA ITEM NUMBER
Access Public
Type Action
Recommended Action Motion to revert such authority and responsibilities of City Mansger from Mayor Stegall to Kim Hayes, effective on her start date of January 4, 2024.
Motion to revert the role of City Clerk back to the new City Manager, also effective on her start date of January 4, 2024.

File Attachments

[City Manager-Clerk Roles and Responsibilites Transfer 12-19-2023.pdf \(325 KB\)](#)

H. REPORT OF CITY ATTORNEY

Subject 1. REPORT OF JOHN E MAINES IV, CITY ATTORNEY
Meeting Dec 19, 2023 - Regular City Commission Meeting
Category H. REPORT OF CITY ATTORNEY
Access Public
Type Discussion

City Attorney Maines:

I. COMMENTS OR REMARKS BY COMMISSION

Subject 1. COMMENTS OR REMARKS BY COMMISSION
Meeting Dec 19, 2023 - Regular City Commission Meeting
Category I. COMMENTS OR REMARKS BY COMMISSION
Access Public
Type Discussion

Commissioner Sirmones

Commissioner Redman

Commissioner Huggins

Vice Mayor Hendrix

Mayor Stegall

J. ADJOURNMENT

Subject	1. Adjourn
Meeting	Dec 19, 2023 - Regular City Commission Meeting
Category	J. ADJOURNMENT
Access	Public
Type	Action
Recommended Action	Motion to adjourn.