

CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

May 21, 2024

6:30PM

City Hall Lake Butler

200SW 1<sup>st</sup> Street

Lake Butler, Florida 32054

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AGENDA

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1. **Call to order – Roll Call, Opening Prayer, Pledge of Allegiance.**

a. 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.*

2. **Public Comments**

**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 recognition by the mayor, any person may address the City Commission on any subject either included on the agenda or any other subject.**

- Three (3) minutes per speaker;
- Comments will not be accepted after the meeting begins;
- State your name and address into the record before addressing the City Mayor & Commissioners;
- Address your questions to the City Mayor, not city staff;
- Refrain from demands for an immediate response from City Mayor or Commissioners; and
- No boisterous behavior, personal, impertinent, or slanderous remarks.

3. **Approval of Consent Agenda**

- A. Meeting Minutes from 4-16-2024
- B. Sixth Amendment to Memorandum of Agreement 19/20-169 Between Suwannee River Water Management District and City of Lake Butler, Florida. Amend and Extend Task 1 end date of the Memorandum Agreement to January 31, 2025.
- C. Code Enforcement Report April 2024.
- D. April 2024 WEX Invoice, activity report, and vehicle logs
- E. Animal Control Logs for April 2024

4. **Expansion of Local Community Redevelopment Area (CRA). Motion to approve the acceptance of Warranty Deed for property donation to the City of Lake Butler by the Whitehead Family which is the site of the original Union County Jail.**

5. **Resolution No. 2024-03. A RESOLUTION OF THE CITY OF LAKE BUTLER, FLORIDA APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF LAKE BUTLER AND UNION COUNTY, FOR PROJECT MANAGEMENT OF DESIGN AND CONSTRUCTION OF REPAVING THE FOLLOWING STREETS: SW 8<sup>TH</sup> PLACE; SW 1<sup>ST</sup> DRIVE; SE 7<sup>TH</sup> STREET; AND SE 3<sup>RD</sup> STREET IN THE CITY OF LAKE BUTLER, FLORIDA.**

6. Interlocal Agreement between Union County, Florida and the city of lake butler, Florida regarding the Florida Department of Transportation Local Agency Program ("LAP") funding for the project management for the design and construction of repaving SW 8<sup>th</sup> Place; SW 1<sup>st</sup> Drive; SE 7<sup>th</sup> Street; and SE 3<sup>rd</sup> Street and providing completed project maintenance to be provided to the citizens of the City of Lake Butler and Union County, Florida.
7. Resolution No. 2024-04. A RESOLUTION OF THE CITY OF LAKE BUTLER, FLORIDA UPDATING COMPLIANCE WITH SECTION 504 OF THE REHABILITATION ACT OF 1973, ADOPTING A HANDICAP ACCESSIBILITY SELF EVALUATION PLAN, ADOPTING A TRANSITION PLAN FOR HANDICAP ACCESSIBILITY AND ADOPTING A SECTION 504 GRIEVANCE PROCEDURE.

**Attachments**

Exhibits "A"

Exhibits "B"

Exhibits "C"

8. Motion to approve the CyberSecurity Policy and Procedure for the City of Lake Butler that Florida Statue 382.3185 requires Local Government to have a training curriculum for all local government employees.
9. Motion to approve the first reading of Ordinance No. 2024-02 (reference CPA 24-01 – Tomahawk Land II LLC Property Rezoning) **To be read by title only.**
10. Motion to approve the first reading of Ordinance No. 2024-03 (reference Z 24-01 – Tomahawk Land II LLC Property Rezoning) **To be read by title only.**
11. Resolution No. 2024-07. A RESOLUTION OF THE CITY COMMISSION OF LAKE BUTLER, FLORIDA, PRESERVING THE HISTORIC HOLDING CELL.
12. City Manager Reports - City Manager, Kimberly Hayes
13. Reports from Finance Department – Dave Mecusker
14. Report of City Attorney – John Maines
15. Comments or Remarks by Commission
  - Commissioner Sirmones
  - Commissioner Redman
  - Commissioner Huggins
  - Vice Mayor Hendrix
  - Mayor Stegall
16. Meeting Adjournment

CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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**DATE: May 21, 2024**

**CONSENT AGENDA ITEM: Minutes from Regular City Commission Meeting on April 16, 2024. (#3A)**

**DEPARTMENT: City of Lake Butler**

**MOTION/ACTION: Motion to approve Meeting Minutes for April 16, 2024.**

**ASSOCIATED COST(S): N/A**

**Regular City Commission Meeting (Tuesday, April 16, 2024)**

*Generated by Hayden Page on Thursday, April 18, 2024*

**A. MEETING OPENER**

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

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

In Attendance:

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

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

Opening Prayer was led by Commissioner Redman.

Pledge of Allegiance was led by Mayor Stegall.

Action: 2. Approval of The Agenda Format

Recommended Action: Motion to approve the agenda format.

Motion to approve the agenda format was made by Vice Mayor Hendrix. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.

**B. PUBLIC COMMENTS**

Information: 1. Public Comments

Citizen #1:

Monica Bayer

255 NW 2nd Street

-Received a call from the City Manager regarding the reinstatement of the flower beds on Main Street.

-Informed the board that the Woman's Club has pledged \$600 to do islands 1, 2, and 3 on Main Street.

-Informed the board that the Huggins Family's business, Coast to Coast Delicious BBQ and Catering has sponsored islands 6 and 8.

-Mrs. Bayer asked the board about the ability to water the flowerbeds regularly.

-The board and City Manager collectively informed Mrs. Bayer that a solution would be made to make sure the flowerbeds are watered.

-Mrs. Bayer suggested asking the storefront flowerbeds could be watered by the businesses.

-Mrs. Bayer informed the board that there is no money for plaques, and publicity is sought for the sponsors.

-Mrs. Bayer stated that the last island that is not sponsored would be approximately \$161.83, while the larger islands are approximately \$185.85.

-Mrs. Bayer stated that her and her husband would cover the cost of the mulch and remaining costs that the Woman's Club will not be able to afford.

-Mrs. Bayer volunteered to go to Gainesville to the nursery and pick up the plants, and asked about coordinating with the city workers to get them placed where they need to be.

-City Manager Hayes suggested having Mrs. Bayer get the plants during the week.

-City Manager Hayes and Mrs. Bayer discussed the possibility of pushing the planting to the first of May.

-Commissioner Sirmones informed Mrs. Bayer that he would get the signs created for the sponsorships.

Citizen #2:

Cindy North

290 NE 1st Avenue

-States great concern regarding the building of the proposed Wawa convenience store with the location of the city's water tank and water pumps.

-Requested to go on record stating the great concern she has regarding the possible contamination of the city's water with the fuel pumps of Wawa being so close to the water tank and water tower.

-Mayor Stegall informed Mrs. North that DEP is involved with the process and would oversee this issue.

Citizen #3:

Valerie Seadrow

785 SW 1st Way

-Thanks the board and city on the hard work in restoring the city parks, and providing much needed maintenance and repair to Westside Park, and the 3 city parks.

-Stated that Commissioner Huggins addressed the issue with the homeless community inhabiting the Westside Park bathroom, and worked with city workers to remove the belongings and clean the bathroom and restore the door that was broken off.

**C. AGENDA ITEM NUMBER**



Action: 1. Consent Agenda

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

-Vice Mayor Hendrix stated that in the code enforcement report, the issue that the City is experiencing with the homeless affects both the Westside Park and Fletcher Myers Park, but does not frequently visit Lakeside Park, and asked about the possibility of the Sheriff's Office serving the people a no trespassing warning, and then a trespassing citation, if it was for the one park or all city parks.

-City Manager Hayes explained that Elaine Hines and Mike Mallard both have worked together to address this issue that Ms. Seadrow was referring to.

Motion to approve the consent agenda in one motion was made by Commissioner Redman. Motion seconded by Vice Mayor Hendrix. Unanimous approval. Motion carried.

Action, Procedural: 2. Second Reading of Ordinance No. 2024-01

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.

City Attorney Maines explained that this ordinance is for the removal of the school distance requirement for the sale of alcoholic beverages for the Wawa.

Motion to Ordinance No. 2024-01 and for the second reading of Ordinance No. 2024-01 to be read by title only was made by Vice Mayor Hendrix. Title only read by City Attorney Maines. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.

Action, Discussion: 3. Memorandum of Agreement State of Florida Department of Commerce & City of Lake Butler

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.

Vice Mayor Hendrix informed the board that a nonprofit organization needs to be designated and she has spoken with Ryan Perez, Executive Director of Union County Schools Foundation.

Motion to approve the memorandum of agreement between State of Florida Department of Commerce and the 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 and that recommendation is Ryan Perez as part of the Union County Schools Foundation as he is the Executive Director pending determination that the organization meets the criteria contingent was made by Vice Mayor Hendrix. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.

Action, Discussion: 4. Proposal to increase Rental Fees for Community Center & Townsend Green Building

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.

The City Commission, City Manager, and City Attorney discussed the proposal to increase the rental rates for the Community Center and Townsend Green Building.

City Manager Hayes explained that her administrative assistant Michelle has researched the surrounding communities and their locations to compare prices, and the increase would still be lower than others, but would increase the city's revenue.

The City Commission discussed the future events that have been scheduled and leaving the reservations as is, to avoid legality issues.

City Attorney Maines suggested the effective date of May 1st, but the board collectively agreed to set the date effective immediately.

Accounts Payable Clerk Page referenced the resolution and Vice Mayor Hendrix and City Attorney Maines both stated a resolution is not needed, as the board is able to set the rates as they deem fit.

Motion to approve the increase in rental rates of the Community Center and Townsend Green Building was made by Commissioner Redman. Motion seconded by Vice Mayor Hendrix. The board voted 4-1 with Commissioner Sirmones opposing the motion. Motion carried.

Action, Discussion: 5. Proposal to increase Commercial Solid Waste Rates

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

Commissioner Redman clarified that this was discussed at last month's meeting.

City Attorney Maines restated that a resolution is not needed for this increase and a motion can be made by the board to increase if they choose to do so.

Vice Mayor Hendrix confirmed that this is the increase that has not taken place for commercial, but every year, residential has been increased for the past 5 years. City Attorney Maines referenced the last regular meeting when the suggested increase was given of 50%.

City Manager Hayes and Finance Director Mecusker confirmed that GFL increased the city's rates by 40% for commercial pickup, and the City did not increase the commercial rates, and Vice Mayor Hendrix suggested an increase is due, not to residents who have had the increase the past 5 years, but the commercial customers that have not been increased for garbage pickup.

City Attorney Maines suggested that an increase can be set with an effective date, and that the minutes should reflect the motion.

Motion to approve the commercial solid waste rates with an increase of 25% for commercial solid waste rates effective May 1, 2024 and on October 1, 2024 to increase another 25% was made by Vice Mayor Hendrix. Motion was seconded by Commissioner Redman. Unanimous approval. Motion carried.

Action, Discussion: 6. City of Lake Butler Rotary Request for Budgeted Funds

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

Commissioner Huggins provided some suggestions for this request, such as employee recognition.

The \$5,000 was already budgeted and the suggestions Commissioner Huggins provided could be discussed at the budget meetings towards the end of the 2023-2024 Fiscal Year.

Finance Director Mecusker clarified on this expense and the details behind it.

Vice Mayor Hendrix raised concern with the fact that the City is not being compensated for the use of the Community Center or providing city staff for the Rotary 4th of July event.

The board wishes to be recognized as a co-sponsor to the Rotary 4th of July event with the donation that is given.

Motion to approve the City of Lake Butler Rotary Request for Budgeted Funds in the amount of \$5,000 was made by Vice Mayor Hendrix. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.

The board requested City Manager Hayes to review and resolve the issue with the agreement between the City of Lake Butler as well as the updated insurance policy with the City as additionally insured.

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

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

Vice Mayor Hendrix asked if the agreement had been sent over by the Whitehead family for this property donation, and as of this meeting, the agreement has not been received by the City.

City Manager Hayes updated the board that the owner is working on some matters regarding this.

Motion to approve the expansion of the Community Redevelopment Agency (CRA) district to include the Whitehead property which is the location of the historic Union County Jail on NW 1st Street was made by Commissioner Redman. Motion seconded by Vice Mayor Hendrix. Unanimous approval. Motion carried.

City Attorney Maines advised the board that after discussion with a Commissioner (Vice Mayor Hendrix who confirmed the conversation) regarding the CRA board, and Vice Mayor Hendrix updated the board that the Union County Board of County Commissioners selected Commissioner Mac Johns, and City Attorney Maines provided historical information regarding the CRA board.

Vice Mayor Hendrix informed the board that Union County officials have requested the sidewalk around the Courthouse to provide additional, diagonal parking for the courthouse and special facility and wishes to use the County CRA funds, and not the City CRA funds, and seeks permission from the City.

#### D. CITY MANAGER'S REPORT

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

City Manager Hayes provided her City Manager report to the board regarding the projects completed during the last month.

## E. REPORTS FROM FINANCE DEPARTMENT

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

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

Finance Director Mecusker provides a report for the progress in the Finance Department in the last month.

Motion to approve financial report for period October 1, 2023 - March 31, 2024 was made by Commissioner Redman. Motion seconded by Vice Mayor Hendrix. Unanimous approval. Motion carried.

Action, Discussion: 2. 3RD BUDGET REVISION WITH EFFECTIVE DATE OF 4/16/2024

Recommended Action: Motion to approve the 3rd budget revision prepared and reviewed by City Manager Kim Hayes and Finance Director Dave Mecusker.

Motion to approve the 3rd budget revision prepared and reviewed by City Manager Kim Hayes and Finance Director Dave Mecusker was made by Vice Mayor Hendrix. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.

Mayor Stegall asked Vice Mayor Hendrix and City Manager Hayes on the meeting that occurred earlier in the day with Mittauer & Associates, Inc.

Vice Mayor Hendrix provided an update to the board about the issues that are still outstanding with Mittauer, and raised great concern on the lack of response, communication, and results.

Mayor Stegall thanked Vice Mayor Hendrix for providing the update.

Commissioner Redman asked if there was a backup plan in place if the decision arises to discuss other options.

City Attorney Maines provided some legal advice in regard to Commissioner Redman's question.

City Attorney Maines informed the board that he has recently discovered that the plan to build the new wastewater treatment plant was to incorporate the wastewater from DOC/RMC, which is a significant issue and that there is no agreement for this inclusion, however planning and design has taken place without an agreement with DOC to handle the wastewater discharge.

City Attorney requested to be included with future communications with DOC regarding this issue and wishes to increase communication with DOC as well.

Vice Mayor Hendrix stated that the loan that would be required to pay back is \$1.3 million, and the intention to sell the former public works property would be designated to be paid back as part of that loan repayment.

## F. REPORT OF CITY ATTORNEY

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

Nothing to report that was not stated in the discussion above.

## G. COMMENTS OR REMARKS BY COMMISSION

Discussion: 1. COMMENTS OR REMARKS BY COMMISSION

Commissioner Sirmones-Nothing to report.

Commissioner Huggins-Thank you to Kim Hayes and City staff for the hard work, and that it has been recognized by citizens. Thanks Michelle Evernden and Michael Mallard for their hard work.

Commissioner Redman-Thanks to the city workers for the hard work. Next Farm Share is May 11th. Thanks the farm share volunteers that are wonderful workers. April Farm Share fed 211 families, and that they run out of supplies, and have requested more supplies in the future.

Vice Mayor Hendrix-Provided an update regarding the old gas station across from the Courthouse, and has been in contact with the owner, Joey O'Steen, and she is working with Mr. O'Steen to get the property cleaned up.

Mayor Stegall- Thanks to Kim Hayes, and City staff for the hard work that has been done, and commends Kim on the team that she has built.

## H. ADJOURNMENT

Action: 1. Adjourn

Recommended Action: Motion to adjourn.

Motion to adjourn the meeting was made by Commissioner Redman. Motion seconded by Commissioner Huggins. Unanimous approval.

Meeting was adjourned at 7:46pm.

CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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**DATE: May 21, 2024**

**CONSENT AGENDA ITEM: Sixth Amendment to Memorandum of Agreement 19/20-169**

**Between Suwannee River Water Management District and City of Lake Butler, Florida.**

**Amend and Extend Task 1 end date of the Memorandum Agreement to January 31, 2025.**

**(#3B)**

**DEPARTMENT: City of Lake Butler**

**MOTION/ACTION: Motion to approve Extension of Memorandum of Agreement to**

**January 31, 2025.**

**ASSOCIATED COST(S): N/A**

**SIXTH AMENDMENT  
TO  
MEMORANDUM OF AGREEMENT 19/20-169  
BETWEEN  
SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
AND  
CITY OF LAKE BUTLER, FLORIDA**

**THIS AMENDMENT** is entered into upon final execution by and between the Suwannee River Water Management District, a special taxing district organized under Chapter 373, Florida Statutes, whose address is 9225 CR 49, Live Oak, Florida 32060, (hereinafter the "DISTRICT"), and the City of Lake Butler, a political subdivision of the State of Florida, whose address is 200 SW 1<sup>st</sup> Street, Lake Butler, Florida, 32054 (hereinafter the "CITY").

**WITNESSETH:**

**WHEREAS**, on January 28, 2020, DISTRICT and CITY entered into Memorandum of Agreement SRWMD Contract 19/20-169 for the Lake Butler Wastewater Treatment Facility, Phase I Project, (hereinafter the "MOA"); and

**WHEREAS**, on June 30, 2020, DISTRICT and CITY amended said MOA to allow advance payment for certain portions of work completed; and

**WHEREAS**, on May 25, 2021, DISTRICT and CITY amended said MOA to extend the agreement date to September 30, 2022; and

**WHEREAS**, on September 22, 2021, DISTRICT and CITY amended said MOA to add additional funds of \$400,000.00, to include Phase 2 Land Acquisition and to replace the current Exhibit A Project Description and Scope of Work in its entirety with Exhibit A; and

**WHEREAS**, on April 19, 2022, DISTRICT and CITY amended said MOA to extend the agreement date to September 30, 2023; and

**WHEREAS**, on November 8, 2023, DISTRICT and CITY amended said MOA to extend the agreement date to May 31, 2024; and

**WHEREAS**, DISTRICT and CITY now desire to amend said MOA to update the Representatives, extend Task 1 end date and extend the agreement end date to January 31, 2025.

**NOW THEREFORE** for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, DISTRICT and CITY hereby agree as follows:

1. The above recitals are hereby incorporated herein by reference as an integral part hereof.
2. The MOA is hereby amended, altered, and changed to add the following provisions:
3. Paragraph 7. Project Representatives is replaced by the following:

**7. PROJECT REPRESENTATIVES.** DISTRICT and CITY agree that the following persons

are the designated Project Representatives and are to have direct, primary, and continuing responsibility for the work under this Agreement. Changes to the representatives made be updated by email notification. Each Party’s representative shall have authority to interpret this agreement for its Party and to give all approvals for its Party as follows:

**DISTRICT Project Manager**

Kris Eskelin  
Sr. Project and Data Manager  
9225 CR 49  
Live Oak, Florida 32060  
386.362.1001  
[kristine.eskelin@srwmd.org](mailto:kristine.eskelin@srwmd.org)

**CITY Project Manager**

Kimberly Hayes  
City Manager  
200 SW 1<sup>st</sup> Street  
Lake Butler, FL 32054  
386.496.3401  
[khayesr@cityoflakebutler.com](mailto:khayesr@cityoflakebutler.com)

- 4.
  - a. Exhibit A Project Timeline & Budget Detail is hereby amended to establish that the completion date for Task 1, and this MOA will be January 31, 2025

**PROJECT TIMELINE & BUDGET DETAIL:** The tasks must be completed by, and all documentation received by, the corresponding task end date.

Task No.	Task Title	Budget Category	Budget Amount	Task Start Date	Task End Date
1	Feasibility study, design and permitting	Design Services	\$3,000,000	7/1/2019	<u>1/31/2025</u>
2	Land Acquisition	Contractual Services for Land Acquisition	\$400,000	Upon Contract Execution	<u>4/30/2024</u>
<b>Total Budget</b>			\$3,400,000		

- b. Paragraph 3 Exhibit B is hereby amended to establish that the completion date for this MOA shall be January 31, 2025, and
- 5. Except as expressly set out herein, all other provisions of the MOA shall remain in full force and effect and are hereby ratified by the parties.

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**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment, as of the day and year first specified.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**CITY OF LAKE BUTLER**

By: \_\_\_\_\_  
David Stegall  
As its Mayor

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**SUWANNEE RIVER WATER  
MANAGEMENT DISTRICT**

By: \_\_\_\_\_  
Hugh Thomas  
As its Executive Director



CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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**DATE: May 21, 2024**

**CONSENT AGENDA ITEM: Code Enforcement Report April 2024. (#3C)**

**DEPARTMENT: City of Lake Butler – Code Enforcement.**

**MOTION/ACTION: Motion to approve Code Enforcement Report April 2024.**

**ASSOCIATED COST(S): N/A**

# CITY OF LAKE BUTLER

## Code Enforcement

200 SW 1<sup>st</sup> STREET  
LAKE BUTLER, FLORIDA 32054  
(386) 496-3401 (v)  
(386) 496-1588 (F)

May 9, 2024

Report to City of Lake Butler on city issues requiring code enforcement during the period of  
**April 1, 2024 to April 30, 2024.**

<u>Date of Complaint</u>	<u>Nature of Complaint</u>	<u>Resolution of Complaint</u>
1. September 20, 2023— April 2024	Beautification Issue 115 N.E. 3rd Street **Repeat Issue**	Received Code Enforcement Complaint Form from City Hall by Cindy North reference unmowed and overgrowth on 115 N.E. 3rd Street. Property owner lives in Gainesville. Mailed 2 letters to him on 9/21/23 (one to business address and one to home address). See Attached Complaint and Letters. *Reinspected 9/30 and still has not mowed. Inspected daily on this property. **October 20, 2023—Sent 2nd Notice to Property Owner (2 Different addresses). Sent Signature Requested-Certified Mail. (Received Sign Receipt back on November 6, 2023). *Reinspected everyday in October-December and still not in compliance. Next step is citation and sent to Magistrate for enforcement. Dec. 2023 **City received one of the certified letters returned unsigned and unopened. Jan. 2024—No update. Inspected daily with no change to property.—Met with Magistrate about this issue and possible resolutions. Feb / March 2024— Still On-going
	<b>CONTINUED:</b> April 2024—On 4/24/24 Mailed TWO more letters to property owner with URGENT! Property Owner received letters and contacted City Hall. Reinspected 4/30 and property is still not under compliance. I followed up with original complainant and informed her of update. **See Attached Letters	

<u>Date of Complaint</u>	<u>Nature of Complaint</u>	<u>Resolution of Complaint</u>
2. October 4, 2023 — April 2024	Homeless Issue at Union Depot Park next to City Hall Westside Park and Eastside Park	<p>Spoke to Mayor Stegall reference to complaints on numerous homeless hanging out at Union Depot possibly sleeping there at night. Increase law enforcement patrols and warned many of them throughout the month of October. I also spoke to many of them about the issue. As of now issue is better and will continue to monitor it.</p> <p><b>Nov. Update:</b> Inspected frequently. UCSO made some arrests and Baker acts. Continue to enforce.</p> <p><b>Dec. Update:</b> More arrests made and warnings issued during December 2023.</p> <p><b>Jan./Feb/March 2024 Update:</b> Still monitor nightly by Sheriff's Office and enforcement continues.</p> <p><b>*Added Westside Park to this detail.</b></p> <p><b>April Update:</b> Received call on 4/12/24 about 4 homeless people at Westside Park. Turned over to UCSO for continued enforcement.</p>

<u>Date of Complaint</u>	<u>Nature of Complaint</u>	<u>Resolution of Complaint</u>
3. April 4, 2024	Violation of Storage Container Ordinance—Permit Expired S.W. 1st Street	City inform me the 90 temporary permit for Mr. Jenkins at CarQuest on S.W. 1st St had expired on Mar. 3, 2024. I met with Mr. Jenkins in person to inform him of the city's decision on April 22, 2024. He asked if the City would consider him putting walls up around it or turn it into something that didn't look like a storage container. I emailed city and they responded they were not interested and that it was still in violation. I informed Mr. Jenkins of this and sent an official code violation letter of expired permit on April 24, 2024 and as requested sent a copy of this letter to the city. **See Attached Letter. I understand that Mr. Jenkins has talked to the City and working out to become in compliance.
4. April 3, 2024	City Occupational Business License Southern Taste Mobile Kitchen	Received email that Southern Taste Mobile Kitchen (food truck) was operating occasion in Lake Butler without a City Business License. They did not show up on 4/3 due to weather. I contacted them next time in Lake Butler which was 4/18/24. They immediately went to City Hall and purchased their license. Followed back up with them and they are in compliance.

<u>Date of Complaint</u>	<u>Nature of Complaint</u>	<u>Resolution of Complaint</u>
5. April 18, 2024	City Occupational Business License Raymond Hunlock	Received email that Raymond Hunlock (plant man) was operating in Lake Butler without a City Business License. I contacted him on 4/18/24. He immediately went to City Hall and purchased his license. Followed back up with him and he are in compliance.
6. April 23, 2024	City Occupational Business License Philly's Best Food Truck	Received email that Philly's Best Food Truck was operating in Lake Butler without a City Business License. I contacted him on 4/23/24. He immediately went to City Hall and purchased his license. Followed back up with him and he are in compliance.
7. April 2024	City Occupational Business License	Received notice from City Hall of a few others operating within the City of Lake Butler without current Occupational Business License to include the Peanut Business and another plant sales person. Working to identify and locate these.

Date of  
Complaint

Nature of  
Complaint

Resolution of  
Complaint

8. March 2024

Property locations to include:  
West and East Main Street,  
Lake Avenue, S.E. 3rd Ave.,  
S.E. 4th Ave. S.E. 4th St.,  
S.E. 5th Ave., S.E. 2nd St.,  
N.E. 1st St., S.E. 5th Ave.,  
S.W. 12th Ave. S.W. 1st  
Way/Terr.

During the month of April 2024

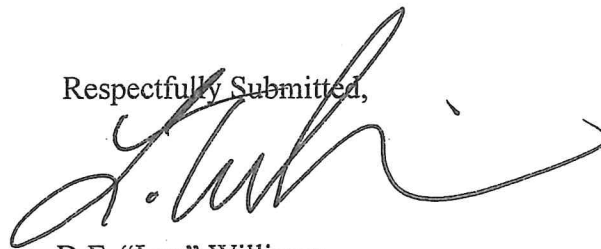
Part-time Code Enforcement Officer spent approximately:

**25 Hours** in Routine Patrol of City during City time (*separate from UCSO Patrol*).

**20 Hours** in Research of Property Owners, Meetings, City Ordinances and follow-up/re-inspections of past property found in compliance and NOT listed on the attached report.

**15 Hours** in Active Cases listed on attached report.

Respectfully Submitted,



D.F. "Lyn" Williams  
City Code Enforcement Officer







# CITY OF LAKE BUTLER

## Code Enforcement

200 SW 1<sup>st</sup> STREET  
LAKE BUTLER, FLORIDA 32054  
(386) 496-3401 (V)  
(386) 496-1588 (F)

April 24, 2024

**Thomas Jenkins Jr.**  
8171 S.W. CR 796  
Lake Butler, FL. 32054

**\*\*VIOLATION OF CITY ORDINANCE NO 2022-01\*\***

Dear Property Owner:

According to City of Lake Butler, your permit for a 90-day short term storage container on your property located at 95 S.W. 1<sup>st</sup> Street, Lake Butler, FL. expired on March 3, 2024. The City of Lake Butler has referred this to Code Enforcement to contact you about removing this and become compliant with current City Code Ordinance No. 2022-01.

Your property located in the city of Lake Butler has been identified as a parcel in violation of City Ordinance No. 2022-01. This city ordinance governs the regulations of shipping or cargo containers.

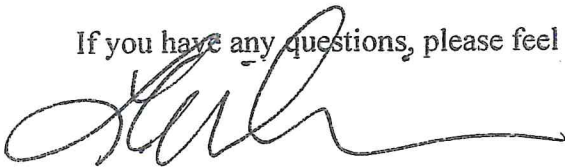
Your property has been identified as: located at 95 S.W. 1<sup>st</sup> Street, Lake Butler, FL., Parcel No. 30-05-20-13-005-0050-0 (4320)

In accordance with Sec. 26-93, the owner of any real property may be cited for violation of this ordinance by the code enforcement officer as provided for in the Code of Ordinances, City of Lake Butler. Any violation which is adjudicated by the General Magistrate may result in a separate fine of \$50.00 per violation for each day such violation or violations continue and remain uncorrected. In the event compliance is not achieved, the city may cause the nuisance to be removed and abated at the expense of the owner. Upon completion, the city will mail an invoice to the property owner for payment within 30 days and failure to reimburse the city shall result in the filing of a lien against the property. Failure to comply will result in a civil citation issued and mandatory appearance before the City of Lake Butler Magistrate.

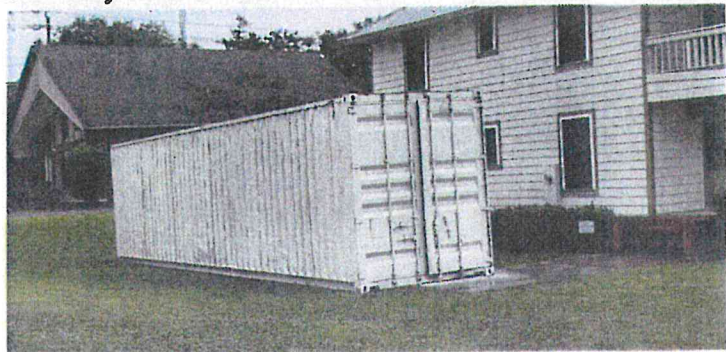
**The owner shall achieve compliance within 15 calendar days from the mailing of this notice.**

We would like to partner with you to continue to make our City a great place to live.

If you have any questions, please feel free to contact City Hall at 386-496-3401.



City of Lake Butler  
Code Enforcement





**CITY OF LAKE BUTLER**  
**Code Enforcement**

200 SW 1<sup>st</sup> STREET  
LAKE BUTLER, FLORIDA 32054  
(386) 496-3401 (V)  
(386) 496-1588 (F)

April 24, 2024

Edwin Johary  
2015 N.W. 27<sup>th</sup> Street  
Gainesville, FL. 32605

**\*\*\*THIRD/FINAL NOTICE\*\*\***  
**\*\*\*REPEAT VIOLATION\*\*\***

*URGENT!*

Dear Property Owner:

A formal written complaint has been filed with the City of Lake Butler in reference to your property!

Your property located in the city of Lake Butler has been identified as a parcel in violation of City Ordinance No. 05-05, Section 26-52. This city ordinance states, *"It shall be the duty of every owner, lessee or occupant of a lot or portion thereof, and of every representative or employee of such owner, lessee or occupant having control of any lot or portion thereof, within the city limits, to maintain the premises in such a manner that they shall at all times be clean and sanitary and present a neat and slightly appearance."*

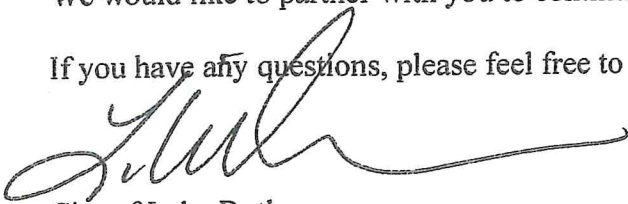
Your property has been identified as: located at **115 N.E. 3<sup>rd</sup> Street, Lake Butler, FL., Parcel No. 30-05-20-00-000-0050-0**

**Property remains unmowed and is in violation of the above city ordinance.**

**In accordance with Sec. 26-55, the owner shall achieve compliance within 10 calendar days from the mailing of this notice. In the event compliance is not achieved, the city may cause the nuisance to be removed and abated at the expense of the owner. Upon completion, the city will mail an invoice to the property owner for payment within 30 days and failure to reimburse the city shall result in the filing of a lien against the property. Failure to comply will result in a civil citation issued and mandatory appearance before the City of Lake Butler Magistrate.**

We would like to partner with you to continue to make our City a great place to live.

If you have any questions, please feel free to contact City Hall at 386-496-3401.



City of Lake Butler  
Code Enforcement







**CITY OF LAKE BUTLER**  
**Code Enforcement**

200 SW 1<sup>st</sup> STREET  
LAKE BUTLER, FLORIDA 32054  
(386) 496-3401 (V)  
(386) 496-1588 (F)

April 24, 2024

Edwin Johary  
1831 N.W. 13<sup>th</sup> Street, Suite 4  
Gainesville, FL. 32609

\*\*\***THIRD/FINAL NOTICE**\*\*\*  
\*\*\***REPEAT VIOLATION**\*\*\*

*URGENT!*

Dear Property Owner:

A formal written complaint has been filed with the City of Lake Butler in reference to your property!

Your property located in the city of Lake Butler has been identified as a parcel in violation of City Ordinance No. 05-05, Section 26-52. This city ordinance states, *"It shall be the duty of every owner, lessee or occupant of a lot or portion thereof, and of every representative or employee of such owner, lessee or occupant having control of any lot or portion thereof, within the city limits, to maintain the premises in such a manner that they shall at all times be clean and sanitary and present a neat and slightly appearance."*

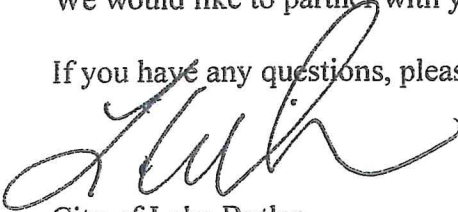
Your property has been identified as: located at **115 N.E. 3<sup>rd</sup> Street, Lake Butler, FL., Parcel No. 30-05-20-00-000-0050-0**

**Property remains unmowed and is in violation of the above city ordinance.**

**In accordance with Sec. 26-55, the owner shall achieve compliance within 10 calendar days from the mailing of this notice. In the event compliance is not achieved, the city may cause the nuisance to be removed and abated at the expense of the owner. Upon completion, the city will mail an invoice to the property owner for payment within 30 days and failure to reimburse the city shall result in the filing of a lien against the property. Failure to comply will result in a civil citation issued and mandatory appearance before the City of Lake Butler Magistrate.**

We would like to partner with you to continue to make our City a great place to live.

If you have any questions, please feel free to contact City Hall at 386-496-3401.

  
City of Lake Butler  
Code Enforcement

CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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**DATE: May 21, 2024**

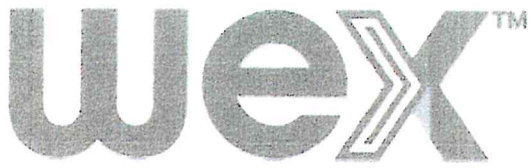
**CONSENT AGENDA ITEM: April 2024, WEX Invoice, activity report, and vehicle logs.**

**(#3D)**

**DEPARTMENT: City of Lake Butler**

**MOTION/ACTION: Motion to approve April 2024, WEX Invoice, activity report, and vehicle logs.**

**ASSOCIATED COST(S): N/A**



# Invoice Statement

INVOICE NUMBER: 96898960  
ACCOUNT NAME: City of Lake Butler

PAGE 1

ACCOUNT NUMBER	CREDIT LIMIT	DAYS THIS PERIOD	BILL CLOSING DATE	PAYMENT DUE DATE**	AMOUNT DUE
0496-00-588559-5	16200.00	30	APR-30-2024	MAY-22-2024	2343.11

DATE	ACTIVITY DESCRIPTION	CHARGES / DEBITS	PAYMENTS / CREDITS
APR-16-2024 APR-30-2024	Payment - Thank You Fuel Purchases	2343.11	1262.17
<p><i>Pd EFT 5/7/24</i></p> <p>**Payment must process by Payment Due Date. Paper checks must be received at least two business days before Payment Due Date to enable on-time processing. The Finance Charge is determined by applying a periodic rate of 0%</p>			

PURCHASES, RETURNS AND PAYMENTS MADE JUST PRIOR TO BILL CLOSING DATE MAY NOT APPEAR UNTIL THE NEXT INVOICE/STATEMENT. SEE REVERSE SIDE FOR IMPORTANT INFORMATION AND TERMS.

PREVIOUS BALANCE	(-)PAYMENTS	(+)ACTIVITY THIS PERIOD	(-)SAVINGS THIS PERIOD	(=)NEW BALANCE
1262.17	1262.17	2343.11	0.00	2343.11

CALL CUSTOMER SERVICE TO PAY BY PHONE  
FEDERAL TAX ID: 841425616

TO ENSURE PROPER CREDIT, TEAR AT PERFORATION AND INCLUDE BOTTOM PORTION WITH YOUR PAYMENT

**WEX Fleet Universal**

Do not use for remittance  
P.O. Box 639  
Portland, ME 04104-0639

ACCOUNT NAME	City of Lake Butler
ACCOUNT NUMBER	0496-00-588559-5
INVOICE NUMBER	96898960
BILL CLOSING DATE	APR-30-2024
AMOUNT DUE	2343.11
AMOUNT ENCLOSED	
PAYMENT DUE DATE	MAY-22-2024

PAYMENTS RECEIVED AFTER THIS DATE SUBJECT TO A FINANCE CHARGE.

Hayden Page  
City of Lake Butler  
200 SW 1st Street  
Lake Butler, FL 32054-2016



Make check payable to: WEX BANK  
To avoid processing delays, remit all payments to:

WEX BANK  
P.O. BOX 6293  
CAROL STREAM IL 60197-6293

04960058855950000000234311 240522

### Balance Subject to Late Fees

If Company's fails to make payment in full by the applicable Due Date, or a payment is returned (each a "Payment Default"), then a fee (the "Late Fee") will apply to the Total Outstanding Balance (as defined below). The late fee will be calculated by multiplying the applicable late fee rate by the Total Outstanding Balance on the Calculation Date, not to exceed the amount allowable by applicable law. For Billing Cycles other than monthly, the percentage rate used in the Late Fee calculation will be prorated based on the length of the billing cycle in relation to a monthly billing cycle. Company will be considered to have made a payment to Issuer on an Account only when the payment is posted to the Account as provided in this Agreement. 7.2 The "Calculation Date" is the earlier of (a) the posting date for Company's payment in full of the invoiced amount to its Account, or (b) the last day of the Billing Cycle during which the Payment Default occurred. The "Total Outstanding Balance" is the invoiced amount, plus the amount of any unbilled Transactions delivered by a merchant to Issuer, and minus any credits that have posted to the Account, through the Calculation Date.

### How to Dispute Your Invoice

Charges must be disputed in writing no later than sixty (60) days from the bill closing date or they will be considered final and binding.

### Card Issuer

The card is issued and payable to WEX Bank under a Business Charge Account Agreement with the cardholder named on the reverse.

### Customer Service

For account inquiries and correspondence regarding account service or billing:

- Call 1-866-544-5796, or
- Email [correspondence@wexinc.com](mailto:correspondence@wexinc.com), or
- Fax to 1-800-395-0809, or
- Mail to P.O. Box 639, Portland, ME 04104

Do not mail payments to this address. Payments must be sent to the remit address on your invoice.

Be sure to include your account number on all correspondence.

Your full Business Card Agreement is available here:  
<https://www.wexdrive.com/tncs/wex.pdf>

### Payment Options

#### Mail

Be sure to include bottom portion of invoice with your payment. Write your account number or invoice number on the check to help avoid delays in payment processing if the check and remit stub become separated. Check payments can take up to two Business Days to process from the time the envelope containing a check arrives at Issuer's facility to posting of the check amount to the Account.

Allow 10 business days prior to the due date for mailing to help avoid late fees. Paper checks must be received at least two business days before Payment Due Date to enable on-time processing.

#### Online

Authorized users can elect to receive an email notification when an invoice is ready for online viewing and payment. Log in or register to set up an online account at [go.wexonline.com](http://go.wexonline.com).

Online payments scheduled by 3:30 PM ET (on business days) are credited to your account on the same day. There is no fee for online payments.

#### Phone

Call Customer Service to schedule a payment or check your balance.

Payments scheduled by 3:30 PM ET (on business days) are credited to your Account on the same day.

Be prepared with your fleet card account number and a sample check to enter your bank account number and routing number. There is no fee for phone payments.



# Invoice Statement

INVOICE NUMBER: 66898960  
ACCOUNT NAME: City of Lake Butler

If an adjustment is shown here and in the detail above, the amount listed here is a summed value of those individual charges.

DATE	TRANSACTION DESCRIPTION	FUNDED BY	REBATE PERIOD UNITS/DOLLARS	PERIOD AMT	REBATE YTD UNITS/DOLLARS	REBATE YTD AMT
03-29	REBATES AND REVERSALS Rebate Adjustment					-247.04
	Total					-247.04



# Purchase Activity Report

ULTIMATE PARENT ACCOUNT:  
State of Florida

REPORT FOR:  
City of Lake Butler  
0496-00-588559-5  
APR-01-2024 TO APR-30-2024

CARD NUMBER		CARD EMBOSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT						
045500113596136250		CAL STEWART	Cal Stewart				Public Works						
DATE	TIME	SITE ADDRESS	TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD UNITS	COST/UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX
04-09	07:58	PREVIOUS ODOMETER											
04-11	08:57	260 W Main St, Lake Butler, FL	0001001	A Stewart	IP	143	76,398 UNL	3.059	88.51			-5.29	83.22
04-11	09:13	260 W Main St, Lake Butler, FL	0001001	A Stewart	IP		401,124 UNL	3.059	57.86			-5.85	92.01
04-16	08:58	260 W Main St, Lake Butler, FL	0001002	A Stewart	IP		28,407 UNL	3.058	79.00			-4.73	74.27
04-23	08:58	875 W Main St, Lake Butler, FL	0001001	A Stewart	OP		41,624 UNL	3.059	61.60			-3.69	57.91
04-23	09:04	875 W Main St, Lake Butler, FL	0524448	A Stewart	OP		42,324 UNL	3.648	89.59			-4.49	85.10
04-25	14:52	875 W Main St, Lake Butler, FL	0527576	A Stewart	OP		78,619 UNL	3.648	88.00			-4.41	83.59
		PERIOD TOTALS					79,473 UNL	3.549	77.00			-3.97	73.03
		YTD TOTALS					177,251		581.56			-32.43	548.13
		PERIOD AVG: PPU					387.511		1,274.28			-70.81	1,203.37
		YTD AVG: PPU						3.281					
***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE. *****													







# Purchase Activity Report

ULTIMATE PARENT ACCOUNT:  
State of Florida

REPORT FOR:  
City of Lake Butler  
0496-00-588559-5  
APR-01-2024 TO APR-30-2024

CARD NUMBER		CARD EMBOSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT							
045500113596136391		CHRIS GRIFFIS JR.	Chris Griffis Jr.				Public Works							
DATE	TIME	SITE ADDRESS		TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD UNITS	COST/UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX
04-08	08:55	PREVIOUS ODOMETER 260 W Main St, Lake Butler, FL		0001001	C Griffis, Jr.	IP	30,724	12.677	3.059	38.79			-2.32	36.46
04-15	11:50	875 W Main St, Lake Butler, FL		0513833	C Griffis, Jr.	OP	40,824 UNL	11.032	3.548	39.15			-2.02	37.13
04-22	08:59	875 W Main St, Lake Butler, FL		0522779	C Griffis, Jr.	OP	42,224 UNL	10.788	3.689	39.80			-1.97	37.83
PERIOD TOTALS							*****	34.497		117.73			-6.31	111.42
YTD TOTALS							*****	110.933		375.42			-20.30	355.12
PERIOD AVG: PPU							*****							
YTD AVG: PPU							*****							
<p>***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.</p>														



ULTIMATE PARENT ACCOUNT:  
State of Florida

REPORT FOR:  
City of Lake Butler  
0496-00-588559-5  
APR-01-2024 TO APR-30-2024

PAGE 4

## Purchase Activity Report

CARD NUMBER	CARD EMBOSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT								
04520011359613R417	KALEB GREEN	Kaleb Green				Public Works								
DATE	TIME	SITE ADDRESS	TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD UNITS	COST/UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX	
04-02	14:47	PREVIOUS ODOMETER 260 W Main St, Lake Butler, FL	0001001	K Green	IP	70,025	27,852	3.059	65.20			-5.10	80.10	-2.19
		PERIOD TOTALS				205	27,852		85.20			-5.10	80.10	-8.10
		YTD TOTALS				1,863	274,253		895.64			-50.10	845.46	-91.06
		PERIOD AVGS: DPU, PPU, CPD				7.36		3.059	0.42					
		YTD AVGS: DPU, PPU, CPD				6.79			0.48					

Transaction and Fee Legend can be found on the last page of this report.



ULTIMATE PARENT ACCOUNT:  
State of Florida

REPORT FOR:  
City of Lake Butler  
0496-00-588559-5  
APR-01-2024 TO APR-30-2024

# Purchase Activity Report

CARD NUMBER		CARD EMBOSSED		VEHICLE IDENTIFIER		VEHICLE DESCRIPTION		PLATE (ST)	VIN	DEPARTMENT			
0455001141761494		DIESEL TRAILER		DIESEL TRAILER						Public Works			
DATE	TIME	SITE ADDRESS	TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD UNITS	COST/UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX
04-18	08:47	PREVIOUS ODDMETER											
04-18	08:53	4793 SW State Road 121, Lake Butler, FL	0046439	M Mallard	OP	4,444	23 FRM	42.659	149.26			149.26	-91.33
04-23	12:02	4793 SW State Road 121, Lake Butler, FL	0046441	M Mallard	OP		23 FRM	36.036	126.09			126.09	-51.14
04-23	12:07	4793 SW State Road 121, Lake Butler, FL	0046687	C Griffiths, Jr.	IP		23 FRM	40.072	140.00			140.00	-81.23
04-23		4793 SW State Road 121, Lake Butler, FL	0046669	C Griffiths, Jr.	OP		23 FRM	29.996	104.96			104.96	-51.14
		PERIOD TOTALS						148.702	520.31			520.31	
		YTD TOTALS						321.733	1,125.39			1,125.39	
		PERIOD AVG: PPU											
		YTD AVG: PPU						3.409					
<p>***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.</p>													
DEPARTMENT TOTALS FOR: Public Works													
		TOTAL FUEL - PERIOD						3.305	1,516.40			1,461.65	-91.33
		YTD						1,869.832	6,193.76			5,910.50	-51.14
		TOTAL PURCHASES - PERIOD						447.926	1,516.40			1,481.65	-81.23
		YTD						1,969.832	6,193.76			5,910.50	-51.14



# Purchase Activity Report

ULTIMATE PARENT ACCOUNT:  
State of Florida

REPORT FOR:  
City of Lake Butler  
0496-00-588559-5  
APR-01-2024 TO APR-30-2024

CARD NUMBER	CARD EMBOSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT							
045500113596136375	HAYDEN WHITEHEAD	Hayden Whitehead				Wastewater							
DATE	TIME	SITE ADDRESS	TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD UNITS	COST/UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX
04-03	09:31	PREVIOUS ODOMETER 260 W Main St, Lake Butler, FL	0001001	H Whitehead	IP	125,221	35,063	3,059	107.26			100.64	-10.70
04-15	10:36	260 W Main St, Lake Butler, FL	0001001	H Whitehead	IP	34,610	35,864	3,059	109.71			103.15	-10.95
04-29	15:03	260 W Main St, Lake Butler, FL	0001001	H Whitehead	IP	34,835	34,847	3,059	106.60			100.22	-10.63
		PERIOD TOTALS				34,645	105,774		323.57			304.21	-32.26
		YTD TOTALS				34,645	274,063	3,058	898.07			807.93	-82.24
		PERIOD AVG: PPU				34,645							
		YTD AVG: PPU				34,645							

\*\*\* TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.



# Purchase Activity Report

ULTIMATE PARENT ACCOUNT:  
State of Florida

REPORT FOR:  
City of Lake Butler  
0496-00-588559-5  
APR-01-2024 TO APR-30-2024

CARD NUMBER		CARD EMBOSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT						
045500113596136408		WILLIE HENDERSON	Willie Henderson				Wastewater						
DATE	TIME	SITE ADDRESS	TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOOM.	PROD UNITS	COST/UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX
04-04	14:54	PREVIOUS ODOMETER	095004020	W Henderson	OP	80,853		3.649	78.00		-3.91	74.09	-5.02
04-19	07:48	585 SW 6th St, Lake Butler, FL	110001046	W Henderson	OP	61,165 UNL	21.376	3.779	79.00		-3.83	75.17	-7.54
04-23	08:44	585 SW 6th St, Lake Butler, FL	114001053	W Henderson	OP	61,420 UNL	20.906	3.689	18.04		-0.89	17.15	-1.54
		PERIOD TOTALS				636	47.172		175.04		-8.63	166.41	-17.70
		YTD TOTALS				*****	181.037		625.08		-33.12	591.95	-67.90
		PERIOD AVGS: DPU, PPU, CPD				13.49			0.28				
		YTD AVG: PPU				*****			*****				

\*\*\*\*\* TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.



# Purchase Activity Report

ULTIMATE PARENT ACCOUNT:  
State of Florida

REPORT FOR:  
City of Lake Butler  
0496-00-588559-5  
APR-01-2024 TO APR-30-2024

PAGE 8  
END OF REPORT

CARD NUMBER	CARD EMBOSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT							
04590113596136466	MICHAEL MALLARD	Michael Mallard				Wastewater							
DATE	TIME	SITE ADDRESS	TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD UNITS	COST/ UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX
04-05	14:16	PREVIOUS ODOMETER											
04-13	18:32	260 W Main St, Lake Butler, FL	0001002	M Mallard	IP	14,954	37,933	3.059	116.04			109.10	-1.55
04-17	09:24	875 W Main St, Lake Butler, FL	0511861	M Mallard	OP		10 UNL	3.588	89.00			84.46	-7.57
04-26	11:44	875 W Main St, Lake Butler, FL	0516353	M Mallard	OP		26,985 UNL	3.649	98.47			93.53	-8.24
04-29	13:13	875 W Main St, Lake Butler, FL	0528704	M Mallard	OP		15,921 UNL	3.549	112.79			106.97	-5.70
			0532632	M Mallard	OP		428 UNL	3.588	17.68			16.75	-1.51
		PERIOD TOTALS							433.99			410.84	-8.60
		YTD TOTALS							1,154.87			1,081.19	-108.67
		PERIOD AVG: PPU											
		YTD AVG: PPU						3.433					
<p>***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.</p>													
		DEPARTMENT TOTALS FOR: Wastewater											
		TOTAL FUEL - PERIOD							832.59			881.45	-34.55
		YTD							2,638.02			2,491.06	-269.51
		TOTAL PURCHASES - PERIOD							832.59			881.45	-58.56
		YTD							2,638.02			2,491.06	-269.51



# Purchase Activity Report - Codes Legend

TRANSACTION CODES:	FEE CODES:
AD = Adjustment CL = Cardlock CP = Contract Pricing EN = Enhanced Merchant Network IP = Indoor Payment Terminal MF = Mobile Fueling MN = Manual OP = Outdoor Payment Terminal PS = Private Site TP = Transponder TR = Transaction Reversal	CCF = Currency Conversion Fee EVF = Electric Vehicle Fee PSF = Private Site Fee TSF = Truck Stop Fee CHF = Cash Back Fee ONF = Out of Network Fee

Please note not all codes will be applicable for your account.



CITY OF LAKE BUTLER VEHICLE LOG

Month: Jan Year: 2007 Vehicle # 006 Tag # 215652 Due by the 5th of each month

Date	Employee/Driver	Destination: From - To	Beginning Odometer	Ending Odometer	Mileage	Maintenance Record - Attach all Receipts		
						FUEL PURCHASES		
						DATE	LOCATION	AMOUNT
1/1	006/CS	City	78335	78345	10	4/19	WALTON BLDG	28.13 \$ 88.51 LOW
1/2	006/CS	City	78345	78350	5	4/11	WALTON BLDG	31.99 \$ 97.86 GAS CANS
1/3	006/CS	City	78350	78377	27	4/11	WALTON BLDG	20.13 \$ 61.00 GAS CANS
1/4	006/CS	City	78377	78397	20	4/23	Sum stop	24.55 \$ 79.59 GAS CANS
1/5	006/CS	City	78397	78427	30	4/28	Sum stop	24.11 \$ 88.00 KAW
1/6	006/CS	City	78427	78437	10			
1/7	006/CS	City	78437	78450	13			
1/8	006/CS	City	78450	78471	21			
1/9	006/CS	City	78471	78497	26			
1/10	006/CS	City	78497	78537	40			
1/11	006/CS	City	78537	78557	20			
1/12	006/CS	City	78557	78575	18			
1/13	006/CS	City	78575	78587	12			
1/14	006/CS	City	78587	78601	14			
1/15	CS	City	78601	78635	34			
1/16	CS	City	78635	78668	33			
1/17								
1/18								
1/19								
1/20								
1/21								
1/22								
1/23								
1/24								
1/25								
1/26								
1/27								
1/28								
1/29								
1/30								
1/31								
					335			

Total Mileage Driven for Month (Beginning ODO less Ending ODO): 335

Employees Signature: [Signature] Public Works Director Signature: [Signature]

VEHICLE CONDITION (CIRCLE ONE)  
 EXCELLENT  
 GOOD  
 FAIR  
 POOR  
 INOP NOT REPAIRABLE  
 INOP AWAITING PARTS  
 WRECKED/BURNED

CITY OF LAKE BUTLER VEHICLE LOG

Month April  
 Year 2017

Vehicle # 003 Tag # 701295

Due by the 5th of each month

Date	Employee/Driver	Destination: From - To	Beginning Odometer	Ending Odometer	Mileage	FUEL PURCHASES	Maintenance Record - Attach all Receipts			
						DATE	LOCATION	GALLONS	Amount	Vehicle Condition
4-1	Griffis	City	12938	12952	22					
4-3	Griffis	City	12952	12983	31					
4-4	Griffis	City	12983	13003	20	4-3	Walmart	12.677	\$38.72 less tax	✓
4-5	Griffis	City	13003	13026	23	4-15	Walmart	10.37	\$39.15 less tax	✓
4-8	Griffis	City	13026	13048	22	4-15	Walmart	5.373	\$11.41 less tax	✓
4-9	Griffis	City	13048	13081	33	4-26	Walmart	28.81	\$100.19 less tax	
4-10	Griffis	City	13081	13109	28					
4-11	Griffis	City	13109	13149	31					
4-12	Griffis	City	13149	13162	22					
4-13	Griffis	City	13162	13164	2					
4-15	Griffis	City	13164	13185	21					
4-16	Griffis	City	13185	13206	21					
4-17	Griffis	City	13206	13247	27					
4-18	Griffis	City	13247	13259	12					
4-19	Griffis	City	13259	13289	30					
4-20	Griffis	City	13289	13319	30					
4-21	Griffis	City	13319	13341	22					
4-22	Griffis	City	13341	13364	23					
4-23	Griffis	City	13364	13395	31					
4-24	Griffis	City	13395	13417	22					
4-25	Griffis	City	13417	13431	14					
TOTALS										
PM PERFORMED DATE										
MILEAGE:										
NEXT PM DUE:										
REPAIRS NEEDED? ADDITIONAL INFORMATION										
VEHICLE CONDITION (CIRCLE ONE)										
EXCELLENT										
GOOD										
FAIR										
POOR										
INOP NOT REPAIRABLE										
INOP AWAITING PARTS										
WRECKED/BURNED										

Total Mileage Driven for Month (Beginning ODO Less Ending ODO): 501

Supervisors Signature Tammie Griffis

Public Works Directors Signature [Signature]



CITY OF LAKE BUTLER VEHICLE LOG

Month April  
 Year 2004

Vehicle # 004 Tag # XD127A

Due by the 5th of each month

Date	Employee/Driver	Destination: From - To	Beginning Odometer	Ending Odometer	Mileage	FUEL PURCHASES	LOCATION	GALLONS	Amount	VEHICLE CONDITION
4-1	H.W.	city	34205	34345	50					
4-2	H.W.	city	34345	34381	36					
4-3	H.W.	city	34381	34404	23	4-3	SUNSTOP	29.96	\$107.26	
4-4	H.W.	city	34404	34442	38	4-15	SUNSTOP	31.35	\$109.71	
4-5	H.W.	city	34442	34472	30	4-29	SM RTD 20+	30.46	\$106.60	
4-8	H.W.	city	34472	34496	24					
4-9	H.W.	city	34496	34524	28					
4-10	H.W.	city	34524	34548	24					
4-11	H.W.	city	34548	34572	24					
4-12	H.W.	city	34572	34595	23					
4-13	H.W.	city	34595	34627	32					
4-16	H.W.	city	34627	34675	48					
4-17	H.W.	city	34675	34694	19					
4-18	H.W.	city	34694	34698	4					
4-19	H.W.	city	34698	34704	6					
4-20	H.W.	city	34704	34733	29					
4-23	H.W.	city	34733	34758	19					
4-24	H.W.	city	34758	34777	25					
4-25	H.W.	city	34777	34794	17					
4-26	H.W.	city	34794	34810	16					
4-29	H.W.	city	34810	34835	25					
4-30	H.W.	city	34835	34889	54					
TOTALS \$ 9161 \$ 323.57										
Maintenance/Repair Purchases										
DATE LOCATION AMOUNT DESCRIPTION										
PM PERFORMED DATE: _____										
MILEAGE: _____										
NEXT PM DUE: _____										
MILEAGE: _____										
REPAIRS NEEDED? ADDITIONAL INFORMATION										
VEHICLE CONDITION (CIRCLE ONE)										
<input checked="" type="radio"/> EXCELLENT										
<input type="radio"/> GOOD										
<input type="radio"/> FAIR										
<input type="radio"/> POOR										
<input type="radio"/> INOP NOT REPAIRABLE										
<input type="radio"/> INOP AWAITING PARTS										
<input type="radio"/> WRECKED/BURNED										

Total Mileage Driven for Month (Beginning ODO Less Ending ODO): 594

Employees Signature:

*Michael Whitcomb*

Public-Works Director Signature:

*Ed Brown*  
*Michael McDonald*



CITY OF LAKE BUTLER VEHICLE LOG

Month Apr  
 Year 2024

Vehicle # F-15B Tag # 4077

Due by the 5th of each month

Date	Employee/Driver	Destination: From - To	Beginning Odometer	Ending Odometer	Mileage	FUEL PURCHASES	LOCATION	GALLONS	Amount	VEHICLE CONDITION
4/2	Miller 001	City	61076	61111	35					
4/3	Miller 001	City	61111	61144	33					
4/4	Miller 001	City	61144	61165	21	4/4/24	CIRCLE K	21.376	\$ 78.00	
4/5	Miller 001	City	61165	61195	30	4/9/24	CIRCLE K	20.982	\$ 74.00	
4/6	Miller 001	City	61195	61203	8	4/23/24	CIRCLE K	4.890	\$ 18.04	Gas Pan for plant #1
4/9	Miller 001	City	61203	61234	31					
4/10	Miller 001	City	61234	61253	19					
4/11	Miller 001	City	61253	61272	19					
4/12	Miller 001	City	61272	61292	20					
4/13	Miller 001	City	61292	61311	19					
4/15	Miller 001	City	61311	61319	8					
4/16	Miller 001	City	61319	61342	23					
4/17	Miller 001	City	61342	61366	24					
4/18	Miller 001	City	61366	61393	27					
4/19	Miller 001	City	61393	61420	27					
4/20	Miller 001	City	61420	61444	24					
4/21	Miller 001	City/Water	61444	61453	9					
4/22	Miller 001	City	61453	61459	6					
4/23	Miller 001	City	61459	61482	23					
4/24	Miller 001	City	61482	61515	33					
4/25	Miller 001	City	61515	61544	29					
4/26	Miller 001	City	61544	61570	26					
4/27	Miller 001	City	61570	61590	20					
4/29	Miller 001	City	61590	61608	18					
4/30	Miller 001	City	61608	61626	18					
			61626	61644	18					
TOTALS										
PM PERFORMED DATE										
MILEAGE:										
NEXT PM DUE:										
MILEAGE:										
REPAIRS NEEDED? ADDITIONAL INFORMATION										
VEHICLE CONDITION										
(CIRCLE ONE)										
EXCELLENT										
GOOD										
FAIR										
POOR										
INOP NOT REPAIRABLE										
INOP AWAITING PARTS										
WRECKED/BURNED										

Total Mileage Driven for Month (Beginning ODO Less Ending ODO): 568

Employees Signature: Wally Miller

Public Works Director Signature: Swan

April 2024

4/23/2024 08:43:11

Order Number: 2722432

Circle K 2722432

585 SW 6th Street

Lake Butler FL 32054

(386) 496-2467

Term: 102

Appr : 552009

Unl-REG Ticket# : 114001227

PUMP No. 02

Gallons 4.890

PRICE/G \$3.689

TOTAL FUEL \$18.04

TOTAL SALE \$18.04

SALE

Wright Exp

Card Num : (S)

XXXXXXXXXXXXXXXXXXXX5961

Swiped

Odometer : 61489

PD Seq# : 36409

04/23/2024 08:43:11

I agree to pay the above Total Amount according to Card Issuer Agreement.

THANK YOU  
HAVE A NICE DAY

4/19/2024 07:41:49

Order Number: 2722432

Circle K 2722432

585 SW 6th Street

Lake Butler FL 32054

(386) 496-2467

Term: 102

Appr : 188084

Unl-REG Ticket# : 116001758

PUMP No. 04

Gallons 20.906

PRICE/G \$3.779

TOTAL FUEL \$79.00

TOTAL SALE \$79.00

SALE

Wright Exp

Card Num : (S)

XXXXXXXXXXXXXXXXXXXX5961

Swiped

Odometer : 61420

PD Seq# : 36409

04/19/2024 07:41:49

I agree to pay the above Total Amount according to Card Issuer Agreement.

THANK YOU  
HAVE A NICE DAY

4/4/2024 14:47:02

Order Number: 2722432

Circle K 2722432

585 SW 6th Street

Lake Butler FL 32054

(386) 496-2467

Term: 102

Appr : 207631

Unl-REG Ticket# : 95004249

PUMP No. 06

Gallons 21.376

PRICE/G \$3.649

TOTAL FUEL \$78.00

TOTAL SALE \$78.00

SALE

Wright Exp

Card Num : (S)

XXXXXXXXXXXXXXXXXXXX5961

Swiped

Odometer : 61165

PD Seq# : 36409

04/04/2024 14:47:02

I agree to pay the above Total Amount according to Card Issuer Agreement.

THANK YOU  
HAVE A NICE DAY

CITY OF LAKE BUTLER VEHICLE LOG

Month April  
Year 2024

Vehicle # 005 Tag # XD1276

Due by the 5th of each month

Date	Employee/Driver	Destination: From - To	Beginning Odometer	Ending Odometer	Mileage	FUEL PURCHASES	Maintenance Record - Attach all Receipts
						DATE LOCATION GALLONS Amount	
4/1	Medford	City	15351	15379	28		
4/7	Medford	City	15279	15413	34		
4/4	Medford	City	15413	15445	32	4/5 Sunrise 37.53 \$116.04 ✓	
4/5	Medford	City	15445	15462	17	4/11 545 16.99 \$ 98.47 ✓	
4/8	Medford	City	15462	15491	29	4/26 525 31.78 \$ 112.79 ✓	
4/9	Medford	City	15491	15519	28	4/29 245 4.92 \$ 17.68 ✓	
4/10	Medford	City	15519	15556	37		
4/11	Medford	City	15556	15596	40		
4/14	Medford	City	15596	15644	48		
4/15	Medford	City	15644	15682	38		
4/17	Medford	City	15682	15755	73		
4/19	Medford	City	15755	15784	29		
4/22	Medford	City	15784	15796	12		
4/23	Medford	City	15796	15847	51		
4/24	Medford	City	15847	15870	23		
4/25	Medford	City	15870	15903	33		
4/26	Medford	City	15903	15934	31		
4/29	Medford	City	15934	15975	41		
4/30	Medford	City	15975	16002	27		
TOTALS					651		
PM PERFORMED DATE							VEHICLE CONDITION (CIRCLE ONE)
MILEAGE:							<u>EXCELLENT</u>
NEXT PM DUE:							GOOD
MILEAGE:							FAIR
REPAIRS NEEDED? ADDITIONAL INFORMATION							POOR
							INOP NOT REPAIRABLE
							INOP AWAITING PARTS
							WRECKED/BURNED

Gas Log

Total Mileage Driven for Month (Beginning ODO Less Ending ODO): 651

Employee Signature: Medford Medford

Public Works Director Signature: FD Medford Medford

CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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**DATE: May 21, 2024**

**CONSENT AGENDA ITEM: Animal Control Logs for April 2024. (#3E)**

**DEPARTMENT: City of Lake Butler – Animal Control.**

**MOTION/ACTION: Motion to approve Animal Control Logs for April 2024.**

**ASSOCIATED COST(S): N/A**





LAKE BUTLER  
FLORIDA

Scenery, serenity and YOLO!

David B. Stegall  
Mayor  
[dstegall@cityoflakebutler.com](mailto:dstegall@cityoflakebutler.com)

Hayden P. Page  
Accounts Payable/Interim City Clerk  
[hpage@cityoflakebutler.com](mailto:hpage@cityoflakebutler.com)

## Animal Control Log

Employee Signature Hayden Whitehead

Date of Pick-up: 4-22-24

Location of Pick-up: Piss corner/ dog pound

Description of Animal: Black and White male pit

Disposition:

Picked up by Owner:

Owner Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Adopted: 4/22/24

Name of Adopter Jacob Rocks

Address 8030 SE Cr 237 Lake Butler FL

Phone Number 386-266-0329

Euthanized:

Date \_\_\_\_\_

CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

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AGENDA ITEM INFORMATION SHEET

---

**DATE:** May 21, 2024

**AGENDA ITEM:** Expansion of Local Community Redevelopment Area (CRA). Motion to approve. the acceptance of Warranty Deed for property donation to the City of Lake Butler by the Whitehead Family which is the site of the original Union County Jail. (#4)

**DEPARTMENT:** City of Lake Butler

**MOTION/ACTION:** Motion to approve Expansion of Local Community Redevelopment Area (CRA).

**ASSOCIATED COST(S):** N/A

David B. Stegall  
Mayor  
dstegall@cityoflakebutler.com



Kimberly Hayes  
City Manager  
khayes@cityoflakebutler.com

Via Certified U. S. Mail Return  
Receipt Requested

May 1, 2024

Mrs. Lisa B. Johnson  
Union County Tax Collector  
55 West Main Street,  
Lake Butler, FL 32054

**Re: Expansion of Lake Butler CRA**

Dear Mrs. Johnson:

The City of Lake Butler will consider adoption of a Resolution on May 21, 2024, for a Finding of Necessity Report for the expansion of the local Community Redevelopment Area (CRA). A final public hearing will be held on June 18, 2024.

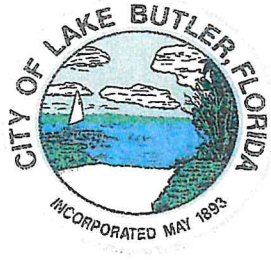
Please feel free to contact me if you have any additional questions.

Sincerely,

A handwritten signature in cursive script that reads "Kimberly Hayes".

Kimberly Hayes  
City Manager

David B. Stegall  
Mayor  
dstegall@cityoflakebutler.com



Kimberly Hayes  
City Manager  
khayes@cityoflakebutler.com

Via Certified U. S. Mail Return  
Receipt Requested

May 1, 2024

Mr. James Williams  
Union County Coordinator  
55 West Main Street,  
Lake Butler, FL 32054

**Re: Expansion of Lake Butler CRA**

Dear Mr. Williams:

The City of Lake Butler will consider adoption of a Resolution on May 21, 2024, for a Finding of Necessity Report for the expansion of the local Community Redevelopment Area (CRA). A final public hearing will be held on June 18, 2024.

Please feel free to contact me if you have any additional questions.

Sincerely,

A handwritten signature in cursive script that reads "Kimberly Hayes".

Kimberly Hayes  
City Manager

David B. Stegall  
Mayor  
dstegall@cityoflakebutler.com



Kimberly Hayes  
City Manager  
khayes@cityoflakebutler.com

Via Certified U. S. Mail Return  
Receipt Requested

May 1, 2024

Mr. Bruce Dukes  
Union County Property Appraiser  
15 Northeast Street,  
Lake Butler, FL 32054

**Re: Expansion of Lake Butler CRA**

Dear Mr. Dukes:

The City of Lake Butler will consider adoption of a Resolution on May 21, 2024, for a Finding of Necessity Report for the expansion of the local Community Redevelopment Area (CRA). A final public hearing will be held on June 18, 2024.

Please feel free to contact me if you have any additional questions.

Sincerely,

A handwritten signature in cursive script that reads "Kimberly Hayes".

Kimberly Hayes  
City Manager



## TRANSMITTAL COVERSHEET

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**DATE:** May 3, 2024

**To:** Union County Times

**Phone:** (904) 964-6305

**Email:** [legals@betelegrapq.com](mailto:legals@betelegrapq.com)

**From:** City of Lake Butler  
**Phone:** (386) 496-3401

**Pages:** 2

**Subject:** FIRST PUBLIC HEARING NOTICE

---

Please publish the attached public hearing notice as a display advertisement in the May 14, 2024, edition of your newspaper. The notice should run no less than two columns wide by 10 inches long with an 18-point headline.

Please bill the City of Lake Butler:

Kimberly Hayes  
City Manager  
200 SW 1<sup>st</sup> Street  
Lake Butler, FL 32054

Prior to publication, please ensure that a pre-run proof is emailed to the following email addresses:

[khayes@cityoflakebutler.com](mailto:khayes@cityoflakebutler.com)  
[Interstar1@juno.com](mailto:Interstar1@juno.com)

In addition, after the ad runs, please email a proof of publication to:

[khayes@cityoflakebutler.com](mailto:khayes@cityoflakebutler.com)  
[Interstar1@juno.com](mailto:Interstar1@juno.com)

Thank you for your assistance. Please feel free to contact us if you have any questions. Our telephone number is (407) 922-8831.

Thank you – Andy Easton & Associates

## **FIRST PUBLIC NOTICE**

Notice is hereby given that the City of Lake Butler, Florida, will hold a Public Hearing on the presentation of a Finding of Necessity Report for expansion of the local Community Redevelopment Area during the 6:00 p.m. City Commission meeting of May 21, 2024, at 200 SW 1st Street, Lake Butler, FL 32054

The Finding of Necessity Report and supporting documents will be available at City Hall for Public inspections between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday. Comments may be voiced at the above-mentioned meeting or in writing addressed to the City Manager, 200 SW 1st Street, Lake Butler, FL 32054.

Be advised that any person wishing to appeal any decision made by the Commission on any matter considered during the meeting will need a record of the proceedings and may need to ensure that a verbatim record is made, which includes the testimony and evidence upon which the appeal is to be based.

### **A FAIR HOUSING/EQUAL OPPORTUNITY/HANDICAPP ACCESS JURISIDICITION**

(s)

Kimberly Hayes  
City Manager

CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

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AGENDA ITEM INFORMATION SHEET

---

**DATE:** May 21, 2024

**AGENDA ITEM:** Resolution 2024-03 (#5)

**DEPARTMENT:** City of Lake Butler

**MOTION/ACTION:** Motion to adopt Resolution No. 2024-03 for the APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF LAKE BUTLER AND UNION COUNTY, FOR PROJECT MANAGEMENT OF DESIGN AND CONSTRUCTION OF REPAVING THE FOLLOWING STREETS: SW 8<sup>TH</sup> PLACE; SW 1<sup>ST</sup> DRIVE; SE 7<sup>TH</sup> STREET; AND SE 3<sup>RD</sup> STREET IN THE CITY OF LAKE BUTLER, FLORIDA.

To be read by title only.

**ASSOCIATED COST(S):** N/A



**RESOLUTION 2024 - 03**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE BUTLER, FLORIDA  
APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF LAKE BUTLER AND UNION  
COUNTY, FOR PROJECT MANAGEMENT OF DESIGN AND CONSTRUCTION OF REPAVING THE  
FOLLOWING STREETS: SW 8<sup>TH</sup> PLACE; SW 1<sup>ST</sup> DRIVE; SE 7<sup>TH</sup> STREET; AND SE 3<sup>RD</sup> STREET  
IN THE CITY OF LAKE BUTLER, FLORIDA.**

**WHEREAS**, the City of Lake Butler, Florida (hereinafter "City") has the authority to enter into an Interlocal Agreement with Union County, Florida.

**WHEREAS**, the City of Lake Butler, Florida (hereinafter "City") believes that it is in the best interest of the City to enter into an Interlocal Agreement concerning the design and project management of construction for repaving the following streets in the City: SW 8TH PLACE; SW 1ST DRIVE; SE 7TH STREET; AND SE 3RD STREET.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE BUTLER, FLORIDA;**

**SECTION 1.** The above recitals are all true and accurate and are hereby incorporated in this resolution.

**SECTION 2.** The Mayor together with the City Manager are authorized to execute the agreement on behalf of the City of Lake Butler, Florida.

**PASSED AND ADOPTED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.**

\_\_\_\_\_  
David B Stegall, Mayor

\_\_\_\_\_  
Kimberly Hayes, City Manager

Approved as to Form and Legality

\_\_\_\_\_  
John E Maines IV

CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

---

AGENDA ITEM INFORMATION SHEET

---

**DATE: May 21, 2024**

**AGENDA ITEM: Interlocal Agreement Between Union County, Florida and the City of Lake Butler (#6)**

**DEPARTMENT: City of Lake Butler**

**MOTION/ACTION: Motion to approve Interlocal Agreement Between Union County, Florida and the City of Lake Butler, Florida regarding the Florida Department of Transportation Local Agency Program (“LAP”) Funding for the project Management for the design and construction of repaving SW 8<sup>th</sup> Place; SW 1<sup>st</sup> Drive; SE 7<sup>th</sup> Street; and SE 3<sup>rd</sup> Street and providing completed project maintenance to be provided to the citizens of the City of Lake Butler and Union County, Florida.**

**To be read by title only.**

**ASSOCIATED COST(S): N/A**

**INTERLOCAL AGREEMENT BETWEEN UNION COUNTY, FLORIDA AND THE CITY OF LAKE BUTLER, FLORIDA REGARDING THE FLORIDA DEPARTMENT OF TRANSPORTATION LOCAL AGENCY PROGRAM (“LAP”) FUNDING FOR THE PROJECT MANAGEMENT FOR THE DESIGN AND CONSTRUCTION OF REPAVING SW 8TH PLACE; SW 1ST DRIVE; SE 7TH STREET; AND SE 3RD STREET AND PROVIDING COMPLETED PROJECT MAINTENANCE TO BE PROVIDED TO THE CITIZENS OF THE CITY OF LAKE BUTLER AND UNION COUNTY, FLORIDA.**

**THIS INTERLOCAL AGREEMENT**, entered into this \_\_\_\_ day of \_\_\_\_\_, 2024, between Union County, Florida, a political subdivision of the State of Florida, hereinafter referred to as the “County” and the City of Lake Butler, Florida, a Florida municipal corporation, hereinafter referred to as the “City” for the purpose of providing transportation services to the residents of Union County.

**WITNESSETH:**

**WHEREAS**, the County and City are authorized by Florida Statutes 16301 et seq. to enter into Interlocal Agreements and thereby cooperatively utilize their powers and resources in the most efficient manner possible to provide services to their citizenry; and

**WHEREAS**, the Local Agency Program (“LAP”) was created within the Florida Department of Transportation (FDOT) to provide funds to constructing capacity or safety improvements County roads; and

**WHEREAS**, the County has applied for an obtained funding for LAP funding to repave the following streets within the City of Lake Butler: SW 8TH PLACE; SW 1ST DRIVE; SE 7TH STREET; AND SE 3RD STREET

**WHEREAS**, the County, with the continued support from the City, is prepared to accept funding and become the lead facilitator and administrator of the LAP projects.

**WHEREAS**, the County and the City are in agreement with the performance and completion of the work on SW 8TH PLACE; SW 1ST DRIVE; SE 7TH STREET; AND SE 3RD STREET Ave pursuant to the LAP projects.

**NOW THEREFORE**, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. Purpose of the Agreement  
The purpose of this Agreement is to acknowledge the mechanisms whereby the County will accept and utilize LAP funding to construct improvements located within the city limits of the City.
2. Project Site and Ownership  
Proposed projects will be located within the municipal limits of the City. The City will retain ownership after completion of the project.
3. Maintenance Functions

Upon completion of the construction of the project, the City will provide and fund regular maintenance and upkeep of the completed improvements.

4. Term of Agreement

This Agreement shall commence on the date of execution of the last Party to this Agreement and shall continue until cancelled by either party. This Agreement may be terminated by any party hereto upon receipt of written notice of intent to terminate by the other party upon 60 days' notice. However, if terminated by the City, all costs associated with appropriate services performed under the FDOT LAP Agreement through the date of termination, shall be the responsibility of the City and if such costs are no longer eligible for reimbursement under said FDOT LAP Agreement by reason of the termination of the project by the City shall be solely borne by the City and payable to either the County of FDOT as the case may be.

5. Notices

All notices required or permitted to be given hereunder shall be in writing and shall be deemed given if delivered in person, by fax, by overnight delivery service, or by certified or registered mail to the other party at the following addresses:

If to County  
Union County Coordinator  
15 NW 1<sup>st</sup> Street  
Lake Butler, FL 32054

If to City  
Office of City Manager  
200 SW 1<sup>st</sup> Street  
Lake Butler, FL 32054

6. Modifications

It is further agreed that no modifications, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

7. Filing

This Agreement and all subsequent amendments hereto shall be filed by the County with the Clerk of Courts of Union County, Florida, upon its execution by all parties hereto.

**IN WITNESS WHEREOF**, this agreement has been signed by the authorized representatives of the parties and shall be effective upon execution.

Union County Board of County Commissioners

\_\_\_\_\_  
Channing Dobbs, Chairman

ATTEST:  
  
\_\_\_\_\_

**IN WITNESS WHEREOF**, the Parties have caused this instrument to be signed by their respective duly authorized officers or representatives as of the day and year written above.

City of Lake Butler, Florida

Union County Board of Commissioners

\_\_\_\_\_  
David B Stegall, Mayor

\_\_\_\_\_  
Channing Dobbs, Chairman

ATTEST:

\_\_\_\_\_  
Kimberly Hayes, City Manager

\_\_\_\_\_  
Kellie H Rhoades, Clerk of Courts

Approved as to Form and Legality:

\_\_\_\_\_  
John E Maines, IV, City Attorney

\_\_\_\_\_  
Russ Wade, County Attorney



CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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**DATE:** May 21, 2024

**AGENDA ITEM:** Resolution 2024-04 with EXHIBITS "A" "B" & "C" attached (#7)

**DEPARTMENT:** City of Lake Butler

**MOTION/ACTION:** Motion to adopt Resolution No. 2024-04 A RESOLUTION OF THE CITY OF LAKE BUTLER, FLORIDA UPDATING COMPLIANCE WITH SECTION 504 OF THE REHABILITATION ACT OF 1973, ADOPTING A HANDICAP ACCESSIBILITY SELF EVALUATION PLAN, ADOPTING A TRANSITION PLAN FOR HANDICAP ACCESSIBILITY AND ADOPTING A SECTION 504 GRIEVANCE PROCEDURE.

To be read by title only.

**ASSOCIATED COST(S):** N/A

**RESOLUTION NO. 2024-04**

**A RESOLUTION OF THE CITY OF LAKE BUTLER, FLORIDA UPDATING COMPLIANCE WITH SECTION 504 OF THE REHABILITATION ACT OF 1973, ADOPTING A HANDICAP ACCESSIBILITY SELF EVALUATION PLAN, ADOPTING A TRANSITION PLAN FOR HANDICAP ACCESSIBILITY AND ADOPTING A SECTION 504 GRIEVANCE PROCEDURE**

**WHEREAS**, The City of Lake Butler desires to comply with the Section 504 Handicap Accessibility Requirements of the Community Development Block Grant programs and have all publicly accessible City owned facilities made handicap accessible; and

**WHEREAS**, The City of Lake Butler has completed a review of City-owned facilities accessible to the public for ADA handicap compliance; and

**WHEREAS**, The City of Lake Butler desires to make all City-owned public facilities accessible to Handicap individuals, and

**WHEREAS**, The City of Lake Butler is establishing a Complaint and Grievance Procedure to process any complaints including those relating to handicap accessibility, the treatment of handicapped individuals and to elimination discrimination against any person who: has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, and/or is regarded as having such an impairment.

**NOW THEREFORE, BE IT RESOLVED** by the City Commission as follows:

1. That the City of Lake Butler hereby adopts the following 24 CFR Part 8 Transition Plan, and
2. That the City of Lake Butler hereby adopts the following 24 CFR Part 8 Self Evaluation Plan, and
3. That the City of Lake Butler hereby adopts the following Section 504 Compliance and Grievance Procedure, and
4. That the City of Lake Butler affirms the City Clerk as the person responsible for implementation of the Plan.

**THIS RESOLUTION ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024**

\_\_\_\_\_  
David Stegall, Mayor

**ATTEST:** \_\_\_\_\_  
Hayden Page, City Clerk