



## REGULAR CITY COMMISSION MEETING MINUTES

December 16, 2025

6:00PM

City of Lake Butler

200 SW 1<sup>st</sup> Street

Lake Butler, Florida 32054

---

### MEETING MINUTES

---

#### 1. Call to order – Roll Call, Opening Prayer, Pledge of Allegiance.

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

##### **Roll Call:**

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

City Staff – City Manager Hayes, City Attorney Maines, Finance Director Mecusker, Administrative Assistant Page

Opening Prayer led by Commissioner Redman.

Pledge of Allegiance led by Mayor Hendrix.

##### a. Admin Content

*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.*

#### 2. Approval of The Agenda Format.

a. Motion to approve the agenda format.

Motion to approve the agenda format was made by Commissioner Redman. Motion seconded by Commissioner Stephenson. Unanimous approval. Motion passed 5-0.

#### 3. 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 Mayor & Commissioners;
- Address your questions to the Mayor, not city staff;
- Refrain from demands for an immediate response from the Mayor or Commissioners; and
- No boisterous behavior, personal, impertinent, or slanderous remarks.

Mayor Hendrix opened the floor to public comments.

There were no public comments.

Mayor Hendrix closed the floor to public comments.

#### 4. Approval of Consent Agenda

- a. Regular City Commission Meeting Minutes from November 18, 2025
- b. Special City Commission Meeting Minutes from December 2, 2025
- c. Code Enforcement Report from November 2025
- d. Public Works Department Report from November 2025
- e. November 2025 Public Works Department Work Order Status Report
- f. Water & Wastewater Department Report from November 2025
- g. November 2025 Animal Control Logs
- h. November 2025 WEX Invoice, Activity Report, and Vehicle Logs

Motion to approve the consent agenda was made by Commissioner Stephenson. Motion seconded by Commissioner Redman. Unanimous approval. Motion passed 5-0.

5. PowerPoint Presentation for Townsend Green Building Roof Project – Doug Sanders, Andy Easton & Associates

Mr. Doug Sanders presented a PowerPoint Presentation to the Board on the Townsend Green Building Roof Project and the building's history. Mr. Sanders also explained to the Board the goals for restoring the historical jail, as well as adding trees & amenities to the State Trail. The Board thanked Mr. Sanders for his presentation.

6. Board Approval of Selection of Firm for Grant Administration Services for CDBG Grant #H2613 26 DB-N10 from RFP 2025-01

Mayor Hendrix explained that this grant is the one the City was recently awarded for the installation of the Force Main.

Motion to accept the proposal from Fred Fox Enterprises, Inc. for Grant Administration Services for CDBG Grant #H2613 26 DB-N10 from RFP 2025-01 was made by Commissioner Redman. Motion seconded by Commissioner Stephenson. Unanimous approval. Motion passed 5-0.

7. City Manager's Report – Kimberly Hayes, City Manager

City Manager Kimberly Hayes provided her report to the Board, addressing the update on the sale of the 9422 SW SR 121 property, update on Security Cameras at Fletcher Myers Park & Westside Park, update on paving of SE 7<sup>th</sup> Street & SW 1<sup>st</sup> Drive, Announcement of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Place winners of the 2025 Christmas Parade Float Contest, and update on the vandalism at Fletcher Myers Park and wished the Board a Merry Christmas.

Commissioner Stephenson asked about an update on the Splash Park. City Manager Hayes stated that we will have to wait until the first of the year for the person she has spoken with to come out and look at the splash park, and after the holidays he would reach back out to her.

Commissioner Stephenson asked about the price of the security system for the park, and did not remember the Board approving that. Mayor Hendrix & Commissioner Redman stated it was budgeted for, and City Manager Hayes said she would get the pricing from Scott and would give that to the Board at the next meeting.

Commissioner Stephenson asked about the lighting at the parks, and City Manager Hayes stated that Westside Park is well lit and FPL installed another light at Fletcher Myers Park during the summer, and that we have done all we can do to the park except the security cameras which we are working on now.

Vice-Mayor Huggins asked City Manager Hayes on the staffing of the Public Works Department. City Manager Hayes stated that Michael has hired 2 new people, and both of them are very skilled, one of them being HVAC certified, and the other one is skilled with electrical and plumbing and are 2 really good guys. City Manager Hayes informed the Board that the

reason that the guys are not here tonight is because of a water main break behind the Mayor's house, from a dump truck running over the meter and causing the water line to break.

Vice-Mayor Huggins asked about Michael Manning's 30-day period and where we are at with that. City Manager Hayes responded stating his 30<sup>th</sup> day was yesterday, and that she gave him a letter that offered him the permanent position of Public Works Director and stated that he is doing an outstanding job and the staff he is bringing onboard is the exact same way, and they have started digging out the ditches that she asked to be done last year.

City Manager Hayes stated that Michael is now working on tool control, and everything she is asking to be done is being done. City Manager Hayes said now that all the tools and equipment are color coded, and there will be accountability, responsibility and disciplinary action and that she is tired of continuing to buy tools that keep disappearing.

Vice-Mayor Huggins asked City Manager Hayes to thank her husband and the Bradford County Public Works Department for their help in paving the roads, and thanked City Manager Hayes for getting the roads paved and the project completed.

Mayor Hendrix said that there is another person that has been hired, Melissa, who is also doing a wonderful job and has an eye for attention to detail.

Commissioner Stephenson asked if we would be billing the insurance company for the water main break. City Manager Hayes stated that she is billing the company responsible for the damages, and that they would be paying for manpower hours and the parts to fix it.

#### 8. Reports from Finance Department – Dave Mecusker, Finance Director

Finance Director Dave Mecusker provided the financial reports to the Board.

Vice-Mayor Huggins asked about the vacant funds listed on the reconciliation sheet and asked if they would be used at a later time, and Mr. Mecusker confirmed yes they would be used for future grants.

Motion to approve the monthly financial report for the period of October 1, 2025 through November 30, 2025 was made by Commissioner Redman. Motion seconded by Vice-Mayor Huggins. Unanimous approval. Motion passed 5-0.

#### 9. Report of City Attorney – John E. Maines IV

Nothing to report but asked about the Wawa replat and asked if that has been done and delivered back to the Wawa people and City Manager Hayes confirmed it has been completed and now they are working with the Building Department to get their permits.

#### 10. Comments or Remarks by Commission

- Commissioner Sirmones – Wishing everyone a happy new year, thanked everyone.
- Commissioner Stephenson – Parade was a fabulous success, has spoken with Mrs. Kim on expanding next year, and that we can set ourselves apart from the other communities and that Mrs. Kim has great ideas for next year. Stated that at Rotary, Superintendent Mike Ripplinger mentioned what the School Board does before their meetings which is a workshop and asked if we could do that. City Attorney Maines explained the procedures of how the workshop would function and that it would be in the same forum as the meeting tonight.
- Commissioner Redman – Thanks everyone for what they do, the parade was fantastic.
- Vice Mayor Huggins – Thanked Bradford County for the roads, Mrs. Hayes and her staff and their hard work, and thanked Code Enforcement Officer Rick Ward for his hard work as well as the waterworks department.
- Mayor Hendrix – Stated that Demetrise Thomas, Doris Thomas, and Ms. Shirley

added another part to the toy giveaway, which was the stocking giveaway in memory of Jaylon Andrews Site Prep donated the money to help buy the toys, and that they provided \$8,000 for the toy giveaway, and wanted to thank Andrews Site Prep and their family, as well as Ms. Demetrise Thomas and her family for the stocking giveaway that added another layer for the kids, and also wanted to thank the City staff, Mrs. Hayes, Hayden, Elaine, Ginger, Mr. Mecusker, Michael, Kenny, and Jonathan and the volunteers who helped give out the toys, David Stegall, Demetrise Thomas, Penny Hersey, Dwain Hendrix helping out as Santa, and her husband for putting together all the toys, and Mr. Maines for allowing her to store the toys in his vacant office, wanted to thank everyone and is looking forward to having a positive 2026 and wants to wish everyone a Merry Christmas and a Happy New Year.

## 11. Meeting Adjournment

Motion to adjourn the meeting was made by Commissioner Sirmones. Motion seconded by Commissioner Redman. Unanimous approval. Motion passed 5-0.

Meeting adjourned at 6:55pm.