



REGULAR CITY COMMISSION MEETING MINUTES

June 17, 2025
6:00PM
City of Lake Butler
200 SW 1st Street
Lake Butler, Florida 32054

CERTIFIED TO BE A TRUE &
EXACT COPY OF ORIGINAL

Kimberly Hayes

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, Commissioner Stephenson (Microsoft Teams), Vice-Mayor Huggins (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. **Election of Officers: Board Appointment of Mayor & Vice-Mayor**

Mayor Hendrix referred to City Attorney Maines to oversee the nomination process for the position of Mayor.

Mr. Maines stated that because there were only 3 commissioners in physical attendance, that there is not a need for a second for any motion made during the process, and a vote can be taken to close nominations.

Mr. Maines opened the floor to nominations.

Commissioner Redman nominated Vice-Mayor Huggins for the position of Mayor.

Mayor Hendrix nominated Commissioner Sirmones for the position of Mayor.

Vice-Mayor Huggins nominated Mayor Hendrix for the position of Mayor.

Motion to close nominations was made by Commissioner Sirmones. Unanimous approval.

Nominations for the position of Mayor were closed.

Voting Results: Position of Mayor

Vice Mayor Huggins – 1 vote (Commissioner Redman)

Commissioner Sirmones – 0 votes

Mayor Hendrix – 3 votes (Vice Mayor Huggins, Mayor Hendrix, Commissioner Stephenson)

City Attorney Maines stated that Mayor Hendrix has been nominated and selected for the position of Mayor and turned the meeting back over to Mayor Hendrix to proceed with the nomination process for Vice-Mayor.

Mayor Hendrix opened the floor for nominations for Vice-Mayor.

Commissioner Stephenson nominated Vice-Mayor Huggins for the position of Vice-Mayor.

Motion to close nominations was made by Commissioner Redman. Unanimous approval.

Nominations were closed for the position of Vice-Mayor.

Vice-Mayor Huggins has been unanimously nominated for the position of Vice-Mayor.

City Attorney Maines stated that the prior administration of Mayor Hendrix as Mayor and Vice-Mayor Huggins as Vice-Mayor will remain the same for one (1) year.

3. **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 Sirmones. Unanimous approval. Motion passed 5-0.

4. 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 City Mayor & Commissioners;
- Address your questions to the City Mayor, not city staff;
- Refrain from demands for an immediate response from City 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.

5. Approval of Consent Agenda

- a. Regular City Commission Meeting Minutes from May 20, 2025
- b. Planning & Zoning Board Meeting Minutes from May 20, 2025

- c. Special City Commission Meeting Minutes from May 29, 2025
- d. Code Enforcement Report May 2025.
- e. May 2025 WEX Invoice, activity report, and vehicle logs
- f. Animal Control Logs for May 2025.

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

6. Approval of Citizens Advisory Task Force Board Member

Mayor Hendrix explained to the Board that at the last meeting, a board member had resigned, and also that a board member that used to be on the board has moved back into town and would like to rejoin the Citizens Advisory Task Force, and that is Mr. Ryan Perez.

Motion to approve Ryan Perez to the Citizens Advisory Task Force Board was made by Commissioner Redman. Motion seconded by Commissioner Sirmones. Unanimous approval. Motion passed 5-0.

7. Approval of Committee members for the listing with a realtor the commercial property located at 9422 SW SR 121

Mayor Hendrix explained to the Board at the past meeting, we talked about putting a Board together, and that Mrs. Hayes would come up with a list to the Board of names of people that would be on the Board to be the selector and committee for the realtor that we choose to list the property, and her recommendation would be City Manager Hayes, Finance Director Mecusker, and Administrative Assistant Hayden Page.

Commissioner Stephenson clarified that this would be the committee to select a realtor and bring back the proposal to the Board, and City Manager Hayes and Mayor Hendrix confirmed yes.

City Manager Hayes stated she would have the proposal to the Board at the July meeting, and Mayor Hendrix repeated this to make sure Vice-Mayor Huggins and Commissioner Stephenson heard it.

Commissioner Stephenson asked if that recommendation would come with what the fees would be as well and City Manager Hayes and Mayor Hendrix confirmed yes, and City Manager Hayes stated that she would have a detailed report on each realtor, and what they charge.

Motion to approve the committee with the 3 names for the listing of the property with a realtor was made by Commissioner Redman. Motion seconded by Vice-Mayor Huggins. Unanimous approval. Motion passed 5-0.

8. Approval of Resolution 2025-06 for Florida Department of Transportation (FDOT) Traffic Signal Maintenance & Compensation Agreement (TSMCA) for period July 1, 2025 through June 30, 2028

Mayor Hendrix explained that at the last meeting, the agreement was approved, but there is a Resolution that needs to be approved as well.

Commissioner Stephenson clarified that this agreement is to maintain the traffic signals, and Mayor Hendrix stated that this agreement was approved at the last meeting,

but a Resolution was not made at that point.

Commissioner Stephenson asked if we maintain the signals, and Mayor Hendrix and City Manager Hayes stated that yes we do and that is why we receive this reimbursement from FDOT.

Motion to approve Resolution 2025-06 for Florida Department of Transportation (FDOT) Traffic Signal Maintenance and Compensation Agreement (TSMCA) for period July 1, 2025 through June 30, 2028 to be read by title only was made by Commissioner Sirmones. Title only read by City Attorney Maines. Motion seconded by Commissioner Redman. Unanimous approval. Motion passed 5-0.

~~9. Board Approval to allow use of Union Depot building for Eugene Dukes & CareerSource Florida Crown~~

10. Board Approval for Request for new FT position – Operator in Training (OIT)

Mayor Hendrix asked City Manager Hayes to explain this agenda item.

Mayor Hendrix stated that with the new wastewater treatment plant coming, we have to have 3 operators, a class A and 2 class B operators, and that we are trying to get ahead of the game and that we have the DOC agreement coming in which they have agreed to pay for one of our operator positions at this time so it is not anything out of our current budget and stated that this would give her 14 FTEs for the current year.

City Manager Hayes stated that this position is a field training position and that they would be working towards getting their license and their hours for their licensing.

City Manager Hayes stated that she has encouraged the current staff get their licenses if they are interested and to further educate them if they would like to do so and have told the current staff that there is an opportunity for them to get their licensing for water and wastewater but she has to see what and how you are doing with your current position before considering them for the position.

Commissioner Stephenson clarified that this is for the position that DOC has agreed to fund, and Mayor Hendrix and City Manager Hayes confirmed yes. Commissioner Stephenson asked about the difference in what the training position would be versus what we are receiving from DOC, and Mayor Hendrix stated that any additional dollars that are not paid to the training can be moved around because it is in the same fund.

City Manager Hayes did update the Board that DOC stated in an email today that the agreement should be sent to us by the end of the week.

Motion to approve the request for a new full-time position which will be an Operator in Training (OIT) for Water/Wastewater Treatment Plant Operations and to increase the number of FTEs to 14 was made by Commissioner Redman. Motion seconded by Commissioner Sirmones. Unanimous approval. Motion passed 5-0.

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

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

1. Florida Boating Improvement Grant Project
2. FLC Annual Conference August 14 – 16, 2025 in Orlando
3. Request to approve CRA funds to start a Christmas Event at Lakeside Park
(The Board unanimously gave consent to use the CRA funds)
4. Update on Fletcher Myers Park Dedication Ceremony
5. Update on Lakeside Park Improvement Project in preparation of 4th of July celebration

Commissioner Stephenson asked City Manager Hayes about the water main breaks hit by contractors, and asked if we were billing the contractor, and City Manager Hayes explained that is in Jason's report which he is about to give to the Board and can further explain that.

12. Report from Public Works Department – Introduction of the new Public Works Director Mr. Michael Gray

Lead WTP/WWTP Operator Jason Furman introduced Mr. Michael Gray, who then introduced himself to the Board, and the Board welcomed him to the City of Lake Butler.

Mr. Furman gave his update to the board addressing the following items:

Public Works:

1. Street Sign Replacements
2. Park Maintenance/Improvements
3. Mosquito Control
4. Citizens Notice for Yard Debris

Water & Wastewater:

1. Water and Sewer Main Repairs
2. Water Break at NW 10th Avenue
3. Temporary Piping for Ground Storage Tank Rehab Project

Vice-Mayor Huggins asked Jason about the sewage issue at the road on the corner near the old WWTP, and asked if the City was responsible for removing the lyme that was poured down after the sewage ran into the yard, and Jason explained that the affected area was covered with lyme and that Mother Nature will eventually rinse it all away and it will clean itself up eventually, and that is as far as the City's responsibility goes.

City Manager Hayes informed the Board that she has tried to reach out to Ms. Jefferson about her issue 3 times and that she spoke with her yesterday, and Ms. Jefferson stated she was not in the right state of mind to discuss the issue with her at that time but that she is trying to meet with her to discuss her issue and the solution.

The Board thanked Mr. Furman for his report.

13. Reports from Finance Department – Dave Mecusker

Finance Director Dave Mecusker provided his reports to the Board from the Finance Department.

Motion to approve the financial report for period of October 1, 2024 through May 31, 2025 was made by Commissioner Sirmones. Motion seconded by Commissioner Redman. Unanimous approval. Motion passed 5-0.

14. Report of City Attorney – John E. Maines IV

Nothing to report.

15. Comments or Remarks by Commission

- Commissioner Sirmones – Nothing to report.
- Commissioner Stephenson – Asked about if the City can do a park sponsorship, similar to the adopt-a-highway program. City Attorney Maines said he would have to review this further to check the legality of it. Asked about Mrs. Hayes's proposal to the County and what the result of that was. Mrs. Hayes responded stating the County did not want to sell the lot next to Jackson's, and Commissioner Stephenson asked what we plan to do with the vacant lot across from the courthouse, and Mayor Hendrix suggested that this can be an agenda item for discussion at the July meeting.
- Commissioner Redman – Nothing to report.
- Vice Mayor Huggins – Thanked Tina Lloyd and all involved with the sand and the park project. Asked about doing a certificate of appreciation for Tina Lloyd and 20 Strong for their support and contributions to the community. Commissioner Redman also suggested doing a certificate of appreciation for North Florida Equipment Rentals for donating the forklift every month for Farm Share, and City Manager Hayes also recommended Andrews Site Prep as well for their support and involvement with the sand and park project too. Mayor Hendrix suggested having this be an agenda item at the July meeting for the presentation of the certificates.
- Mayor Hendrix – Thanked everyone for their work on the sand and park project. Asked about doing a one-time event fee for the small businesses who come into town maybe once in a year for special events, and setting a flat rate, and suggested maybe that can be discussed by the Board at the next meeting.

16. Meeting Adjournment

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

Meeting adjourned at 7:06pm.