


SPECIAL CITY COMMISSION MEETING MINUTES



September 4, 2025
5:15PM
City Hall Lake Butler
200 SW 1st Street
Lake Butler, Florida 32054

CERTIFIED TO BE A TRUE &
EXACT COPY OF ORIGINAL



MEETING MINUTES

1. Call to order – Roll Call

Mayor Hendrix called the special meeting to order at 5:15pm.

Roll Call:

City Commission – Commissioner Sirmones, Vice-Mayor Huggins (Microsoft Teams), Commissioner Redman, Commissioner Stephenson, Mayor Hendrix

City Staff – Administrative Assistant Page, Finance Director Mecusker

Absent – City Manager Hayes & 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 Commissioner Stephenson. Unanimous approval. Motion passed 5-0.

3. Board Discussion on Rental Calendar for the Hal Y. Maines Community Center & Townsend Green Building

Mayor Hendrix explained the purpose of this agenda item, and stated that about a year ago, the Board discussed the renting of the Community Center and the date, and that the way the motion is written is costing us revenue, and the reason is because the date was January – December, and that Commissioner Stephenson mentioned that you cannot rent 1/1 until 1/1, so the Board decided to push it back to 10/1, so the conversation that took place was that on 10/1, you could start booking for the next year, but the way the motion went so that you cannot rent 10/1 right now until 10/1, so that the motion needs to say that as of 10/1, you can begin renting for the next calendar year, which is January – December, because it has created the same problem that was brought up, and that staff has been following the motion that was made.

Motion made that effective October 1st of each year, you can rent for the next calendar year which is January 1 – December 31 was made by Commissioner Redman. Motion seconded by Commissioner Stephenson. Unanimous approval. Motion passed 5-0.

Motion to allow rental of the buildings for the remainder of 2025 to be effective September 4, 2025 was made by Commissioner Redman. Motion seconded by Vice-Mayor Huggins. Unanimous approval. Motion passed 5-0.

4. Adjournment

Motion to adjourn the special meeting was made by Commissioner Redman. Motion seconded by Commissioner Stephenson. Unanimous approval. Motion passed 5-0. Meeting adjourned at 5:27pm.