



REGULAR CITY COMMISSION MEETING MINUTES

January 21, 2025

6:00PM

City of Lake Butler

200 SW 1st Street

Lake Butler, Florida 32054

AGENDA

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

Mayor Hendrix called the meeting to order at 6:00pm.

In Attendance:

City Commission – Vice-Mayor Huggins via Microsoft Teams, Commissioner Sirmones, Commissioner Stephenson, Mayor Hendrix.

Absent: Commissioner Redman

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

Opening Prayer was led by Commissioner Sirmones.

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 Sirmones. Motion seconded by Commissioner Stephenson. 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 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. Meeting Minutes from 11-19-2024
- b. Code Enforcement Report November 2024.
- c. November 2024 WEX Invoice, activity report, and vehicle logs
- d. Animal Control Logs for November 2024.

Motion to approve the consent agenda was made by Commissioner Stephenson. Motion was seconded by Commissioner Sirmones. Unanimous approval. Motion passed 4-0.

5. Update from Mittauer & Associates, Inc. regarding the LP WTP GST Replacement of Ground Storage Tank with Grant #LPA0314

Mayor Hendrix welcomed John Petrohovich & Greg Lang from Mittauer & Associates, Inc. who were in attendance via Microsoft Teams. Mr. Lang and Mr. Petrohovich provided an update to the board on the status of the replacement of the ground storage tank. Mr. Lang & Mr. Petrohovich stated that on December 20, 2024, we had the bid opening, 3 bids received, lowest bid came in around 1 million, which created a shortfall of about \$278,000 from the budget that was set for this project. Mr. Petrohovich stated that what they have done since then is reached out DEP who is administering the grant, and what Mittauer has proposed is a rehabilitation to the existing tank, and stated that DEP is amicable with the proposal, and that it would be up to DEP to approve to amend the agreement and scope of work. John from Mittauer updated the board with the suggested approach to rehabilitate the ground storage tank rather than replace it and explained to the Board that they have been in contact with FDEP regarding the change in scope of this project and the only thing that Mittauer is not sure of is if DEP will let Mittauer negotiate with the lowest bidder regarding the new approach. Mayor Hendrix explained that the City did come up short, and that a delegation meeting was held, and Commissioner Stephenson was in attendance as well, and that she told Senator Bradley & Representative Brannan about the shortfall. Mayor Hendrix also stated that in discussions with Mittauer, herself and City Manager Hayes were informed that the refurbishment of the storage tank was proposed to the previous City Manager but that the previous City Manager wanted to replace the tank, but did state that this option was provided previously to the City. Mayor Hendrix asked that with the refurbishing of the existing tank that is already there, how does that affect the citizens' water? Greg Lang did state that the water system has to be kept in place 24/7, and that the rehab would be bypassed to ensure that service is not interrupted during this process, and that rehabs are very common with storage tanks. Mayor Hendrix stated that she spoke with WTP/WWTP Operator Furman and stated that there may come a time when the water has a strange smell, and that more chemicals would have to be added, and wants to make sure that the water is safe for citizens and wants to make sure that the citizens are informed. City Attorney Maines asked about the possibility of negotiating with the lowest bidder and then discussing it with DEP. Greg Lang said that it is a possibility but stated that John had spent a lot of time talking to DEP, but even if DEP considered that option, the funding would be in the next fiscal year, and Mittauer asked if any funds were available, which DEP said there were not any funding available as of now, and Mittauer does not want to create a lag in the process. Greg Lang states that requests for appropriations can still be submitted and that Mittauer would draft the applications on the City's behalf with the City's direction. Mayor Hendrix stated that the current grant was for \$875,000 which is about to expire, but clarified that a request for an extension has been filed, which Mittauer confirmed there was an extension requested and approved. Vice Mayor Huggins asked Mr. Lang and Mr. Petrohovich how long this process would take and what kind of timeframe we are looking at. Mr. Lang & Mr. Petrohovich replied stating that they will know the timeframe once they receive

approval from the Board to continue with negotiations with FDEP and a detailed assessment of the tank, and stated that the main concern is the condition of the interior of the tank, the exterior is not as much of a concern, but will be addressed, and stated that the goal is to provide more information to the Board after speaking with FDEP, but Mr. Lang stated approximately a few weeks to a month and stated that FDEP works very efficiently. Mayor Hendrix stated that the goal is to get it completed before the grant funding expires, which would be within the year if we do the refurbish. Mayor Hendrix asked if this information was what Vice Mayor Huggins was asking for, and Vice Mayor Huggins confirmed it was. Mayor Hendrix stated that what Mittauer is asking for is a motion to approve the request by Mittauer to continue discussion with FDEP. Mr. Lang stated that as long as there is an overall consensus of the board, that they can proceed with this path, then a motion is not necessary, but referred to the City Attorney. City Attorney Maines stated that there are so many details within the proposed motion that the board proceed with the motion. Mayor Hendrix stated that because there is a change in scope of the work, replacement to a refurbish, to put a motion on the table which she has discussed with City Attorney Maines, to go ahead and refurbish the tank instead of replacement of the ground storage tank with Grant #LPA0314, subject to FDEP approval, so that when the approval is given by FDEP, there is nothing delaying the City from proceeding with this project, and will not slow anything up is what Mayor Hendrix and City Attorney Maines discussed earlier today. City Attorney Maines stated the proceeding with the motion eliminates the ambiguity and clarifies that this process is subject to DEP approval, which Mittauer confirmed. Motion to approve to refurbish instead of replacement of the ground storage tank with Grant LPA0314 pending DEP approval was made by Commissioner Stephenson. Motion seconded by Commissioner Sirmones. Unanimous approval. Motion passed 4-0. Mayor Hendrix asked if Mittauer would come back to the Board with an update and Mittauer confirmed that they would do so. Commissioner Stephenson asked if Mittauer can come to the next meeting to discuss the specifics of the project, and what it entails, and Greg Lang confirmed that they would be happy to come to next month's meeting to discuss this further, and stated that most likely the board will be seeing an amendment to the current agreement which will have more detail than what has been presented so far. Mayor Hendrix asked if anyone else had any questions for Greg or John from Mittauer, and the Board did not have any further questions, and Mayor Hendrix thanked Greg & John for their presentation.

6. 2024 Christmas Parade Float Contest Winners Presentation

Mayor Hendrix and the City Commission presented the 1st, 2nd, and 3rd Place winners of the 2024 Christmas Parade Float Contest with their certificates, prizes were mailed out to the winners. 1st Place was Lake Butler Hospital, award accepted by Reid Carswell & Nicole Horne. 2nd Place was Andrews Site Prep, award accepted by Megan Hezlitt & Brittany Andrews. 3rd Place was Union County Soccer Club, award accepted by Brittany Andrews on behalf of Union County Soccer Club. Photos were taken with the winners and the City Commission & City Manager.

7. Special Presentation for Andrews Site Prep

Mayor Hendrix and the City Commission presented Megan Hezlitt & Brittany Andrews of Andrews Site Prep with a plaque of appreciation on behalf of the City of Lake Butler, Florida, for their ongoing commitment and selfless contributions to the community and stated that the City will forever be grateful for their generosity to the community. Photos were taken with Megan Hezlitt & Brittany Andrews from Andrews Site Prep, City Commission & City Manager.

8. Peaceful Paths Lease Agreement for Townsend Green Building Office

The proposed lease agreement was provided to the Board for one (1) of the two (2) Townsend Green Building offices, under current contract with Peaceful Paths, Inc., the proposed lease would be for one (1) year, and the lease amount per month would increase from \$412.00 to \$425.00 per month, which is the amount of the other lease amount for the 2nd Townsend Green Building Office.

Motion to approve the Peaceful Paths Lease Agreement for one (1) of the two (2) Townsend Green Building offices between the City of Lake Butler and Peaceful Paths Inc. was made by Commissioner Stephenson. Motion seconded by Commissioner Sirmones. Unanimous approval. Motion passed 4-0.

9. 2025 Holiday Schedule

The proposed 2025 Holiday Schedule was provided to the Board for approval. Motion to approve the 2025 Holiday Schedule was made by Commissioner Sirmones. Motion seconded by Vice-Mayor Huggins. Unanimous approval. Motion passed 4-0.

10. Interagency/Public Works Agreement between Florida Department of Corrections & City of Lake Butler Florida for use of DOC Inmate Work Squads for Public Works Department

The agreement provided to the board was sent via email from Florida Department of Corrections for the 3-year renewal of the Interagency/Public Works Agreement between DOC and the City for use of inmate work squads for Public Works. Motion to approve the Interagency/Public Works Agreement between Florida Department of Corrections & City of Lake Butler Florida for use of DOC Inmate Work Squads for Public Works Department was made by Vice-Mayor Huggins. Motion seconded by Commissioner Stephenson. Unanimous approval. Motion passed 4-0.

11. City Manager Reports – City Manager, Kimberly Hayes

City Manager Hayes provided her monthly update to the board.

Report Item 1:

Update on Sprayfield Modifications Bid (closes at 2pm on February 4, 2025)

City Manager Hayes updated the board that the sprayfield modifications project has been advertised and that the bids close at 2pm on February 4, 2025. Commissioner Stephenson asked if a copy of the sprayfield modification plans are available, City Manager Hayes confirmed that yes, they are available, and would be sent to him, and asked if the rest of the Board would like to receive them, and the Board said yes.

Report Item 2:

Update on DOC Agreement

City Manager Hayes updated the board on the negotiations with DOC for wastewater services provided by the City to RMC.

Report Item 3:

Insurance Claims for Hurricane Debby & Hurricane Helene

City Manager Hayes explained to the Board that there were damages from Hurricanes Debby & Helene to some City property during the storms, and insurance claims were filed, and the City received \$74,008.47 in reimbursement for the insurance claims. City Manager Hayes stated to the board that in the next couple of months, the City will

advertise for bids for replacing the roof at the Public Works/Waterworks Maintenance Building, which was one of the buildings damaged from the storm.

Report Item 4:

Update on Townsend Green Building Rehabilitation Project

City Manager Hayes updated the board that the Townsend Green Building Rehabilitation Project should be starting very soon with the replacement of the roof, and informed the board that the architect is ready to go.

12. Reports from Finance Department – Dave Mecusker

Finance Director Dave Mecusker provided two reports to the board, the first report is the monthly financial report for period October 1, 2024 to December 31, 2024. Mr. Mecusker informed the board that the City is moving forward in a positive way, and that the finances look very good. Mr. Mecusker requested the board's approval on the financial report first, and then he would proceed to explain the budget amendment. Motion to approve the financial report for period October 1, 2024 to December 31, 2024 was made by Commissioner Sirmones. Motion seconded by Vice Mayor Huggins. Unanimous approval. Motion passed 4-0.

Mr. Mecusker presented Fiscal Year 2024-2025 Budget Amendment 1 for the 1st quarter. Mr. Mecusker explained to the Board that during the budget process, he stated that there would be 4 budget amendments that would take place, after the end of the 1st, 2nd, 3rd and 4th quarters of the fiscal year. Commissioner Stephenson asked Finance Director Mecusker what the net increase or decrease the budget had with this amendment. Mr. Mecusker replied that in an overall general sense, the budget decreased due to the amount in expenditures going down. Motion to approve Fiscal Year 2024-2025 Budget Amendment 1 was made by Commissioner Stephenson. Motion seconded by Commissioner Sirmones. Unanimous approval. Motion passed 4-0.

13. Reports of City Attorney – John Maines

City Attorney Maines stated he had nothing to report.

14. Comments or Remarks by Commission

- Commissioner Sirmones – thank you to everyone for working hard.
- Commissioner Sirmones – expressed a thank you to City Manager and staff for the outstanding work done during the water main break.
- Commissioner Redman – Absent
- Vice Mayor Huggins – No comment.
- Mayor Hendrix – thank you to everyone who helped with the water main break, and thanked City Manager Hayes for the continuous update alerts that were sent out, keeping the citizens informed, expressed appreciation for keeping citizens informed during the crisis.

15. Meeting Adjournment

Motion to adjourn the meeting was made by Commissioner Sirmones. Motion seconded by Commissioner Stephenson. Unanimous approval. Motion passed 4-0.

Meeting adjourned at 7:00pm.