



## REGULAR CITY COMMISSION MEETING MINUTES

March 18, 2025

6:00PM

City of Lake Butler

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

Lake Butler, Florida 32054

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### AGENDA

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#### 1. Call to order – Roll Call, Opening Prayer, Pledge of Allegiance.

Mayor Hendrix called the meeting to order at 6:18pm rather than 6:00pm due to a previous meeting rolling over.

In Attendance:

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

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

Opening Prayer was led by Commissioner Redman.

Pledge of Allegiance was 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 Vice-Mayor Huggins. 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.

No public comments.

Mayor Hendrix closed the floor to public comments.

#### 4. Approval of Consent Agenda

- a. Meeting Minutes from February 18, 2025
- b. Code Enforcement Report February 2025.
- c. February 2025 WEX Invoice, activity report, and vehicle logs
- d. Animal Control Logs for February 2025.

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

#### 5. Update from Mittauer & Associates, Inc.

Mayor Hendrix welcomed Mr. Greg Lang from Mittauer & Associates.

Mr. Lang provided an update regarding a change in Mittauer & Associates, and referenced the President, Joe Mittauer, and stated that Mr. Mittauer has been considering retiring, and as of last Friday, he has retired.

Mr. Lang has reassured the Board that the Lake Butler projects that Mr. Mittauer has been overseeing will continue as planned but will be given to Mr. Tim Norman at Mittauer and Associates.

Mr. Lang informed the Board that the staff of Mittauer will remain in their office in Orange Park, but are merging with the company, CPH.

Mr. Lang advised that future projects the City may need, CPH, the company that is merging with Mittauer can assist with projects that Mittauer does not have experience with, if that is needed in the future.

Mr. Lang reassured the Board that the engineers will stay in place and there will be no delay in the City's projects that are underway.

Mayor Hendrix thanked Mr. Lang for providing the Board with this information.

#### 6. Approval for appraisal of the old Public Works Property located at 9422 SW SR 121 (Parcel #36-05-19-00-000-0190-0)

Mayor Hendrix referred to City Manager Hayes to explain this agenda item further. City Manager Hayes explained that the City has received the appraisal, the appraiser had some unfortunate accidents but that it came back appraised at \$675,000 and that the Board has the entire document that was sent over by the appraiser.

Commissioner Stephenson asked how the City was planning to sell the property.

Mayor Hendrix asked if the approval of the appraisal, and then the form of selling the property would be two parts, and City Attorney Maines confirmed.

Commissioner Redman asked what the best option would be for selling the property.

City Attorney Maines advised to first accept the appraisal, and then to discuss the method of selling the property.

Motion to approve the appraisal of the Public Works Property located at 9422 SW SR 121 (Parcel #36-05-19-00-000-0190-0) was made by Commissioner Stephenson. Motion seconded by Commissioner Redman. Unanimous approval. Motion passed 5-0.

Mayor Hendrix asked City Manager Hayes if she had a recommendation. City Manager Hayes suggested selling the property as commercial, but it is up to the Board. The Board's consensus was to sell the property as commercial.

City Attorney Maines suggested the first step is to determine a realtor first and to draft a contract with the specifications of the sale of the property. City Attorney Maines advised the Board to give City Manager Hayes some guidance on how to proceed.

City Attorney Maines explained the available options. One option would be to do the procedure used last time, which was to advertise it for sale, with sealed bids. The other option would be to select a realtor to list.

Mayor Hendrix stated she would prefer to list the property rather than an auction.

Commissioner Stephenson asked what the timeframe would be, and City Attorney Maines stated there was not a limit.

City Attorney Maines stated that the consensus he gathered from Commissioner Stephenson was to list the property as it was listed before, which is a sealed bid process.

Commissioner Stephenson stated that the process of listing the property ourselves first, and then if it does not work, then to list it with a commercial realtor.

Mayor Hendrix stated that what Commissioner Stephenson is suggesting to try listing it ourselves as a sealed bid first may work, and then if it does not work out, then to list it with a commercial realtor.

The board's overall consensus was to list it ourselves, sealed bid.

The appraised amount is \$675,000. The board's consensus for the minimum bid is \$700,000.

Finance Director Mecusker referenced a piece of property on SR 100 on the way to Lake City that is listed for over \$500,000 for a 20-acre parcel, not cleared.

Motion to advertise the property for sale by sealed bid with a minimum amount of \$700,000 was made by Commissioner Stephenson. Motion seconded by Commissioner Sirmones. Unanimous approval. Motion passed 5-0.

## 7. Approval of Bid Opening & Award Process

Mayor Hendrix asked if there were any questions on the agenda item.

City Manager Hayes stated that in reviewing the City's current procurement policy, it needs to be updated, to bring the City up to date, and this is the first step.

Motion to approve the Bid Opening & Award Process was made by Vice-Mayor Huggins. Motion seconded by Commissioner Sirmones. Unanimous approval. Motion

passed 5-0.

8. Approval of Board Members on Citizens Advisory Task Force (CATF) for upcoming CDBG Grant Applications

Mayor Hendrix explained the reason for this agenda item, and informed the Board that a member of the CATF, Mr. Perez, moved outside of the City limits, and that the CATF is a requirement for submitting CDBG grant applications. Mayor Hendrix explained that a citizen has volunteered to be on the CATF, Mr. Gary Burchette.

Motion to accept the resignation of 5<sup>th</sup> board member, Ryan Perez, from the Citizens Advisory Task Force and the replacement of Gary Burchette to the Citizens Advisory Task Force was made by Commissioner Sirmones. Motion seconded by Commissioner Redman. Unanimous approval. Motion passed 5-0.

9. Notice of Award for Request for Proposals (RFP) for City of Lake Butler Florida Boating Improvement Program (FBIP) Grant #24073 for Grant Administration Services

Mayor Hendrix explained this agenda item and referred to City Manager Hayes to further explain. City Manager Hayes explained that two bids were received, the first was from Andy Easton & Associates located in Tallahassee, and the second proposal was from North Florida Professional Services Inc. located in Lake City. The firm that ranked first was Andy Easton & Associates, and that the notice of award is presented to the Board tonight, and is the City Manager's recommendation.

Motion to award the Request for Proposals (RFP) for City of Lake Butler Florida Boating Improvement Program (FBIP) Grant #24073 for Grant Administration Services to Andy Easton & Associates was made by Commissioner Sirmones. Motion seconded by Commissioner Redman. Unanimous approval. Motion passed 5-0.

Commissioner Stephenson requested clarification of what was being approved, and Mayor Hendrix stated that this was awarding them the RFP, and City Attorney Maines explained the process of the grant funding process.

10. Notice of Award for Request for Qualifications (RFQ) for City of Lake Butler Florida Boating Improvement Program (FBIP) Grant #24073 for Engineering Services

Mayor Hendrix referred to City Manager Hayes to further explain. City Manager Hayes informed the Board that 5 statement of qualifications were submitted. The first one was from North Florida Professional Services Inc. The second one was AMI Consulting Engineers P.A., the third one was from Infrastructure Consulting & Engineering, the fourth one was from JBrown Professional Group Inc., and the fifth one was from Applied Technology & Management, and the firm that ranked first was Infrastructure Consulting & Engineering, and the notice of award is presented to the board tonight for their discussion and approval.

Motion to approve the Request for Qualifications (RFQ) for City of Lake Butler Florida Boating Improvement Program (FBIP) Grant #24073 for Engineering Services to Infrastructure Consulting & Engineering was made by Commissioner Stephenson. Motion seconded by Commissioner Redman. Unanimous approval. Motion passed 5-0.

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

City Manager Hayes provides her report to the Board addressing the following:

1. Update on SW 8<sup>th</sup> Place & SE 3<sup>rd</sup> Street Road Paving (FDOT SCOP Grant #G2W10)
2. Temporary Assignment – Public Works Department
3. CDBG Grant Application - \$3,000,000 – WWTP & Splash Park
4. Dates and Times to schedule upcoming Fiscal Year 2025-2026 Budget Workshops
5. Invitation to Bid – Solid Waste Services

## 12. Report from Lead WTP/WWTP Operator – Jason Furman, Lead WTP/WWTP Operator

Mayor Hendrix referred to Lead Water/Wastewater and Interim Director of Public Works, Mr. Jason Furman.

Mr. Furman provided an update to the Board addressing the following:

1. Zenner Meter Update
2. USG Water Tower Maintenance
3. Wastewater Treatment Plant & Lift Station Pumps ordered
4. Monthly Water Valve Exercising of city water valves
5. Emergency Inventory almost completed to have essential parts for emergency situations
6. Sprayfield Zones – Functioning of sprinkler heads within zones
7. City Mowing & Mowers on hand

Commissioner Stephenson confirmed with Jason that he is the licensed operator and asked if he would be replaced at the Wastewater Treatment Plant with him taking on Sam's position. City Manager Hayes advised the Board that Greg also has a Class C license on wastewater, and is taking over the daily operations of the plant, and that Jason is still assisting with the DEP reporting until Greg is comfortable with the reporting requirements with the paperwork. Jason stated that both Jayce and Hayden Whitehead are eager to learn water and wastewater, and City Manager Hayes stated that the City will focus on the younger staff going through the classes and getting the experience to be able to work in these departments.

Mayor Hendrix thanked Jason for his presentation and also for all the work him and the public works department do.

### 13. Reports from Finance Department – Dave Mecusker

Finance Director Mecusker provided his reports to the board which are as follows:

1. Monthly Financial Report for period October 1, 2024 through February 28, 2025
2. Reconciled Bank/Record Report
3. Monthly YTD Status Report

Motion to approve the financial report for period October 1, 2024 through February 28, 2025 was made by Commissioner Redman. Motion seconded by Commissioner Stephenson. Unanimous approval. Motion passed 5-0.

Mayor Hendrix stated that City Manager Hayes would like to say something.

City Manager Hayes asked Elaine, Accounts Payable & Payroll Clerk, and Hayden, Administrative Assistant, to stand up. City Manager Hayes explained that the City Hall attic was extremely unorganized and all over the place and wanted to get the attic cleaned up and organized and filed accordingly. City Manager Hayes explained that Elaine, Hayden, and Ginger, who is not present tonight went up in the attic and completely changed it and it is so proud of the work that they have done and urges the Commission to come by and see the attic. City Manager Hayes stated there were multiple trailer loads, Jason Furman commented 3 full trailer loads were discarded from the attic. City Manager Hayes asked for the Board to give them a round of applause for the work they have done, which the Board and audience did. Mayor Hendrix & City Manager Hayes thanked the Board for the attic work and all the other work they do.

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

Nothing to report.

### 15. Comments or Remarks by Commission

- Commissioner Sirmones – No comment.
- Vice-Mayor Huggins – Referenced at the last meeting the updates to Fletcher Myers Park and asked if there was a timeline on the improvements agreed upon by the board to implement at Fletcher Myers Park. Mayor Hendrix stated there was no timeline but just wanted to get the Board's consensus and verify the dates of service. City Manager Hayes explained that she spoke with Mr. Mecusker who came up with the idea of dedicating Fletcher Myers Park to Mr. Myers just like Lakeside Park was dedicated to Leroy Stalvey years ago and Mrs. Hayes said it was a great idea, and brought it up to the Board, and to do a re-dedication with the updated plaque. Mrs. Hayes stated that Jason has Nathan currently pressure washing all the equipment as well as painting the equipment to spruce up the parks.
- Commissioner Redman –Nothing to report. Farm Share was great, and there is a new system in place.
- Commissioner Stephenson –Nothing to report.
- Mayor Hendrix -Thank you to everyone for the hard work they do.

### 16. Meeting Adjournment

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

Meeting adjourned at 7:37pm.