CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

July 16, 2024

6:00PM

City Hall Lake Butler

200SW 1st Street

 Lake Butler, Florida 32054

AGENDA MEETING MINUTES

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

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

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

In Attendance:

City Commission – Commisioner Sirmones, Commissioner Redman, Commissioner Stephenson, Vice-Mayor Huggins, Mayor Hendrix.

City Staff – City Attorney Maines, City Manager Hayes, Finance Director Mecusker, Administrative Assistant Evernden. Opening Prayer was led by Commissioner Redman.

Pledge of Allegiance was led by Mayor Hendrix.

1. 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.

Citizen Valerie Seadrow 785 SW 1st Way Lake Butler, Florida 32054 spoke to the Commissioners concerning the Community Center being able to utilize for free of charge when a citizen loses a loved one. Valerie stated families don’t receive the insurance money until after the loved one is buried. Valerie stated that she did not hear from anyone from the City of Lake Butler for condolences on her brother passing away. Mayor Hendrix and Vice-Mayor Huggins spoke with Valerie and apologized to her for not reaching out to her in her time of sorrow and stated that the Commissioners could look at doing something for families who are in loss of a loved one in the city as a whole or as individuals in the future.

1. Approval of Consent Agenda
	1. Meeting Minutes from 6-18-2024
	2. Code Enforcement Report June 2024.
	3. June 2024 WEX Invoice, activity report, and vehicle logs
	4. Animal Control Logs for June 2024.

A motion to approve the Consent Agenda was made by Commissioner Redman. Motion seconded by Vice Mayor Huggins. Unanimous approval. Motion carried.

1. Discussion and updates from Mittauer on the new cost for the Wastewater Treatment Plant Water Tank, Infrastructure Cost, Modifications & Recommendations to the Wastewater System.

Mayor Hendrix updated the board on the increase of the project for the WWTP due to the cost increasing starting with COVID and inflation over the past few years and design changes that will need to be made for the project to proceed within the grant award amount.

Joe Mittauer, Greg Lang & John Petrohovich are present from Mittauer.

Joe Mittauer spoke to the board and discussed the inflation in the economy specifically in the infrastructure world has doubled and some cases quadrupled. Joe Mittauer explained that when the plans originated the costs were down and now the numbers are 4 times greater causing the increase for the WWTP plans which has created the need to restructure the plans to accommodate the increase. We have two options get more money which is not probable or make changes. Mittauer has made a list of items that can be changed. Joe Mittauer discussed with the board the items he purposed changing or downsizing the design of on the WWTP. Vice-Mayor Huggins questioned Mittauer would they provide the data on what we would need to accommodate the growth. Greg Lang stated that Mittauer would provide that data should we need it. The City Attorney Maines asked was there any additional Federal funds available the City of Lake Butler could apply for. Greg Lang explained that a lot of the grant money the City of Lake Butler has received is federal money for the WWTP.

Mayor Hendrix stated we do not wait to move forward on the project because prices will go up and we are limited on time with the grant funds.

City Attorney Maines discussed with Mittauer that we are in negotiations with the Department of Corrections and if Mittauer has a way to calculate the maximum amount of effluent the City of Lake Butler can receive from DOC to help calculate in the city agreement with DOC. The current agreement is open-ended.

Mittauer stated they will be able to help calculate this for the city.

Mittauer requested a discussion on the water treatment ground tank and Mayor Hendrix asked the board were the in agreement with the modifications to the WWTP plans.

Vice-Mayor Huggins questioned Mittauer on their experience what the staff requirements would to run a facility like the cities (with the changes made) be and Mittauer stated that it would require 3 operators for the city to run the new facility.

A motion to approve the six (6) modifications to the WWTP plans contingent upon State Agencies approval, amendment to grant agreements and permitting modifications was made by Commissioner Redman. Motion seconded by Vice Mayor Huggins. Unanimous approval. Motion carried.

Mittauer stated with this approval tonight they can start speaking with State Agencies and get these modifications moving and get this out there for bids by the beginning of 2025 because the grant deadline for the federal funds is October 31, 2026, this would be the last disbursement from the ARPA grant federal funds. There are bonds to protect the city with these contractors.

Mayor Hendrix discussed the water tank needs to be discussed because it must be updated. Joe Mittauer asked the board if they wanted to step down on the size and design of the water tank because of financial restraints and cost increase since the city was awarded the grant for the water tank. Mayor Hendrix stated that this is an issue because the city has to keep scaling back and Mittauer is blaming the city for the delays because of the administrative changes, and the city needs the original size of the water tank plans. Mayor Hendrix stated that there is an accountability issue

here because Mittauer continued to put this project off also due to cost inflation and the city is not the only one to blame. Mayor Hendrix and Mittauer discussed back and forth the issues that continued the prolongation of the water tank. Mayor Hendrix asked Joe Mittauer why doesn’t Mittauer split that increase with the city or lower his cost. Joe Mittauer stated that is not something Mittauer does. Mittauer explained decisions they made were in the best interest of the city and Mayor Hendrix disagreed with Mittauer. Vice Mayor Huggins questioned Mittauer as to the fact that the city is asking them to be proactive for the city not reactive to help resolve their part in the delays of the water tank plans for the city.

City Attorney explained to the board what Mittauer was saying when it came to the financial side of the bids and construction for the water tank plans.

Commissioner Stephenson spoke with Mittauer about the bids and cost in the construction of the water tank.

It was agreed upon by the board and Mittauer there is no more time for delays and the process must move forward. It had already been agreed upon previously that the water tank would be completed last year because there is a part of this grant that expires in December 2024.

Mittauer stated that they are going to go back and re-read the grant agreements to ensure the city does not miss deadlines and City Attorney Maines asked Mittauer were they going to apply for the extension if needed for the grants. Mittauer stated they would take care of this.

Mayor Hendrix discussed with Mittauer about the Sprayfield plans being completed also. This is a big issue for the city. Mittauer explained the design, construction and replacement items for Sprayfield. Commissioner Stephenson questioned Mittauer and the board is there any protection for the city in the agreement with DOC if they decide to build and grow. Mayor Hendrix stated there is not but the new agreement that will be presented to DOC will have protections in it for the city.

Vice Mayor thanked Mittauer for coming tonight and explaining everything to the board. The rest of the board thanked Mittauer for their time.

1. Motion to adopt Ordinance No. 2024-04 and for the second reading (reference Voluntary Annexation) **To be read by title only.**

Mayor Hendrix asked for a motion to continue Ordinance No. 2024-04 for the second reading due to technical reasons by statue.

City Attorney Maines stated the continued date would be the regular meeting next month.

A motion was made by Commissioner Redman to continue Ordinance No. 2024-04 and Vice Mayor Huggins seconded the motion. Unanimous approval. Motion continued.

1. Motion to approve procurement, award and contract for grant administration services for CDBG-MT118 project to Fred Fox Enterprises.

A motion to approve the procurement, award and contract for grant administration services was made by Vice Mayor Huggins. Motion seconded by Commissioner Redman. Unanimous approval.

1. Motion to approve Construction Maintenance Agreement with the Department of Transportation for the construction of property (sidewalks) known as SW 4th Avenue, SW 11th Street, SW 2nd Avenue, SW 8th Street, SW 1st Avenue, SW 9th Avenue and South Lake Avenue.

A motion to approve the Construction Maintenance Agreement with DOT was made by Vice Mayor Huggins. Motion seconded by Commissioner Redman. Unanimous approval.

1. Resolution No. 2024-08. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE BUTLER, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION AND MAINTENANCE AGREEMENT WITH THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION FOR IMPROVEMENTS ON SOUTHWEST 4TH AVENUE, SOUTHWEST 11TH STREET, SOUTH LAKE AVENUE FROM STATE ROAD 121 INSIDE THE CITY LIMITS.

Mr. Maines requested to please let the record reflect that Commissioner Sirmones made a motion to approve and read the Resolution by title and number.

A motion to approve Resolution 2024-08 was made by Commissioner Sirmones. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.

1. Motion to nominate and elect an elected official to fill the vacant position for North Central Florida Regional Planning Council.

Mayor Hendrix explained to the board a nomination for representation from someone from the board needed to be made. Commissioner Stephenson was nominated.

A motion to approve the nomination of Commissioner Stephenson to represent the city with North Central Florida Regional Planning Council was made by Commissioner Redman. Motion seconded by Vice Mayor Huggins. Unanimous approval.

1. City Manager Reports - City Manager, Kimberly Hayes

City Manager Hayes thanked Sam, The Public Works Director and his staff for the great job they did for the 4th of July event and keeping up with all 3 parks. Mayor Hendrix also thanked Sam and his staff. Sam gave updates on the Splash Park motor issues to the board.

City Manager Hayes gave a special thank you to Bart Andrews and Sean Reynolds for their donations, time and help to the City of Lake Butler.

City Manager Hayes updated the board on the Trail Go Grant and the city reached out to Doug with Andy Easton & Associates to help the city apply for it. The grant will be $200,000 if approved for our trail and Depot Station.

City Manager Hayes discussed with the board our audit last week with Florida Commerce for Grant MT118 (Fred Fox). We had 8 findings, and all are being corrected.

Mayor Hendrix stated that one of the findings was the spending of the ARPA funding by the previous City Manager.

City Manager Hayes thanked Financial Director Mecusker, Hayden & Elaine for their hard work with the financial audit going on this week with James Moore. James Moore will be here all week. Mayor Hendrix asked if the City received an extension on the audit that was due June 30, 2024 & City Manager Hayes stated that we did receive an extension and James Moore informed her that everything was good.

City Manager Hayes discussed with the board Mosquito Control starting, and the training with the staff for Mosquito Control.

City Manager Hayes updated the board on being approved for the FBIP Boating Grant 24-010, in the amount of $100,000.

Mayor Hendrix thanked Valerie Seadrow who is on the CATF team for all her hard work helping the city get this grant.

1. Reports from Finance Department – Dave Mecusker

Finance Director Mecusker discussed with the board the progress in the Finance Department for the last month, which was October 1, 2023, through June 30, 2024.

Finance Director Mecusker discussed the financial side of the grant funds and separating each one of them into their own account to monitor this in a more detailed process. You will see this reflected on your August report.

City Attorney Maines agreed this is of critical importance. City Manager Hayes thanked Finance Director Mecusker and Administrative Assistant Evernden for all their hard work on the grant documentation.

A motion to approve the 4th revision of the Annual Budget was made by Commissioner Redman. Motion seconded by Vice Mayor Hendrix. Unanimous approval. Motion carried.

A motion to approve the Financial Reports for the period of October 1, 2023, through June 30,

2024, was made by Commissioner Redman. Motion seconded by Vice Mayor Huggins. Unanimous approval. Motion carried.

1. Report of City Attorney – John Maines

Nothing to report.

1. Comments or Remarks by Commission
	* + - Commissioner Sirmones

 Thanked everyone for doing a great job. Keep doing what you are doing.

* + - * Commissioner Stephenson

Stated to City Manager Hayes he is impressed with the team she has put together. It is a well-oiled machine.

* + - * Commissioner Redman

Thanked the Volunteers that came out for Farm Share and helped. We had some new volunteers. FarmShare had enough food for 250 people, and we had 229 people come out. Most of the citizens that come out are from Lake Butler and Worthington Springs. Thanked everyone for the great job they are doing.

* + - * Vice Mayor Huggins

Stated to City Manager Hayes to keep on doing what she is doing, keeping up with not only paper files but digital files as well. Welcomed Commissioner Stephenson to the team.

* + - * Mayor Hendrix

Would like to discuss dates for the Christmas Parade next meeting and decorating contest like we have done in the past. Discuss doing the movie night again the citizens really enjoyed that in the past. Discuss any other dates at the next meeting coming up that we may have missed and Halloween. We are also hosting The League of Cities Christmas Party this year and we need to discuss that also.

Mayor Hendrix thanked all the City Staff for all the hard work they have been doing and she knows how challenging it has been.

1. Meeting Adjournment

A motion to adjourn the meeting was made by Commissioner Sirmones. Motion seconded by Vice Mayor Huggins. Unanimous approval.

Meeting Adjourned at 7:45 pm.