

Regular City Commission Meeting (Tuesday, August 17, 2021)

Generated by Amanda Brown on Tuesday, September 7, 2021

A. MEETING OPENER

Minutes, Procedural: 1. Call To Order - Roll Call

-Meeting called to order by Mayor Jack Schenck at 6:00 PM.

-Present: Mayor Schenck, Vice Mayor Redman, Commissioner Sirmones, Commissioner Beasley, Commissioner Stegall, City Manager Dale Walker, and City Attorney John Maines IV.

Procedural: 2. Opening Prayer

-Prayer led by Vice Mayor Redman.

Procedural: 3. Pledge of Allegiance

-Pledge of Allegiance led by Mayor Schenck.

Action: 4. Approval of The Agenda Format

Recommended Action: Motion to approve the agenda format.

-Motion to approve the agenda format made by Commissioner Beasley and seconded by Vice Mayor Redman. Unanimously Approved.

B. CITIZEN INPUT

Information: 1. Provision for Citizen Input

-Grady Jackson of 605 SW 3rd Street presented questions about a property that he would like to put a mobile home on. The property is vacant and zoned RSF-1 which does not allow mobile homes. Mr. Jackson was informed that the zoning has been in place since the 1990s and an exception cannot be made.

C. AGENDA ITEM NUMBER

Action (Consent), Minutes: 1. Consent Agenda

-Motion to accept the Consent Agenda in one motion made by Vice Mayor Redman and seconded by Commissioner Stegall. Unanimously Approved.

Discussion: 2. Election of Officers

-Mayor Schenck surrendered the floor to the City Attorney so the seat of Mayor can be elected.

-Nominations for Mayor: Jack Schenck

-Motion to close nominations and approve Jack Schenck as Mayor made by Commissioner Stegall.

-No further discussion was had.

-Unanimously Approved and Motion Carried.

-Nominations for Vice Mayor: Annette Redman

-Motion to close nominations and approve Annette Redman as Vice Mayor made by Commissioner Stegall.

-No further discussion was had.

-Unanimously Approved and Motion Carried

-Mayor: Jack Schenck

-Vice Mayor: Annette Redman

Information: 3. Special Presentation

-Special presentation by Sarah Campbell, Town manager of Orange Park, 2042 Park Ave, Orange Park, FL. She is speaking on behalf of the International City Managers Association. She read the ICMA mission statement and presented the ICMA Code of Ethics to the clerk. Ms. Campbell presented the City/County Managers Association award to Dale Walker, City Manager of the City of Lake Butler. A photo was taken to commemorate.

Action: 4. Financial Reporting for Period Ending July 31, 2021

Recommended Action: Motion to Accept the Financial Reporting for the period of October 1, 2020, to July 31, 2021.

-Financial report summary presented by Director of Finance, Mike Cotter.

-Motion to accept the financial reporting for the period of October 1, 2020, to July 31, 2021, made by Commissioner Stegall and seconded by Vice Mayor Redman. Unanimously Approved.

Action: 5. Ordinance Number 2021-04

Recommended Action: Motion to approve the first reading of Ordinance No. 2021-04 by title only.

-First reading of Ordinance No. 2021-04.

-Motion to approve the first reading of Ordinance No. 2021-04 By Title Only made by Vice Mayor Redman.

-Title read by Mr. Maines.

-Motion seconded by Commissioner Stegall. Unanimously Approved.

Action: 6. Right of Way

Recommended Action: Motion to vacate the Right-of-Way

-Vernon Dukes requests the City abandon the right of way located south of SW 1st Way, East of SW 7th Ave, and North of SW 2nd St. Mr. Dukes owns the property to the north and is in negotiation with DoT to purchase the land to the south. He would like to have a continuous property.

-Per Mr. Maines: a legal description and sketch will be required. A resolution will be written and a public hearing will be held. The deed can then be prepared by the applicant.

Action, Discussion: 7. Ordinance Number 2021-09

Recommended Action: Motion to approve first reading of Ordinance 2021-09 by title only.

-Ordinance developed at the request of the Code Enforcement Officer. Concern was raised that arcades may be used as gambling establishments.

-First reading of Ordinance No. 2021-09.

-Motion to approve the first reading of Ordinance No. 2021-09 made by Commissioner Stegall.

-Title read by Mr. Maines.

-Motion seconded by Commissioner Beasley. Unanimously Approved.

Discussion: 8. City Attorney Contract

-Current retainer for the contract is \$800/month and \$165/hour.

-Four options were presented to the Commission.

-Mr. Maines requested the Commission approve Option 1.

-Motion to accept the full Option 1 made by Commissioner Sirmones and seconded by Commissioner Stegall. Unanimously Approved

-A new, renewable, three-year contract will be drafted by Mr. Maines.

Discussion: 9. Solid Waste Contract

-Current contract with GFL Environmental, formerly WCA, is up spring of 2022. GFL would like to continue the contract but eliminate their contribution to street repair. Residential rates would remain the same. Commercial rates will increase.

Information: 10. Grant for the Purchase of Land for Wastewater Treatment Plant

-Amended agreement presented. No action is needed. SRWMD and DeP are ready to provide the second amendment to the grant. The grant for the purchase of the property is \$400,000.

Action: 11. Community Development Block Grant

Recommended Action: Motion to approve Four Factor Analysis

-The City is applying for mitigation funding from CDBG and needs to have a four-factor analysis for limited English proficiency persons.

-Motion to approve the resolution for a four-factor analysis made by Commissioner Stegall and seconded by Commissioner Beasley. Unanimously Approved.

Discussion: 12. Union County Centennial

-The Rotary Club requests a donation of \$5,000 for the Union County Centennial celebration for fireworks. The current budget reflects a current budget of \$3,200 available. Space in the Community Center has already been donated.

-Motion to adjust the budget to contribute \$5,000 for the Centennial celebration made by Vice Mayor Redman and seconded by Commissioner Stegall. Unanimously Approved.

Action: 13. Trailer for Mini-Excavator

Recommended Action: Motion to approve the quote from Texas Trailers for \$5,690.

-The City was awarded a grant for a mini excavator which will arrive September 2021, and a trailer is needed to move it.

-Motion to approve the quote from Texas Trailer made by Commissioner Stegall and seconded by Vice Mayor Redman.

Unanimously Approved

Action: 14. Ordinance 2021-10

Recommended Action: Motion to approve the first reading of Ordinance 2021-10 by title only.

-Discussion was had that throughout some areas of the city the right-of-ways are being obstructed by vehicles parked on them for extended periods of time. The proposed ordinance would regulate parking on a street or public right-of-way to a 30-minute limit between 11:00 PM and 6:00 AM. Signage would be on each block to regulate from both directions.

-Motion to approve the first reading of Ordinance No 2021-10 by Title Only made by Vice Mayor Redman.

-Title read by Mr. Maines.

-Motion seconded by Commissioner Stegall.

-Unanimously Approved.

Information: 15. DEP State Revolving Clean Water SRF Grant

-The city was approved for a \$1.2 million grant. \$200,000 of which will be a low-interest loan to fix infrastructure.

Information: 16. City Manager Accomplishments

-The Commission was provided a summary of the City Manager's accomplishments for the last three years.

Action: 17. Resolution Number 2021-07

Recommended Action: Motion to Approve Resolution 2021-07

-Resolution 2021-07 will increase utility rates for the 2021-2022 fiscal year.

-Motion to approve Resolution 2021-07 by Title Only made by Commissioner Beasley.

-Title read by Mr. Maines.

-Motion seconded by Vice Mayor Redman. Unanimously Approved

Action: 18. Transfer

Recommended Action: Motion to transfer \$150,000 from the Wastewater Fund to the Water Fund.

-Motion to transfer \$150,000 from the wastewater fund to the water fund made by Commissioner Stegall and seconded by Commissioner Beasley. Unanimously Approved.

Action: 19. American Rescue Plan Act

Recommended Action: Motion to accept funds from the American Rescue Plan Act and authorize the City Manager to sign the documents and use the funds for investments in infrastructure.

-The city will receive \$903,540 from the American Rescue Plan Act Coronavirus Local Fiscal Recovery Fund Agreement. Half will be issued in 2021 and the second half in 2022. It cannot be used to pay back loans. It is recommended that the money be used to invest in infrastructure.

-Motion to accept the money from the American Rescue Plan Act Coronavirus Local Fiscal Recovery Fund Agreement and authorize the City Manager to sign the documents and use the funds for investments in infrastructure made by Vice Mayor Redman and seconded by Commissioner Stegall. Unanimously Approved.

D. REPORT OF CITY ATTORNEY

-No Report

E. REPORT OF CITY MANAGER

Information: 1. City Manager's Report

-The City Manager's report was presented by City Manager, Dale Walker. He discussed preparation for the budget hearing and the possibility of creating an industrial park once the wetlands are complete.

F. COMMENTS OR REMARKS BY COMMISSION

-Vice Mayor Redman announces that Farm Share is scheduled for September 11, 2021.

-Mayor Schenck stated that recommendations are needed for a citizen that would be interested in serving on the Historic Preservation Board. There are currently two vacancies.

G. ADJOURNMENT

Action: 1. Adjourn

Recommended Action: Motion to adjourn.

-Motion to adjourn made by Commissioner Sirmones and seconded by Commissioner Stegall. Unanimously Approved.

-Meeting adjourned at 6:49 PM.