

Regular City Commission Meeting (Tuesday, February 20, 2024)

Generated by Hayden Page on Friday, March 15, 2024

A. MEETING OPENER

Procedural: 1. Call To Order - Roll Call, Opening Prayer, Pledge of Allegiance

Vice Mayor Hendrix called the meeting to order at 6:00pm.

Roll Call:

City Commission - Vice Mayor Hendrix, Commissioner Huggins, Commissioner Sirmones

City Staff - City Attorney Maines, City Manager Hayes, Finance Director Mecusker, Accounts Payable Clerk Page

Absent - Mayor Stegall and Commissioner Redman

Action: 2. Approval of The Agenda Format

Recommended Action: Motion to approve the agenda format.

Motion to approve the agenda format was made by Commissioner Sirmones. Motion seconded by Commissioner Huggins. Unanimous approval. Motion carried.

B. PUBLIC COMMENTS

Information: 1. Public Comments

Vice Mayor Hendrix opened the floor to public comments.

City Attorney Maines verified that the representative that wishes to speak is with the company wishing to develop a Wawa store, which was confirmed.

City Attorney Maines stated that this was originally a separate agenda item but was consolidated within public comments after speaking with city commissioners, city staff, and Kimley-Horn representative Jarrod Stubbs.

Vice Mayor Hendrix confirmed with Mr. Stubbs that additional time (more than three (3) minutes) will most likely be needed and is granted.

Mr. Jarrod Stubbs is with the firm Kimley-Horn and is assisting a firm with the proposal to develop a convenience store located at SW 6th Avenue and SW 6th Street.

Mr. Stubbs thanks the board and city attorney for allowing him to speak this evening.

Mr. Stubbs explains that Kimley-Horn's clients are wishing to build a Wawa gas station and convenience store located on the parcel west of Circle K Store and north of Tiger's Den Daycare.

Mr. Stubbs explains that what is requested is the possibility of revising Section 6-3 of the City of Lake Butler Code of Ordinances which refers to the sale of alcoholic beverages and the location restrictions and required distances from churches and schools.

Mr. Stubbs provides a handout to the board.

Mr. Stubbs explains what is within the handout, with the proposal to modify the ordinance to allow the company to sell alcoholic beverages and that the main issue is the distance from the proposed development to the daycare directly across the street and references existing businesses who are within similar distance to daycares and churches as of today that sell alcoholic beverages.

Vice Mayor Hendrix explained that she had spoken with City Attorney Maines and has done extensive research into this matter and wants to ensure that there is clarity in the current existing businesses.

Vice Mayor Hendrix stated that the above-referenced ordinance was enacted in 1963 and was revised in 2011, and the referenced Circle K gas station and convenience store was built in 1972, so at that time, the daycare was not owned by the school in 1972.

Vice Mayor Hendrix confirmed what is said within the ordinance regarding distances to churches and schools with the sale of alcoholic beverages.

Vice Mayor Hendrix explains that she would agree to review the ordinance and discuss the possibility of modifying the ordinance for the distance requirement for the schools but NOT for the churches.

Vice Mayor Hendrix stated that the entrance to the proposed establishment would NOT interfere with the church, after speaking with the pastor of the church.

Vice Mayor Hendrix confirmed with Mr. Stubbs that the main area of concern with this ordinance is the daycare or school property, and not so much the church.

Commissioner Huggins explains that he would like to take some more time to review this proposed modification to the ordinance.

Mr. Stubbs explains that within the referenced ordinance, for churches, the distance requirement is door-to-door, but the issue they are facing is the school distance requirement which is property line to property line.

Commissioner Huggins stated that he would like to do more research, take a trip around town and review the businesses next to churches currently.

Vice Mayor Hendrix confirmed with City Attorney Maines that a decision is not needing to be made tonight, but if the board's consensus is to modify the ordinance, then City Attorney Maines needs to be instructed to draft an ordinance that will modify the existing ordinance if the board wishes to move forward in modifying the ordinance.

Discussion, Information: 2. Introduction to City Commission by Demetrise Thomas with Bradford/Union County Health Department

Vice Mayor Hendrix stated that Ms. Thomas is the new Minority Health Liaison for the Health Department and would like to introduce herself to the Commission and explain what her new role involves.

Ms. Thomas thanks the Commission for the permission to speak tonight.

Ms. Thomas explains that the reason for the position she is in receives assistance from the government legislatures back in 2021 which created a grant that was mostly used to tackle COVID-19 relief, and that the program was developed recently, and she has stepped in to pick up and move forward.

Ms. Thomas explains what has been done to survey the community and its needs, and the main issue is mental health.

Ms. Thomas explains that projects have been created to improve mental health and referenced the three (3) blessing boxes that were created by the Minority Health Liaison and Task Force.

Ms. Thomas also references the locations of each blessing box, one is at City Hall, one is at Church of Christ, and the 3rd one is at the Health Department on Main Street.

Ms. Thomas stated that the Woman's Club signed up to sponsor a blessing box at their meeting last night.

Ms. Thomas said that she regularly checks the blessing boxes to ensure that they are stocked and have supplies that are not expired.

Ms. Thomas explained to the board that another upcoming benefit to the community is a Resource Hub.

The Resource Hub is a center where people can walk and get resources, and receive assistance to complete taxes, paperwork, applications, and resources that the community needs help with, and that the Minority Health Liaison would be considered a project manager of the Hub.

Ms. Thomas explains that she wishes to help the community and make change that benefits the entire community.

Vice Mayor Hendrix asks Ms. Thomas what is needed for the City to establish a partnership with the Health Department.

Ms. Thomas explains what can be done to help the community with this project.

Vice Mayor Hendrix asked Ms. Thomas if this program would assist the elderly, who are often looked over in the community as far as benefits go.

The board thanks Ms. Thomas for presenting this matter this evening.

C. AGENDA ITEM NUMBER

Action: 1. Consent Agenda

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

Motion to approve the consent agenda made by Commissioner Sirmones. Motion seconded by Commissioner Huggins. Unanimous approval. Motion carried.

Action, Information: 2. Acceptance of FDOT Small County Outreach Program

Recommended Action: Motion to approve the FDOT SCOP Grant for \$283,300 to repave SW 8th Place, SW 1st Drive, SE 7th Street, and SE 3rd Street, and authorize Mayor Stegall to sign the grant agreement and submit to Kimberly Evans at FDOT.

Vice Mayor Hendrix explains the specifics of the grant, stating that it is to repave or pave SW 8th Place, SW 1st Drive, SE 7th Street, and SE 3rd Street.

The grant's purpose is for the design, construction, and CEI for the paving or repaving of the above-mentioned roads.

Vice Mayor Hendrix stated that the dates of this grant have changed multiple times from the initial request to the board but did inform the board that in order to proceed, the board must make a motion to approve the FDOT grant agreement.

Motion to approve the FDOT SCOP Grant for \$283,300 to repave SW 8th Place, SW 1st Drive, SE 7th Street, and SE 3rd Street, and authorize Mayor Stegall to sign the grant agreement and submit to Kimberly Evans at FDOT was made by Commissioner Huggins. Motion seconded by Commissioner Sirmones. Unanimous approval. Motion carried.

Action, Information: 3. Solicitation of Nominations for Election to the Florida Municipal Insurance Trust (FMIT) Board of Trustees
Recommended Action: Motion to nominate _____ for election to the Florida Municipal Insurance Trust (FMIT) Board of Trustees.

Vice Mayor Hendrix explains the reason for selecting a nominee for the FMIT Board of Trustees.

Vice Mayor Hendrix stated that the board needs to select a FMIT Board of Trustee and did inform the board that insurance is her main area of expertise in her full-time job, and if the board agrees, then a motion to nominate Vice Mayor Hendrix could be made.

Motion to nominate Vice Mayor Hendrix for election to the Florida Municipal Insurance Trust (FMIT) Board of Trustees was made by Commissioner Sirmones. Motion seconded by Commissioner Huggins. Unanimous approval. Motion carried.

Action, Discussion: 4. Approval of 2024 Holiday Calendar
Recommended Action: Motion to approve the 2023-2024 Holiday Schedule for City of Lake Butler.

Vice Mayor Hendrix explains that some of the holidays listed on the proposed calendar have already passed, and the reason for the proposal now is because of the personnel policy for 2023-2024 that was never approved by the board, and was tabled due to concerns put into the policy by former administration, and asked City Manager Hayes to clarify on the matter.

City Manager Hayes stated that upon arriving to the City, she had noticed that the holiday calendar has not been approved yet, and stated that the calendar proposed was derived from the calendar that Union County uses.

Motion to approve the 2023-2024 Holiday Schedule for City of Lake Butler was made by Commissioner Huggins. Motion seconded by Commissioner Sirmones. Unanimous approval. Motion carried.

Action, Discussion: 5. Discussion and Approval of Community Development Block Grant (CDBG)
Recommended Action: Motion to approve the CDBG grant.

Vice Mayor Hendrix explained that the City is currently seeking a grant to repair the Lake Butler Splash Park and one of the requirements of this grant is to establish a Citizens Advisory Task Force or CATF.

Vice Mayor Hendrix stated that a motion needs to be made to approve the CDBG grant.

City Manager Hayes stated that a motion needs to be made to approve the CDBG grant and to authorize her and staff to work with Andy Easton, the City's former grant consultant, on this project.

Commissioner Huggins referenced the work that was done to the splash park previously, and asked if there was an estimate on the repair of the splash park, and Vice Mayor Hendrix and City Manager Hayes collectively explained the plan to revitalize the splash park.

Motion to approve the CDBG grant was made by Commissioner Huggins. Motion seconded by Commissioner Sirmones. Unanimous approval. Motion carried.

Motion to authorize City Manager Hayes to work with Andy Easton, grant consultant, on the CDBG grant was made by Commissioner Sirmones. Motion seconded by Commissioner Huggins. Unanimous approval.

Action, Discussion: 6. Appointment of Citizens Advisory Task Force
Recommended Action: Motion to appoint _____ on the City of Lake Butler Citizens Advisory Task Force.

Vice Mayor Hendrix explained that in order to meet requirements of the CDBG grant, a CATF (Citizens Advisory Task Force) must be established, and she has worked with Lisa Huggins to find members all around the community to be a member of the CATF.

Motion to appoint Daniel Casillas, Ryan Perez, Lisa Huggins, Alisca Maxwell, Felice Cohen, Valerie Seadrow, and Jennifer Thomas was made by Commissioner Huggins. Motion seconded by Commissioner Sirmones. Unanimous approval.

City Attorney explains that the CATF is a very limited role and is created specifically for the CDBG grant.

Citizen Cindy North asked to make a brief comment and explained to the board that Mr. Daniel Casillas lives in the old Robertson house located behind the Woman's Club and is doing a wonderful job in restoring the house, and spends a lot of time in the park, and commends him in his work.

Action, Discussion: 7. Discussion of restoring City seal back on City buildings and equipment
Recommended Action: Motion to restore the City seal as the logo on all City buildings, vehicles, and equipment.

Vice Mayor Hendrix brought this matter to City Manager Hayes on the seal, and the fact that the previous administration rebranded the City, and several citizens are upset with the new logo and wishes to go back to the original seal.

Motion to restore the City seal as the logo on all City buildings, vehicles, and equipment as it is needed was made by Commissioner Huggins. Motion seconded by Commissioner Sirmones. Unanimous approval. Motion carried.

Action, Discussion: 8. Discussion on creation of Non-Flushable Item Fine/Penalty for Businesses
Recommended Action: Motion to approve City Manager and staff to develop a policy to issue fines for businesses that are flushing items that are causing our wastewater pumps to burn up, which is a significant city expense to repair, and to present said policy at the meeting on March 19, 2024.

City Attorney Maines asked if the board wishes to wait on this matter until the rest of the board are present and can comment, and vote on the matter.

Vice Mayor Hendrix explained the issue with non-flushable items being flushed and burning up the pumps.

Commissioner Huggins stated that it is impossible to determine which business is flushing non-flushable items, and Public Works Director Mathew Kelley stated that it is possible for some lift stations to determine which organization or business is the culprit.

Public Works Director Mathew Kelley suggested that a letter be sent out to all businesses explaining the situation, and City Attorney Maines recommended this option instead of a policy at this time.

The board collectively agreed and approved a letter be sent out to businesses addressing the issue.

Action: 9. Discussion to schedule workshops to review City policies and procedures
Recommended Action: Motion to schedule a workshop to review city policies and procedures.

Vice Mayor Hendrix stated that last year, the board attempted to hold policy workshops and review policies but with the events that took place with previous administration, the project kind of got looked over, and City Manager Hayes wishes to hold workshops to discuss the City's policies and procedures.

Vice Mayor Hendrix suggested gathering several dates and sending out to the board to schedule workshops in the near future.

City Manager Hayes asked if a specific time would be better to hold the workshops, and collectively 6pm is a good time frame.

D. CITY MANAGER'S REPORT

Discussion, Information: 1. City Manager's Report February 2024

City Manager Hayes presents her report to the board on the progress in which has taken place since her arrival on January 18, 2024.

City Manager Hayes explained that on normal occasions, she prefers to wait 30 days before making any changes, but upon arrival, she realized that the City needed help and adjustments immediately.

City Manager Hayes explained that overtime was significantly reduced, and that the City's budget could not handle waiting 30 more days to make changes.

City Manager Hayes explained that the number of overtime hours went from approximately 32 hours down to 2 hours and aims to get to 0 hours of overtime.

City Manager Hayes explained the change that was made with closing down the park bathrooms every night and made a former crossing guard be the personnel who closes down the parks every night and opens and closes them on the weekends.

City Manager Hayes explained that with the public works employees who are on-call during the week, that any call-out(s) that they receive are adjusted out before the end of each pay week to prevent overtime from occurring.

City Manager Hayes explains that IT services was at \$2,250.00 a month, and upon receiving the quote from Brady Clark at New River Technology, the new monthly charge will be reduced from \$2,250 to \$1,100, saving \$1,150.00 a month, \$13,800 per year.

City Manager explains that the cell phone and phone services are being reviewed and adjusted where applicable.

City Manager Hayes explains that the janitorial services that were being paid for at \$324.45 a month have been canceled immediately and that the cleaning of the supplies will be done by inmates.

City Manager Hayes explained that the water bill printing and mailing service is also being canceled, and that bills will be printed and mailed in house, saving approximately \$591.00.

City Manager Hayes explains that the overall savings that have taken place thus far is \$41,993.00 a year in savings.

City Manager Hayes explains that all city vehicles are now parked at the end of each workday and are NOT driven home for any reason whatsoever.

Vice Mayor Hendrix stated that a lot of the issues that City Manager Hayes has addressed were findings in the most recent financial audit.

City Manager Hayes asks Accounts Receivable Clerk Elaine Hines to stand in recognition of her hard work in collecting past due bills.

City Manager Hayes explained that due to staffing, the water bills have gotten extremely past due and Elaine has worked diligently in collecting customer past due bills.

Ms. Hines explained to the board that a lot of accounts were 120 days past due, and some account balances were up to over \$800.00 and from last month to this month, there are no active accounts that are 30, 60, 90, or 120 days past due.

City Manager Hayes asked how much money has been brought in, and Ms. Hines stated that approximately \$12,000 has been collected, and that last month, 46 water meters were disconnected due to non-payment, and Ms. Hines has made copies of all past due notices and shutoff notices that have been sent out as proof of paperwork.

City Manager Hayes commends Elaine Hines on her hard work with this matter.

Ms. Hines also mentioned in recognition of the Public Works Department that every day, an exception report is sent via email for all water meters that are having an issue of some sort, such as a leak, and Hayden Whitehead have been checking them regularly and working hard to check the full function of the water meters.

City Manager Hayes thanks Accounts Payable Clerk Hayden Page and the entire staff as well as Finance Director Mecusker for working with us.

Commissioner Huggins thanks City Manager Hayes for the work that she has done since her arrival.

Ms. Hines did comment that the City Hall staff are now getting a lunch break now with the closure of City Hall from 12pm-1pm.

Ms. Hines also explained that the reason that City Hall staff get an hour lunch rather than 30 minutes like Public Works staff is because the City Hall staff work for 9 hours (8am-5pm), and not 8 hours (7:15am-3:15pm).

City Manager Hayes stated that a position within Public Works was eliminated, and the salary for that position will be for a staff assistant for City Hall, to assist the 4 staff members who are currently at City Hall, and in need of extra help.

E. MONTHLY FINANCIAL REPORT

Action, Reports: 1. Financial Report for period October 1, 2023, through January 31, 2024

Recommended Action: Motion to approve financial report for period October 1, 2023 - January 31, 2024.

Accounts Payable Clerk Page presents the financial report on behalf of the Finance Director Dave Mecusker who was unable to attend tonight's meeting.

Motion to approve the financial report for period October 1, 2023 - January 31, 2024 was made by Commissioner Sirmones. Motion seconded by Commissioner Huggins. Unanimous approval. Motion carried.

F. REPORT FROM PUBLIC WORKS DIRECTOR

Information, Reports: 1. Public Works Director Report February 2024

Public Works Director Mathew Kelley provided his report to the board on the progress made in Public Works.

G. REPORT OF CITY ATTORNEY

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

City Attorney Maines explained the email that Hayden sent out to the board regarding litigation for the Form 6 application requirement.

H. COMMENTS OR REMARKS BY COMMISSION

Discussion: 1. COMMENTS OR REMARKS BY COMMISSION

Commissioner Sirmones -The Florida League of Cities has a sponsorship form application for 5013C to receive up to \$500.00 and will provide a copy to Hayden to make copies. Vice Mayor Hendrix requested a report of some sort from Commissioner Sirmones on what is occurring in the NEFLC meetings each month.

Commissioner Huggins- Thanks to City Manager Hayes on the changes made.

Vice Mayor Hendrix- Referenced Union Depot building, and suggested ideas to use the building to accommodate hikers to stay overnight in severe weather conditions to sleep in and also to possibly install a shower as well.

I. ADJOURNMENT

Action: 1. Adjourn

Recommended Action: Motion to adjourn.

Motion to adjourn meeting was made by Commissioner Sirmones. Motion seconded by Commissioner Huggins. Unanimous approval. Motion carried.

Meeting adjourned at 7:57pm.