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# SPECIAL CALLED COUNCIL MEETING

## CITY OF LAKE CITY

February 26, 2024 at 6:00 PM

Venue: City Hall

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## AGENDA

This meeting will be held in the City Council Chambers on the second floor of City Hall located at 205 North Marion Avenue, Lake City, FL 32055. Members of the public may also view the meeting on our YouTube channel. YouTube channel information is located at the end of this agenda.

### Pledge of Allegiance

Invocation - Mayor Stephen Witt

### Roll Call

***Ladies and Gentlemen; The Lake City Council has opened its public meeting. Since 1968, the City Code has prohibited any person from making personal, impertinent, or slanderous remarks or becoming boisterous while addressing the City Council. Yelling or making audible comments from the audience constitutes boisterous conduct. Such conduct will not be tolerated. There is only one approved manner of addressing the City Council. That is, to be recognized and then speak from the podium.***

***As a reminder, persons are not to openly carry a handgun or carry a concealed weapon or firearm while the governing body is meeting.***

### Approval of Agenda

### Persons Wishing to Address Council

*Citizens are encouraged to participate in City of Lake City meetings. The City of Lake City encourages civility in public discourse and requests that speakers direct their comments to the Chair. Those attendees wishing to share a document and or comments in writing for inclusion into the public record must email the item to [submissions@lcfla.com](mailto:submissions@lcfla.com) no later than noon on the day of the meeting. Citizens may also provide input to individual council members via office visits, phone calls, letters and e-mail that will become public record.*

### Old Business

1. Discussion and Possible Action - Applicants for filling the vacancy of Council Member for City Council District 13. (Mayor Stephen Witt)

Note: Former Council Member Todd Sampson resigned on December 30, 2023. Per Section 304 (c) of the City Charter, a vacancy in the office of councilmembers other than mayor shall be filled as follows: If less than two (2) years and sixty (60) days remain in the term of office, the council shall within sixty (60) days from the date the vacancy occurred, by a majority vote of the remaining members, choose a successor to serve said unexpired term of the vacated council seat.

60 Day Deadline is Wednesday, February 28, 2024.

During the January 2, 2024 meeting, City Council authorized acceptance of letters of interest for 30 days. Deadline for submissions was 5:00 PM on February 1, 2024. One applicant, James Carter, submitted paperwork. During the February 5, 2024 meeting, City Council authorized to extend the application deadline for two additional weeks. Deadline for submission was 5:00 PM on February 19, 2024. One additional applicant, Shawn Raggins, submitted paperwork. However, Mr. Raggins is not eligible due to him residing in District 14.

2. City Council Resolution No. 2024-018 - A resolution of the City Council of the City of Lake City, Florida, appointing \_\_\_\_\_ as Councilmember of District Thirteen in accordance with the City Charter; and providing an effective date.

Note: If appointment is made, the Swearing in Ceremony will be held immediately following the enactment of the resolution.

## Comments by Council Members

## Adjournment

### YouTube Information

Members of the public may also view the meeting on our YouTube channel at:  
<https://www.youtube.com/c/CityofLakeCity>

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**Pursuant to 286.0105, Florida Statutes**, *the City hereby advises the public if a person decides to appeal any decision made by the City with respect to any matter considered at its meetings or hearings, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

**SPECIAL REQUIREMENTS:** *Pursuant to 286.26, Florida Statutes, persons needing special accommodations to participate in these meetings should contact the **City Manager's Office at (386) 719-5768.***

**File Attachments for Item:**

1. Discussion and Possible Action - Applicants for filling the vacancy of Council Member for City Council District 13. (Mayor Stephen Witt)

Note: Former Council Member Todd Sampson resigned on December 30, 2023. Per Section 304 (c) of the City Charter, a vacancy in the office of councilmembers other than mayor shall be filled as follows: If less than two (2) years and sixty (60) days remain in the term of office, the council shall within sixty (60) days from the date the vacancy occurred, by a majority vote of the remaining members, choose a successor to serve said unexpired term of the vacated council seat.

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Section 301. - Composition; eligibility; districts; election and terms of office.

- (a) *Composition.* There shall be a city council of five (5) members elected by the qualified voters of the city. The council positions are as follows: Mayor-councilmember; councilmember, District 10; councilmember, District 12; councilmember, District 13; and councilmember, District 14.
- (b) *Eligibility.* Only qualified voters who have resided in the city for a minimum of one (1) year prior to qualifying as a candidate for election to a seat on the city council, and are eighteen (18) years of age or older, shall be eligible to hold office, and all council members, except the mayor, shall have resided in the district which they represent at least one (1) year prior to the time they qualify for office.
- (c) *Districts.* The several districts of the city are defined as follows:
- (1) District 10 shall consist of and embrace all of the territory or area of the City lying and being North of each SE Putnam Street, SE Knox Street and SW Knox Street and lying and being East of Main Boulevard beginning at the intersection of SW Main Boulevard with SW Knox Street and extending North to the City limits. Main Boulevard, as located on the effective date of this ordinance, is also designated as U.S. Highway 41.
  - (2) District 12 shall consist of and embrace all of the territory or area of the City lying and being North of both West Duval Street and West U.S. Highway 90 starting at the intersection of West Duval Street with Main Boulevard and lying West of NW Main Boulevard. West Duval Street, as located on the effective date of this ordinance, is also designated as West Highway 90.
  - (3) District 13 shall consist of and embrace all of the territory or area of the City lying and being in the following tracts:  
Tract One of District 13 shall consist of and embrace all of the territory or area of the City lying and being West of SW Sisters Welcome Road and lying South of U.S. Highway 90, LESS AND EXCEPT all of the area of the City in Quail Heights, a subdivision as per plat recorded in Plat Book 3 Page 104, public records of Columbia County, Florida.  
  
Tract Two of District 13 shall consist of and embrace all of the territory or area of the City lying and being North of each SW St. Margaret Drive, and Margaret Road extending to the intersection of SW Sisters Welcome Road and the South line of the NE ¼ of Section 1, Township 4 South, Range 16 East (the "SW Corner of Tract s") and lying East of that portion of SW Sisters Welcome Road from the Southwest Corner of Tract 2 to U.S. Highway 90 and lying South of both SW Baya Drive and West U.S. Highway 90 and lying West of SW Main Boulevard.
  - (4) District 14 shall consist of and embrace all of the territory or area of the City lying and being in the following tracts:  
Tract One of District 14 shall consist of and embrace all of the territory or area of the City lying and being East of SW Main Boulevard starting at the intersection of SW Main Boulevard with SW Knox Street and lying South of SE Putnam Street, SE Knox Street and SW Knox Street.  
  
Tract Two of District 14 shall consist of and embrace all of the territory or area of the City lying and being South of West Duval Street to its intersection with SW Baya Drive and lying North of SW Baya Drive to its intersection with SW Main Boulevard and lying West of SW Main Boulevard to its intersection with West Duval Street and SW Main Boulevard.  
  
Tract Three of District 14 shall consist of and embrace all of the territory or area of the City lying and being South of each SW St. Margaret Drive and Margaret Road from its intersection with SW Main Boulevard and extending West along each SW St. Margaret Drive and Margaret Road as extended along the South line of the NE ¼ of Section 1, Township 4 South, Range 16 East, and lying East of SW Sisters Welcome Road, and lying West of SW Main Boulevard.  
  
Tract Four of District 14 shall consist of and embrace all of the territory or area of the City located and being in Quail Heights, a subdivision as per plat recorded in Plat Book 3, page 104, public records of Columbia County, Florida.

A map identifying Districts 10, 12, 13, and 14 is attached to this ordinance as Exhibit "A" for illustrative purposes only and is on file in the Office of the City Clerk.

(d) *Election and terms.*

- (1) The regular election of the city councilmembers shall be held on the same day established by the State of Florida for the first state primary election.
  - (2) The mayor-councilmember and the councilmembers from Districts twelve (12) and thirteen (13) shall be elected in 1978 for a two-year term. In 1980 and every four (4) years thereafter, the mayor-councilmember and councilmembers from Districts twelve (12) and thirteen (13) shall be elected for four-year terms. The councilmembers from Districts ten (10) and fourteen (14) shall be elected in 1978 and every four (4) years thereafter for four-year terms.
  - (3) The mayor-councilmember shall be elected at large by all the electors of the city. The councilmembers from Districts ten (10), twelve (12), thirteen (13) and fourteen (14) shall be elected by the electors residing within their respective districts.
- (e) *Revisions of districts.* In October 2005, and at least every five (5) years thereafter, the council shall review the boundaries of the four (4) separate districts of the city as established by Section 30 (c), for the purpose of determining the number of registered voters in each of the separate districts. Following each such review, the council may, in its discretion, by ordinance, redefine the boundaries of each of the separate districts to insure that each has approximately the same number of registered voters.

(Ord. No. A-389, § 1(B), 5-15-78; Ord. No. A-390, § 1, 5-15-78; Ord. No. A-496, § 1, 8-16-82; Ord. No. 92-716, § 1, 7-6-92; Ord. No. 2002-957, § 1(a), 7-15-02; Ord. No. 2010-2003, § 1, 6-21-10; Res. No. 2010-116, § 1, 11-3-10; Ord. No. 2013-2034, § 1, 5-20-13)

Section 304. - Vacancies, forfeiture of office; filling of vacancies.

- (a) *Vacancies.* The office of a councilmember shall become vacant upon his death, resignation, removal from office in any manner authorized by law or forfeiture of his office, such forfeiture to be declared only by the remaining members of the council.
- (b) *Forfeiture of office.* The council shall declare a council seat forfeited if the council by majority vote finds that a council member:
- (1) Lacks at any time during his or her term of office any qualification for the office prescribed by this Charter, or by law;
  - (2) Violates any express prohibition of this Charter;
  - (3) Is absent from three (3) consecutive regular meetings of the council without being excused by the council;
  - (4) Is guilty of committing a felony;
  - (5) Is guilty of engaging in conduct which violates acceptable standards of moral behavior where such conduct involves moral turpitude or would constitute a crime under the laws of Florida, or if such conduct was engaged in by a judge of any of the state courts would cause such judge to be removed from office.
- (c) *Filling of vacancies.* A vacancy in the office of mayor-councilmember should be filled as follows:
- (1) If more than eight (8) months remain in the term of office, the council shall schedule a special election to be held not sooner than sixty (60) days nor more than ninety (90) days following the occurrence of the vacancy.
  - (2) If less than eight (8) months remain in the term of office, the council shall, within sixty (60) days from the date the vacancy occurred, by a majority vote of the remaining members, choose a successor to serve said unexpired term of the vacated council seat. If the vacated seat is that of the vice-mayor, upon appointment or election of the new councilmember, whichever first occurs, the council shall elect one of their members to hold the position so vacated. Under no circumstances shall the service of the vice-mayor in the capacity of

mayor during an interim vacancy in the office of mayor be deemed to create a vacancy in the council seat occupied by said vice-mayor. A vacancy in the office of councilmembers other than mayor shall be filled as follows:

- (1) If more than two (2) years and sixty (60) days remain in the term of office, the council shall forthwith call a special election to be held at the next regular city election where said seat shall be filled for the remaining term.
- (2) If less than two (2) years and sixty (60) days remain in the term of office, the council shall within sixty (60) days from the date the vacancy occurred, by a majority vote of the remaining members, choose a successor to serve said unexpired term of the vacated council seat.

If the vacated seat is that of the vice-mayor, upon appointment or election of the new councilmember, whichever first occurs, the council shall elect one of their members to hold the position so vacated.

- (d) *Extraordinary vacancies.* In the event that all members of the council are removed by death, disability, law or forfeiture of office, the governor shall appoint an interim council that shall call a special election to be held not sooner than sixty (60) days nor more than ninety (90) days following the appointment of the interim council. Said interim council may, by emergency ordinance, establish procedures for said election, where in their opinion, the same are necessary to effectuate the intention of this Charter.

(Ord. No. A-444, § 1, 2-18-80; Ord. No. A-496, § 1, 8-16-82; Ord. No. 2002-957, § 1(b), 7-15-2002)

Section 508. - Qualifications.

In addition to those qualifications listed in Article III, Section 301(b), any person seeking to qualify as a candidate for election to a seat on the city council shall qualify for his or her respective seat by filing a written notice of his or her candidacy with the city clerk at any time after noon on the first day of qualifying for nomination or election to the respective council seat which he or she seeks. Municipal election qualifications shall run for the same period as now or hereafter provided for in The Florida Election Code (F.S. § 99.061 et seq.). Except as otherwise provided for herein, each candidate shall, at the time of filing notice of his or her candidacy, pay to the city clerk a qualifying fee equal to six percent of the annual salary of the council seat sought. Alternatively, in lieu of paying any qualifying fee, a person seeking to qualify as a candidate for nomination or election for any of the designated seats of the city council to be filled, including the office of mayor-councilmember, may qualify to have his or her name placed on the ballot by means of a petitioning process which would require a candidate for election to the respective council seat in the district that he or she seeks to obtain signatures on a petition of at least five percent of the total number of registered voters residing in such district, or with respect to a candidate for election to the office of mayor-councilmember, to obtain the signatures on a petition of at least five percent of the total number of registered voters in the city, as shown by the records of the supervisor of elections of Columbia County for the last preceding city election. The requirements and procedures of the petitioning process shall be established by ordinance enacted by the city council.

(Ord. No. A-389, § 1(D), 5-15-78; Ord. No. 92-716, § 1, 7-6-92; Ord. No. 2002-957, § 1(e), 7-15-02; Ord. No. 2019-2119, § 2, 6-17-19)

**NOTICE TO CITY COUNCIL DISTRICT 13 ELECTORS**

**THE CITY COUNCIL FOR THE CITY OF LAKE CITY SHALL  
BY A MAJORITY VOTE OF THE REMAINING MEMBERS,  
CHOOSE A SUCCESSOR TO SERVE THE UNEXPIRED TERM  
OF THE VACATED CITY COUNCIL DISTRICT 13 SEAT**

**DEADLINE FOR SUBMISSIONS IS 5:00 PM, FEBRUARY 1, 2024**

**NOTICE IS HEREBY GIVEN** pursuant to section 304(c)(2)(2) of the City Charter, if less than two (2) years and sixty (60) days remain in the term of office, the council shall within sixty (60) days from the date the vacancy occurred, by a majority vote of the remaining members, choose a successor to serve said unexpired term of the vacated council seat.

Eligibility requirements are as follows:

- Must be a qualified voter who has resided in District 13 for a minimum of one (1) year
- Must be eighteen (18) years of age or older and eligible to hold office

Interested candidates must submit the following to the City Clerk by 5:00 PM, Thursday, February 1, 2024 for consideration:

- Written statement of interest and qualifications
- Residency affidavit (form provided by the City)
- Proof of Qualified Voter

Submissions may be provided in person to the City Clerks Office located on the second floor of City Hall, at 205 North Marion Avenue, Lake City, Florida 32055 or by email to [sikesa@lcfla.com](mailto:sikesa@lcfla.com).

For additional information please call 386-719-5756.

AUDREY E. SIKES, MMC.  
City Clerk

**NOTICE TO CITY COUNCIL DISTRICT 13 ELECTORS**

**THE CITY COUNCIL FOR THE CITY OF LAKE CITY SHALL  
BY A MAJORITY VOTE OF THE REMAINING MEMBERS,  
CHOOSE A SUCCESSOR TO SERVE THE UNEXPIRED TERM  
OF THE VACATED CITY COUNCIL DISTRICT 13 SEAT**

**DEADLINE FOR SUBMISSIONS IS 5:00 PM, FEBRUARY 19, 2024**

**NOTICE IS HEREBY GIVEN** pursuant to section 304(c)(2)(2) of the City Charter, if less than two (2) years and sixty (60) days remain in the term of office, the council shall within sixty (60) days from the date the vacancy occurred, by a majority vote of the remaining members, choose a successor to serve said unexpired term of the vacated council seat.

Eligibility requirements are as follows:

- Must be a qualified voter who has resided in District 13 for a minimum of one (1) year
- Must be eighteen (18) years of age or older and eligible to hold office

Interested candidates must submit the following to the City Clerk by 5:00 PM, Monday, February 19, 2024 for consideration:

- Written statement of interest and qualifications
- Residency affidavit (form provided by the City)
- Proof of Qualified Voter

Submissions may be provided in person to the City Clerks Office located on the second floor of City Hall, at 205 North Marion Avenue, Lake City, Florida 32055 or by email to [sikesa@lcfla.com](mailto:sikesa@lcfla.com).

For additional information please call 386-719-5756.

AUDREY E. SIKES, MMC.  
City Clerk

Rec'd 1/16/24 @ 9:50am  
UMC

**Letter of Intent to Serve - City Council District 13**

The Mayor/Council and Officers

I, James D. Carter Jr and seeking the appointment to fill the vacancy left by the recent resignation of the City Councilor for district 13. If appointed I will run for this seat in the fall, if I am not appointed now I intend to run in the upcoming election. Attached I have included employment history and a brief summation of my time serving this community.

Respectfully Yours

James D. Carter Jr





## Employment History

2008-2018 Sales and Marketing -The Lake City Advertiser

2019- Present Sales and Marketing - Vann Carpet One Floor and Home

## “Local” Matters To Me

I plan to continue working for, and proudly representing a local business operation in the heart of downtown Lake City, that provides for many employees and their families

I have been a member of The Kiwanis Club of Lake City for over 14 years and have just finished my second term as Club President. Through this membership I have been a part of many efforts to improve the lives of children in my community, and plan to continue for the rest of my life.

## Community Matters

As previously stated, I've been a member of The Kiwanis Club of Lake City for over 14 years. I've also served on the marketing committee of the United Way, served on the Chamber Of Commerce Board as liaison for the Chamber Ambassadors program ( I was voted Chamber ambassador of the year in 2018) and Currently I am serving as Vice Chair for the City of Lake City Planning and Zoning Board, Board of Adjustments, and the Historic Preservation Agency.

I believe intensely that if you want to have a nice place to live, you should dedicate a portion of your time to help make it so. I do my best to improve and strengthen my community whenever and however I can.

In my roll as a member, board member, and president of The Kiwanis Club of Lake City I have been a part of many fundraising endeavors over there the past 14 years but my greatest pride has been my work on our annual event Kiwanis Kids Day, held for the last 7 years at the Columbia County Fairgrounds. I've had many roles through the time we've been holding this event from coordination of vendors and site prep, to helping make sure the children are safe on our various activities, finding and managing sponsors, to helping oversee the event as a whole. We have raised tens of thousands of dollars with Kiwanis Kids Day all used to help feed, clothe, and support the less fortunate children in our community.

## Leading by Example

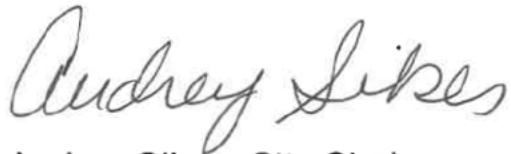
I do my very best to be involved in community projects and organizations and to lead by example- Never asking of others what I would not also do.

My greatest hope in potentially being appointed to this position is that I may inspire citizens to join the conversation, to come to council meetings and take part in the process. Our city has faced its fair share of issues in recent years and I believe a government serves best, when it listens well. The first responsibility of our elected officials is to listen to what's important to their community and work hard through proper communication to help make our community's dreams a reality.

It is my belief that Lake City, Florida stands on the precipice of great things and I would be honored for the opportunity to help lead it there.

2/14/2024

Per an in-person conversation with Shawn Raggins, he withdrew his letter of intent to be considered for the unexpired City Council Member term for District 13. Mr. Raggins lives in District 14 not District 13 and was unaware the boundaries had changed with the 2023 redistricting.

A handwritten signature in cursive script that reads "Audrey Sikes". The signature is written in black ink and is positioned above the typed name.

Audrey Sikes, City Clerk

Rec'd 2/14/24  
by YMC 8:05 am



February 14, 2024

Lake City Clerk  
205 N. Marion Ave.  
Lake City, FL 32055

Good Day, my name is Shawn P Raggins. I would like for this letter is to show and express my interest in the City of Lake City, Florida 13<sup>th</sup> District vacant seat. I have resided in district 13 since 2002. I have been a registered voter in district 13 since 2002 as well.

  
Shawn P. Raggins

**File Attachments for Item:**

2. City Council Resolution No. 2024-018 - A resolution of the City Council of the City of Lake City, Florida, appointing \_\_\_\_\_ as Councilmember of District Thirteen in accordance with the City Charter; and providing an effective date.

Note: If appointment is made, the Swearing in Ceremony will be held immediately following the enactment of the resolution.

**CITY COUNCIL RESOLUTION NO. 2024-018**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA APPOINTING \_\_\_\_\_ AS COUNCILMEMBER OF DISTRICT THIRTEEN IN ACCORDANCE WITH THE CITY CHARTER; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to the provisions and requirements of the City Charter and all applicable general laws of the State of Florida the City Council of the City of Lake City, Florida (hereinafter the “City”) was charged with the selection of a new councilmember to fill the vacancy of the District 13 council seat; and

**WHEREAS**, the City Council announced the vacancy of the District 13 council seat and received input from qualified voters interested in filling the position; and

**WHEREAS**, in accordance with the City Charter the City Council has evaluated the aforementioned qualified voters on \_\_\_\_\_, 2024; and

**WHEREAS**, the City Council finds that appointing \_\_\_\_\_ to fill the vacancy of the District 13 council seat is in the best interest of the City and its citizens.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AS FOLLOWS:**

**Section 1.** The above recitals are all true and accurate and are incorporated herein and made a part of this resolution.

**Section 2.** Pursuant to the provisions of the City Charter and applicable provisions of the general election laws of the State of Florida, \_\_\_\_\_ is hereby declared the City Councilmember of the District 13 City Council seat for the remainder of the unexpired term of said council seat.

**Section 3.** \_\_\_\_\_ shall take office upon taking the required oath of office.

**PASSED AND ADOPTED** at a meeting of the City Council this \_\_\_\_ day of February 2024.

**CITY OF LAKE CITY, FLORIDA**

By: \_\_\_\_\_  
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

By: \_\_\_\_\_  
Audrey E. Sikes, City Clerk

By: \_\_\_\_\_  
Thomas J. Kennon, III,  
City Attorney