

SPECIAL CITY COMMISSION MEETING MINUTES



January 6, 2025
6:00PM
City Hall Lake Butler
200 SW 1st Street
Lake Butler, Florida 32054

MEETING MINUTES

1. Call to order – Roll Call

Mayor Hendrix called the Special Meeting to order at 6:02pm.

Roll Call:

City Commission – Commissioner Sirmones, Vice-Mayor Huggins, Commissioner Redman, Commissioner Stephenson, Mayor Hendrix

City Staff – City Manager Hayes, Finance Director Mecusker, Administrative Assistant Page

Absent – City Attorney Maines

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 Vice-Mayor Huggins. Unanimous approval. Motion passed 5-0.

Mayor Hendrix explained that due to the Concurrency Management Assessment (report that is provided for the purpose of a binding concurrency determination concerning the demand and residual capacities for public facilities required to be addressed within the Concurrency Management System) not being provided to the Planning & Zoning Board, City Manager, or City Attorney before tonight's hearing, the Planning & Zoning Public Hearing was **CONTINUED** until Tuesday, January 20, 2026 at 5:45pm.

Due to the continuation of the Planning & Zoning Public Hearing this evening, the 1st public hearing for Application Z 25-02 & the first readings of Ordinance No. 2026-01 for CPA 25-02 & Ordinance No. 2026-02 for Z 25-02 will also have to be continued but will be **CONTINUED** to the **REGULAR MEETING** on Tuesday, January 20, 2026 at 6:00pm.

Furthermore, the City Commission will need to decide the date and time of the 2nd Public Hearing for Application Z 25-02 & Adoption of Ordinances 2026-01 for CPA 25-02 and 2026-02 for Z 25-02 this evening.

Motion to set the 2nd Public Hearing for Application Z 25-02 & Adoption of Ordinances 2026-01 for CPA 25-02 and 2026-02 for Z 25-02 for Thursday, January 22, 2026 at 5pm was made by Commissioner Redman. Motion seconded by Vice-Mayor Huggins. Unanimous approval. Motion passed 5-0.

City Manager Hayes stated that we will check with the Planning Council in the morning to check and see if that date will work and will let the Board know if it does not work.

~~3. Board Approval of First Reading of Ordinance No. 2026-01 for Application CPA 25-02 (SC Services, Inc.)~~

~~4. Board Approval of First Reading of Ordinance No. 2026-02 for Application Z-25-02-
(SC Services, Inc.)~~

5. Ranking Committee Recommendation to City Commission for Selection of Construction Manager at Risk (CMAR) for DEP 0.7 MGD SBR WWTF Project (Wastewater Treatment Plant)

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

City Manager Hayes explained that we got proposals from 3 different companies, and that herself, Hayden and Mr. Mecusker looked through the books, page by page to check and see that what was advertised was met and all 3 companies met that requirement. City Manager Hayes stated that we did our review today, and looked through them again, and stated the ranking sheets are available at the office if the Board wants to come and look at them, but we ranked them today based on what we had to do as far as the qualifications, and first was Reynolds Construction, second was Dugan & Meyers, and third was Petticoat Schmitt. City Manager Hayes stated that it was a very close score, and that all 3 companies submitted a good proposal.

Commissioner Redman asked City Manager Hayes why Reynolds Construction stood out more than the others. City Manager Hayes responded, saying that the company's qualifications were higher and they had more experience and every area we graded them on was the highest, and that there was a 2-point difference between the 2 companies. City Manager Hayes said that we looked through the books, and exchanged them and looked through them twice, and that those 2 stood out.

Motion to accept the Ranking Committee's Recommendation for a selection of Construction Manager at Risk (CMAR) for DEP 0.7 MGD SBR WWTF Project which will be Reynolds Construction, LLC was made by Commissioner Redman.

Commissioner Stephenson asked what the job description is for this project. City Manager Hayes & Mayor Hendrix stated it was included in the agenda packet.

Motion seconded by Commissioner Stephenson. Unanimous approval. Motion passed 5-0.

6. Adjournment

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

Special Meeting adjourned at 6:16pm.