



REGULAR CITY COMMISSION MEETING MINUTES

4A

March 17, 2026
6:00PM
City of Lake Butler
200 SW 1st 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 Stephenson, Vice-Mayor Huggins, Commissioner Redman, Commissioner Sirmones, 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 Sirmones. Motion seconded by Commissioner Redman. 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 February 17, 2026

- b. Code Enforcement Report from February 2026
- c. Public Works Department Report from February 2026
- d. February 2026 Public Works Department Work Order Status Report
- e. Water & Wastewater Department Report from February 2026
- f. February 2026 Animal Control Logs
- g. February 2026 WEX Invoice, Activity Report, and Vehicle Logs
- h. Infrastructure Consulting & Engineering February 2026 Progress Report (Boat Ramp)

City Manager Hayes asked Lead WTP/WWTP Operator Jason Furman to come up and give an update to the Board on the Ground Storage Tank.

Leads WTP/WWTP Operator Jason Furman provided an update to the Board on the multiple leaks found on the newly rehabilitated ground storage tank, stating contact has been made and we are in the beginning stages of resolving the issue.

Mayor Hendrix suggested that this information can be relayed to Representative Chuck Brannan's Office to hopefully assist the City's case in the legislative appropriations request that was submitted.

City Manager Hayes confirmed she would reach out to Mr. Brannan's office.

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

5. Board Review, Discussion, and Consideration of Request for Qualifications (RFQ) for Engineering Services for CDBG Grant #H2613 26 DB-N10 (Force Main Replacement)

Motion to approve the Ranking Committee's Recommendation to award CPH Consulting, LLC the RFQ for Engineering Services for CDBG Grant #H2613 26 DB-N10 (Force Main Replacement Project) was made by Commissioner Redman. Motion seconded by Commissioner Sirmones. Unanimous approval. Motion passed 5-0.

6. Board Review & Approval of Florida Department of Transportation Highway Lighting Agreement No. AS055 for Fiscal Year 2026-2027

Motion to approve the Florida Department of Transportation Highway Lighting Agreement No. AS055 for Fiscal Year 2026-2027 was made by Commissioner Redman. Motion seconded by Commissioner Stephenson. Unanimous approval. Motion passed 5-0.

7. Board Review & Approval of Bid received for sale of City Parcel # 30-05-20-11-031-0080-0 (corner lot of SW 8th Ave & SW 1st Terr)

Motion to approve the bid received from Mr. Zephrein Green for the sale of City Parcel #30-05-20-11-031-0080-0 (corner lot of SW 8th Ave & SW 1st Terr) was made by Commissioner Redman. Motion seconded by Vice-Mayor Huggins. Unanimous approval. Motion passed 5-0.

City Attorney Maines told City Manager Hayes he would get with her and Hayden on what to do next.

8. Board Review, Discussion, and Consideration of City Manager/Clerk Employment Agreement between City of Lake Butler & Kimberly Hayes

Mayor Hendrix explained that the agreement is identical to the one that she had when she started with us in 2024, and the only difference is that she has her current salary on here. Mayor Hendrix wanted to bring this up to the Board, that she has only received the same merit raise that we have been giving the staff, and that it talks in the Agreement about giving evaluations,

which we as a Board have not done, and she feels that she has proven since she has been here, she has tightened the budget and gotten us out of that pinch, along with her staff that she has brought in, but Mayor Hendrix suggests giving her a 10% raise to her base, explaining that we do not give her health insurance, but that this may help her get a single policy of her own, but she feels like she has done a lot.

Commissioner Redman clarified that she gets the stipend, and Mayor Hendrix confirmed she gets the stipend but that she has asked for nothing else and that she suggests a flat 10% raise for the work she has done.

Mayor Hendrix said she did some math and said she did call Mr. Mecusker before she came into tonight's meeting to see where the raise would fall in the budget, and he said that we would be fine, but she did do a call to check and make sure before she proposed it tonight.

Vice-Mayor Huggins said he is not opposed to the raise but asked how the Board can be fair with Mrs. Hayes in setting up a time to give her the evaluation. Mayor Hendrix said that the Board does need to do the evaluation, and that the contract does say we could do an evaluation, but that we should do one, and maybe we all get together and come up with an evaluation, but that we could do it this upcoming year.

Motion to approve the City Manager/Clerk Employment Agreement between City of Lake Butler & Kimberly Hayes with the effective date listed on the contract and provide for a 10% increase from her current salary was made by Commissioner Redman. Motion seconded by Vice-Mayor Huggins. Unanimous approval. Motion passed 5-0.

Motion to set 10% increase effective the 1st payday in April 2026 was made by Commissioner Redman. Motion seconded by Commissioner Stephenson. Unanimous approval. Motion passed 5-0.

City Manager Hayes thanked the Board for taking a chance on her to be City Manager and for giving her the opportunity to show them what she can do and to prove herself and that she will continue to prove herself and work hard for the Commission and the citizens of the City. City Manager Hayes recognized her staff for all that they do, saying she cannot be successful with anything that she has done unless she has a work staff that supports her, and that she has a team that has taken her several years to build, but to be successful, she saw the vision and has built a team that supports what the Board wanted, and she hopes that the Board feels that she has met their requirements that you have asked from me, and that she will continue to meet those requirements and exceed them, but she reiterated that she would not be successful without her team, thanking Mr. Mecusker, Elaine, Ginger, Hayden, my Public Works staff and wastewater staff, as well as Rick in Code Enforcement and wanted to recognize them for what they do every day.

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

City Manager Hayes provided her report to the Board addressing the following items:

1. FRDAP Grant & Florida Boating Improvement Program (FBIP) Grant

Motion to approve the FRDAP grant application for Lakeside Park improvements for \$200,000 was made by Commissioner Sirmones. Motion seconded by Commissioner Redman. Unanimous approval. Motion passed 5-0.

Motion for the City Manager to contact three (3) banks for the loan of the \$200,000 once the application is accepted is made by Commissioner Redman. Motion seconded by Commissioner Sirmones. Unanimous approval. Motion passed 5-0.

2. Update on Splash Park

City Manager Hayes explained that the total cost to repair the Splash Park is \$52,914.16 and that she called the Mayor and informed her, and the Mayor suggested reaching out to local businesses in the community, Rotary Club, and FPL, and that she has reached out to FPL, reached out to Jody Read, and got with Mr. Mecusker and asked Mr. Mecusker to give an update from Rotary.

Mr. Mecusker explained that the Splash Park was brought up at Rotary, and that they were in support of making donations but also stated that Clay Electric has a program where they can give Rotary Club up to \$15,000 to give to the City to go towards fixing the Splash Park but they could not give the money directly to the City or any government agency but Rotary can take it as a community project.

City Manager Hayes stated she would keep the Board updated on any donations received for the Splash Park.

Mayor Hendrix asked if we need to wait until donations come in, because that could take some time to do, if instead we just borrow from one of our current funds and then when we get the donations in, we pay the funds back.

City Manager Hayes said with the amount in CRA and asked Mr. Mecusker what funds could be used. Mr. Mecusker explained the City's current budget and what funds could be used for the project.

Motion to approve to use the funds we have for the Splash Park and to use the donations we receive to pay them back was made by Commissioner Sirmones. Motion seconded by Commissioner Redman. Unanimous approval. Motion passed 5-0.

3. Update on sale of property at 9422 SW SR 121
4. Update on Lake Butler Wawa
5. Dairy Queen – City Manager Hayes referred to Land Development Regulation Administrator Hayden Page to give a brief update on Dairy Queen.
6. Update on Fletcher Myers Park (Vandalism Incident)
7. Reminder to Commissioners on Form 1 Submission & Annual Ethics Class Requirement

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

Finance Director Dave Mecusker provided his reports to the Board.

Motion to approve the monthly financial report for the period October 1, 2025, through February 28, 2026, was made by Commissioner Redman. Motion seconded by Vice-Mayor Huggins. Unanimous approval. Motion passed 5-0.

11. Report of City Attorney – John E. Maines IV – Nothing to report.

12. Comments or Remarks by Commission

- Commissioner Sirmones – No comment.
- Commissioner Stephenson - No comment.
- Commissioner Redman - No comment.
- Vice Mayor Huggins - No comment.
- Mayor Hendrix - No comment.

13. Meeting Adjournment

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

Meeting adjourned at 7:17pm.