

Edward L. McKinnon, Town Manager  
Amberly McMillan, Town Clerk



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**TOWN OF HAVANA  
REGULAR COUNCIL MEETING MINUTES  
April 26, 2022 6:00 P.M.**

**Member(s) Present:** Jennifer Stone, Eddie Bass, Decorkus Allen, Warkeen Jordan,  
Janice Hart, Nick Bert

**Member(s) Absent:** Dwight Vickers

The meeting was called to order at 6:00 p.m. by Mayor Janice Hart.

Invocation was given by Ms. Karen Kent.

Motion was made by Mayor Pro Tem Bert and seconded by Councilwoman Stone to approve the minutes from the March 29, 2022 Regular Council Meeting. Motion carried.

**Visitors:**

None

**Old Business:**

None

**New Business:**

**I. FLAG DEDICATION AND RESOLUTION BY GADSDEN COUNTY REPUBLICAN PARTY**

A Flag Dedication and Resolution from the Gadsden County Republican Party was presented to the Town of Havana Council by Doug Croley, Karen Watson, Jeff Moore, and Larry Clayton. Motion was made to accept flag dedications by Mayor Pro Tem Nick Bert and seconded by Councilman Stone.

**II. REQUEST TO APPROVE DOWNTOWN IMPROVEMENT COMMITTEE MEMBER**

Karen Kent presented to the Council a new member request, Mr. Jonathon Stevens, to be added to the Downtown Improvement Committee. Motion was made by Councilwoman Stone and seconded by Councilman Allen. Motion carried.

**III. REQUEST TO APPROVE THE CBD REVISED FINAL ORDINANCE**

A final reading by Title Only of the Central Business District's Revised Ordinance Number 387 was read by the Town Clerk. Motion was made to accept the revision by Mayor Pro Tem Bert and seconded by Councilwoman Stone. Motion carried.

**IV. DISCUSSION OF HPD CONSTRUCTION BIDS AND FUNDING OPTIONS**

The Havana Police Department Construction Bids were presented by the Interim Town Manager. The Construction Bids were between two bidders, RAM Construction and Tip Top Construction. Two addendums were added to the bid. The first addendum was to replace the awning to park the ambulance if EMS decided to join the location. The second addendum was for a Generac generator to operate the station in case of a storm. Both bids are higher than expected due to lumber cost increases. The funding choices presented are to get a low interest loan or to use American Rescue Act Funds to fund this project. Mayor Pro Tem Bert questioned if the Town could use Rescue Act monies, and the Interim Town Manager Smith agreed that Management Experts who has been contracted out to handle the funds for the Town agreed it would be permissible. Motion was made by Councilman Allen to do a low interest loan with the addendums selecting RAM Construction as the vendor to proceed, motion was seconded by Councilman Bass. Motion carried to proceed with Low Interest Loan with the addendums selecting RAM Construction as the lowest bid.

**V. APPROVE TASK ORDER FOR MANAGEMENT EXPERTS, LLC TO SEEK MITIGATION FUNDING**

The Interim Town Manager Smith requested the Councils approval to move forward with the Mitigation Grant Fund. He stated since the Town did not get funded by the Legislature for our Stormwater Repairs from last year, this grant was now available and would be a minimum of \$500,000. This will help with the issue on 8<sup>th</sup> Avenue with stormwater repairs at this location. The Manager informed the Council that there is a June deadline and Management Experts needs this Task Order approved in order to proceed with meeting deadline submissions. Motion to approve the Task Order was made by Mayor Pro Tem Bert and seconded by Councilman Bass. Motion carried.



**VI. APPROVE TASK ORDER FOR MANAGEMENT EXPERTS, LLC TO ASSIST WITH AMERICAN RESCUE FUNDS**

The Task Order presented by Interim Town Manager Smith requests approval for Management Experts, LLC to proceed with handling the American Rescue Funding for the Town of Havana. Motion to proceed with Management Experts handling American Rescue funds was made by Councilman Bass and seconded by Mayor Pro Tem Bert. Motion carried.

**VII. REQUEST FOR APPROVAL FOR A LOT SPLIT LOCATED AT 308 WEST 10<sup>th</sup> AVENUE**

A Zoning Application was submitted by SOGANOFLLA, LLC requesting to split a lot located at 308 West 10<sup>th</sup> Avenue. A letter was presented from the Apalachee Regional Planning Council stating they have reviewed the application and it is in compliance with our Comprehensive Plan and our Land Use Development Code. The Interim Town Manager is requesting the Town Council to approve the request for the split at this location. Motion was made to approve by Mayor Pro Tem Bert and seconded by Councilman Bass. Motion carried.

**VIII. REQUEST TO APPROVE SPECIAL EVENTS PERMIT FOR TALLAHASSEE HEIGHTS BAPTIST CHURCH**

The Interim Police Chief Lewis presents with a Special Events Permit Request from Tallahassee Heights Baptist to sell baked goods at Town Hall. All proceeds are for the church and it is classified as a non-profit. The Mayor asked if she was a resident of Havana, and the Interim Police Chief stated she was not. The Interim Town Manager recommended the Event Permit request be denied but that was up to the council. Councilwoman Stone made a motion to deny this request, seconded by Councilman Bass. Motion was denied.

**VIV. REQUEST TO USE CRA FUNDS FOR FAÇADE GRANT APPLICATION FOR SOUTHERN ACCENTS**

The Interim Town Manager informs the Council that every year the Town's CRA funds are anywhere from \$21,000 to \$23,000 dollars with about \$5000.00 of the monies going to the FAÇADE Grant Applications. There was a letter presented to the Council back in 2009 for the CRA monies to be extended to Stones Homes Center and 3<sup>rd</sup> Avenue. The Downtown Improvement Committee has nothing to do with this, they only handle the Downtown area. This year we had three applications for the Façade Grants. Two were approved and the third was outside of the area that the Downtown Improvement Committee is responsible for. Southern Accents is the application that has applied outside the downtown area. The Town Manager is responsible for the CRA funds and he requests approval of this grant application. Motion for approval was made by Mayor Pro Tem and seconded by Councilman Bass.



### **REPORT OF THE TOWN MANAGER:**

The Interim Town Manager Smith reports that the 2021 Annual Water Quality Report was reported to the state and mailed in the April bill to all customers.

The Town Auditors are scheduled to be in on May 9<sup>th</sup> to do the FY 2019-2020 audit. The Town Manager reports that the Town Clerk and him have submitted all the necessary paperwork for all the audit and that they will work diligently to see the audit through with a scheduled deadline of June 30<sup>th</sup>. Mayor Hart questioned if the Town was still using Bill Bogan to help with the Town Audit. The Town Manager stated he was being used as the Town's part time yearly contracted accountant to help with the audit.

We are continuing our right-of-way trimming; the Town did budget this task for \$185,000 this year. Due to the increase of expenditures of everything, the Town Manager reports that he made the decision to do half of the Town this year. The Town staff has got everything completed from 9<sup>th</sup> Avenue South. He states he will be getting with the new Town Manager to budget to do the second part in the fall starting from 9<sup>th</sup> Avenue North. We will then be in compliance with Florida Municipal Power Agency.

Our gas infrastructure update, just to let you know this Council is aware of the two projects the Town has. The Council did approve a low interest loan for \$38,000 dollars from Municipal Gas Authority of Georgia, our gas provider. This project will provide gas to the Twin Ponds Subdivision. Any customer in the area will have to pay a \$500.00 tap fee to be connected to the Towns utility. The other gas infrastructure update is a gas extension line is being ran to Faith Funeral Home. The Funeral Home has a crematory that is burning propane gas. The previous Town Manager, Mr. McKinnon had started this project before he left in January. It will cost the Town about \$10,000 but the Town will recoup the money very fast on this project because of the amount of gas the crematory is using.

Mayor Hart was congratulated for attended the Florida League of Cities Leadership Academy Training.

Next item is the request for 5<sup>th</sup> Street and 6<sup>th</sup> Avenue Stop Signs, Speed Signs, and Children At Play Signs that was reported by concerned citizens. The signs have been ordered and the Town Manager is hopeful they will be in place in the next couple of weeks.

There is a Zoning Application to sell portable buildings that has been submitted located where the old Havana Car Wash was. If sales go well, they will purchase the property permanently, currently they will be leasing.

**COUNCIL COMMENTS:**

Councilwoman Warkeen Jordan would like for the Town Manager to address the issue of the Havana Elementary School. She stated that people in her community have concerns about it being such an eye sore when entering the Town limits. The Town Manager stated that the Havana Police Department has an extensive code enforcement file on this area. It is at the point now where daily fines will have to be assessed in order to get the property back and looking nice. This is an ongoing process and will be assessed with the new Town Manager.

Councilman Bass had no comment.

Councilwoman Stone had no comment.

Councilman Allen had no comment.

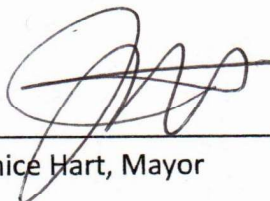
Mayor Pro Tem congratulates Mayor Hart for her Leadership Academy Training Accomplishment. He stated he also agrees with Councilwoman Jordan with the statement of the Havana Elementary School concerns.

Mayor Hart stated that she wants everyone to feel they have the opportunity to speak. If there is silence, she stated she has a tendency to move on.

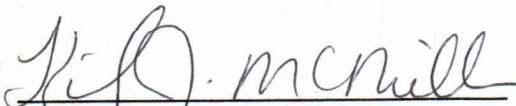
The Town Manager and the Town Council thank Councilwoman Jordan for her service.

Motion to pay bills was made by Councilman Allen and seconded by Councilman Bass. Motion carried.

Motion to adjourn at 7:20 p.m.

  
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Janice Hart, Mayor

**ATTEST:**

  
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Kimberly McMillan, Town Clerk