



REGULAR CITY COMMISSION MEETING MINUTES

October 21, 2025
6:00PM
City of Lake Butler
200 SW 1st Street
Lake Butler, Florida 32054

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MEETING MINUTES

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 – Vice-Mayor Huggins, Commissioner Redman, Commissioner Stephenson, Mayor Hendrix
City Staff – City Manager Hayes, City Attorney Maines, Finance Director Mecusker, Administrative Assistant Page

Absent – Commissioner Sirmones (Death in the Family)

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 4-0.

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.

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Public Comments:

1. Lisa Huggins – 640 SE 4th Street

Ms. Huggins asked about an update on the water tank project with the smell of the water. City Manager Hayes stated that the engineers will be giving an update shortly on this project.

No further public comments.

Mayor Hendrix closed the floor to public comments.

4. Approval of Consent Agenda

- a. Board of Adjustment Public Hearing Meeting Minutes from September 16, 2025
- b. City Commission Public Hearing Meeting Minutes for FY 2025-2026 Budget & Millage Rate from September 16, 2025
- c. Regular City Commission Meeting Minutes from September 16, 2025
- d. September 2025 WEX Invoice, Activity Report & Vehicle Logs
- e. September 2025 Animal Control Logs

Motion to approve the consent agenda was made by Commissioner Redman. Motion seconded by Vice-Mayor Huggins. Unanimous approval. Motion passed 4-0.

5. Update to Board on Funding & Changes for Ground Storage Tank Rehabilitation Project – Timothy Norman & John Petrohovich, CPH Consulting LLC

Mr. John Petrohovich & Mr. Tim Norman with CPH Consulting, LLC are in attendance via Microsoft Teams this evening to provide a report to the Board on the funding & changes to the Ground Storage Tank Rehabilitation Project.

Mr. Norman provided an update to the Board on the status of the contractor's work, and provided the Board with an estimated date of substantial completion and restoration of service to the ground storage tank of December 16th, with final completion being January 15th, and that he stressed the urgency to the contractors of getting this done as soon as possible, and did not anticipate to be on bypass service for this long, but that the contractor is having issues getting the subcontractors out to do the work.

Mr. Norman stated that there is a change order and the reason for the change order for the project. Mr. Norman stated that the original change order was because the contractors could not see the inside of the wall because it was full of water, but that when the tank was emptied, there was more work to be done than what was anticipated, so that created the first change order of \$61,740. Mr. Norman further explained that when they started the work, the contractors found that the CEU wall was not going to hold up, and that there are portions of it that would not stand up for a significant period of time, and would not support the flat roof of the tank and that the baffle wall provides structural support for the tank, which was discussed with City Manager Hayes, and is what the 2nd Change Order is for which is for approximately \$51,648.55 and that there was originally around \$15,000 left in the construction budget to cover part of this \$113,388.55 so that the City has to come up with around \$90,000.

Mayor Hendrix asked if there was anything else with this tank that needs to be fixed, and Mr. Norman stated he does not believe there are any further issues with this tank and that this should be everything.

Vice-Mayor Huggins asked Mr. Norman about the initial assessment that was done when the tank was originally assessed, and now we have come back with 2 change orders, and asked if pictures were taken and if you can provide any updates of the inner scope of the tank and these change orders.

Mr. Norman explained that the 1st change order is because when they submitted the bid, the

tank was full of water and they had to project something that needed to be done, but once they got in there, they stated there was more work than they anticipated, and that the 2nd change order will be the final change order. Mr. Norman stated that once they started working on the existing baffle wall, there was more work to be done than anticipated, and that is the reason for the 2nd Change Order.

Vice-Mayor Huggins asked Mr. Norman if pictures were taken of the inside of the tank, and Mr. Norman confirmed that there were pictures taken. Vice-Mayor Huggins clarified that we will have to deal with the smell of the water until January 15th, and Mr. Norman stated it could be before that, and that the contractor is waiting on his subcontractors to come in and do the work, and stressed to the contractor that we did not plan on the tank being down this long.

Vice-Mayor Huggins thanked Mr. Norman and Mr. Petrohovich for everything they do, and stated that we need to stress and stay firm on these dates, and thanks the guys for communicating that for us. Vice-Mayor Huggins further stated to stress the importance that we waste no time cutting these checks, so whatever needs to happen to approve the change orders, so we need them to hold up their end of the deal. Mr. Norman stated he understands what Vice-Mayor Huggins is saying.

Mayor Hendrix clarified that the contract says they did not have to have this completed until June of 2026, Mr. Norman stated it was actually January of 2026. Mayor Hendrix stated that they made a promise to us that they would get to us right away, but that they pulled their people off our project, and put them on another project, and all of a sudden there was this little fix that turned into a big fix, and the concern from the meeting that we had with you guys was that we could band-aid it and we said we did not want to hesitate, we don't want to delay, we want to pay the \$50,000 because we do not want to not have a tank.

Mayor Hendrix also stated that a recommendation was made to look into getting another grant for another water tank, because most places have 2 tanks, we only have 1, and asked the engineers to talk about that recommendation to the Board. Mr. Petrohovich provided an update to the Board that there are 2 legislative appropriation requests will be submitted.

Mayor Hendrix clarified that the engineers will provide those documents to be shared with the legislatures on Thursday, and that this is a good opportunity because the City does not normally ask for anything from them, and Mr. Petrohovich confirmed he would provide the applications as well as a cover page for Mrs. Hayes as well.

Commissioner Stephenson asked for the numbers to be read again, and Mayor Hendrix repeated the funding to the Board. Mayor Hendrix explained that this project is costing the City more than just the 2 change orders, with overtime and salaries and chlorine and all this other money.

6. Board Approval of Proposed Agreement for Grant Consultant Services between City of Lake Butler & Andy Easton & Associates (FDACS Tree Planting Grant)

Mr. Doug Sanders requested to speak and informed the Board on the intention to improve the trail by adding trees with this grant. Mayor Hendrix asked about irrigation for the trees, and stated that the City would not have a way to water the trees down the trail if this was approved, and Mr. Sanders stated that irrigation would be included in the scope of work.

Motion to approve the proposed agreement for Grant Consultant Services between the City of Lake Butler & Andy Easton & Associates for the Florida Department of Agriculture & Consumer Services (FDACS) Tree Planting Grant and to authorize the City Manager to sign the agreement was made by Commissioner Redman. Motion seconded by Vice-Mayor Huggins. Unanimous approval. Motion passed 4-0.

7. Board Approval of Contractor's Agreement between Perry Roofing & City of Lake Butler for Townsend Green Building Rehabilitation Grant #24.H.SC.100.002 –

Mr. Doug Sanders also spoke on this agenda item as well, explaining that we have been working on this grant for over a year now, and are in a very good spot with this project.

Commissioner Redman asked about what this grant covers, and requested clarification that it is only for the roof, which Mr. Sanders confirmed, and stated that the roof itself was barely covered under this grant, due to the price of materials. Mr. Sanders also stated that there is a pre-construction conference tomorrow at 2pm at City Hall for this project.

Motion to approve the Contractor's Agreement between Perry Roofing & City of Lake Butler for the Townsend Green Building Rehabilitation Grant #24.H.SC.100.002 was made by Commissioner Redman. Motion seconded by Vice-Mayor Huggins. Unanimous approval. Motion passed 4-0.

8. Board Approval of CDBG Subgrant Agreement for Contract #26DB-N10 between City of Lake Butler & State of Florida Department of Commerce for \$2,827,800.00

Mayor Hendrix informed the Board the purpose of the agenda item. City Manager Hayes stated that Melissa Fox is in attendance this evening, and Mrs. Fox approached the podium and asked if the Board had any questions. Mayor Hendrix asked if Mr. Petrohovich would like to speak on this agenda item as well.

Mr. Petrohovich explained that this grant was awarded surprisingly quick and that it was a group effort working with the Fox group to submit this application and be awarded the grant.

Mayor Hendrix clarified that this grant would be for the force main and that this grant would be putting back one of the things that was taken out of the original project due to funding shortage, and Mrs. Fox confirmed yes.

Mayor Hendrix also stated that due to the additional CDBG funding for the other grant that was awarded to the City, the City will now be able to replace the lift stations on the East side of town that were also not going to be covered under the original grant funding, and that this is great news.

Motion to approve the CDBG Subgrant Agreement for Contract #26DB-N10 between City of Lake Butler & Florida Department of Commerce for \$2,827,800 was made by Commissioner Redman. Motion seconded by Vice-Mayor Huggins. Unanimous approval. Motion passed 4-0.

9. Board Approval of Fiscal Year 2026 Agreement between the City of Lake Butler & North Central Florida Regional Planning Council for Local Government Comprehensive Planning Services

City Attorney Maines stated this is an annual renewal of this agreement.

Mayor Hendrix explained that this is the same agreement and same price as last year.

Commissioner Stephenson asked if we paid this last year, and Mayor Hendrix confirmed yes.

Motion to approve the Fiscal Year 2026 Agreement between the City of Lake Butler & North Central Florida Regional Planning Council for Local Government Comprehensive Planning Services was made by Commissioner Redman. Motion seconded by Vice-Mayor Huggins. Unanimous approval. Motion passed 4-0.

10. Code Enforcement Report – Richard Ward, Code Enforcement Officer

Mr. Rick Ward introduced himself to the Board as the City's new Code Enforcement Officer. Mr. Ward provided a summary of his career of working with the City of Gainesville, as well as the City of Starke working with multiple departments including Code Enforcement. Mr. Ward also explained that in looking through the City's ordinances, there are several ordinances that

Commissioner Stephenson asked about the overgrown lawns on NE 3rd Street, and Mr. Ward explained that after 3 years, parcels that are not maintained are returned to their natural state per the Ordinance.

Mr. Ward stated that the iWorq system that is currently being developed will be user friendly, streamlined and will allow the Finance Department ladies to check and see if a business has paid their occupational tax or not and where we are at with that.

Mayor Hendrix referenced the events that were going on and that the City was trying to work with the individuals hosting the events to advise them to get a occupational license, and stated she has signed almost 200 occupational licenses.

City Manager Hayes commended Ginger for staying on top of the businesses to get them to pay their license fees and give them a chance before we go this route of code enforcement, and has done an excellent job with this and has actually drove around and drop off the licenses and also has drove around giving letters to the ones that have not gotten their license by giving them a friendly reminder. Mayor Hendrix stated that the consistency is great and that everyone is being treated the same.

Commissioner Stephenson stated that he believes when this is all said and done, that the City will get some pushback on these changes, and that he thinks that we should take time to read them, and Mayor Hendrix & City Manager Hayes clarified that these Ordinances have been on the books for a while, and that they have not been being enforced. Commissioner Stephenson suggested phasing them in slowly, and Mr. Ward confirmed that this is why there are only 3 on the agenda tonight.

11. Board Approval of First Reading of Ordinance No. 2025-05 (Code Enforcement Procedures)

Commissioner Stephenson referenced a section within the proposed Ordinance, and requested clarification on the meaning of the time frame to comply with the violation. Mr. Ward further explained to the Board on the procedures and time frame that take place for buildings in violation of the City Ordinance.

Motion to approve the FIRST READING of Ordinance No. 2025-05 to be read by title only was made by Vice-Mayor Huggins. Title read by City Attorney Maines. Motion seconded by Commissioner Redman. Motion passed 3-1 with Commissioner Stephenson opposed.

12. Board Approval of First Reading of Ordinance No. 2025-06 (Junk Vehicles)

Motion to approve the FIRST READING of Ordinance No. 2025-06 to be read by title only was made by Commissioner Redman. Title read by City Attorney Maines. Motion seconded by Vice-Mayor Huggins. Motion passed 3-1 with Commissioner Stephenson opposed.

13. Board Approval of First Reading of Ordinance No. 2025-07 (Overgrowth of Lawn)

Motion to approve the FIRST READING of Ordinance No. 2025-07 to be read by title only was made by Vice-Mayor Huggins. Title read by City Attorney Maines. Motion seconded by Commissioner Redman. Motion passed 3-1 with Commissioner Stephenson opposed.

14. Board Discussion on Proclamations (Fletcher Myers Day) – Vice Mayor Huggins

Mayor Hendrix referred to Vice-Mayor Huggins regarding this agenda item.

Vice-Mayor Huggins apologized to the Board and stated that he understands the proclamation that was done for Mr. Fletcher Myers at the funeral service, and wishes to withdraw this agenda item.

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15. Board Approval of 2026 Holiday Schedule for City of Lake Butler

Mayor Hendrix stated that this Holiday Schedule is the same as last year except for the additional days declared off by the Governor, which she does not agree with, and that is the change from last year.

City Manager Hayes explained that normally when the Governor does declare these days off, her role as a City Manager can be to only approve to work a ½ day and not allowed to shut down City Hall for a full day, and that normally the County shuts down, and the State of Florida does with the inmates, so that the days that Desantis does this, we do not have any inmates.

Commissioner Redman suggested doing what we have done before with closing a ½ day like before.

Motion to approve the 2026 Holiday Schedule and on additional days when the Governor declares a day off that the City Manager may at her discretion close for a ½ day for the City of Lake Butler was made by Commissioner Redman. Motion seconded by Vice-Mayor Huggins. Unanimous approval. Motion passed 5-0.

16. Request for New OPS Position

City Manager Hayes explained this agenda item which is an OPS position, and that we have had a gentlemen mowing our sprayfield and his contract ended, and that he does from April to September 30, and this would be a new OPS position from October to March, and during this time, what she wanted to do during this winter was to focus on all the City ditches and culverts, and that when she has been around town, she sees that some culverts you cannot even see, and that she wanted to create this position and that the gentlemen who was mowing the sprayfield is great with operating equipment, and that he has done an outstanding job mowing, and was hoping he would work with our mowing crews who will not be as busy during the winter and put him to cleaning out these ditches in the City.

City Attorney Maines asked if there were any restrictions from hiring the same person for this OPS position that was in the other OPS position and City Manager Hayes stated there were no restrictions to that, but only to the numbers of hours he can work.

Mayor Hendrix referenced the ditch policy that was put in place years ago that was never enforced.

City Manager Hayes said this has been on her radar since last year to get this done. Commissioner Redman asked if there was money in the budget to be able to cover this expense, and City Manager Hayes confirmed yes.

The Board requested City Manager Hayes to reach out to FDOT to see what ditches are their responsibility and the schedule they have. City Manager Hayes stated she would reach out to FDOT.

Mayor Hendrix referenced the fire hydrants that are not in good condition throughout the City, and Jason explained his understanding of the fire hydrants and their operations within the City. City Manager Hayes asked Jason to investigate this further.

Motion to approve the request for a new OPS Position was made by Commissioner Redman. Motion seconded by Vice-Mayor Huggins. Unanimous approval. Motion passed 5-0.

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

1. Fletcher Myers Park Dedication Ceremony
2. Update on Church property located across from Union County Farm Bureau – referred to Mr. Dave Mecusker
3. Update on Boat Ramp Improvement Project
4. Update on Improvements to the Community Center
5. Future Rental of the Community Center or Townsend Green Building – Right to Refuse

City Manager Hayes explained that we recently spent \$6,000, and the same weekend, we had almost \$1,000 worth of damage for the group that rented it, and that they have paid for the damages, but that she wanted the Board's approval for the Right to Refuse for people who go into our building and damage it especially after the citizen taxpayer's money has been spent and they are tearing it up, they did pay for it, and admitted it, and that Jason spent hours down there till almost 4am in the morning cleaning up from the damages, and City Manager Hayes stated that the line has to be drawn somewhere for this sort of issue, and that she wanted the permission to tell them you are not allowed to come back and rent it.

Motion to give the City Manager the authority for the right to refuse and terminate was made by Commissioner Redman. Motion seconded by Vice-Mayor Huggins. Unanimous approval. Motion passed 4-0.

6. Discussion on donations to private citizens

City Manager Hayes she has spoken with Mr. Maines on this matter, and asked him if he wanted to discuss this and Mr. Maines explained what has happened in the past, and discussed a way to keep donations out of a public meeting.

Mr. Maines clarified that what is being suggested is to stay away from private donations altogether, and that they can be paid personally, and that for donations for the Band and other functions, an email will be sent to the Commissioners instead of it being put on the agenda, which will make things easier. The Board was in agreement with Mr. Maines & Mrs. Hayes' suggestion regarding donations to private citizens.

18. Report from Public Works Department – Public Works Director Michael Gray

Public Works Director Michael Gray provided his report to the Board addressing the following items in the Public Works Department:

1. Cleanup of old WWTP located on SE 11th Street
2. Debris Pickup

Mayor Hendrix shared a couple of citizen comments. The first issue was a water break at the Mrs. Dukes rental property, and appreciated that the City staff went out immediately to jump on the problem and fix it and she appreciates the quick response.

Mayor Hendrix called Mrs. Hayes and asked her who mowed 3rd Street, the McDonald's street, and that they did an outstanding job, and wanted to let them know.

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

Lead WTP/WWTP Operator Jason Furman provided his report to the Board addressing the following items in the Water & Wastewater Department:

1. Update on Splash Park
2. Sewer Main Backup Repair
3. Update on Sprayfield

1. Update on Splash Park
2. Sewer Main Backup Repair
3. Update on Sprayfield
4. Arrival of Ground Penetrating Radar (GPR) for underground utility locates

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

Finance Director Dave Mecusker provided the following reports to the Board:

1. Monthly Financial Report for period October 1, 2024 through September 30, 2025
2. Reconciled Bank/Books – Status Report
3. 4th & Final Budget Revision for Fiscal Year 2024-2025

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

Motion to approve the 4th & Final Budget Revision for Fiscal Year 2024-2025 was made by Commissioner Redman. Motion seconded by Vice-Mayor Huggins. Unanimous approval. Motion passed 5-0.

21. Report of City Attorney – John E. Maines IV – Nothing to report.

22. Comments or Remarks by Commission

- Commissioner Sirmones – Absent
- Commissioner Stephenson – Asked about the Taj Mahal property. City Manager Hayes informed the Board that we received an offer but at the last minute, the buyer decided to not move forward and that the property is still being shown by the realtor. Asked about the Worthington Springs sign. City Manager Hayes stated that she has tried calling and sent emails and will have the guys take down the sign tomorrow. Asked to have a map for the City streets, City Manager Hayes stated we are working on that.
- Commissioner Redman – No Comment.
- Vice Mayor Huggins – Thanks Mrs. Hayes & staff for their hard work on the park, and thank you to Mayor Hendrix for allowing him to present at the ceremony. Asked about the latest update on the Wawa, and Mrs. Hayes provided an update to the Board that Hayden is working with them and asked him to explain. Hayden provided an update on the Wawa project.
- Mayor Hendrix – Thanked the staff for the hard work, and is glad to hear about the Splash Park.

23. Meeting Adjournment

Motion to adjourn the meeting was made by Commissioner Redman. Motion seconded by Vice-Mayor Huggins. Unanimous approval. Motion passed 5-0.
Meeting adjourned at 8:20pm.