

SPECIAL CITY COMMISSION MEETING MINUTES



December 2, 2025
5:00PM
City Hall Lake Butler
200 SW 1st Street
Lake Butler, Florida 32054

AGENDA

1. Call to order – Roll Call

Mayor Hendrix called the Special Meeting to order at 5:00pm.

Roll Call:

City Commission – Commissioner Sirmones, Commissioner Redman, Commissioner Stephneson, Mayor Hendrix

City Staff – City Manager Hayes, City Attorney Maines via Zoom, Administrative Assistant Page

Absent – Vice-Mayor Huggins

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 Stephneson. Motion passed 4-0.

3. Board Review, Discussion, and Consideration of Offer for the sale of the old Public Works Property located at 9422 SW SR 121

Mayor Hendrix explained the reason for the special meeting, regarding the Board's review, discussion, and consideration of the offer for the sale of the old Public Works Property located at 9422 SW SR 121, and stated that the Board all received a copy of the contract, as well as an email yesterday about the buyer's information if we wanted to look them up, and also that if there were any questions, Jordane & Brent with Keller Williams were on Zoom as well tonight to answer any questions.

Commissioner Stephenson referenced page 1, line 23 about the \$57,500 deposit. Mayor Hendrix referred to Brent to further explain the deposit. Mr. Brent Line explained that the buyer is looking to do SBA financing and that there is a 10% deposit amount for SBA financing but that they have a backup to do conventional financing if they need to, which they would have to do 10, 20, or 30%.

City Attorney Maines clarified and asked Brent that the financing option does not affect the purchase price, and Brent confirmed yes it would not affect the purchase price.

Commissioner Stephenson referenced page 1, line 28, on the effective date. Mayor Hendrix explained the reason for the effective date being tomorrow, 12/3/2025.

Commissioner Stephenson referenced line 238 of the contract regarding the default if the Buyer or Seller pulls out, and that we would be responsible for paying the brokerage fee even if the deal falls through, and asked if that was normal procedure. City Attorney Maines confirmed that yes, this is standard language.

Commissioner Stephenson asked in the case that the buyer backs out, where do we stand, and do we get paid for anything for that or are we liable for anything. Mayor Hendrix stated that they have 60 days to make sure they like the property and everything is good, and that if for some reason they do not want to purchase, they would not get a penalty.

Brent clarified on the process of the 60-day due diligence period for review of the well, septic, survey, appraisal, and that all of this would be done during the 60-day period.

Commissioner Stephenson referenced line 240 regarding if the buyer backs out, that we would still be liable to pay the broker. Mayor Hendrix stated if we back out, we still have to pay, but if they back out, we would just continue to try to sell it to someone else. Brent further explained that if after we get past the 60 days, and for some reason they back out, the \$10,000 deposit would then come to the City. Brent explained that if at any time the City would back out after the 60-day period, then the City would have to pay, but other than that, the City would not pay unless we sell the property.

Commissioner Redman asked and clarified that the buyer is 100% ready to buy it, and Brent clarified that the buyer has about 13 semi-trucks loaded down, heading east from California, and he has to find them a piece of property, and that the City's property is #1, but he has already sent his manager to look at the property, and love the property and referred to Jordane to further explain what they thought of the property. Jordane explained that they loved the property from the beginning of the showing and are very much vested in this property.

Mayor Hendrix explained the reason for the dates of the special meetings that were provided with the timeline of SBA financing and the rezoning of the property.

City Attorney Maines stated that it is very important to note that the buyer is requesting a zoning change and land use change, but that it must follow the procedures as required by law.

Motion to accept and approve the offer received for the sale of the old Public Works Property located at 9422 SW SR 121 and authorize the Mayor & City Manager to sign & execute the Commercial Contract paperwork made by Commissioner Redman. Motion seconded by Commissioner Sirmones. Motion passed 4-0.

The Board's consensus was to hold the special meetings and hearings as presented which would be Tuesday, December 23rd, 2025 at 5pm and 5:15pm and Tuesday, January 6th, 2025 at 5pm & 5:15pm.

4. Adjournment

Motion to adjourn the special meeting was made by Commissioner Sirmones. Motion seconded by Commissioner Redman. Motion passed 4-0.

Meeting adjourned at 5:25pm.