



REGULAR CITY COMMISSION MEETING MINUTES

January 20, 2026
6:00PM
City of Lake Butler
200 SW 1st Street
Lake Butler, Florida 32054

AGENDA

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 (Microsoft Teams), 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 Sirmones. Motion seconded by 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 December 16, 2025
- b. Planning & Zoning Board Public Hearing Meeting Minutes from January 6, 2026
- c. Special City Commission Meeting Minutes from January 6, 2026
- d. Code Enforcement Report from December 2025
- e. Public Works Department Report from December 2025
- f. December 2025 Public Works Department Work Order Status Report
- g. Water & Wastewater Department Report from December 2025
- h. December 2025 Animal Control Logs
- i. December 2025 WEX Invoice, Activity Report, and Vehicle Logs
- j. Infrastructure Consulting & Engineering December 2025 Progress Report (Boat Ramp)

Motion to approve the consent agenda was made by Commissioner Redman. Motion seconded by Commissioner Stephenson.

5. Presentation of Certificates & Prizes for 2025 Christmas Parade Float Contest Winners – Mayor Hendrix

Mayor Hendrix presented the certificates and prizes to the 2025 Christmas Parade Float Contest Winners.

6. Presentation to the Board on Upcoming Possible Grant Applications (Townsend Green Building & Historic Holding Cell) – Doug Sanders, Andy Easton & Associates

Doug Sanders with Andy Easton & Associates updated the Board on upcoming possible grant applications to finish the Townsend Green Building as well as the property of the historic holding cell donated to the City by the Whitehead Family.

Mr. Sanders presented 2 options for the Board's consideration which the first one is to finish the Townsend Green Building with the windows and the flooring, and the second one would be the historic holding cell property that may be a centerpiece for a new city park.

Mr. Sanders stated that Infrastructure Consulting & Engineering did a free schematic on a new park on the historic holding cell property that we can look at, and consider how the park would be set up.

Mr. Sanders stated that for 2026, the focus would be on finishing the Townsend Green Building and that the amount of the grant would be approximately \$20,000 and the City's match would be approximately \$5,000, and if that the Board approves this tonight, then the Townsend Green Building would be completed.

Mayor Hendrix asked if we are sure that this amount would cover both the floors and the windows. Mr. Sanders stated that these figures are not set in stone, and can be adjusted and stated that the windows would be non-historic and the flooring will be to match.

City Manager Hayes referenced the proposal to replace the windows and the second floor, but not the first floor, and Mr. Sanders believed the first floor was concrete, but it is not, and that the City has had issues with people falling through the floor on the first floor. City Manager Hayes explained that on the bottom floor especially in the lobby area and the event venue, you can feel the floor move and it is in bad shape.

Mr. Sanders stated that the grant can be for the first floor and not the second floor.

City Manager Hayes also noted and raised concern on the price to replace the floor of \$9,000. Mr. Sanders said with the City's match would be around \$10,000. City Manager Hayes asked what type of floor they would be using, and raised concern that the price is not correct to replace the floor.

Mr. Sanders stated he was very conscious with the City's budget and that the numbers can be adjusted.

City Manager Hayes asked Mr. Sanders what type of floor they plan to put there for \$10,000.

City Manager Hayes stated that in researching the cost of replacing floors in houses and such, that the amount of \$10,000 seems to be way off, and once we do this grant, and we come back and the contractor says that to replace the floor will be \$56,000, that the City would have to eat the rest of that money, so a more accurate number needs to be presented to the Board.

City Manager Hayes suggests on focusing on replacing the floor before replacing the windows, as it is a more serious concern and issue, but that the numbers provided to replace the floor will not be enough, and that more realistic numbers to be provided to the Board will be better because the Board can look at the budget and see what we can afford to do.

Finance Director Dave Mecusker referenced the proposal for the second floor and that the first floor needs to be replaced, but asked about the second floor, because the second floor is also in bad condition, and he suggests that the project may need to be for both floors rather than just the upper or lower floor.

Mayor Hendrix referenced the cost provided to replace the windows, stating it seems to be a bit low to replace all the windows.

City Manager Hayes suggested that the focus be on the floors and then the windows can be done later.

Commissioner Stephenson referenced the proposal for the historic park for the holding cell property, and clarified on the estimated cost of \$213,000 for the new historical park. Mr. Sanders explained that the project includes a lot of drainage work as well as a parking lot, but that it is a complicated project.

Commissioner Stephenson asked if the historic park is the best use of the grant funds, and Mayor Hendrix explained the part 1 and part 2 of the proposed projects, and that the property was donated to the City and Historical Society so we do want to bring it up. Mr. Sanders asked if anyone had the keys to the actual holding cells, and City Manager Hayes stated that we have keys to the locks that are on the doors.

Mayor Hendrix stated that the numbers provided for the historic park may have to be adjusted as well, as she thought the numbers seemed a bit lower than what the project entails.

Commissioner Stephenson asked if this park would have someone on site during the hours it is open, and City Manager Hayes replied no, as it would be a public park that would be open.

Mayor Hendrix asked if we wanted to have a motion to start the project of finishing the Townsend Green Building first with this historic grant opportunity.

Motion to start the Townsend Green Building first focusing on the floors was made by Commissioner Redman. Motion seconded by Commissioner Sirmones. Unanimous approval. Motion passed 5-0.

7. Board Approval of First Reading of Ordinance No. 2026-01 for Application CPA 25-02 (SC Services, Inc.)

Motion to approve the FIRST READING of Ordinance No. 2026-01 for Application CPA 25-02 (SC Services Inc.) to be read by title only was made by Commissioner Redman. Title read by City Attorney Maines. Motion seconded by Commissioner Sirmones. Unanimous approval.

Motion passed 5-0.

Motion to approve and schedule the Special Meeting for Tuesday, February 3, 2026 at 5:00pm was made by Commissioner Redman. Motion seconded by Commissioner Stephenson. Unanimous approval. Motion passed 5-0.

8. Public Hearing for Application Z 25-02 (Amendment to Official Zoning Atlas) (SC Services, Inc.)

a. Motion to open the public hearing for Z 25-02.

Motion to open the public hearing for Z 25-02 was made by Commissioner Redman. Motion seconded by Commissioner Stephenson. Unanimous approval. Motion passed 5-0.

b. Motion to close the public hearing for Z 25-02.

Motion to close the public hearing for Z 25-02 was made by Commissioner Redman. Motion seconded by Commissioner Sirmones. Unanimous approval. Motion passed 5-0.

9. Board Approval of First Reading of Ordinance No. 2026-02 for Application Z 25-02 (SC Services, Inc.)

Motion to approve the FIRST READING of Ordinance No. 2026-02 for Application Z 25-02 (SC Services Inc.) to be read by title only was made by Commissioner Redman. Title read by City Attorney Maines. Motion seconded by Commissioner Sirmones. Unanimous approval. Motion passed 5-0.

10. Board Continuance of Adoption of Ordinance No. 2026-01, Adoption of Ordinance No. 2026-02, 1st Public Hearing for Application CPA 25-02, & 2nd Public Hearing for Application Z 25-02

Motion to CONTINUE the Adoption of Ordinance No. 2026-1 for CPA 25-02, the adoption of Ordinance No. 2026-02 for Z 25-02, the 1st Public Hearing for Application CPA 25-02, and the 2nd Public Hearing for Application Z 25-02 to TUESDAY, FEBRUARY 3, 2026 at 5:00PM was made by Commissioner Redman. Motion seconded by Vice-Mayor Huggins. Unanimous approval. Motion passed 5-0.

11. Board Review, Discussion, and Consideration on Towing Contract for Abandoned/Junk Vehicles – Rick Ward, Code Enforcement

Commissioner Stephenson asked a rotation tow base rate is. Mr. Ward explained that a rotation tow base rate would not be what the City does, but is what the Sheriff's Office and Law Enforcement does, and that the City would not get charged for towing any vehicles, as the contractor would take the vehicle and charge the vehicle owner to reclaim their vehicle. Mr. Ward explained that the base rate is set by Ordinance.

City Attorney Maines explained that the rotation tow base rate is a law enforcement tool used by the various agencies so that each of the towing contractors have an equal opportunity to collect vehicles for the law enforcement agencies.

Mayor Hendrix asked if there is a motion to approve the Towing Contract between City of Lake Butler and the recommended company Heritage Towing for the service of towing of abandoned or junk vehicles within the City limits of Lake Butler.

Commissioner Stephenson asked if it is common that the City would get a 10% discount for the vehicles being towed, and Mayor Hendrix responded saying no, and Mr. Ward stated that for every municipality he has worked for, the City does not earn any money as it is all handled by the towing contractor.

Commissioner Sirmones asked what is considered a junk car. Mr. Ward explained that the definition of junk vehicles or abandoned vehicles was a part of the Ordinance recently adopted, which would be vehicles without a tag or license plate, and that a junk car would be considered non-operational if missing any tires, transmission, and that if it does not have a valid license plate, it is considered non-operational.

Commissioner Sirmones stated that he has several vehicles in his car that do run and that they are not considered non-operational. Mr. Ward explained that by Ordinance, they are considered non-operational if they do not have a valid tag. Mayor Hendrix explained that if you have a car in your yard, that it should be tagged.

Mr. Ward explained that he has found in the City that people are switching out license plates on vehicles, and that is a problem, and is illegal. Mayor Hendrix clarified that when Mr. Ward has found someone working on their vehicle or in the process of fixing it, that the City is working with those people to give them time to get the vehicle operational and are not towing their vehicles and not giving them a chance to correct the issue, and Mr. Ward confirmed.

Mr. Ward clarified that the vehicles that would be towed are left on the streets, sitting on the street with flat tires, tag is expired or not tagged, not insured, at that point, a 10-day tow sticker would be placed on the vehicle and that the vehicle owner would be notified.

Mr. Ward suggested serving the vehicle owners with a notice of violation that gives them 15 days to comply, but that when the vehicles are in a street, then you have a dangerous situation, because someone can run into the vehicle, and if it is a dangerous vehicle sitting next to a daycare, or school, that it is an issue and classified as a dangerous vehicle, and would be an attractive nuisance to a child. Mr. Ward has stated that if a citizen is served with a notice of violation, that they have 15 days to comply and can request a time extension, and that he has granted seven extensions as listed in his report.

Vice-Mayor Huggins clarified that the vehicle would be towed to Hampton, and the vehicle owner would have to get the vehicle back from Hampton. Mayor Hendrix clarified that the storage yard is in Brooker, and the main office for the towing contractor is in Hampton.

Commissioner Sirmones asked if they do not pick up their vehicle, the towing contractor can claim that vehicle, and Mr. Ward confirmed yes. Vice-Mayor Huggins clarified that could take place after 30 days, and Mr. Ward confirmed yes. Commissioner Sirmones referenced that when a vehicle is towed, they may be able to suspend your license or renew your license.

Mr. Ward responded saying he is not familiar with that process. Mayor Hendrix is not aware that they suspend your license for towing a vehicle. Mr. Ward reiterated that there would be no effect on the City, that the towing contractor would assume the responsibility of the vehicle once it has been towed, and not the City.

Mayor Hendrix referenced there was no motion, and asked from a legal standpoint what can be done if the people go to the magistrate, what happens from there, and that we have an Ordinance in place but cannot enforce it without being able to tow the vehicles.

Mr. Ward stated that now that the Ordinance is in place, the City is liable for the vehicles that are in violation.

Mayor Hendrix asked why we have this Ordinance in place if we are not going to enforce it.

Commissioner Redman raised the concern that 10 days was not long enough, with people who have financial issues and need more time to get the money together to get their vehicle repaired, and Mayor Hendrix stated that as Mr. Ward stated, they can reach out to Mr. Ward to receive an extension for those circumstances and that he has granted those extensions.

Mr. Ward clarified that those circumstances are not what would be towed, those are by notice of violations which is a 15-day time frame, and if they reach out before the 15-day period expires, then they could get an extension of time. Mr. Ward clarified on the difference on the 10-day tow sticker and the 15-day notice of violation.

Mr. Ward explained that the 10-day tows are the vehicles parked on the streets that we are responsible for, and that he cannot do anything with them being on the street, because a notice of violation is directed to the property owner, and the property owner of the street could be the State, County, or City, and if it is the City, we have to be able to answer for that.

Commissioner Stephenson confirmed that the car owner is notified, and Mr. Ward confirmed yes, that the car owner is notified because if it is stickered, the sticker that is on the vehicle, he runs the VIN numbers as well as the tag numbers, and get that in real time, and takes a picture of the filled out sticker and the location of the vehicle and sends that picture to the vehicle owner on record.

Commissioner Stephenson asked if we can table this to the next meeting. City Attorney Maines confirmed yes, you can make the motion to table anything on the agenda.

Motion to table this agenda item to the February meeting was made by Commissioner Stephenson.

Mayor Hendrix asked that with tabling this, what will be different at the next meeting that we are not talking about now. Commissioner Stephenson referenced the point that Commissioner Sirmones brought up about suspending the licenses. City Manager Hayes responded saying that has nothing to do with us. Mr. Ward explained that it would not matter if the vehicle is parked on the street, and is a danger to the public. Mr. Ward stated that every municipality that he is aware of has a tow Ordinance and a towing contractor, and if they are in the street, they tow them.

Mayor Hendrix clarified that we will be tabling this item to the next meeting, so additional information can be gathered, and states she is not sure that with all the Ordinances the City has on the books, if we are not going to enforce them, then what is the point in having them.

Mayor Hendrix referenced that there are some touchy subjects that will be coming up that the Board is already aware of, regarding people living in campers, people living in sheds, and there is a lot of stuff coming up that people are doing that is illegal, and that are taking advantage of people renting the sheds out that are out of compliance and are illegal and could be bumped up to another level.

Motion seconded by Commissioner Sirmones. Motion carried 4-1 with Mayor Hendrix opposed.

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

City Manager Kimberly Hayes provided her report to the Board.

Motion to approve the request to list Parcel #30-05-20-11-031-0080-0 (NEXT TO POPS/CONC SLAB) on SW 8th Avenue for Sale with a minimum bid of \$2,500.00 was made by Commissioner Redman. Motion seconded by Commissioner Sirmones. Unanimous approval. Motion passed 5-0.

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

Finance Director Dave Mecusker provided his reports to the Board for approval.

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

Motion to approve the 1st Budget Addendum for Fiscal Year 2025-2026 effective 01/01/2026 was made by Commissioner Redman. Motion seconded by Commissioner Sirmones. 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 – **No comment.**
- Commissioner Stephenson – **Asked about Health Insurance, City Manager Hayes stated it was being reviewed & discussed at this time.**
- Commissioner Redman – **Farm Share on January 10, 2026 went well, JROTC helped tremendously with the food distribution, expressed appreciation for their help. Fed between 150-160 families.**
- Vice Mayor Huggins - **No comment.**
- Mayor Hendrix - **No comment.**

16. Meeting Adjournment

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

Meeting adjourned at 7:34pm.