
SPECIAL CALLED COUNCIL MEETING

CITY OF LAKE CITY

January 29, 2022 at 8:00 AM

Venue: City Hall

AGENDA

REVISED

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 live on our YouTube channel. YouTube channel information is located at the end of this agenda.

Pledge of Allegiance

Invocation - Mayor Stephen M. 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.

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@lcfia.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.

New Business

1. Discussion and Possible Action - Contract Terms for Thomas Thomas

Adjournment

YouTube Channel Information

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

Revision made 1/26/2022: Item #1, additional supporting documentation added.

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 - Contract Terms for Thomas Thomas



KOBERLEIN LAW OFFICES

FRED KOBERLEIN, JR., B.C.S. | MEAGAN STANDARD | FRED KOBERLEIN, SR.

January 23, 2022

Mr. Thomas Thomas

Bloomington, IL 61701

Via e-mail only: thomasedwinthomas@yahoo.com

RE: Position of City Manager, City of Lake City, Florida

Dear Mr. Thomas:

I am pleased to formally inform you that the City Council of the City of Lake City, Florida has selected you as its choice for the position of city manager. The City Council and the City are excited about your upcoming leadership with the City. The City Council authorized me to extend and receive terms of employment with you. Please understand that as the city attorney, I have no authority to bind the City to final terms of employment. Final terms of employment will be reduced to a written employment agreement upon your agreement with the City Council.

Based on your previous conversations with the City Council and Renee Narloch, the following terms of employment are extended for your consideration:

- *Employment Date:* On, or about, March 1, 2022.
- *Base Salary:* An annual base salary of \$120,000 with a mandatory review of the annual base salary after 180 days of employment, at which time the annual base salary shall be reviewed for an increase.
- *Relocation Expenses:* An allowance for relocation expenses of up to \$10,000.00.
- *Employee Benefits:* Entitlement to all benefits offered to the highest classification of a full-time employee including, but not limited to, medical, dental, vision, life insurance, disability insurance, retirement savings, annual leave, sick leave, tuition, and other benefits (see *Additional Benefits*).
- *Additional Benefits:* Entitlement to an additional two weeks of annual leave, in addition to the default annual leave provided for full-time employees in the classification plan. Individual computer equipment (e.g., laptop and tablet) and software, a mobile phone, and a city-owned vehicle.
- *Business Expenses:* Allowance for expenses paid by you related to your position as the city manager including travel, professional memberships in local associations, professional memberships in professional associations, and continuing professional development and education.
- *Severance:* A minimum severance payment, if terminated without cause, equal to 12 workweeks of salary at your then rate of pay. Additionally, payment of your accrued leave time.

LAKE CITY

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- *Performance Evaluation:* An evaluation of your performance after 180 days of employment (as previously written) followed by annual evaluations thereafter for possible increases of compensation or leave.

Acceptance of any final terms of employment will be contingent upon the City Council's final vote on a written employment agreement, the satisfactory completion of all background checks, and other employment requirements of the City. We will reduce the terms of employment to a formal written agreement once we have received your response to the terms offered and upon the consideration of both by the City Council.

Please provide us with the courtesy of your response to the foregoing terms by the 5:00 P.M. (EST) on the 26th day of January, 2022.

Respectfully,



Fred Koberlein, Jr., B.C.S.,
City Attorney

Cc (e-mail only):

Mayor & City Council
Interim City Manager
City Clerk
Renee Narloch

Sikes, Audrey

From: Thomas Thomas <thomasedwinthomas@yahoo.com>
Sent: Wednesday, January 26, 2022 2:02 PM
To: Fred Koberlein
Cc: S. Renee Narloch; Sikes, Audrey; Dyal, Paul
Subject: Re: City Manager Position - Term Sheet

Mr. Koberlein,

My initial responses to the terms of employment:

Employment Date: On or before March 31, 2022
Base Salary: \$140,000 annually
Relocation Expenses: Get 3 bids and go with lowest bid
Reimbursed one way airline ticket to begin work until family relocates
Employment Benefits: Benefits all begin on the first day of employment
Additional Benefits: Two weeks annual leave up front. Life insurance equal to annual salary
Performance Evaluation: Annual evaluation based on goals set during 2 day retreat with consultant

Thomas Thomas

On Sunday, January 23, 2022, 06:32:04 PM CST, Fred Koberlein <fred@klolaw.com> wrote:

Mr. Thomas,

Thank you, again, for your time this afternoon for our phone call, as well as your time late last week with Renee Narloch. Attached, you should find the written correspondence containing the conceptual terms of employment that I referenced during our conversation. Out of an abundance of caution for Florida's Sunshine laws, I will e-mail the attachment to the city councilmembers separately.

Tomorrow evening I will advise the city council that you have made contact with Renee and me. Additionally, I will advise the city council that you intend to provide your response to the conceptual terms by 5:00 PM (EST) this Wednesday (1/26/2022). I will encourage the city council to be ready to provide a prompt response to you.

Last, and as a reminder, please do not hesitate to call me as needed.

Best wishes,

Fred



Fred Koberlein, Jr.

[Board Certified Attorney - City, County & Local Government](#)

☎ [386.269.9802](tel:386.269.9802) Lake City, FL

☎ [386.516.2626](tel:386.516.2626) Live Oak, FL

☎ [352.519.4357](tel:352.519.4357) Gainesville, FL

📠 [888.908.8699](tel:888.908.8699)



****If the subject of your e-mail is time sensitive please do not assume that my office has received your e-mail and call us to discuss the subject.**** The information in this e-mail message is legally privileged and confidential information. If you have received this e-mail in error, please delete it from any device/media where the message is stored.