

**HAVANA TOWN COUNCIL  
REGULAR COUNCIL MEETING  
AUGUST 31, 2021 6 pm**

**Member(s) Present:** Decorkus Allen, Eddie Bass, Nick Bert, Janice Hart, Jenny Stone and Dwight Vickers

**Member(s) Absent:** Warkeen Jordan

The meeting was called to order by Mayor Hart.

Invocation was led by Councilman Decorkus Allen followed by the Pledge of Allegiance.

Motion to approve the minutes from the July 27, 2021 Regular Council Meeting was made by Mayor Pro Tem Bert and seconded by Councilman Bass. Motion carried.

**VISITORS:**

Mrs. Terri Paul, Havana Main Street, inquired about Waste Pro's decision regarding the dumpsters downtown. Mr. Johnson reported Waste Pro will not split contracts and the dumpster service will not change at this time. After a brief discussion, Mr. Johnson stated he will continue the conversation with Waste Pro.

**PRESENTATION:**

Chief Tracy Smith introduced the town's new K-9, Charlie. Charlie was donated by Promise Land Proud Bloodhounds and will be an asset to the Town and Gadsden County to assist with tracking. Her handler will be Officer Amanda Winters. Mr. Johnson thanked Chief Smith and Officer Winters for the presentation.

**OLD BUSINESS:**

N/A

**NEW BUSINESS:**

A request was made to subdivide the property located at 408 5<sup>th</sup> Street SW. The owner is requesting to have two (2) separate residences on the property. Final approval will be considered at the next meeting. Motion was made by Councilman Bass and seconded by Mayor Pro Tem Bert to approve the subdivision of the property. Motion carried.



Mr. Johnson explained the proposed request to subdivide the property located at 204 2<sup>nd</sup> Street NW. The property is owned by Planters Exchange. Mr. Johnson mentioned his conversation with the planning consultants, Apalachee Regional Planning Council, regarding this request. The Council should be aware of a vital piece that is critical to making this decision. Upon approval, the parcel will be reduced down to a size that will not be buildable for this zoning area. This proposed request will also need final approval before moving forward. Motion was made by Mayor Pro Tem Bert and seconded by Councilman Bass to approve the proposed subdivision of this lot. Motion carried.

OMI presented Amendment #12 to their annual contract. OMI is the contractor managing the town's wastewater treatment plant. Mr. Johnson gave an overview of the amendment increase and explained the two options for payment presented by OMI. Mr. Johnson stated he recommends the council pay the actual cost of the contract increase. Motion made by Mayor Pro Tem Bert and seconded by Councilman Bass to approve the amendment presented by OMI and pay the amount recommended by the Town Manager. Motion carried.

Resolution No. 2021-05R is to approve the disbursement of firemen pension funds. The resolution will authorize the Town Manger to pay retirement to a fireman by a lifetime payout. The resolution is a requirement to begin the process. Mr. Johnson stated this motion must be made by roll call. After a lengthy discussion regarding the firemen training, certifications and payments, a motion was made by Councilman Bass and seconded by Councilman Allen to approve Resolution No. 2021-05R. Motions were as follows; Councilman Allen, yes; Councilman Bass, yes; Councilwoman Stone, yes; Councilman Vickers, yes; Mayor Pro Tem Bert, yes; and Mayor Hart, yes. Motion carried with no oppositions.

Mrs. Edna Hall Whitehead, Havana Main Street, is requesting to place festive pumpkin decorations around town and on town's property. A special event form was submitted for approval. The decorations will be taken down no later than November 1, 2021. Motion to approve the request was made by Mayor Pro Tem Bert and seconded by Councilman Bass. Motion carried.

A special events permit was presented for approval. Blessings of Hope Empowerment Outreach is requesting to host a benefit fundraiser at the Hazel Baker Community Center. Their plans are to have a fish fry to assist them with purchasing turkeys and hams for a giveaway to benefit the seniors in the Havana community. Motion to approve the event was made by Councilman Allen and seconded by Councilman Bass. Motion carried.



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

Mr. Johnson gave an update on the lien placed against the Town by Planters Exchange. The lien was dismissed in court and the matter is resolved.

Per the state guidance, the firefighters pension fund actuary report is currently being conducted and is near completion. This item was mentioned during the 2018-2019 financial audit.

Mr. Johnson advised the Town has been awarded design funding from the State Revolving Fund for the improvements at various lift stations. The designs will need to be completed in order to submit the plans to Florida Department of Environment Protection (FDEP) by December 21, 2021 for construction funds to be awarded in February, 2022.

Mr. Johnson reported on the FDEP consent order update. The most recent consent order update reference our progress towards improving the town's wastewater system has been submitted to the State along with the consent agreement.

At the September regular meeting, the Town will host a public hearing confirming the council's support for a grant to fund the 25% match for the lift station generator project. This public hearing is a requirement to receive funding from Florida Department of Economic Opportunity (FDEO) Hazard Mitigation Grant. The generator additions are critical to the lift stations and are also part of the consent order with the town's wastewater system.

Mr. Johnson discussed the fire hydrant painting contest. The contest will be conducted on October 2, 2021.

The town's newsletter is being drafted. Mr. Johnson advised if any items are to be added to please contact the office prior to October 11, 2021.

Mr. Johnson reported on the American Rescue Plan (ARP) funds. The agreement was executed and submitted to the State. The funds were \$717,000 and have increased to \$855,458. The Town will receive funds in two (2) increments. At this time, there is no exact date of receipt.

Mr. Johnson mentioned a conversation with a citizen regarding the town's utility billing process. He explained if there are over 31 days on a customer's bill, the council can decide to grant a courtesy extension. This is being mentioned for information purposes only and the council can bring it back during another meeting if desired. Mr. Johnson reminded the council that most utility companies average a number of 29 - 35 billing days on a customer's bill due to certain circumstances, such as inclement weather, holidays or small staff.

**COUNCIL COMMENTS:**

Councilman Bass expressed his concerns regarding the meter reading process. Mr. Johnson advised he will speak with Councilman Bass to get this addressed.

Mayor Pro Tem Bert inquired about 12<sup>th</sup> Avenue. Mr. Johnson stated the town crew is working diligently to resolve the problem. Engineers have been on site. After a lengthy discussion, Mayor Hart advised this has been ongoing and the town needs to be proactive and possibly seek assistance from other entities.

Councilman Allen mentioned several sink holes located behind the old elementary school that are dangerous. This is a major concern with children walking in the area. Chief Smith advised the owners were notified by letter and they are aware of the problem.

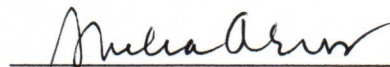
Motion to pay bills was made by Mayor Pro Tem Bert and seconded by Councilman Bass. Motion carried.

Motion to adjourn.

---

Janice L. Hart, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Shelia A. Evans, Town Clerk





# APALACHEE REGIONAL PLANNING COUNCIL

Serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla counties & their municipalities

LOCAL PARTNERSHIPS, REGIONAL IMPACT.

August 18, 2021

Town of Havana  
Attn: Shelia A. Evans, Town Clerk  
P.O. Box 1068  
Havana, FL 32333-1068

**RE: Application for Zoning Certificate, Havana – Parcel ID # 2-34-3N-2W-0000-00132-0600**

Dear Ms. Evans:

In reference to the recent Application for Zoning Certificate, the purpose of this letter is to approve, approve with conditions, or deny the requested change.

The requested change involves parcel ID # 2-34-3N-2W-0000-00132-0600, described as 408 5<sup>th</sup> St SW, Havana, Florida 32333 in the Development District.

The applicant intends to subdivide the 11-acre parcel into two parcels at 5.5 acres each. Considering the information provided, Apalachee Regional Planning Council recommends approval of the application.

Please do not hesitate to contact me if you have any questions. I can be reached by email at [csmith@arpc.org](mailto:csmith@arpc.org) or by phone at 850-488-6211 ext. 108.

Sincerely,

Caroline Smith  
Economic Development Manager

RECEIVED  
AUG 17 2021

### APPLICATION FOR ZONING CERTIFICATE

No development permitted by this Ordinance, including accessory and temporary uses, may be established or changed; no structure shall be erected, constructed, reconstructed, altered, razed, or removed, and no building used, occupied, or altered with respect to its use after the effective date of this Ordinance until a Zoning Certificate has been secured from the Zoning Officer.

Nothing herein shall relieve any applicant of the additional responsibility if seeking any permit required by any applicable Florida Statute, Ordinance, or regulation in compliance with all the terms of this Ordinance.

Information must be submitted with the appropriate fee to begin processing. Supporting information, as required on this application must be provided unless waived at the pre-application conference.

#### FEES REQUIRED FOR EACH TYPE OF APPLICATION:

- 1. Application for Zoning Certificate:
  - A. Single Family Dwelling NO FEE
  - B. Commercial \$150.00
  - C. Multifamily \$150.00 (first 6 units + \$10.00 per unit over 6)
  - D. Home Occupation \$150.00
  - ~~E. Sub-Divide Lot \$150.00~~

#### ALL DATA AND EXHIBITS SUMMITTED BECOME A PERMANENT PART OF THE APPLICATION.

Date: 8/16/21

Name of Applicant(s): Penny Key

Applicant's Mailing Address: 9178 Havana Hwy

City: Havana State: FL Zip: 32333

Applicant's Phone Number: Cell Home: (850) 510-4940 Business: \_\_\_\_\_

Is the applicant the owner of the property? Yes X No \_\_\_\_\_

✓ If applicant is the owner, indicate exactly as recorded, and list all other owners, if any.

na If applicant is a lessee, attach copy of lease, and indicate actual owners if not indicated on the lease. (Permission of owner to operate a home occupation is required, if applicant is a lessee.)

na If applicant is a contact purchaser, attach a copy of contract, and indicate actual owner's name and address.



Legal description of parcel(s) for which the certificate is sought

SECTION 34 TOWNSHIP 3N RANGE 2W  
2-34-3N-2W-0000-00132-0400

Size of property: ft. \_\_\_\_\_ ft. \_\_\_\_\_ Acres 11.07

Address of subject property: 408 5th St SW

Are there any existing structures on the property? Yes

Type: Frame X Concrete Block \_\_\_\_\_  
Mobile Home \_\_\_\_\_ Other \_\_\_\_\_

AFFIDAVIT

I we, Penny Kelly being first duly sworn, depose and say that I am/we are the owners of the property described herein and which is the subject matter of the proposed Zoning; that all the answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of this application, are honest and true to the best of our knowledge and belief. I understand this application must be completed and accurate before any action can be taken. I further permit the undersigned to act as our representative in any matter regarding this Petition.

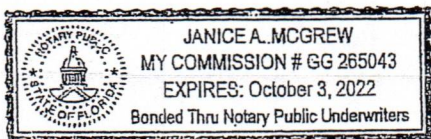
[Signature]  
Signature of Owner

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Signature of Owner

SWORN TO AND SUBSCRIBE BEFORE ME THIS 11th DAY OF August,  
2021.

[Signature]  
Notary Public  
Commission Expires: \_\_\_\_\_



The following are specific items that must accompany this application:

✓1. A map of the subject property showing: a) its boundary dimensions; b) location of all existing streets; c) identify any and all easements; f) show all adjacent property uses.

✓2. A statement of the proposed use of the parcel: Subdivide 11 Acres into  
two 5.5 Acres - Both Residential w/  
Zoning District: Residential Houses

Neighborhood Conservation: X Development District: \_\_\_\_\_

Urban Core: \_\_\_\_\_ Urban Core II: \_\_\_\_\_ Industrial: \_\_\_\_\_

✓3. A site plan of the layout of the property, drawn to scale, showing the location and exterior dimensions of all existing and proposed buildings in relation to the parcel and the street lines.

Set Backs: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_

✓4. Statement of proposed utility use: Electric X Gas \_\_\_\_\_ Water X

Sewer X Septic Tank \_\_\_\_\_

~~na 5. Stormwater runoff calculations, if applicable.~~

Residential use: \*Calculate the imperious surface ration \_\_\_\_\_

(\*<0.26 requires no detention on or off site)

✓6. The location and dimension of all existing and proposed vehicle drives, entrances and exits. (This can be done on the site plan.) For all residential uses, except in the Urban Core, provision must be made for off-street parking.

~~na 7. For commercial use only: The location, size arrangement and capacity of all areas to be used for off-street parking and off-street loading.~~

The number of parking spaces: \_\_\_\_\_

~~na 8. The location, height, and composition material of all walls, fences, or other structures to be utilize in providing the bufferyards required by this Ordinance.~~

~~na 9. For Performance Subdivision: An open-space plan showing the location, dimensions, and arrangements of all open spaces, yards, and bufferyards, including specification of all plant materials to be utilized in providing the bufferyard and landscaping required by this Ordinance and including the specification of any use planned for open-space or bufferyard areas.~~

~~na 10. The location and dimension of all existing and proposed pedestrian entrances, exits and walkways.~~

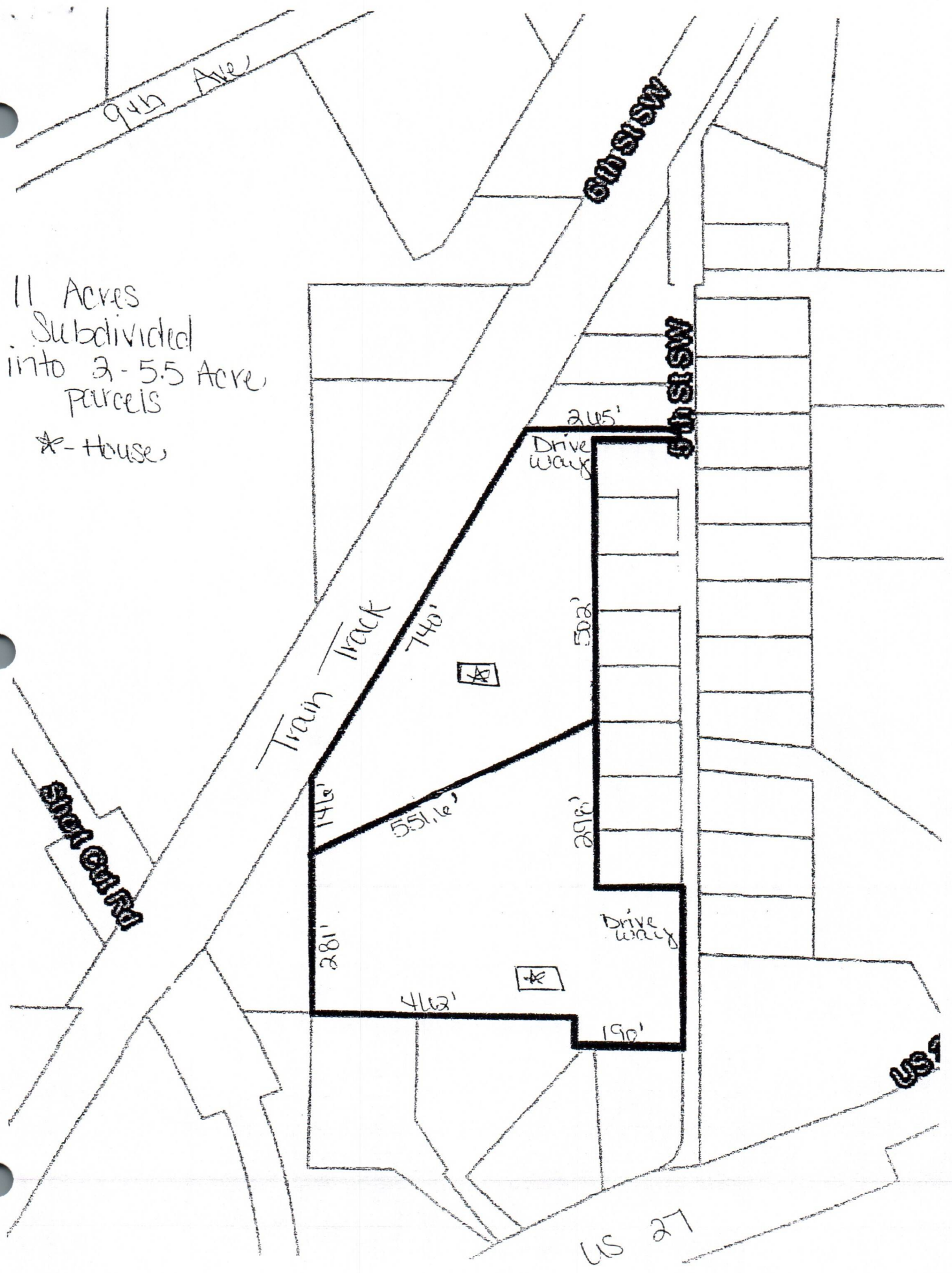


Additional requirements for commercial applicants:

1. The location, size height, composition materials, illumination, and orientation of all signs.  
(Sign Permit required.)
2. A certificate of compliance with Section 4615 (exterior lighting) signed by the applicant's engineer or plans and specification of the engineer of plans and specification of the proposed lighting, if required by Section 4615.
3. If the applicant relates to property scheduled for phased development, the proposed layout of the total projected development shall be indicated and each phase's projected scope and time period indicated to the extent possible.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_



11 Acres  
 Subdivided  
 into 3-5.5 Acre  
 parcels  
 \* - House



**Thomas P. Skipper**  
**Professional Surveyor and Mapper**  
**16 East Washington Street**  
**Quincy, Florida 32351**  
**(850) 627-9754**

12 August 2021

**Legal Description for Penny Key**  
**South Part with Home – 5.82 acres**

A parcel of land lying in Section 34, Township 3 North, Range 2 West, Havana, Gadsden County, Florida, more particularly described by metes and bounds as follows:

COMMENCE at an iron pipe (3/4 inch – no ID) marking the Northeast corner of the West one half of the Southwest one quarter of the Northeast one quarter of said Section 34, also said point lying on the Westerly right of way boundary of Fifth Street Southwest (30 foot right of way) and run;

Thence South (BEARING BASE) along said Westerly right of way boundary a distance of 279.60 feet to a point;

Thence West 150.00 feet;

Thence South 500.00 feet to a point for the POINT OF BEGINNING.

From said POINT OF BEGINNING thence continue South 300.00 feet;

Thence East 150.00 feet to a point on said Westerly right of way boundary;

Thence South 00 degrees 30 minutes 16 seconds West along said Westerly right of way boundary a distance of 290.88 feet to the Northeast corner of lands as described in Official Record Book 688, page 153 of said Public Records;

Thence North 89 degrees 57 minutes 18 seconds West along the Northern boundary of said lands and the projection thereof a distance of 196.10 feet;


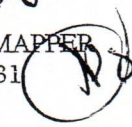
Thence North 00 degrees 02 minutes 42 seconds East 50.00 feet to a point on the Southern boundary of said West one half of the Southwest one quarter of the Northeast one quarter;

Thence North 89 degrees 57 minutes 18 seconds West along said Southern boundary a distance of 460.04 feet to an iron pipe (1 inch-no ID) marking the Southwest corner of said West one half of the Southwest one quarter of the Northeast one quarter;

Thence North 00 degrees 26 minutes 06 seconds East along the Western boundary of said West one half of the Southwest one quarter of the Northeast one quarter a distance of 280.00 feet;

Thence North 62 degrees 47 minutes 48 seconds East 569.53 feet to the POINT OF BEGINNING.

Containing 5.82 acres more or less.

  
THOMAS P. SKIPPER  
PROFESSIONAL SURVEYOR AND MAPPER  
FLORIDA LICENSE NUMBER LS 3031 

**Thomas P. Skipper**  
**Professional Surveyor and Mapper**  
**16 East Washington Street**  
**Quincy, Florida 32351**  
**(850) 627-9754**

12 August 2021

**Legal Description for Penny Key**  
**North Part – 4.87 acres**

A parcel of land lying in Section 34, Township 3 North, Range 2 West, Havana, Gadsden County, Florida, more particularly described by metes and bounds as follows:

COMMENCE at an iron pipe (3/4 inch – no ID) marking the Northeast corner of the West one half of the Southwest one quarter of the Northeast one quarter of said Section 34, also said point lying on the Westerly right of way boundary of Fifth Street Southwest (30 foot right of way) and run;

Thence South (BEARING BASE) along said Westerly right of way boundary a distance of 255.00 feet to the Southeast corner of lands as described in Official Record Book 32, page 341 of the Public Records of said county for the POINT OF BEGINNING.

From said POINT OF BEGINNING thence continue South 24.60 feet;

Thence West 150.00 feet;

Thence South 500.00 feet;



Thence South 62 degrees 47 minutes 48 seconds West a distance of 569.53 feet to a point on the Western boundary of said West one half of the Southwest one quarter of the Northeast one quarter of Section 34, said point being North 00 degrees 26 minutes 06 seconds East 280.00 feet from an iron pipe (1 inch-no ID) marking the Southwest corner of said West one half of the Southwest one quarter of the Northeast one quarter;

Thence North 00 degrees 26 minutes 06 seconds East along said Western boundary a distance of 149.57 feet to a point of intersection of said Western boundary and the Southeasterly right of way boundary of the CSX Railroad (150 foot right of way claimed by railroad);

Thence North 31 degrees 15 minutes 41seconds East along said Southeasterly right of way boundary a distance of 743.32 feet to a point on the Southern boundary of said lands as described in Official Record Book 32, page 341;

Thence East 269.65 feet to the POINT OF BEGINNING.

Containing 4.87 acres more or less.

  
THOMAS P. P. SKIPPER  
PROFESSIONAL SURVEYOR AND MAPPER  
FLORIDA LICENSE NUMBER LS 3031 



RECEIVED  
AUG 26 2021

### APPLICATION FOR ZONING CERTIFICATE

No development permitted by this Ordinance, including accessory and temporary uses, may be established or changed; no structure shall be erected, constructed, reconstructed, altered, razed, or removed, and no building used, occupied, or altered with respect to its use after the effective date of this Ordinance until a Zoning Certificate has been secured from the Zoning Officer. Nothing herein shall relieve any applicant of the additional responsibility if seeking any permit required by any applicable Florida Statute, Ordinance, or regulation in compliance with all the terms of this Ordinance.

Information must be submitted with the appropriate fee to begin processing. Supporting information, as required on this application must be provided unless waived at the pre-application conference.

#### FEES REQUIRED FOR EACH TYPE OF APPLICATION:

- 1. Application for Zoning Certificate:
  - A. Single Family Dwelling NO FEE
  - B. Commercial \$150.00
  - C. Multifamily \$150.00 (first 6 units + \$10.00 per unit over 6)
  - D. Home Occupation \$150.00
  - E. Sub-Divide Lot \$150.00 *paid 8-26-2021*

#### ALL DATA AND EXHIBITS SUMITTED BECOME A PERMANENT PART OF THE APPLICATION.

Date: 8/26/2021

Name of Applicant(s): Wayne H. Gregory (owner)

Applicant's Mailing Address: 204 2<sup>nd</sup> Street NW, Havana, FL 32333

City: Havana State: Florida Zip: 32333

Applicant's Phone Number: Home: (850) 508-4766 Business: (850) 539-6343

Is the applicant the owner of the property? Yes  No

         If applicant is the owner, indicate exactly as recorded, and list all other owners, if any.

         If applicant is a lessee, attach copy of lease, and indicate actual owners if not indicated on the lease. (Permission of owner to operate a home occupation is required, if applicant is a lessee.)

         If applicant is a contact purchaser, attach a copy of contract, and indicate actual owner's name and address.

Legal description of parcel(s) for which the certificate is sought

SECTION 27 TOWNSHIP 3 North RANGE Range 2 West

\_\_\_\_\_

Size of property: ft. \_\_\_\_\_ ft. \_\_\_\_\_ Acres 3.0 MOL

Address of subject property: 204 2<sup>nd</sup> Street NW, Havana, FL 32333

\_\_\_\_\_

Are there any existing structures on the property? yes

Type: Frame X Concrete Block \_\_\_\_\_

Mobile Home \_\_\_\_\_ Other brick

AFFIDAVIT

We, Wayne Corcoran being first duly sworn, depose and say that I am/we are the owners of the property described herein and which is the subject matter of the proposed Zoning; that all the answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of this application, are honest and true to the best of our knowledge and belief. I understand this application must be completed and accurate before any action can be taken. I further permit the undersigned to act as our representative in any matter regarding this Petition.

[Signature]  
Signature of Owner

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Signature of Owner

SWORN TO AND SUBSCRIBE BEFORE ME THIS 26<sup>th</sup> DAY OF August,



[Signature]  
Notary Public

Commission Expires: 11/21/24





Additional requirements for commercial applicants:

1. The location, size height, composition materials, illumination, and orientation of all signs. no changes are proposed  
(Sign Permit required.)
2. A certificate of compliance with Section 4615 (exterior lighting) signed by the applicant's engineer or plans and specification of the engineer of plans and specification of the proposed lighting, if required by Section 4615. no changes relating to lighting
3. If the applicant relates to property scheduled for phased development, the proposed layout of the total projected development shall be indicated and each phase's projected scope and time period indicated to the extent possible. NA

*Approved by:* \_\_\_\_\_

*Date:* \_\_\_\_\_







## GENERAL PROPERTY INFORMATION

**Introduction:** The subject property is located along the north side of 9<sup>th</sup> Avenue West, along the west side of 2<sup>nd</sup> Street NW and along the east side of CSX Railroad, in downtown Havana, FL. The town of Havana, FL is located in northeastern Gadsden County approximately 15 miles northwest of downtown Tallahassee, the state capital.

The subject property is improved with a 32,624+/- square foot, mixed-use building, originally constructed in 1928 (added onto over time). The building is comprised of office, retail and storage space. In addition, part of the subject building is occupied by The Havana History & Heritage Society's Shade Tobacco Museum. Additional site improvements include: a 2,000 SF pavilion (carport) structure, extensive sod and landscaping, chain-link fencing and some concrete runner paving. In addition, the property included approximately 1,000 SF of covered porch areas as well.

**Physical Address:** The physical address for the subject property can be generally described as follows:

204 NW 2<sup>nd</sup> Street, Havana, FL, 32333

**Tax Identification #:** According to the Gadsden County Property Appraiser website (as of June 2019), the subject tax identification number is:

2-27-3N-2W-0240-00005-0031	(0.00331 AC)
2-27-3N-2W-0240-00004-0031	(0.02215 AC)
2-27-3N-2W-0240-00004-0032	(0.04700 AC)
2-27-3N-2W-0240-00004-0030	(1.58042 AC)
2-34-3N-2W-0280-0000C-0010	(0.35769 AC)
2-27-3N-2W-0240-00004-0025	(0.02185 AC)
2-27-3N-2W-0240-00005-0010	(0.96648 AC)

**Subject Ownership:** Per the Gadsden County Public Records, the subject property is currently owned by:

*Planters Exchange, Inc.  
Wayne Gregory  
204 NW 2<sup>nd</sup> Street  
Havana, FL 32333*

**Legal Description:** The subject property is briefly described as follows:

Lengthy metes and bounds descriptions of property lying in Section 27, Township 3 North, Range 2 West, and Lots 1 & 2 Block C Planters Subdivision; Gadsden County, Florida.

**Prior Sale History of Ownership:** None of the subject parcels have transferred via an arms-length transaction, within the past ten (10) years. The most recent transfer (internally) was with Parcel 00004-0031, between Wayne H. Gregory (grantor) and Planters Exchange, Inc. (grantee), on November 9, 2018, for \$100 consideration, via quit claim deed and as recorded in OR Book 854, Page 1358.

Parcel 00004-0030 transferred (internally), between Wayne H. Gregor (grantee) and Planters Exchange, Inc. (grantor), on February 22, 2017, as recorded in OR Book 828, Page 1942.

No other transfers involving the subject parcels were noted during the past ten years.

**Current Agreement for Sale:** The subject property is currently under contract between Planters Exchange, Inc. (seller) and Havana History & Heritage Society (buyer), at a reported purchase price of \$350,000. A copy of this agreement can be found in the appendix of this report. It is our understanding that this is a distress sale, as the seller is in the process of being foreclosed on by first lien holder. The signing date of the contract is June 25, 2021.



AMENDMENT NO. 12  
to the  
AGREEMENT  
for  
OPERATIONS, MAINTENANCE, AND MANAGEMENT SERVICES  
for the  
TOWN OF HAVANA, FLORIDA

THIS AMENDMENT NO. 12 is made and entered into the \_\_\_ day of \_\_\_\_\_ 2021 (the "Effective Date") by and between the Town of Havana, Florida (hereinafter "Owner") and Operations Management International, Inc. (hereinafter "CH2M HILL OMI"), each a "Party" and collectively, the "Parties.

WHEREAS, the Parties entered into that certain Agreement for Operations, Maintenance and Management Services for the Town of Havana, Florida on October 1, 2009; and

WHEREAS, the Parties now wish to further modify the Agreement as more fully set forth herein.

NOW THEREFORE, in consideration of the mutual agreements by the Parties, Owner and CH2M HILL OMI agree that the Agreement shall be and is hereby amended and modified in the following manner:

1. Paragraph E.1.1 in Appendix E is deleted in its entirety and replaced with the following Article E.1.1 in Appendix E:

E.1.1 Owner shall pay to CH2M HILL OMI as compensation for services performed under this Agreement a total of Two Hundred Eighty-One Thousand Five Hundred Eighty-Six Dollars (\$281,586) for the period October 1, 2021 through September 30, 2022.

For the period of October 1, 2021 to September 30, 2022 the annual limits remain unchanged as follows:

E.1.3. – Repairs	\$12,000
E.1.6 – Solids Disposal	\$ 1,000
E.1.7 – Chemicals	\$ 4,000
E.1.8 – Electricity	\$33,500

Unless specifically set forth herein all terms and conditions of the Agreement remain in full force and effect. This Amendment and the Agreement supersede all prior oral and written understandings between the Parties and represent the entire agreement between the Parties with respect to the subject matter set forth herein. Neither this Amendment nor the Agreement may be modified except in writing, signed by an authorized representative of the Parties.

The Parties indicate their approval of this Amendment by their signature below.

**OPERATIONS MANAGEMENT  
INTERNATIONAL, INC**

**TOWN OF HAVANA, FLORIDA**

\_\_\_\_\_  
Kyle Holder  
Title: Designated Manager  
Date: \_\_\_\_\_

\_\_\_\_\_  
Janice L. Hart  
Title: Mayor  
Date: \_\_\_\_\_

AMENDMENT NO. 12  
to the  
AGREEMENT  
for  
OPERATIONS, MAINTENANCE, AND MANAGEMENT SERVICES  
for the  
TOWN OF HAVANA, FLORIDA

THIS AMENDMENT NO. 12 is made and entered into the \_\_\_ day of \_\_\_\_\_ 2021 (the "Effective Date") by and between the Town of Havana, Florida (hereinafter "Owner") and Operations Management International, Inc. (hereinafter "CH2M HILL OMI"), each a "Party" and collectively, the "Parties."

WHEREAS, the Parties entered into that certain Agreement for Operations, Maintenance and Management Services for the Town of Havana, Florida on October 1, 2009; and

WHEREAS, the Parties now wish to further modify the Agreement as more fully set forth herein.

NOW THEREFORE, in consideration of the mutual agreements by the Parties, Owner and CH2M HILL OMI agree that the Agreement shall be and is hereby amended and modified in the following manner:

1. Paragraph E.1.1 in Appendix E is deleted in its entirety and replaced with the following Article E.1.1 in Appendix E:

E.1.1 Owner shall pay to CH2M HILL OMI as compensation for services performed under this Agreement a total of Two Hundred Eighty-One Thousand Five Hundred Eighty-Six Dollars (\$281,586) for the period October 1, 2021 through September 30, 2022.

For the period of October 1, 2021 to September 30, 2022 the annual limits remain unchanged as follows:

E.1.3 – Repairs	\$12,000
E.1.6 – Solids Disposal	\$ 1,000
E.1.7 – Chemicals	\$ 4,000
E.1.8 – Electricity	\$33,500

Unless specifically set forth herein all terms and conditions of the Agreement remain in full force and effect. This Amendment and the Agreement supersede all prior oral and written understandings between the Parties and represent the entire agreement between the Parties with respect to the subject matter set forth herein. Neither this Amendment nor the Agreement may be modified except in writing, signed by an authorized representative of the Parties.

The Parties indicate their approval of this Amendment by their signature below.

**OPERATIONS MANAGEMENT  
INTERNATIONAL, INC**

**TOWN OF HAVANA, FLORIDA**

\_\_\_\_\_  
Kyle Holder  
Title: Designated Manager  
Date: \_\_\_\_\_

\_\_\_\_\_  
Decorkus Allen  
Title: Mayor  
Date: \_\_\_\_\_



# JACOBS®

July 29, 2021

Mr. Brad Johnson  
Town Manager  
Town of Havana  
711 North Main Street  
Havana Florida 32333

Dear Mr. Johnson:

**Subject: Town of Havana Proposed Budget for October 1, 2021 through September 30, 2022**

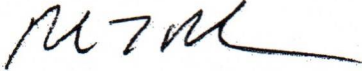
Jacobs is pleased to present our cost proposal for the operation and maintenance (O&M) of the Town of Havana wastewater treatment facilities for the period of October 1, 2021 through September 30, 2022. To date, our partnership has resulted in many successes, such as the FDEP compliance inspections for the wastewater facility. The before mentioned inspections are just one result of the dedication, professionalism, and commitment from all Jacobs associates together with you, Town staff and the Town of Havana Council members. Even though our expectations remain great, our employees consistently performed at a high level as evidenced by the facility compliance record and inspection reports received from the State of Florida Department of Environmental Protection.

Our proposed cost of **Two Hundred Ninety-Five Thousand, Five Hundred and Eighty-Six Dollars (\$295,586)** includes a total increase of Twenty-Three Thousand, Two Hundred and Sixty Dollars (**\$23,260**) over our previous one-year agreement cost of **Two Hundred Seventy-Two Thousand, Three Hundred and Twenty-Six Dollars (\$272,326)**. This equates to an overall increase of **8.5%**. The **8.5%** increase is comprised of a **3.4%** increase to the base fee items (**\$9,259**) plus a **5.1%** increase to the rebateable account line items or (**\$14,000**). These include Electricity, Chemicals, and Solids Disposal. The base fee adjustment in the contract which would have been **3.4%** or (**\$9,259**). Most of the increase for this proposed budget were due to salary, vehicle maintenance and lab supplies due to additional testing requirements for the new facility. The rebateable account increases are \$500 for Solids Disposal, \$2,000 for Chemicals, and \$11,500 for Electricity for a total of \$14,000.

We think these adjustments will get the Chemicals and Electricity very close to what the costs will be for one year based on the billing we have received so far. We do not know about the solids disposal costs yet as we have only hauled a couple of loads of biosolids so far. We think this number will have to increase for the CY21 budget but not by a whole lot.

I hope you find this summary informative and satisfactory. Jacobs strives each day to exceed your expectations, as well as those of the citizens of Havana. We have enjoyed our association with you and look forward to continuing our partnership.

Sincerely,

A handwritten signature in black ink, appearing to read 'DTP', with a long horizontal flourish extending to the right.

Denvil T. Presnal  
Project Manager







RESOLUTION NO. 2021-05R

A RESOLUTION AUTHORIZING THE EXECUTION OF INVESTMENT TRANSACTIONS  
OF THE HAVANA FIREFIGHTER'S PENSION FUND

**WHEREAS**, the Havana Firefighter's Pension Fund (the "Fund") is a pension fund duly organized under the laws of the State of Florida; and

**WHEREAS**, the Havana Town Council (the "Board") has the authority to control and manage the Fund pursuant to Chapters 112, 175 and 185 of the Florida Statutes; and

**WHEREAS**, the Board is required to officially designate individuals authorized to execute investment transactions on behalf of the Fund.

**NOW, THEREFORE, BE IT RESOLVED** by the Havana Town Council as follows:

**Section One:** Mr. L. Bradford Johnson, Town Manager of the Town of Havana is fully authorized and empowered to transfer, convert, endorse, sell, assign, set over and deliver any and all shares of stocks, bonds, mutual funds, debentures, notes, subscription warrants, stock purchase warrants, evidences of indebtedness, insurance company contracts or other securities now or hereafter standing in the name of or owned by the Fund, and to make, execute and deliver any and all written instruments of assignment and transfer necessary or proper to effectuate the authority hereby conferred.

**Section Two:** The authority described in Section One may be exercised only when specifically authorized, and as specifically directed, by the Board

**Section Three:** The authority previously granted to the following individuals is hereby rescinded.

Howard McKinnon

David C. Norman



**Section Four:** The following is a true and correct list of the trustees/officers of the Fund:

Patrick Coyne, Donna Dunn, Lester Beach, Decorkus Allen, Don Harrison

**Section Five:** This Resolution shall supersede any resolution or motions, or parts of resolutions or motions, in conflict with any part herein, and any such resolutions or motions, or part thereof, are hereby repealed.

**Section Six:** If any section, paragraph or provision of this Resolution or shall be held to be invalid or unenforceable for any reason, such invalidity or unenforceability shall not affect any of the remaining provisions of this Resolution.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Mayor, Town of Havana

ATTEST:

\_\_\_\_\_  
Town Clerk, Town of Havana

STATE OF ILLINOIS        )  
                                  )  
COUNTY OF COOK        )        SS

**SECRETARY'S CERTIFICATE**

I, \_\_\_\_\_, the duly qualified and acting Secretary of the Board of Trustees of the Rolling Meadows Fire' Pension Fund, Cook County, Illinois, do hereby certify that attached hereto is a true and correct copy of a Resolution entitled:

**A RESOLUTION AUTHORIZING THE EXECUTION OF INVESTMENT TRANSACTIONS OF THE ROLLING MEADOWS FIRE PENSION FUND**

which Resolution was duly adopted by said Board of Trustees at a meeting held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

I do further certify that a quorum of said Board of Trustees was present at said meeting, and that the Board of Trustees complied with all the requirements of the Illinois Open Meetings Act.

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Secretary, Board of Trustees  
Rolling Meadows Fire Pension Fund



TOWN OF HAVANA  
SPECIAL EVENTS PERMIT

RECEIVED  
AUG 27 2021  
PV. ....

Date: 8/27/21 Name of  
Organization HAVANA MAIN STREET

Person in Charge: EDNA HALL  
Address: 103 N. MAIN ST HAVANA, FL 32333

Telephone Numbers: (Home) \_\_\_\_\_  
(Work) 850-539-9774

Date of Event: SEPT 1 - OCT 31, 21 Type of Event:  
FALL DECORATING

Starting Time of Event: 9/1/21 @ 9am Duration of  
Event (hours): 9/1/21 - OCT 31/21

If a parade, proposed route (State Road No., specific  
location, etc. - include a map): \_\_\_\_\_

NA

Will there be street vendors? NA What type of  
vendors (food sales, alcohol, etc.)? NA

A diagram of where vendors will be located must be  
submitted along with this form.

If yes, occupational licenses will be needed. However,  
there could be an exception to this requirement. Please  
contact the Town Clerk for correct information to tell all  
vendors (850) 539-2820). Occupational licenses will only  
be issued Monday-Friday, from 8 am until 5 pm. No vendor  
can operate without a license.

Are there any special needs from the Town of Havana?  
(i.e.: electric service, water, barricades/cones, street  
closure, etc.)

NA

Please give specific details if any equipment, large  
vehicles, tents, animals, or anything out of the ordinary  
will be a part of the event.

NA

Insurance Provider (Name of Company):

~~DEF HAVANA~~

Phone #:

~~443-529-0396~~ 443-529-0396

CNA PARAMONT

Policy #: ~~EPS 6057019144~~

Contact

Person: SHANNON O'LIARE

NATL. TRUST INS. SERV.

The Event Organization is responsible for cleanup at the end of the event. Not complying with this requirement will result in a bill being issued by the Town of Havana to the Organization for cleanup costs. Also, the Organization may lose the ability to permit future events.

NOTE: Vendors are required to stay for the duration of the event unless special arrangements are made with the Havana Police Department ahead of time.

Town Council Approval  
Chief

Date

Date

Police

**HOLD HARMLESS**

THIS AGREEMENT made and entered into this 27 day of AUGUST A.D. 2021, by and between the TOWN OF HAVANA hereinafter referred to as **CONTRACTOR** and EDNA HALL of HAVANA MAIN STREET, hereinafter referred to as **PROVIDER**.

**PROVIDER** agrees to provide services for **CONTRACTOR** on the following terms and conditions:

**TYPE OF EVENT:**

**PROVIDER** understands and expressly agrees that he/she is independent contractor for all purposes, including any federal or state regulations.

**PROVIDER** agrees to indemnify, defend and hold harmless the **CONTRACTOR, TOWN OF HAVANA**, its officers, agents and employees, from any and all claims, losses, injuries, liabilities, suits, judgments, damages, or expenses, of whatever kind of nature, including court costs and



attorney's fees arising out of or resulting from any negligence or omission by **PROVIDER** in performing the services under this contract.

**IN WITNESS WHEREOF**, the parties hereto have executed this contract the day and year first written above.

**WITNESSES:**

**CONTRACTOR:**

\_\_\_\_\_

**HAVANA**

\_\_\_\_\_

**TOWN OF**

**PROVIDER:**

\* Erna Diaz

Chair of Design Committee

**OFFICIAL**

Hay bales - Pumpkins

1 - beside the Havana Welcome Sign  
North + South ends of town

2 - Intersections of 9<sup>th</sup> + 7<sup>th</sup>  
cut at Pumpkins / small bales of Hay

**BLANK**

**PAGE**



# Town of Havana Special Events Permit

RECEIVED  
AUG 23 2021  
BY: \_\_\_\_\_

Date 08/20/2021 Name of Organization Blessing of Hope Empowerment Outreach

Person in Charge Anissa Butler Address: 435 Forest Dr. North Havana FL

Telephone Number(s): (Home) 850-294-1083 (Work) \_\_\_\_\_

Date of Event: Sept. 4, 2021 Type of Event: Fish Fry Fundraiser

Starting Time of Event: 8:00am Duration of Event (hours): 6hrs

If a parade, proposed route (State Road No., specific location, etc. - include a map): \_\_\_\_\_

Will there be street vendors? NO What type of vendors (food sales, alcohol, etc. )? \_\_\_\_\_

**If yes, occupational licenses will be needed. However, there could be an exception to this requirement. Please contact the Town Clerk for correct information to tell all vendors (850) 539-2820. Occupational licenses will only be issued Monday-Friday, from 8 am until 5 pm. No vendor can operate without a license.**

Are there any special needs from the Town of Havana? (i.e., electric services, water, barricades, traffic cones, street closure, etc.): \_\_\_\_\_

Please give specific details if any equipment, large vehicles, tents, animals, or anything out of the ordinary will be a part of the event. Use of the Hazel Baker Community Center

Insurance Provider (Name of Company): \_\_\_\_\_ Phone #: \_\_\_\_\_

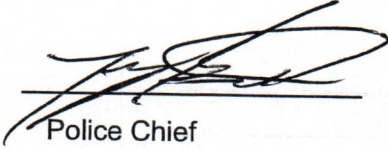
Policy #: \_\_\_\_\_ Contact Person: \_\_\_\_\_

The Event Organization is responsible for cleanup at the end of the event. Not complying with this requirement will result in a bill being issued by the Town of Havana to the Organization for cleanup costs. Also, the Organization may lose the ability to permit future events.

**NOTE: Vendors are required to stay for the duration of the event unless special arrangements are made with the Havana Police Department ahead of time.**

\_\_\_\_\_  
Town Council Approval

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Police Chief

8/23/21  
\_\_\_\_\_  
Date

# HOLD HARMLESS

**THIS AGREEMENT** made and entered into this 20th day of August, A.D. 21, by and between **TOWN OF HAVANA**, hereinafter referred to as **CONTRACTOR** and Lucille Butler of Blessing's of Hope Outreach, hereinafter referred to as **PROVIDER**.

**PROVIDER** agrees to provide services for **CONTRACTOR** on the following terms and conditions:

**TYPE OF EVENT:** Fish Fry Fundraiser at Hazel Baker Center

**PROVIDER** understands and expressly agrees that he/she is an independent contractor for all purposes, including any federal or state regulations.

**PROVIDER** agrees to indemnify, defend and hold harmless the **CONTRACTOR**, **TOWN OF HAVANA**, its officers, agents and employees, from any and all claims, losses, injuries, liabilities, suits, judgements, damages, or expenses, of whatever kind or nature, including court costs and attorney's fees arising out of or resulting from any negligence or omissions by **PROVIDER** in performing the services under this contract.

**IN WITNESS WHEREOF**, the parties hereto have executed this Contract the day and year first written above.

**WITNESSES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTRACTOR:**

\_\_\_\_\_  
**TOWN OF HAVANA**

**PROVIDER:**

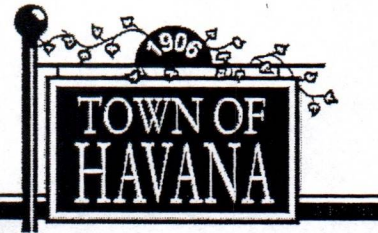
  
\_\_\_\_\_  
**OFFICIAL**



# Memorandum

Town of Havana

P.O. Box 1068 • Havana, Florida 32333-1068  
Phone: 850/539-2820 • TownofHavana.com



TO: HAVANA TOWN COUNCIL  
FROM: L. BRADFORD JOHNSON, TOWN MANAGER  
SUBJECT: REPORT OF THE TOWN MANAGER – AUGUST REGULAR MEETING  
DATE: AUGUST 31, 2021  
ATTACH: N/A

---

## REPORT OF THE TOWN MANAGER

Greetings Council Members:

The following information is to update you on the Town's current activities.

- **Planters Exchange.** The lien that was placed against the Town by the Planter's Exchange was dismissed in court. The matter has been resolved.
- **Havana Firefighter's Pension Fund Actuary.** Per state guidance, the actuary report of the Havana Firefighter's Pension Fund is currently being conducted. This item was mentioned in the 2018-19 Financial Audit, and is near completion.
- **Florida Department of Environmental Protection (FDEP) Wastewater Funding.** The Town of Havana has been awarded design funding from the State Revolving Fund for the various lift stations sought to be improved. We will need to complete design and submit the plans by December 21st for construction funding to be awarded on February 9, 2022.
- **Florida Department of Environmental Protection (FDEP) Consent Order Update.** The most recent consent order update, detailing our strides towards improving our wastewater system has been submitted to the state in compliance with the consent agreement.
- **Florida Department of Economic Opportunity (FDEO) Hazard Mitigation Grant Program (HMGPP) Public Hearing.** At the September regular meeting, we will host a public hearing confirming Council support for a grant to fund the 25% match of the lift station generator project. Generator additions to critical lift stations are also a part of the consent order with our wastewater system.
- **Town of Havana Fire Hydrant Painting.** The Town of Havana and Havana Main Street is looking to conduct the Hydrant Painting contest on October 2. If this date poses a conflict, please notify me. Otherwise, we will schedule this date.
- **Apprise – Town Newsletter.** The Town's newsletter is being drafted for an October mail-out. If there are any items to be added, please let me know at your earliest convenience.

In committed service,

A handwritten signature in black ink, appearing to be "L. Bradford Johnson", is written over a horizontal line.

L. Bradford Johnson  
Town Manager