

**CITY OF LAKE BUTLER
REGULAR MEETING
NOVEMBER 14, 2011**

CALL TO ORDER - ROLL CALL: Mayor Sirmones called the meeting to order at 5:15 pm and read the following statement: "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."

Commissioners: Sirmones, Cason, Norman, Beasley, Stalvey were present.

Staff: City Attorney Maines & City Manager Mecusker was present.

ITEM A. OPENING PRAYER-City Manager Mecusker gave the opening prayer.

ITEM B. PLEDGE OF ALLEGIANCE - Mayor Sirmones led the pledge of allegiance.

ITEM C. APPROVAL OF THE AGENDA FORMAT

Motion made by Cason to approve the agenda format. Second by Norman and carried unanimously.

ITEM D. PROVISION FOR CITIZEN INPUT:

Pertaining to agenda items, if you wish to speak, please request permission from the Mayor. If granted, any questions should be directed to the Mayor. The Mayor shall decide who responds.

None.

ITEM 1. CONSENT AGENDA (Following discussion of these items as needed, if the Commission so desires and there are no objections, all items in the consent agenda may be included and acted upon with one motion.)

- City Commission Minutes of OCTOBER 10, 2011
- Fire Chief's Report for OCTOBER 2011
- Dog Warden's Report – OCTOBER 2011
- Code Enforcement Officer's Report for OCTOBER 2011

Motion made by Stalvey to approve consent agenda. Second by Norman and carried unanimously.

ITEM 2. APPROVAL OF FINANCIAL REPORTS FOR SEPTEMBER 2011

City Manager advised that he requested the audit to begin early and the auditors are present at city hall. He advised of 3 reports included in agenda for financials. Stated there is no deficit in any fund and the City is in good financial shape.

Motion to approve financials for September 2011 made by Norman. Second by Cason and carried unanimously.

ITEM 3. AMEC PRE-CONSTRUCTION UPDATE

Pamela McElroy of AMEC advised the commission of the construction updates. She stated that the traffic study has been completed. She introduced the traffic engineers and the contractor for this project to give further information.

Tommy Watts of BBES state that they will handle the traffic concerns and safety issues to keep everything from schools and residents. He gave a brief overview of the proposed traffic route re: loading and unloading of trucks.

Russell Rhodes, traffic engineer, stated that the goal is to try to keep local and construction traffic separate.

Clyatt, Public Works Director, asked has FDOT been contacted.

Watts stated that he has checked with FDOT and the traffic is not on their right of way and this would have been only issue.

Norman asked what the proposed start date is.

Watts stated that December 21, 2011 is the proposed start date with intrusive work will begin the week after Christmas.

Cason gave an overview of pertinent information and discussed important contact. He advised that this project is what needs to be done and it will be done. He wants the City to be flexible to make adjustments.

McElroy advised that the approved traffic route and contact information posted on the City website.

Motion to approve construction traffic route made by Norman. Second by Cason and carried unanimously.

ITEM 4. CITY BUS STOP SHELTERS

Mayor advised that due to lack of information, he is unable to contact proper person for further information.

Motion to table Item 4 made by Cason. Second by Stalvey and carried unanimously.

ITEM 5. WATER METER UPGRADES-QUOTATION

City Manager advised that he and Public Works Director have spoke with Municipal Water Works and would like to request approval to proceed in exploring funding sources and give formal presentation to the commission.

Norman asked could the Public Works Director contact other cities that have used this system and experienced projections close to the quotes re: the system paying for itself.

Clyatt stated that he has spoke with several individuals and 4-5 year projections are more closely matching the projections than the 2 year time frame. He advised of a lot of positive things with this system. He stated that it will allow for happier customers, staff and commissioners.

Motion made by Norman to allow City Manager and Public Works Director to explore financing options for water meter upgrades. Second by Beasley and carried unanimously.

ITEM 6. DITCH WITCH PURCHASE

City Manager advised that approval of the 2011-12 budget allowed for the purchase of a bucket truck.

Clyatt advised that due to the savings from the bucket truck purchase, he would like to purchase a ditch witch. He stated there is an upcoming project and will trade in the old ditch witch towards the purchase.

City Manager advised that this purchase would not be a budget amendment, only approval to use funds.

Cason asked what the purpose of the ditch witch is.

Clyatt explained the purpose, use and benefits of the ditch witch in upcoming projects in the city. He stated that the price of the proposed ditch witch is \$5,000. He stated that the bucket truck purchase is a replacement and the county is interested in the bucket truck. He proposes to donate the bucket truck as a public relations measure and good gesture.

Motion to approve purchase of new ditch witch and trade of currently owned ditch witch made by Norman. Second by Cason and carried unanimously.

ITEM 7. RESOLUTION 2011-08 KEANE CORPORATION

Cason asked is the resolution necessary.

City Attorney advised to add provision at the end of the resolution to state the resolution is valid 90 days from the date of approval.

Motion to approve Resolution 2011-08 with the stipulation of approval based on validity of 90 days from vote made by Cason. Second by Norman and carried unanimously.

ITEM 8. DAVID ANDROLEVICH-PROFESSIONAL CERTIFICATIONS

City Manager advised that the commission previously voted to approve provisions for Androlevich and Clyatt to obtain licensures. He advised that Androlevich has obtained all necessary licensures and has received an utility management certification and recommends a pay increase of \$25 per pay period.

Norman asked where the money would come from.

City Manager advised that he received a request to not adjust Stan Young's salary. The pay adjustment will come from contingency funds.

Motion to increase Androlevich's salary by \$25 per pay period made by Beasley. Second by Norman and carried unanimously.

ITEM 9. 8th STREET RE-PAVEMENT

City Manager advised that the county proposed to pave SR121 to Sanderson Road and they have received a grant from FDOT for \$149,000. He stated that they have received bids for \$300,000+. The county wants the city to contribute \$75,000.

Cason advise that the money was not budgeted.

City manager stated that this is for informational purposes only.

No action taken.

ITEM 10. LAKE BUTLER VOLUNTEER FIRE DEPARTMENT

City Manager advised that he wants consensus and direction from city commission. He stated that the Fire Chief would like exemption from city purchasing procedures. He advised that the LBVFD has a bank account independent from the city. He stated that city needs accountability for all departments. He gave an overview of the current issues.

Norman advised he has to stay within the budget and he has not gone outside of the budget.

City Manager asked does the Fire Chief have authority to promote, demote and make rank. He stated that he needs direction.

Cason asked is the fire department an entity within the city of Lake Butler.

City Attorney answered yes.

Motion to table Item 10 until next meeting made by Cason. Second by Norman and carried unanimously.

ITEM 11. CITY COMMISSION ADDRESS

Mayor advised that he requested this item to placed on the meeting agenda but would like to table this item.

Motion to table Item 11 to December meeting made by Cason. Second by Stalvey and carried unanimously.

REPORT OF CITY ATTORNEY

None

REPORT OF CITY MANAGER

1. Advised that everything with the Christmas parade is well. He advised that we have a Santa at no cost.

COMMENTS OR REMARKS BY:

- A. Mayor Sirmones-None
- B. Vice-Mayor Norman-Asked about Tom Jenkins' toy donations for the city. He stated that he has an issue with the City Manager's travel reimbursement for City Manager's attendance at the Department of Corrections Foundation meetings. He stated that he does not agree with spending tax payers' money because FDOC Foundation does not fall under city business.

City Manager advised that he is the treasurer. He stated that this area is very dependent on FDOC. He stated that the DOC Foundation has one meeting per year.

Mayor stated that he approved his attendance and reimbursement.

Beasley stated that he approved the City Manager's attendance when he was the Mayor for the city.

- C. Commissioner Beasley-None
- D. Commissioner Cason- None
- E. Commissioner Stalvey-None

Motion to adjourn regular meeting at 6:21 pm made by Stalvey. Second by Beasley and carried unanimously.

Respectfully Submitted,

Dave C. Mecusker, City Manager

Approved by the Lake Butler City Commission on December 12, 2011.

By: _____ Attest: _____
Fred Sirmones, Mayor Dave C. Mecusker, City Clerk