



REGULAR CITY COMMISSION MEETING AMENDED AGENDA

MEETING MINUTES

February 17, 2026

6:00PM

City of Lake Butler

200 SW 1st Street

Lake Butler, Florida 32054

AMENDED AGENDA 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, Commissioner Redman, Vice-Mayor Huggins (Microsoft Teams), Commissioner Stephenson(Microsoft Teams), 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 Amended Agenda Format.**

a. Motion to approve the amended agenda format.

Mayor Hendrix stated she had a request to remove Agenda Item #8, and that we move Agenda Item #12 which is the report of the City Attorney up above Consent Agenda, and that we move Agenda Item #11 right under Agenda Item #12 which will be right above Consent Agenda.

Motion to approve the agenda format with the above-requested modifications was made by Commissioner Redman. Motion seconded by Commissioner Sirmones.

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.

Lisa Huggins – 640 SE 4th Street:

Mrs. Huggins referenced cleaning up the City, and one of the areas that is being worked on is their neighbor's property and being within the law of being a mechanic and that he says he is just working on family vehicles, but that you have commissioners taking vehicles over there to be worked on.

Mayor Hendrix explained that the Florida Statute recently changed, and that you can have a family-owned business on your property, and that we ran into this same issue with the trucking business by the High School, because we had to deal with them parking the semi-trucks where they were parking at, and that regarding the cleanup, she believes Mrs. Huggins is referring to Code Enforcement, and that the City Manager can speak to it, but that there is a softer approach being done with the concerns on the junk cars and the pushback, either not supported by the Board or by the citizens, and that we take a less aggressive approach, and that she believes that City Manager Hayes called each Commissioner.

City Manager Hayes confirmed she did call each Commissioner, and that we will be giving more timeframes and approach things at a softer approach, instead of a step 1, 2, 3, and that we start out talking with them and there is a process, but that the timeframes will be extended, but not overlooked.

City Attorney Maines clarified that any citizen can still file a complaint at any time.

Mrs. Huggins referenced the neighbor's vehicles with no tags, and said they moved their vehicle, the neighbors moved theirs and asked why he does not have to have tags on the vehicles on his property.

City Manager Hayes stated that she understands what Mrs. Huggins is saying, and that we have to be fair. Mrs. Hayes explained that we are approaching it, and are aware of different things going on in the City, and that Rick can speak more to that, but we are not stopping Code Enforcement by any means, but are extending more time frame, but we will look into it and asked Rick if this property has been investigated, and asked if he made contact with the property owner.

Rick stated that he has not made contact with that property owner yet, but it is under investigation and is being photo documented and being monitored.

Mrs. Huggins also wanted to thank Cal Stewart for getting with the supervisors on their water pipe break, and that she appreciates the quick response.

Commissioner Sirmones asked to comment on this matter, and explained that he did take vehicles over there to be worked on, stating that the mechanic offered to work on the vehicles for free. Commissioner Sirmones said he had some issues with his cars, and that he could not get them fixed himself, but he reached out to the mechanic and asked if he could fix them, and that he did bring some vehicles over to his house, but said that if there is a problem, he would appreciate you coming to him to talk about it, and stated he believes he is the Commissioner Mrs. Huggins was referring to and that he was not surprised to hear this, and that he expected to hear about this but that he is just trying to clean up his yard.

Mayor Hendrix explained that as a Board, we ran into a roadblock at the last meeting, stating that we did not want to hire a company to tow the vehicles, and said we cannot pick and choose, and as a Commissioner, we should have our yards and our places clean, and should lead by example, and not pick and choose, and that the City does look bad, and that there is a lot of concern, and that we should take pride in our City, and we have these rules and they have not been followed, and that we need to clean up the City.

Vice-Mayor Huggins stated that he knows the last meeting, the Board was kind of hesitant on the towing of the vehicles, and said that when he got the phone call from Mrs. Hayes, he did make mention that they had a vehicle in the backyard that was not running at the time due to a dead battery, but that it would run, and they went and got the tag for it. He stated he did not want the panel to think he had cold feet, but that he just wanted to check with Mr. Welch first, because he did not want to see a company come in and the vehicles

get towed outside of the City of Lake Butler, but whatever the Board decides and if the company is outside the City, then that's that.

Vice-Mayor Huggins did confirm that he talked with City Manager Hayes and to Mr. Rick, he supports it, and when the time comes, we will move forward if we have the votes from the Board.

Mayor Hendrix referred to City Attorney Maines with Agenda Item #3 now being the report from the City Attorney.

NEW Agenda Item 4 – Report from City Attorney

City Attorney Maines stated he wanted to address an issue that occurred at the Special Meeting a few weeks ago, something concerning occurred and he wanted to mention this particular issue. As he recalled, the meeting had just been called to order, and that some people were appearing either telephonically or by Teams, and at that time, there were only 2 Commissioners present at the time the meeting was called to order, and about that time, at that literal moment from when she called the meeting to order, Commissioner Redman walked in and then we had 3 sitting commissioners.

City Attorney Maines informed the Board that the law requires there to be 3 sitting commissioners present at the meeting for the meeting to take place, and that remote attendance is allowed, but remote attendance cannot help to constitute a quorum and a quorum for us is 3, so we need to have 3 commissioners physically here, and when commissioners are appearing by Teams, you run the risk of a commissioner being sick or unable to attend, which would then prevent us from having a quorum, and he wanted to make the commission aware of this.

City Attorney Maines continued saying that whether it is a regular meeting or special meeting, if there is not a quorum, the Mayor cannot convene the meeting and that everyone will have to go home and no business can be transacted. Mr. Maines stated that if you attend remotely, you can participate in the meeting and you can vote, but your absence or presence online cannot fill the quorum requirement. Mr. Maines asked if the Board had any questions about this, but that when we have more than one commissioner attending telephonically or electronically, it increases the chances of not being able to meet a quorum like we almost did not at the recent special meeting, but Ms. Redman walked in, or else that meeting would have to be stopped, and that he wanted to define the quorum requirements, and that only physical attendance counts towards a quorum, and that is what he wanted to convey tonight to the Commission as a whole.

Mayor Hendrix explained there was a temporary order by the Governor during COVID, but that order has expired, and that is why you can no longer use Teams to meet the quorum requirement, and City Attorney Maines confirmed this temporary order.

Vice-Mayor Huggins asked City Attorney Maines if the votes that we have had during the recent meetings that he has voted on, if there was not a physical presence of commissioners, then his vote was null and void. City Attorney Maines explained that his vote would not have been null and void, because there would have been no vote, because there would not have been a meeting held.

City Attorney Maines explained that if there is a vote tonight, with the physical quorum present, then Vice-Mayor Huggins' vote would count, but if there was no quorum, there would be no voting and no meeting, and we would have to reschedule.

NEW Agenda Item #5 – Board Approval of Execution of Construction Manager at Risk (CMAR) Agreement between City of Lake Butler (Owner) & Reynolds Construction, LLC (Construction Manager at Risk) for DEP 0.7 MGD SBR WWTF

Mayor Hendrix explained that he asked John Petrohovich & Jason Shepler with CPH to join the meeting

tonight regarding a document that was sent over to the City and stated that she had several concerns & questions regarding the 28-page document, and that she has discussed this agreement with City Attorney Maines, and has a lot of questions and concerns following the phone call that took place prior to the meeting.

Mayor Hendrix stated she is not comfortable voting on something she does not understand.

Mayor Hendrix asked for clarification, following the phone call, if the design of the Wastewater Treatment Plant that has been underway for 4 years or more, is not complete, and asked if that was correct or not.

Jason Shepler with CPH Consulting, LLC explained the intent on having the agreement on the agenda tonight is that it has also been given to the funding agency as well for their review & approval and that this will provide the benefit of having the contractor at the table during the project, and that this agreement can assist with any cost savings to the City during the duration of the project and would bring that information into the documents.

Jason said this CMAR agreement helps us jointly walk through the construction of this project and control the cost as we go forward in comparison to a hard bid where there is not that wiggle room available. Mr. Shepler referenced the main focal point is page 25 of the 28-page CMAR agreement document which describes the pre-construction services.

Mr. Shepler informed the Board that this CMAR agreement is currently being reviewed by the CMAR firm, Reynolds Construction, and they are currently conducting a price exercise which will culminate what is called a Guaranteed Maximum Price, or GMP. At that point in time, the project will turn to a more traditional construction project that the City is familiar with.

Mayor Hendrix asked if the design phase of the plant is complete. Mr. Shepler responded stating that it has been completed, and that CPH has been discussing the needs of the plant with Jason Furman and that once the contractor sees the project, modifications may be implemented in the project outline and explained that these sort of changes is the beneficial part of a CMAR agreement because it is an as you go forward type basis.

City Attorney Maines asked when this agreement was first available to CPH. Mr. Shepler responded, saying it was sometime last week that they got it from the contractor.

City Attorney Maines asked who drafted the document, and Mr. Shepler responded saying it was drafted by Reynolds Construction.

Mayor Hendrix asked if there were protections in this contract, and referenced the Change Orders that are possible, but wanted to clarify if there were protections for those type of things to try to control the cost. Mr. Shepler responded to the Mayor saying that is why they wanted to get into the construction phase using this process, because it is easier to work with the contractor on costs during the duration of the project. Mr. Shepler informed the Board that they have told the contractor that the City has a certain amount in the construction budget, and that must be taken into effect when working on this project.

Mayor Hendrix clarified that the \$25,540 CMAR services is a part of the pre-construction budget dollars. Mr. Shepler confirmed that is correct, and that is where the funding would come from.

City Attorney Maines explained that he understands what is being explained, however, he has additional Questions which they do not have time to do now, but that this discussion should have taken place during a Teams meeting prior to tonight's meeting.

City Attorney Maines that this agreement that was drafted by the construction company who has their own interests in mind, and that what has been explained may not answer questions that he has or the Mayor or Manager has, and does not know whether to recommend this document to be approved or not, but we can table it.

Mayor Hendrix asked if there is a consensus of the Board, can there be communication between the City Manager because we would have to wait another month, and stated she does not like last-minute things like this.

Mayor Hendrix clarified that DEP has NOT approved this yet, and Mr. Shepler confirmed that statement.

City Attorney Maines asked to what extent the nature and duration of the contact with the contractors when trying to arrive at this guaranteed maximum price.

Mr. Shepler responded, saying it has been basic communication with emails, teams meetings, in person meetings and phone calls.

City Attorney Maines said that he believes the City Manager needs to be kept abreast of the communications that are taking place regarding this project and is not sure if that has been taking place.

City Manager Hayes confirmed that she has not been a part of the Teams meetings they have had with the contractor.

City Attorney Maines suggests that there needs to be communication from CPH to the City on discussions held with the contractors and that the City Manager needs to be kept up to speed on the overall process.

City Manager Hayes confirmed, reiterating to City Attorney Maines that she has not been in the Teams Meetings with the contractors & CPH. City Attorney Maines stated that the City needs to be kept informed during this project of any developments.

Mr. Shepler responded saying that CPH can most certainly keep the City informed and invite them to the Teams meetings that are held and can provide any of the email dialogue that has taken place thus far.

City Attorney Maines stated he was not sure what to recommend to the Board because after a Teams meeting, because we may feel comfortable moving forward with this, so he is not sure what to recommend tonight.

Mayor Hendrix clarified that this has been given to DEP and they will provide their feedback, and asked when CPH thinks they will get feedback from DEP.

John Petrohovich explained to the Board that they forwarded this agreement over to DEP shortly after receipt of it on Wednesday of last week, and that the intent of the agreement on the agenda tonight is to get the consensus of Mr. Maines as well as DEP that contingent upon approval from the City Attorney & DEP, then the City can designate someone to execute the agreement, which is usually Mayor Hendrix.

Mr. Petrohovich suggested that what can be done tonight is approve the agreement contingent upon approval from the City Attorney as well as DEP prior to execution of the agreement.

City Attorney Maines recommended that the condition be contingent upon approval not just from himself as the City Attorney, but the Mayor & City Manager as well, and suggested scheduling a Teams meeting tomorrow to further discuss this agreement in detail.

Mayor Hendrix stated that she would like to see DEP's response prior to giving this their blessing and asked if we would get a copy of their feedback, and CPH confirmed yes they would provide them with DEP's comments.

Commissioner Stephenson asked how we decide between a minimum bid & maximum bid, and how we go about that. Mayor Hendrix responded, saying we are not at that point yet, and that we have hired Reynolds Construction as the contractor and that this is an additional fee and to come up with a maximum

price.

Motion to approve the execution of the CMAR agreement contingent on concurrency by the City Attorney, Mayor, & City Manager as well as contingent upon DEP approval was made by Commissioner Redman. Motion seconded by Commissioner Sirmones. Motion passed 4-1 with Commissioner Stephenson opposed.

4. Approval of Consent Agenda
 - a. CONTINUED Planning & Zoning Board Public Hearing Meeting Minutes from January 20, 2026
 - b. Regular City Commission Meeting Minutes from January 20, 2026
 - c. Special City Commission Meeting Minutes from February 3, 2026
 - d. Code Enforcement Report from January 2026
 - e. Public Works Department Report from January 2026
 - f. January 2026 Public Works Department Work Order Status Report
 - g. Water & Wastewater Department Report from January 2026
 - h. January 2026 Animal Control Logs
 - i. January 2026 WEX Invoice, Activity Report, and Vehicle Logs
 - j. Infrastructure Consulting & Engineering January 2026 Progress Report (Boat Ramp)
 - k. Update from CPH Consulting, LLC on Active Grants/Projects

Mayor Hendrix informed the Board that Gabe Tallman, our Wastewater Operator in Training, completed all of his water license paperwork and he is now waiting to receive his water license, and he passed his wastewater exam on February 9th, and that this is great news.

Mayor Hendrix referenced the update from CPH Consulting, LLC on the City's active grants/projects.

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

5. Lake Butler FFA Ag Issues Team Presentation to City Commission – Tucker Dortch

Tucker Dortch & the Lake Butler FFA Ag Issues Team presented to the Board their report on Artificial Intelligence (AI) in Farming & Agriculture.

The Commission thanked the Lake Butler FFA Ag Issues Team for their presentation.

6. Introduction & Presentation from Tocoï Engineering, a Baxter & Woodman Company – Don Ramdass

Mr. Don Ramdass with Tocoï Engineering, a Baxter & Woodman Company, introduced himself to the Board and explained to the Board what services his company provides.

7. Board Delegation for Debbie Osborne & Union County Supervisor of Elections Office to manage the City of Lake Butler June 2026 City Commissioner Election for Seats 3, 4, and 5

Motion to delegate Debbie Osborne & the Union County Supervisor of Elections to manage the City of Lake Butler June 2026 Election for Seats 3, 4, and 5 was made by Commissioner Redman. Motion seconded by Commissioner Stephenson. Unanimous approval. Motion passed 5-0.

- ~~8. Board Adoption of Resolution No. 2026-03 for authorization on the closing on sale of property located at 9422 SW SR 121~~

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

City Manager Hayes provided his report to the Board, addressing an update on the Splash Park, Cameras at Fletcher Myers Park & Westside Park, update on the sale of the old Public Works property

located at 9422 SW SR 121, and an update on the sale of City Parcel #30-05-20-11-031-0080 and discussed the FDOT road grant she is working on, and referenced the email asking the Commissioners for streets that they want to be added to the list that need to be redone.

10. Reports from Finance Department – Dave Mecusker, Finance Director

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

Motion to approve the monthly financial report for period October 1, 2025 through January 31, 2026 was made by Commissioner Redman. Motion seconded by Commissioner Sirmones. Unanimous approval. Motion passed 5-0.

11. Board Approval of Execution of Construction Manager at Risk (CMAR) Agreement between City of Lake Butler (Owner) & Reynolds Construction, LLC (Construction Manager at Risk) for DEP 0.7 MGD SBR WWTF (Moved to above Consent Agenda, under Report from City Attorney)

12. Report of City Attorney – John E. Maines IV (Moved to above Consent Agenda)

13. Comments or Remarks by Commission

- Commissioner Sirmones – No comment.
- Commissioner Stephenson - No comment.
- Commissioner Redman – Farm Share went well, and shared Margie Cason's funeral service information.
- Vice Mayor Huggins - No comment.
- Mayor Hendrix - No comment.

14. Meeting Adjournment

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

Meeting adjourned at 7:51pm.