



Tuesday, April 16, 2024
Regular City Commission Meeting

City of Lake Butler
200 SW 1st Street
Lake Butler, FL 32054
6:00 p.m.

A. MEETING OPENER

Subject	1. Call To Order - Roll Call, Opening Prayer, Pledge of Allegiance
Meeting	Apr 16, 2024 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Procedural

Commission: Commissioner Sirmones, Commissioner Redman, Commissioner Huggins, Vice Mayor Hendrix, Mayor Stegall

Staff: City Attorney Maines; City Manager Hayes; Finance Director Mecusker; Accounts Payable Clerk Page, Administrative Assistant Evernden

Admin Content

If a person decides to appeal a decision made with respect to any matter at this meeting or hearing, he or she will need a record of the proceedings and may need to ensure that a verbatim record is made.

Subject	2. Approval of The Agenda Format
Meeting	Apr 16, 2024 - Regular City Commission Meeting
Category	A. MEETING OPENER
Access	Public
Type	Action
Recommended Action	Motion to approve the agenda format.

B. PUBLIC COMMENTS

Subject	1. Public Comments
Meeting	Apr 16, 2024 - Regular City Commission Meeting
Category	B. PUBLIC COMMENTS
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. AGENDA ITEM NUMBER

Subject	1. Consent Agenda
Meeting	Apr 16, 2024 - Regular City Commission Meeting
Category	C. AGENDA ITEM NUMBER
Access	Public
Type	Action
Recommended Action	Motion to approve the consent agenda in one motion.

Consent Agenda Items:

1. Code Enforcement Report March 2024
2. March 2024 WEX invoice, activity report (vehicle logs will be sent via email to commissioners when completed)
3. Minutes from Regular City Commission Meeting on March 19, 2024

File Attachments

[Code Enforcement Report March 2024.pdf \(114 KB\)](#)

[WEX March 2024 Invoice and Activity Report \(fuel logs not available\).pdf \(841 KB\)](#)

[Regular City Commission Meeting Minutes 3-19-2024.pdf \(1,570 KB\)](#)

Subject **2. Second Reading of Ordinance No. 2024-01**

Meeting Apr 16, 2024 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action, Procedural

Recommended Action Motion to adopt Ordinance No. 2024-01 and for the second reading of Ordinance No. 2024-01 to be read by title only.

File Attachments
[Ordinance No. 2024-01.pdf \(69 KB\)](#)

Subject **3. Memorandum of Agreement State of Florida Department of Commerce & City of Lake Butler**

Meeting Apr 16, 2024 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action, Discussion

Recommended Action Motion to approve the memorandum of agreement between State of Florida Department of Commerce and City of Lake Butler to document the terms and conditions of the Implementation of the Rural Area of Opportunity (RAO) and to designate the contact for the city as Mayor Stegall and to select a non-profit organization engaged in economic development.

The attached memorandum of agreement between the State of Florida Department of Commerce and the City of Lake Butler is to document the terms and conditions of the Implementation of the Rural Area of Opportunity (RAO).

File Attachments
[F1564 - MOA Draft Agreement - DSR.docx.pdf \(399 KB\)](#)

Subject **4. Proposal to increase Rental Fees for Community Center & Townsend Green Building**

Meeting Apr 16, 2024 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action, Discussion

Recommended Action Motion to approve the proposal to increase the rental rates for the Community Center and Townsend Green Building and authorize the City Attorney to draft a resolution to present at the May 21, 2024 meeting.

File Attachments

Subject **5. Proposal to increase Commercial Solid Waste Rates**

Meeting Apr 16, 2024 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action, Discussion

Recommended Motion to approve the proposal of increasing the commercial solid waste rates with an
Action increase of _____% and to authorize the City Attorney to draft a resolution to be
presented at the meeting on May 21, 2024.

File Attachments
[Solid Waste Rate Increase Proposal 4-16-24.pdf \(74 KB\)](#)

Subject **6. City of Lake Butler Rotary Request for Budgeted Funds**

Meeting Apr 16, 2024 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action, Discussion

Recommended Motion to approve the City of Lake Butler Rotary Request for Budgeted Funds in the
Action amount of \$5,000.00.

File Attachments
[City of Lake Butler Rotary Request for Budgeted Funds.pdf \(36 KB\)](#)

Subject **7. Discussion on Expansion of Community Redevelopment Agency (CRA)
District for inclusion of Old Union County Jail property**

Meeting Apr 16, 2024 - Regular City Commission Meeting

Category C. AGENDA ITEM NUMBER

Access Public

Type Action, Discussion

Recommended Motion to approve the expansion of the Community Redevelopment Agency (CRA)
Action district to include the Whitehead property which is the location of the historic Union
County Jail on NW 1st Street.

D. CITY MANAGER'S REPORT

Subject **1. City Manager's Report April 2024**

Meeting	Apr 16, 2024 - Regular City Commission Meeting
Category	D. CITY MANAGER'S REPORT
Access	Public
Type	Discussion, Information

City Manager Kimberly Hayes provides her report to the board on the progress report of the City day-to-day operations.

File Attachments
[Kim Hayes CM Report 4-16-2024.pdf \(390 KB\)](#)

E. REPORTS FROM FINANCE DEPARTMENT

Subject	1. Financial Report for period October 1, 2023 through March 31, 2024
Meeting	Apr 16, 2024 - Regular City Commission Meeting
Category	E. REPORTS FROM FINANCE DEPARTMENT
Access	Public
Type	Action, Reports
Recommended Action	Motion to approve financial report for period October 1, 2023 - March 31, 2024.

The Finance Department provides the board with the monthly financial report for period October 1, 2023 through March 31, 2024.

File Attachments
[Financial Report 3-31-2024.pdf \(7,754 KB\)](#)

Subject	2. 3RD BUDGET REVISION WITH EFFECTIVE DATE OF 4/16/2024
Meeting	Apr 16, 2024 - Regular City Commission Meeting
Category	E. REPORTS FROM FINANCE DEPARTMENT
Access	Public
Type	Action, Discussion
Recommended Action	Motion to approve the 3rd budget revision prepared and reviewed by City Manager Kim Hayes and Finance Director Dave Mecusker.

F. REPORT OF CITY ATTORNEY

Subject	1. REPORT OF JOHN E MAINES IV, CITY ATTORNEY
Meeting	Apr 16, 2024 - Regular City Commission Meeting
Category	F. REPORT OF CITY ATTORNEY
Access	Public
Type	Discussion

City Attorney Maines:

G. COMMENTS OR REMARKS BY COMMISSION

Subject	1. COMMENTS OR REMARKS BY COMMISSION
Meeting	Apr 16, 2024 - Regular City Commission Meeting
Category	G. COMMENTS OR REMARKS BY COMMISSION
Access	Public
Type	Discussion

Commissioner Sirmones

Commissioner Redman

Commissioner Huggins

Vice Mayor Hendrix

Mayor Stegall

H. ADJOURNMENT

Subject	1. Adjourn
Meeting	Apr 16, 2024 - Regular City Commission Meeting
Category	H. ADJOURNMENT
Access	Public
Type	Action
Recommended Action	Motion to adjourn.