



REGULAR CITY COMMISSION MEETING MINUTES

September 16, 2025

6:15PM

City of Lake Butler

200 SW 1st Street

Lake Butler, Florida 32054

MEETING MINUTES

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

Mayor Hendrix called the meeting to order at 6:13pm.

Roll Call:

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

Absent – Commissioner Redman

Opening Prayer led by Vice-Mayor Huggins.

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 Sirmones. Motion seconded by Vice-Mayor Huggins. 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.

Public Comments:

1. Lisa Huggins – 640 SE 4th Street – Stated concern and asked about the smell in the water, and how we will have to endure the smell. City Manager Hayes referred to Jason to explain. Jason explained that he spoke with CROM who was pulled off another job and should be coming back in 2 weeks and that they have another 2 weeks of work to complete before the project is finished. Mayor Hendrix stated it sounds like it is going to be another 4 weeks before the project is done.

4. Approval of Consent Agenda

- a. Planning & Zoning Board Meeting Minutes from August 19, 2025
- b. Regular City Commission Meeting Minutes from August 19, 2025
- c. Continued Fiscal Year 2025-2026 Budget Workshop Minutes from August 21, 2025
- d. Special City Commission Meeting Minutes from September 4, 2025
- e. 1st Public Hearing for Fiscal Year 2025-2026 Budget & Millage Rate Meeting Minutes from September 4, 2025
- f. Code Enforcement Report August 2025
- g. August 2025 WEX Invoice, activity report, and vehicle logs
- h. Animal Control Logs for August 2025
- i. Approval of Upgrades to the City sidewalk EAST of the Union County Courthouse and TWO (2) Handicap Parking Spaces located EAST of the Union County Courthouse

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

5. Board Approval of Amendment No. 1 to Engineering Services Agreement for FDEP 0.7 MGD SBR and Sprayfield Modifications FDEP Agreement No. WG088 for the City of Lake Butler – John Petrohovich

Mayor Hendrix referred to Mr. Petrohovich who is in attendance via Microsoft Teams to speak on this agenda item.

Mr. Petrohovich explains to the Board the purpose of this agenda item, which is ultimately bringing in federal language required by DEP.

Motion to approve Amendment No. 1 to Engineering Services Agreement for FDEP 0.7 MGD SBR and Sprayfield Modifications FDEP Agreement No. WG088 for the City of Lake Butler was made by Vice-Mayor Huggins. Motion seconded by Commissioner Sirmones. Motion passed 4-0.

6. Board Approval of Consent to Assignment and Assumption of Obligation for transfer of existing contract between City of Lake Butler & Mittauer & Associates, Inc. to CPH Consulting, LLC - John Petrohovich

Mayor Hendrix clarified that because Mittauer & Associates is now CPH Consulting LLC, that is why we have to make this change, and Mr. Petrohovich confirmed.

Motion to approve the consent to assignment and assumption of obligation for transfer of existing contract between City of Lake Butler & Mittauer & Associates to CPH Consulting LLC was made by Commissioner Sirmones. Motion seconded by Vice-Mayor Huggins. Motion passed 4-0.

7. Board Approval of Clean Water State Revolving Fund (CWSRF) Construction Loan Agreement WW630102 between Department of Environmental Protection (DEP) and City of Lake Butler (\$11,250,000) - John Petrohovich

Mayor Hendrix explained this agenda item, and that this is the grant for the \$11.25 million with a partial loan that we will be paying back, and that they sent over a contract, and she had a question about a date listed on page 24 on that agreement, and Mr. Petrohovich clarified to Mayor Hendrix's question, confirming the reason

that the date is August 9, 2023 because of how long it took the City to secure and show that we can pay the loan back and explained the SRF loan funding process.

Motion to approve the Clean Water State Resolving Fund (CWSRF) Construction Loan Agreement WW630102 between Department of Environmental Protection & City of Lake Butler for \$11,250,000 was made by Vice-Mayor Huggins. Motion seconded by Commissioner Sirmones. Motion passed 4-0.

Motion to adopt Resolution No. 2025-11 for authorization of the Construction Loan Agreement WW630102 between DEP & City of Lake Butler to be read by title only was made by Commissioner Sirmones. Title read by Mr. Maines. Motion seconded by Vice-Mayor Huggins. Motion passed 4-0.

Motion to authorize the City Attorney to sign the Legal Opinion Letter for the WW630102 Loan Agreement was made by Vice-Mayor Huggins. Motion seconded by Commissioner Sirmones. Motion passed 4-0.

8. Board Review and Discussion of Request for Qualifications (RFQ) for General Contractor Services for Townsend Green Building Rehabilitation Project - Douglas Sanders with Andy Easton & Associates

City Manager Hayes stated Mr. Doug Sanders is here this evening to present this agenda item, who came up and spoke to the Board regarding the process that took place, and stated that after several hearings and notices, we finally received a bid from Perry Roofing, but the bid was \$140 over the entire budget, so we immediately revised the budget, and that the funding was moved to focus on the roofing of the building at this time, and that we are asking the Board to approve this bid, and that a draft has already been sent to Tallahassee, and that if the Board does approve this bid, the contractor's agreement will be on the October 21st agenda to approve and sign that will go to Perry Roofing, and then there will be a pre-construction conference with Perry Roofing, and that we are giving them until the end of the year to be finished with the roof which is the deadline that was given to us by the State.

Mayor Hendrix clarified that the original plan was to replace the roof, flooring and windows, but because of the cost of everything, the main focus was redirected to the roof, and asked about the next agenda item stating that it must remain in historical standing and nothing can be changed for 10 years after the project is complete, and asked if somewhere down the line during the 10-year period, if we are able to replace the windows and the floor, are we able to do so and Mr. Sanders confirmed yes as long as it meets the requirements.

Motion to approve the Request for Qualifications (RFQ) for reroofing the Townsend Green Building to Perry Contracting was made by Vice-Mayor Huggins. Motion seconded by Commissioner Sirmones. Motion passed 4-0.

City Attorney Maines stated that even though there was only one bid, the proper procedure is to post the notice of award on the front door of City Hall.

9. Board Approval of State-Required Restrictive Covenants for the Townsend Green Building Rehabilitation Grant #26.h.sc.100.002 – Douglas Sanders with Andy Easton & Associates

Motion to approve the Restrictive Covenants for the Townsend Green Building Rehabilitation Grant #26.h.sc.100.002 was made by Commissioner Sirmones. Motion seconded by Vice-Mayor Huggins. Motion passed 4-0.

City Attorney Maines asked if these restrictive covenants need to be recorded as public record at the Clerk's Office and Mr. Sanders responded saying yes.

10. October 2025 Proclamation for American Pharmacists Month – William Garst

Mr. Garst is in attendance this evening to request Board approval to proclaim October 2025 as American Pharmacists Month in the City of Lake Butler, and said he does not mind reading the proclamation.

Motion to approve the proclamation for October 2025 to be proclaimed American Pharmacists Month was made by Commissioner Sirmones. Motion seconded by Vice-Mayor Huggins. Motion passed 4-0.

Mr. Garst read the proclamation, and also introduced the new Director Dr. Vithia An and asked if she could speak, and the Board welcomes Dr. An, who introduced herself and thanked the Board.

Mr. Garst thanked the Board for their approval, their service, and wishes them to be prosperous and healthy.

Mr. Garst also wanted to commend Hayden who he communicates with every year for helping him get on the agenda and commended his efficiency.

Photos were taken with Mr. Garst, Dr. An, and the Board.

11. Approval of Resolution No. 2025-12 – Designation of Administrative Authority & Administrative Official for Plats and Replats for the City of Lake Butler

Mayor Hendrix explained this agenda item and that it has to do with Senate Bill 784, which requires local governments to designate an administrative authority to receive, review, and process plats and replats and designate an administrative official responsible for approving, approving with conditions, or denying the proposed plats and replats.

The recommendation that we have that we would designate the City Manager's Office & City Manager.

Commissioner Stephenson asked if this is taking away the authority the Board has, and Mr. Maines clarified on the change in law that took place with this Senate Bill and that the law is directing the local government to make this change and do this work. Commissioner Stephenson asked if this was mandated, and Mr. Maines responded saying yes and explained that there have been several laws changing regarding land development.

Commissioner Stephenson asked what would happen if the Board does not pick someone. City Attorney Maines stated that nobody would have the authority to do this, because the Commission no longer has the authority, unless someone is designated. Mr. Maines informed the board that this document was prepared by the Planning Council and sent over to the City in response to this Senate bill, so the Planning Council actually prepared this language, and that he has had a handful of these in the cities he works for.

Mayor Hendrix reads over the Statute that was amended regarding this matter.

City Manager Hayes advised the Board that we will continue to go through Sandra and the planning council, and that her and Hayden will continue to work with them for advice and looking at these sorts of things.

Motion to adopt Resolution No. 2025-12 for Designation of Administrative Authority & Administrative Official for Plats & Replats for the City of Lake Butler to be read by title only was made by Vice-Mayor Huggins. Motion seconded by Commissioner Sirmones. Motion passed 3-1 with Commissioner Stephenson opposed.

12. Board Approval & Adoption of Ordinance No. 2025-01 for Application CPA 25-01 (Spires Inc.)

Mayor Hendrix recapped the first readings of the Ordinances at the last meeting.

Motion to adopt Ordinance No. 2025-01 for Application CPA 25-01 (Spires Inc.) to be read by title only was made by Commissioner Sirmones. Title read by City Attorney Maines. Motion seconded by Vice-Mayor Huggins. Motion passed 4-0.

13. Board Approval & Adoption of Ordinance No. 2025-02 for Application LDR 25-01 (City Commission)

Motion to adopt Ordinance No. 2025-02 for Application LDR 25-01 (City Commission) to be read by title only was made by Commissioner Sirmones. Title read by City Attorney Maines. Motion seconded by Vice-Mayor Huggins. Motion passed 4-0.

14. Board Approval & Adoption of Ordinance No. 2025-03 for Application Z 25-01 (Spires Inc.)

Mayor Hendrix asked to make sure that this agenda item is for the second reading, with the first reading read at the August meeting, and Administrative Assistant Page confirmed that was correct.

Motion to adopt Ordinance No. 2025-03 for Application Z 25-01 (Spires Inc.) to be read by title only was made by Vice-Mayor Huggins. Title read by City Attorney Maines. Motion seconded by Commissioner Sirmones. Motion passed 4-0.

15. Continued Board Discussion on Occupational License Fee Schedule for City of Lake Butler

Mayor Hendrix referenced the previous discussion regarding the Occupational License Fee Schedule, and wanted to remind the Board that we just approved the budget, and in that budget, these are the numbers that were used for the revenue for that budget, and her recommendation is to leave the fees this year, and possibly consider changing them next year, or else we will have a budget amendment right out the gate.

City Attorney Maines asked if the proposed schedule is revenue neutral, and Mayor Hendrix responded stating it is the existing schedule. City Manager Hayes stated that it is too late in the game to change it, but next year, we would have more time to review and discuss increasing the fee, but it is just best to let it go this year.

City Attorney Maines stated that he likes format of the list that was presented, and City Manager Hayes stated that Hayden looked at the old list and he simplified to what we are charging now.

Motion to approve the enclosed Occupational License Fee Schedule for the City of Lake Butler was made by Vice-Mayor Huggins. Motion seconded by Commissioner Sirmones. Motion passed 4-0.

16. Halloween Trick-or-Treating Date and Time for City of Lake Butler

Mayor Hendrix explained that at the last meeting, they discussed the Halloween hours, and that there is a football game on the 31st, and RMC is doing their event on the 25th, and that when the City posted their hours, there had been calls and discussions with board members about the football game being that night, and that it is senior night as well, so there has been a request that we reconsider the date originally picked on the 31st.

Mayor Hendrix suggested doing the event on the 25th when RMC does theirs. Mayor Hendrix stated that a citizen mentioned the kids coming to school after eating candy the previous night and being all hyper.

Motion to change the Halloween Trick-or-Treating Date and Time for City of Lake Butler to be on Thursday, October 30, 2025 from 6-8pm was made by Commissioner Stephenson. Motion seconded by Commissioner Sirmones. Motion passed 4-0.

City Manager Hayes stated what Elaine said about participating homes to leave their porch light on, and Mayor Hendrix stated it is listed on the flyer.

Mayor Hendrix stated that Mr. Thomas was the one asking, and asked if someone can let him know, and that he has been talking with Commissioner Redman.

17. City Manager's Report – Kimberly Hayes, City Manager

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

1. Reminder on Fletcher Myers Park Dedication
2. Update on Community Center Improvements
3. Update on Old Public Works Property located at 9422 SW SR 121 (update email enclosed)
4. Update on Boat Ramp Project (progress report enclosed)
5. New Code Enforcement Employee starts October 1, 2025

Commissioner Stephenson asked City Manager Hayes about an update on the Splash Park.

City Manager Hayes stated that she spoke with Mr. McDonald and a check will be issued for partial payment because he is having to reorder the pumps, and he is going to be working on the splash park.

Mayor Hendrix asked if we were working on a grant, and City Manager Hayes stated that in the future, we will be working on it.

Vice-Mayor Huggins asked about the Fletcher Myers Park, and asked City Manager Hayes to elaborate on what final touches need to be made. City Manager Hayes stated that Mike will give more of a detailed report of what still needs to be done.

Vice-Mayor Huggins asked about the sign at Fletcher Myers Park, and asked if there was going to be a plaque, and City Manager Hayes and Mayor Hendrix stated that the plaque is down there and set up.

Vice-Mayor Huggins referenced the new Code Enforcement Officer, and clarified that he will be part-time, and asked how many hours he will work each week. City Manager Hayes said he would work around 20 hours, 22 or 23 hours, it will be more at first, because he has been looking at our Ordinances and they need to be updated which will allow him to be able to do his job.

Vice Mayor Huggins asked about the salary, City Manager Hayes and Finance Director Mecusker stated he is coming in at \$22,000 a year which was included in the budget that was approved under contracted services following the resignation of Mr. Williams.

Vice-Mayor Huggins addressed the questions being asked of Mr. Williams, and stated that he was not trying to beat someone down, but was just asking questions and would like to talk to Mr. Williams who tendered his resignation to talk about the issue, but that he was not trying to force him out, he was just asking questions, and that concerns were raised, and thanked Mrs. Hayes for being speedy in getting a new Code Enforcement officer hired and brought in.

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

Public Works Director Michael Gray provides a report to the Board addressing the dedication prep for Fletcher Myers Park, going around the City filling lots of potholes, and that he has two new maintenance guys, and they have been going around picking up lots of trash piles trying to clean up the City, and repaired the PVC pipe at Lakeside Park from the vandalism incident but stated he is not sure if any mowing or anything is being done.

Mayor Hendrix stated that she spoke to Mrs. Hayes and that she saw someone down there walking the property but she has not seen any dirt brought down, and that they mowed, but that one was mowing and the other was watching, but she knows it is supposed to be biweekly, and did not see them weed eating, just mowing.

City Manager Hayes stated she has been in contact with one of the kids' dad, and that it was wet when they tried to mow it, and it was making worse ruts, but she said that last week when she talked to them, they were going to try again.

Vice-Mayor Huggins asked if we were responsible for leaning stop signs and Mr. Gray confirmed that yes, we are responsible.

Commissioner Stephenson asked about the Work Order Status Report and referenced a lot of meter checks, and asked about the several meter checks on the list.

Lead WTP/WWTP Operator Jason Furman explained that there has been a lot of meter repairs, and that he started with 90 meters and he is down to 6 that he will fix tomorrow, and then the City will be at 100% operation.

Commissioner Stephenson asked about the meter system that was purchased a few years ago, and asked what the capabilities of the system is, and Jason explained the system and its capabilities.

Commissioner Stephenson referenced the significant number of turn on and turn off work orders, and asked if it would help if the fee would be higher, and Mayor Hendrix & City Manager Hayes said that has already been increased to \$25.00, and Mayor Hendrix said that we already have a \$25.00 late fee and \$25.00 reconnect fee, and that the good thing is that we do not have the significant past due balances on the books.

Jason said that the number of meters that are turned off every month has drastically decreased.

Vice-Mayor Huggins referenced the issue he had with the water meter at his house, and stated that he raised concern on a \$5-7 spike in their bill, and reported it and Jason came out immediately, and was able to find a faulty piece of the meter, and get it immediately fixed, and commends Jason for being on the team and fixing these meters and training other staff members in the process, and that Hayden and Ginger have access to show a graph for the usage.

Vice-Mayor Huggins suggests possibly considering shortening the time frame in which the bill is due before it is late, and Mayor Hendrix stated that there have been so many fees charged to customers and that this can maybe be discussed next year.

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

Lead WTP/WWTP Operator Jason Furman provides an update to the Board regarding 2 minor water break repairs, the WWTP Effluent Pump, a lift station repair, an update on the Sprayfield Modifications Project, and the painting of the Sprayfield Sprinkler Poles.

Mayor Hendrix asked about a citizen that has reported a pipe sticking out of the ground from a water break a few years ago and asked if it can be fixed.

20. Reports from Finance Department – Dave Mecusker

Finance Director Dave Mecusker provides his financial reports to the Board, explaining the financial condition of the City as of August 31, 2025.

Mayor Hendrix thanks the staff working hard on the budget, closing the year out, and getting ready for the audit, and even getting down to the collection of water bills, and all the work done in Accounts Receivable and Accounts Payable, and that they have a very strong team.

Motion to approve the financial report for period October 1, 2024 through August 31, 2025 was made by Vice-Mayor Huggins. Motion seconded by Commissioner Sirmones. Motion passed 4-0.

21. Report of City Attorney – John E. Maines IV

Nothing to report.

22. Comments or Remarks by Commission

- Commissioner Sirmones – No comment.
- Commissioner Stephenson – No comment.
- Commissioner Redman – Absent.
- Vice Mayor Huggins – Referenced the passing of Ms. Martha Powell, and asked Mayor Hendrix about doing flowers from the City. City Attorney Maines stated that a flower arrangement can be sent, but the contributions would come from the City Commissioners, and not the City. The Board collectively agreed to get with Hayden or the City Manager on how much they want to contribute.
- Mayor Hendrix – No comment.

23. Meeting Adjournment

Motion to adjourn the meeting was made by Vice-Mayor Huggins. Motion seconded by Commissioner Sirmones. Motion passed 4-0.

Meeting adjourned at 7:46pm.