



## REGULAR CITY COMMISSION MEETING MINUTES

July 15, 2025

6:00PM

City of Lake Butler

200 SW 1<sup>st</sup> Street

Lake Butler, Florida 32054

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### MEETING MINUTES

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#### 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, Commissioner Redman, Commissioner Stephenson, Mayor Hendrix

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

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 Redman. Motion seconded by Commissioner 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 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.

#### 4. Approval of Consent Agenda

- a. Regular City Commission Meeting Minutes from June 17, 2025
- b. Code Enforcement Report June 2025
- c. June 2025 WEX Invoice, activity report, and vehicle logs
- d. Animal Control Logs for June 2025

Mayor Hendrix stated that she wanted to bring up maybe at the next budget workshop code enforcement, stating that the report appears to be the same issues that are just continuing to be brought up, and she also noticed that some of the things listed on the report are things that she has reported, and that the job of the code enforcement officer is to ride around and find these things and suggested that the Board discuss it more at the budget workshop and possibly bring that in-house and just wanted to share that with the Board.

Vice-Mayor Huggins referenced an email he had sent to Mrs. Hayes, looking at the report month after month, and knows that it is a tedious job, but he thinks that what we see on these reports have been there for a while, and his question to Mrs. Hayes was he wanted to see citations that were written, and that he has seen a whole lot of warnings but no citations. He understands that we pay for a service, and states right is right and wrong is wrong, and that he was trying to put a trend together to see, and has only seen 1 citation, and agrees to discuss it at the next budget workshop.

Mayor Hendrix stated that the City does have a new Magistrate, who is from Orange Park, and that we brought one of the citizens listed in the report to the Magistrate, and it had been going on for 4 years, and that is in place now, and she wants to bring it up at the next budget workshop.

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

5. Certificates of Appreciation (Tina Lloyd, Vulcan Materials, Andrews Site Prep, 20 Strong, North Florida Equipment Rentals, Mac & Vicky Johns)

The City Commission presented certificates of appreciation on behalf of the City to the following people:

1. Union County Impact Initiative and Tina Lloyd
2. Taylor Casey accepted the plaque on behalf of Vulcan Materials
3. Mayor Hendrix will drop off the plaque to Andrews Site Prep
4. 20 Strong
5. North Florida Equipment Rentals – plaque to be brought to their office
6. Vicky Johns accepted the plaque for herself and Mac Johns.

Photos were taken with those that were in attendance.

6. Board Review and Approval of Amendment 4 to City of Lake Butler CDBG Grant Agreement #MT118 with Florida Department of Commerce (Additional Funding)

Mayor Hendrix explained this agenda item, stating that the City was short on the funding for this project, and in reviewing, the City went from \$3.5 million to \$7.7 million, which means that the City will be able to replace all of our lift stations, whereas before, the east side lift stations were not going to be able to be covered under the \$3.5 million.

Greg Lang with CPH Consulting explained the process and the funding for this project and stated that what is presented to the Board is the amendment to the grant agreement which CPH recommends approving moving forward with the project.

Motion to approve Amendment 4 to City of Lake Butler CDBG Grant Agreement #MT118 with Florida Department of Commerce was made by Vice-Mayor Huggins. Motion seconded by Commissioner Redman. Unanimous approval. Motion passed 5-0.

7. Board Review and Approval of Amendment 4 to Engineering Services Agreement with Mittauer & Associates (CPH Consulting LLC) for CDBG MT118 Grant (Additional Funding) – John Petrohovich, Project & Funding Specialist

Mayor Hendrix explained the purpose of this agenda item, and that this is for them to continue the engineering services agreement for the CDBG MT118 project.

Greg Lang explained that this amendment will allow CPH to continue with the full expansion of this project.

Motion to approve Amendment No. 2 for CDBG MT118 Grant with Mittauer & Associates (CPH Consulting LLC) was made by Commissioner Redman. Motion seconded by Vice-Mayor Huggins. Unanimous approval. Motion passed 5-0.

8. Presentation of Annual Financial Report from James Moore & Company for Fiscal Year 2023-2024 – Brendan McKitrick, CPA

Brendan McKitrick, CPA with James Moore & Company presented the City Commission with the Annual Financial Report for the period of October 1, 2023 through September 30, 2024.

Mr. McKitrick explained that there was 1 finding in the audit, relating to budget administration. Finance Director Mecusker explained that this finding will not occur next year.

Commissioner Stephenson asked about the prior year's findings with the prior administration, stating they were not listed anywhere in this audit report. Mr. McKitrick explained that that was in last year's audit, and those issues were corrected during this audit year and were not a recurrence. Mayor Hendrix explained that the detailed audit that took place was an additional audit requested based on findings and the issues with the previous City Manager and is not the scope of this audit.

Motion to accept the Annual Financial Report from James Moore & Company for Fiscal Year 2023-2024 was made by Commissioner Redman. Motion seconded by Commissioner Sirmones. Unanimous approval. Motion passed 5-0.

9. Presentation from Infrastructure Consulting & Engineering on Florida Boating Improvement Grant Project – Jeffrey Antonacci, Project Manager

Mr. Jeffrey Antonacci, Project Manager with Infrastructure Consulting & Engineering, is present via Microsoft Teams to provide an update to the City Commission regarding the Boat Ramp Improvement Project and showed on screen a copy of the survey drawings for the project.

Commissioner Stephenson asked about the boat slips and if they were included with this proposal, and Mayor Hendrix explained that it would have been too much money, and that it could be applied for and done later.

Vice-Mayor Huggins asked Mr. Antonacci about a timeline from start to finish for this project. Mr. Antonacci informed the Board that the design and permitting should be available and sent over by Christmas but stated that they believe the permit process will take a long time but is hoping to have 100% design plans and permitting done by Christmas.

Mr. Antonacci explained that the current scope of the project included the original plan to install a sidewalk on the west side of the boat ramp, but they believe it is not needed, and came to the conclusion with City Manager Hayes and staff to take that money that would have been spent on the sidewalk on the west side of the boat ramp and put the money into the east side, and will require a change of scope, and stated they should not need approval from DEP but they

would like to know in writing of the City's agreement to change the scope of the project, and a letter be sent to the grant agency informing them of the change of scope, if that is what the Board wishes to do.

Vice-Mayor Huggins asked if the removal of the sidewalk on the west side of the ramp would be able to achieve what Commissioner Stephenson referenced with the boat slips, and Mayor Hendrix responded stating she does not think there would be enough money, and that they would add more lighting and improve the east side more with that funding.

City Manager Hayes stated that the sidewalk from the Community Center will adjoin the new sidewalk, and additional lighting is planning to be installed to improve lighting at the boat ramp.

Motion to eliminate the west side sidewalk and use those funds for the proposed change to the amenities on the east side of the boat ramp and authorize management to send a letter to the agency was made by Commissioner Redman. Motion seconded by Vice-Mayor Huggins. Unanimous approval. Motion passed 5-0.

Mr. Antonacci provided the Board with the next steps that will be taken in the next couple of months for this project.

#### 10. Board Review of Proposals from commercial Realtors for sale of commercial property at 9422 SW SR 121

Mayor Hendrix referred to Mrs. Hayes to further explain this agenda item.

City Manager Hayes explained that she has taken a lot of time and has worked with Mr. Mecusker and Hayden since the last meeting to look into and contact commercial realtors and getting them to respond to see if they were interested in our property and we reached out to realtors specializing in commercial properties, and went over the proposals that were received and provided to the Board in their agenda packets. City Manager Hayes stated she reached out to several different realtors, and some were not interested, some would not call her back, and the ones who were interested are in front of the Board for review.

City Manager Hayes stated this choice is up to the Board, but she recommends that KW Commercial who stood out to her the most and impressed her the most.

Commissioner Redman stated that KWC and Free State Realty stood out to her.

Mayor Hendrix stated and expressed how impressed she was with KWC's proposal as well.

Vice-Mayor Huggins understands that the Board is not looking at just cost and stated that the one that stood out to him was Margo Van Peterson with Free State Realty.

Commissioner Stephenson asked if we have set a price, and Mayor Hendrix stated we have not got to that point yet. Commissioner Stephenson stated that Keller Williams is an international company, and Mayor Hendrix confirmed.

Commissioner Sirmones wishes to go with the recommendation by City Manager Hayes, who has been working with these companies.

City Attorney Maines suggested polling the Commission on their choices.

Commissioner Redman – Keller Williams  
Commissioner Stephenson – Keller Williams  
Mayor Hendrix – Keller Williams  
Vice-Mayor Huggins – Free State Realty  
Commissioner Sirmones – Keller Williams

Mayor Hendrix stated there are 2 to vote for, Keller Williams and Free State Realty.

**Keller Williams:**

Ayes = 4

Nays = 1

**Margo Van Peterson & Free State Realty:**

Ayes = 1

Nays = 4

Motion carries for Keller Williams to be the commercial realtor for the sale of the property at 9422 SW SR 121 by a 4-1 motion.

**11. Board Discussion on City property located at 102 W Main Street (Old Welch's Property)**

Mayor Hendrix explained this was brought up at the June meeting, and Commissioner Stephenson wanted to discuss what to do with the city property located at 102 W Main Street.

Commissioner Stephenson explained the ideas that were previously discussed about what to put there. Commissioner Stephenson suggests that the City sells this piece of property.

Mayor Hendrix stated that it is confirmed that the tanks are NOT underground, and that there is an attachment provided to the Board on what can be developed there.

Mayor Hendrix stated that the Board would first have to surplus the property, and then get the property appraised, and possibly try the bid option, and if the bid option does not work, then to possibly list the property with a realtor.

Commissioner Redman asked how big the lot is, Mayor Hendrix responded saying 0.241 acres.

City Manager Hayes stated that the planning council advised that an engineer would have to submit a development plan to see what size building can be built on that property.

Vice-Mayor Huggins referenced a container coffee shop in Lake City, and asked if that would require a retention pond. Mayor Hendrix stated that it would have to have one regardless but it could be small, like the one at Dollar General, and City Manager Hayes added that the retention pond would be the owner's responsibility, not ours.

Motion to surplus the property at 102 W Main Street that belongs to the City was made by Commissioner Sirmones. Motion seconded by Commissioner Stephenson. Unanimous approval. Motion passed 5-0.

**12. Board Discussion on One-Time Event Fee**

Mayor Hendrix stated she requested this to be put on the agenda, stating that we are having a lot of events in the City, and that we have the occupational licenses in place, but some people are having one-day events, and wanted to see how the Board feel about a one-time event fee for people that may come down from North Carolina or somewhere and sell aprons that day instead of charging the person for a full year's license.

Commissioner Stephenson asked Vice-Mayor Huggins how other cities operate that Vice-Mayor Huggins takes his food truck to, and Vice-Mayor Huggins responded explaining what they charge in the other cities for one-day events are around \$125, and that if you were to go back, it would be another fee.

Commissioner Redman asked what we are currently charging, and Mayor Hendrix responded stating \$40, and that the \$40 is an annual fee, and stated that a lot of vendors for the Tattoo bar backed out because they did not want to pay the \$40 fee for one day.

Mayor Hendrix suggested that the fee could be based on the number of vendors, and that the person or group hosting the event would pay the City that fee.

Commissioner Stephenson asked if the vendors have any insurance for setting up for these events, and Mayor Hendrix explained that they have never done that for the 4<sup>th</sup> of July, and City Manager Hayes commented stating that the Rotary Club is required to provide us a copy of an insurance policy for every 4<sup>th</sup> of July celebration.

City Manager Hayes suggested that the \$40 license fee be addressed as well, and Administrative Assistant Page commented that he believes that the license fee schedule has not been updated since 2007, and Mayor Hendrix stated it definitely needs to be addressed, so maybe the Board looks at the whole policy, and we can check with Starke and other cities to see what they charge, and bring that to the August meeting. City Manager Hayes stated that we can call around to other cities surrounding us to see what they charge.

Mayor Hendrix also suggested adding the water/sewer tap fee policy to the August agenda as well to review and discuss that as well.

### **13. Request for Sponsorship for Spirit of Union County Tiger Band – City Commission**

Commissioner Redman stated we have done this in the past. Mayor Hendrix said last year, we did the \$250 sponsorship.

The Board is in overall agreement to do the \$250 Tiger Purple sponsorship, and it would be \$50 per Commissioner to be withdrawn from their checks.

### **14. City of Lake Butler Trash Pickup Policy**

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

City Manager Hayes explained that with the changes to the yard debris pickup with the new contract with GFL, they are picking up yard debris every Friday now, which has helped out the Public Works department, so this policy is updated to what GFL is requiring to pick up the yard debris, and basically copied what GFL's policy is for yard debris pickup, and stated that we would still pick up furniture and washers and dryers, and the twice a year cleanup is still in effect, we just do not pick up limbs, leaves, and yard debris every week anymore. City Manager Hayes informed the Board that door hangers were left at every door in the City informing everyone of the changes for yard debris pickup

Motion to approve the amended trash pickup policy for the City of Lake Butler, subsequent to the pickup of yard debris in the Solid Waste Franchise Agreement between GFL Environmental & City of Lake Butler was made by Vice-Mayor Huggins. Motion seconded by Commissioner Redman. Unanimous approval. Motion passed 5-0.

### **15. Board Discussion on Townsend Green Building Rental Rates**

Mayor Hendrix explained that at the budget workshop on July 10<sup>th</sup>, the rental rate appears to be too high because we are not renting it as much.

Motion to revert back to the old rental rates of the Townsend Green Building was made by Commissioner Sirmones. Motion seconded by Vice-Mayor Huggins. Unanimous approval. Motion passed 5-0.



## 16. City Manager's Report – Kimberly Hayes, City Manager

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

### **1. Discussion on Storage Sheds & Travel Trailers/Campers in City Limits**

City Manager Hayes stated that before she proceeds with code enforcement, she wanted to get with the Board first, because there are a lot of people living in campers and a lot of people living in sheds, so she wanted to get the Board's opinion on this issue, and if they wanted to touch on this. Mayor Hendrix explained that this was cleaned up when former Mayor Schenck was here, and would do that, and now they are coming back in, and it is not fair for the ones paying our taxes and bills and they are piggybacking off of that.

Mayor Hendrix said she knows we backed off of this during COVID, for people with hardship situations, but if the ordinance says they aren't supposed to be here, we cannot start singling that one out but skip this one, this one, and this one. City Manager Hayes explained to the Board that if she moves forward with this, it will be fair across the board, and Mayor Hendrix replied stating it is an ordinance, and we are just enforcing it, but City Manager Hayes wanted to get with the Board first before she did anything about code enforcement.

City Manager Hayes said that Jason can speak on that. Jason said that he got a phone call from someone who is actually living in a shed and renting it out with a tenant moving in, and he said he put a sewer clean out plug by the road. City Manager Hayes said that people are renting out sheds and campers. City Manager Hayes said that she has sent pictures to Code Enforcement showing tenants living in the sheds and campers.

Commissioner Redman said that the number of homeless people is going to go up, but understands that we have the policy in effect. Mayor Hendrix stated that we are trying to beautify our city, and we have an ordinance in place for a reason.

Vice-Mayor Huggins confirmed with Mrs. Hayes that we will definitely start getting calls about this, and the citizens may come in and say it has been going on for a while, and could go either way for the City Commission for the City of Lake Butler, but it may entice people to come in and address other things that are going on, and Mayor Hendrix stated that we will address those too if that comes up, and explains the process of reporting code enforcement issues with the paperwork.

Mayor Hendrix is on board with enforcing the rules in place, and Vice-Mayor Huggins agreed, and the consensus is to proceed with enforcement.

### **2. Update on Fletcher Myers Park Dedication**

City Manager Hayes stated that the bricks are ready, and the inlay is what is taking so long because it is bronze, and really nice, so it is taking some time to be made, but we should hear back from them by the end of July, and the guys are working on the fence, the sand is in place, they were painting today, but because of the inlay, August will be the month the dedication can take place.

## 17. Report from Public Works Department – Public Works Director Michael Gray

Public Works Director Michael Gray provides his report to the Board addressing the following items:

### **1. Lakeside, Fletcher Myers, and Westside Park Improvements**

### **2. Street Light Repair at SR 100 & SR 121**

Mr. Gray thanked the Board and said it is a pleasure working for the City and appreciates City Manager Hayes. City Manager Hayes expressed her appreciation for Mr. Gray as well.

## 18. Reports from Water/Wastewater Department – Jason Furman – Lead WTP/WWTP Operator

Lead WTP/WWTP Operator Jason Furman provides his report to the Board addressing the following items:

- 1. Manual Operations at Water Treatment Plant started July 8<sup>th</sup> in preparation of the upcoming ground storage tank rehab project**
- 2. Water Break Repair at Dekle Cemetery**
- 3. WWTP Reuse Pump replaced on July 11<sup>th</sup>**

Commissioner Stephenson asked Mr. Furman about the extra inventory that was being acquired for water and sewer breaks, and asked if that was done, and Mr. Furman explained that yes, with all of the larger repair bands, and now he is working to get the smaller piping stuff ordered. Mr. Gray stated he would like to do the same thing with mower supplies. The Board is on board with having stuff in stock for emergency purposes. Mayor Hendrix provided a copy of the price for the underground utility locator to Mr. Furman, provided to her by a representative at GRU.

Commissioner Sirmones asked Mr. Furman about the splash park. Mr. Furman informed the board that after asking for months, COMPAC filtration finally sent over the plans for the splash park, which gave us a GPM (gallons per minute) amount, and that is what Bart Andrews needed to work with Triple S Plumbing in Keystone, and City Manager Hayes said that the guy is on vacation this week, and him and Bart would take a look at it next week.

Mayor Hendrix addressed the call about the color for the water storage tank, with the agreed upon purple and gold colors.

## 19. Reports from Finance Department – Dave Mecusker

Finance Director Dave Mecusker presents his financial reports to the Board for review and approval which consist of the following:

- 1. Board Approval of Monthly Financial Report for period October 1, 2024 through June 30, 2025**
- 2. Reconciled Bank/Books – Status Report**
- 3. Summary of Activity by Month YTD (Remaining budget till 9/30/25 Revenue/Expense Status report)**
- 4. Board Approval of Fiscal Year 2024-2025 Third Budget Amendment as of June 30, 2025**

Motion to approve the financial report for period October 1, 2024 through June 30, 2025 was made by Commissioner Redman. Motion seconded by Vice-Mayor Huggins. Unanimous approval. Motion passed 5-0.

Motion to approve Fiscal Year 2024-2025 Third Budget Revision as of June 30, 2025 was made by Commissioner Redman. Motion seconded by Commissioner Stephenson. Unanimous approval. Motion passed 5-0.

## 20. Report of City Attorney – John E. Maines IV

City Attorney Maines stated he has nothing to report.



## 21. Comments or Remarks by Commission

- Commissioner Sirmones – No comment.
- Commissioner Stephenson – No comment.
- Commissioner Redman – Farm Share is great.
- Vice Mayor Huggins – Thanked City Manager Hayes for the agenda packets, stating they are very helpful, and wanted to ask about the church across from the Farm Bureau building that looks abandoned, and he reached out to the pastor and did not respond, and asked what can be done about the grass growing up and trash left out, and Mayor Hendrix stated this would be code enforcement. City Attorney Maines explained what his understanding of the property was with the owners of the church property. City Manager Hayes stated she would start with contacting Bruce Dukes and would bring back the information next month at the meeting with what she finds.
- Mayor Hendrix – Asked the Board about doing one more round of the certificates of appreciation for those that take care of our senior citizens, naming Lisa Maxwell and Doris Thomas with Union County Senior Citizens on the Move, Jennifer Thomas with Gather Senior Connection, and the Let's Thrive program at Lake Butler Hospital directed by Ashlie Bielling and Demetrise Thomas, and would like to present them with plaques as well.

## 22. Meeting Adjournment

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

Meeting adjourned at 7:52pm.