

**HAVANA TOWN COUNCIL
REGULAR COUNCIL MEETING
April 27, 2023 @ 6 p.m.**

The meeting was called to order by Mayor Pro Tem Bert at 6:00 p.m.

Roll Call:

Member(s) Present: Eddie Bass, Nick Bert, Janice Hart (by phone), Tim Loughmiller, Jenny Stone and Dwight Vickers

Member(s) Absent: Decorkus Allen

Motion to approve the minutes from the March 28, 2023 Regular Council Meeting and April 5, 2023 Call Meeting was made by Councilman Bass and seconded by Councilwoman Stone. Motion carried.

VISITORS:

N/A

OLD BUSINESS:

N/A

NEW BUSINESS:

Item #1 Ordinance No. 394 - Voluntary Petition for Annexation - Spooner

Item #2 Ordinance No. 395 - Voluntary Petition for Annexation - Nelson

Item #3 Ordinance No. 396 - Voluntary Petition for Annexation - Nelson

Mayor Pro Tem Bert discussed the proposed voluntary petition for annexation (parcel #2-34-2N-2W-0000-00341-0100, #2-34-3N-2W-0000-00341-0200 and #3-03-2N-2W-0000-00213-0400). He mentioned the council needs to wait and see the interest the property generates and revisit the annexation in another year. Councilman Bass agreed and stated the Manager is carrying a heavy load with no finance director and have a temporary clerk at this time.

Town Manager Kendrah Wilkerson stated a citizen, Ms. Sharon Flagg, contacted her and wants to speak on this issue but she is not in attendance. Mayor Pro Tem Bert asked if there were any additional commentary on this issue. With there being no

additional comments, motion was made by Councilman Bass and seconded by Councilwoman Stone to not annex the parcels at this time. Motion carried.

Item #4 - Public Hearing - Lot Split for Loughmiller

Mrs. Wilkerson, Town Manager, stated that any council member having reason to excuse themselves from this item of discussion and/or vote please state that now for the record and refrain from discussion and/or vote. Councilman Tim Loughmiller stated he will refrain from discussion and not vote due to a conflict of interest. The requestor, Mr. Tim Loughmiller, Sr., submitted an application to turn one lot into two lots (split evenly north and south). The application was sent to Apalachee Regional Planning Council for review and signs were placed on the property for public comment along with an ad published in the newspaper. After a brief discussion, motion was made by Councilman Vickers and seconded by Councilwoman Stone to approve the lot split for Mr. Loughmiller's property on 7th Avenue E. Motion carried.

Item #5 - Walking Park Bid Selection - Moved to May's Agenda

Item #6 - Generator Bid

Mrs. Wilkerson mentioned the Town was awarded a grant to install generators at several critical facilities, such as town hall, fire station, police department and the lift stations. An ad requesting bids for the project was ran on 3/28/23 and 4/4/23 in the Tallahassee Democrat. Only two (2) bids were received; Universal \$825,000 and the lowest bid was received from Lawson and Lawson, \$190,800. Mrs. Wilkerson stated the bids were discussed with the grant manager to make sure the lowest bid covered the scope of work and the Town is now waiting on confirmation. No motion is required for this item, this is for informational purposes only.

Item #7 - Certificate of Appropriateness for You Never Know

A zoning application was submitted to request the installation of a metal building on property located at 120 7th Avenue East. There was a brief discussion regarding the use of the building. It was indicated on the original application that the proposed space will be operating as a garden center. During the public hearing for the Planning/Historic Preservation Committee on 4/26/23, Mr. Becotte stated he intends to use the building as a retail space, not a storage warehouse. After a lengthy discussion, town manager read for the record the following conditions that were recommended by the Planning/Historic Preservation Committee. They were as follows:

Roofline must be raised to match the adjacent building. The front façade must have brick to the roofline. Owners must install brick wainscotting around the base of building and board & batten on upper half of building on the west side. Columns must also have brick wainscotting with board & batten. The windows on the west side must

be shown on the model created by the proposers, with the exception of the windows on the west side, which are optional but not required.

With the Council's approval, Mrs. Wilkerson asked that Mrs. Karen Bass speak on this issue. Mrs. Bass expressed concerns during the committee review meeting but was limited to her time and was unable to fully address potential issues with the project. Mrs. Bass stated she served as a council member and is also an engineer. Mrs. Bass advised the council of her opinion and technical review of the project. She mentioned this is the first new building since the adoption of the certificate of appropriateness and the council must consider what is written in the ordinance. The previous council went through several years of public hearings and workshops to develop what is now in the zoning code and the council must enforce the ordinance. Mrs. Bass stated the concern going forward, any applicant will have a right to install a metal building downtown if the ordinance codes are ignored. The applicant must be clear of the intentions with no confusion.

Mr. Tony Lombardo, 312 1st Street NW, addressed the council. His concern is that the council is entertaining a business to deviate from the codes which is looking to place a storage container in the downtown area. If the council allows this to happen, others will do the same. The ultimate goal is to have an economic vision for downtown.

After a lengthy discussion regarding the Certificate of Appropriateness, a motion was made by Councilman Vickers and seconded by Councilman Bass to postpone the request. Motion carried.

Item #8 - Fee Increase, Utility Connection and Security Deposit

Mrs. Wilkerson stated that any council member having reason to excuse themselves from this discussion and/or vote please state that for the record and refrain from discussion and/or vote as appropriate.

This agenda item is to seek council's approval to increase the connection fee and utility deposit fee for customers. The town currently charges a set utility connection fee of \$25 for new customers, regardless of how many services the customer is activating. Mrs. Wilkerson explained the connections require the town crews to turn on the services at different meters and the town have different staff members that work on different meters. She proposed that the town charge \$25 per service for each service requested to cover the cost of labor, fuel, and wear and tear on the town's equipment and vehicles. Mrs. Wilkerson also recommends increasing the utility deposit amounts to mitigate bad debts. She researched other utilities such as the City of Quincy and their cost is \$280 for a security deposit with no consideration for credit or ownership verses rental. The town's current charges are as follows; owners - \$50, \$75, \$100 and renters \$200, \$300 and \$400. Her recommendation is to increase the deposit amounts accordingly; owners \$150, \$175, \$200 and Renters \$225, \$325 and

\$425. Motion was made by Councilman Bass and seconded by Councilwoman Stone to increase the connection fees and the security deposit fees as recommended by the town manager. Motion carried.

Item #9 - Meeting Frequency

Mrs. Wilkerson stated she had a concern raised in regards to the frequency of the council meetings. Currently, the council meets once per month on the last Tuesday of each month. There are some months where the council can benefit from more meetings. She also stated additional meetings can be called and scheduled as needed. After a brief discussion, motion was made by Councilwoman Stone and seconded by Councilman Vickers to postpone the discussion of the meeting frequencies until the newly elected members are onboard. Motion carried.

Item #10 - Firemen Pension Board Members

Mrs. Wilkerson updated the council on the current Firemen Pension Board members. They are Don Harrison and Donna Dunn, appointed by the Fire department; Kendrah Wilkerson and Tim Loughmiller, appointed by the Town Council; and Lester Beach, appointed by the Pension Board. The members will serve a two-year term effective April, 2023. Kendrah Wilkerson was also elected chairperson and Donna Dunn was elected secretary.

Mrs. Wilkerson also advised that Rockwood Capital Advisors is being acquired by Shelton Capital Management. This will result in an assignment of the town's contract from Rockwood to Shelton. It is believed that all staff and the town's advisor, Mr. Andy Holtgrieve, will become employees of Shelton and the town will continue the same service we have always received. If not approved, the council will have to find a new firm to manage the pension fund by May 18, 2023. Mrs. Wilkerson stated she recommends approval to execute acknowledgment of consent to the assignment of the contract. Motion was made by Councilman Bass and seconded by Councilwoman Stone to approve the contract with Shelton Capital Management. Motion carried.

Item #11 - Parcel Rezoning

This is a request to set the date for a public hearing to amend the town's land use map. Mrs. Wilkerson stated the town's comprehensive plan will also be updated. The public hearing will be for discussion and informational purposes only. After a brief discussion, the public hearing date will be scheduled for 5:30 p.m. on May 30, 2023. Motion made by Councilman Loughmiller and seconded by Councilman Bass. Motion carried.

Item #12 - Historic Preservation/Planning Committee - Request for Appointee Names

Mrs. Wilkerson advised during the previous meeting the council discussed appointing seven (7) members to the Historic Preservation/Planning Committee. She recommends each council member name one (1) person to serve on the committee at the upcoming meeting in May. Motion to approve the manager's recommendation was made by Councilman Bass and seconded by Councilwoman Stone. Motion carried.

Report of the Town Manager

Mrs. Wilkerson gave a brief overview of the town's public safety report. The volunteer fire department responded to 23 events during the month of March and there were 169 events reported from the Havana Police Department.

Mrs. Wilkerson reminded the council of the ethics training requirement for each council members.

The auditors and Florida Municipal Power Agency (FMPA) are both on site conducting the town's audit. Mrs. Wilkerson stated she feels really confident about the progress of the audit.

There was a request to host a Town Hall meeting here in the council chambers on May 3, 2023 at 6pm. The council members are invited and welcome to attend.

Mrs. Wilkerson mentioned the outcome of the town's election. There are two (2) new members, Mrs. Tabatha Nelson and Ms. Penny Key. They are both in attendance and we welcome them. Councilwoman Stone stated this is her last meeting but the town will be in good hands with Ms. Key. Mrs. Wilkerson thanked Councilwoman Stone for serving the Havana community.

COUNCIL COMMENTS:

N/A

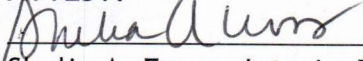
Motion to pay bills was made by Councilman Bass and seconded by Councilwoman Stone. Motion carried.

Motion to adjourn at 7:05 p.m.



Nick Bert, Mayor Pro Tem

ATTEST:



Shelia A. Evans, Interim Town Clerk