

**HAVANA TOWN COUNCIL
REGULAR COUNCIL MEETING
February 19, 2018 6 pm**

Member(s) Present: Decorkus Allen, Cathy Johnson, Shirley McGill, Vernell Ross and Phyllis Thomas

Member(s) Absent: T. J. Davis and David Norman

In the absence of Mayor T. J. Davis, the meeting was called to order by Mayor Pro Tem Ross.

Motion was made by Councilman Allen and seconded by Councilwoman McGill to approve the minutes from the January 30, 2018 Regular Council Meeting. Motion carried.

VISITORS:

Mr. Pat Durden, 3750 Fairbanks Ferry Road, Havana, Florida stated there is a concern for recreation in Havana, mainly baseball. Mr. Durden mentioned he has been coaching for several years now and the baseball facility is in need of repairs. In other areas of the county, children have already signed up for baseball. Mr. Durden urged Havana to get the baseball program going because starting late is a disadvantage to the children. Mr. McKinnon stated we all want a successful recreation program and the fence will be repaired. The council will need to give staff direction on funding. Mayor Pro Tem Ross inquired about recruiting players. Councilwoman Johnson stated emphasis should be put on contacting the schools and also sending correspondence to the churches.

Mrs. Sheila Shellman, 901 Circle Drive, Havana, Florida made a request for the council to move an agenda item up for discussion due to the fact that she has an infant attending with her. The item of discussion is the request to install a three way stop at Cherry Avenue and Circle Drive. Motion made by Councilwoman Johnson and seconded by Councilwoman Thomas to move the agenda item up for discussion. Motion carried.

OLD BUSINESS:

N/A

NEW BUSINESS:

Mr. McKinnon introduced the request that was received to install a three way stop at Cherry Avenue and Circle Drive. The main idea is for traffic calming in the area and the stop signs will not be an invasive calming device. Notifications were sent to all residents in the area and the Town received only one call requesting the installation of speed bumps. Mr. McKinnon stated he recommends approving the three way stop signs. If approved, the stop signs will have to be ordered and installed. Chief Tracy Smith stated his recommendation is to approve this request. He indicated there are small children and pets in the area along with a hill and a blind spot. Motion made by Councilman Allen and seconded by Councilwoman Thomas to approve the three way stop signs at Cherry Avenue and Circle Drive. Motion carried.

Mrs. Edna H. Whitehead, 6972 Florida Georgia Highway, Havana, Florida, President of the Garden Club mentioned on behalf on the club she is before the council to follow up and say thank you. The Garden Club attended the October, 2017 council meeting to address some concerns and this was a very historic visit. Changes are overdue for the Hazel Baker Community Center and there was a discussion to expand and update. The club left the meeting encouraged that all concerns would be addressed. Afterwards, there was a meeting with Mr. McKinnon to view a set of drawings. It has been three and a half months since the visit and there are no bids, no updates and no meetings. Mr. McKinnon advised that Mr. Joel Sampson is the architect and he is translating the conceptual design for bidding. We certainly plan to bid out in March and all that are interested will have three weeks to respond to the bid. The bid price will give an estimated cost of the project. Mr. McKinnon advised the target date is set for May. Councilman Allen mentioned during the past three and half months the council has met at the State Capital to secure funding for Havana.

Mr. Terrance Freeman, 800 State Street, Jacksonville, Florida gave a brief overview of the Property Access Clean Energy Program (PACE). The financing is unique and is paid through an assessment through property taxes. The program offers long term and low financing to homeowners. This is a volunteer program to assist with replacing windows, roof repairs, etc. and all improvements must be affixed to the property. Qualifications for the program will include; no involuntary lien, no notice of default, applicant must be current on mortgage payments and have at least ten percent equity in the property. PACE is currently in twenty six different states and is now working through the Panhandle. There are benefits to the residents, lower utility bills and 100% financing. Mr. Freeman stated the funds are not from the Government and the homeowner must be satisfied with the work before the money is released to the contractor. To qualify, there is no income level. It is very important and imperative that the buyer must be aware of what they are signing up for. There are several

documents and the program is not credit nor finance based. Mr. McKinnon stated he met with Mr. Freeman and the company has a great reputation. This is a chance for homeowners to make improvements to their properties. If approved, the Town can possibly piggyback and offer an incentive to customers to cut down on what is owed. These funds will be received from Florida Municipal Power Agency (FMPA). Councilman Allen stated he also met with Mr. Freeman and this will be a good program for Havana. Motion made by Councilman Allen and seconded by Councilwoman Thomas to approve the Property Access Clean Energy Program (PACE). Motion carried.

Next item is to approve the second reading of Ordinance No. 373, Chief of Police Residency. Mr. McKinnon stated as requested by the Council the sunset provision was removed from the ordinance. Motion made by Councilman Allen and seconded by Councilwoman McGill to read Ordinance No. 373 one time by title. Town Clerk Shelia Evans read the ordinance by title. Motion made by Councilman Allen and seconded by Councilwoman Thomas to approve Ordinance No. 373, Chief of Police Residency. Motion carried.

Mr. McKinnon mentioned the CDBG modification entails the CDBG grant of \$650,000 for the construction of the new water well. The modification extends the time for completion of the well to June 23, 2018. This request is due to the hurricane. Mr. McKinnon stated he recommends approving the modification. Motion made by Councilman Allen and seconded by Councilwoman Johnson to approve the CDBG Modification to Subgrant. Motion carried.

Approval of the Memorandum of Agreement with the State of Florida, Department of Economic Opportunity for Rural Area of Opportunity Designation was discussed. Mr. McKinnon stated this helps rural areas progress. The agreement allows fees to be waived for counties and cities that fall under this designation. Motion made by Councilman Allen and seconded by Councilwoman Johnson to approve the agreement with the State of Florida, Department of Economic Opportunity for Rural Area of Opportunity. Motion carried.

The Engineering for the Design Grant to extend the water/gas main to Project Azalea must be approved. The property is located near Coastal Plywood. A request for proposal was published seeking professional consulting services for the design services. Dewberry Engineering was the only firm to respond to the request. Mr. McKinnon advised the services will be paid for by the grant and recommended awarding the project to Dewberry. Motion made by Councilwoman McGill and seconded by Councilwoman Thomas to approve awarding the engineering services to

Dewberry Engineering to extend the water/gas main for Project Azalea. Motion carried.

Mr. McKinnon stated the council voted to change the regular council meeting to twice a month. Typically local governments meet on the first and third or the second and fourth Tuesday. Councilman Allen suggested meeting the second and fourth Tuesday, effective in March. Councilwoman Johnson stated several members of the council will be attending a conference on March 13th and will not be able to attend the second Tuesday. A request was made to change the first meeting in March to March 6th. Motion made by Councilman Allen and seconded by Councilwoman Johnson to approve changing the Regular Council meetings to the second and fourth Tuesdays at 6 pm with the exception of the first meeting in March being changed to March 6th. Motion carried.

The council is to approve the appointment of the recreation committee members. Each council member appointed one member each. The appointments were as follows:

Councilwoman McGill appointed Mr. Ronald Burrell

Councilwoman Johnson - No appointment at this time (will speak with the Principal at the Magnet School for her recommendation)

Mayor Pro Tem Ross - Mr. James Jones

Councilwoman Thomas - Mrs. Dawn McGriff

Councilman Allen - Mr. Vic Vickers

Motion was made by Councilwoman Thomas and seconded by Councilman Allen to appoint the four members to the recreation committee. Motion carried. Mayor Pro Tem Ross stated he wants the recreation committee to consider other activities such as swimming, golf, tennis, dancing and activities for adults. Mr. McKinnon suggested the council host a joint meeting/workshop to discuss what the council expects from the recreation committee.

TOWN MANAGER REPORT:

Mr. McKinnon mentioned the Town received a Certification of Appreciation from the State Fire Marshal. This certification is based on submitting fire reports into the state wide data base.

Havana Community Development Corporation, Inc. was approved at the last meeting to annex into the town limits. In order to move forward, the town will need the metes and bounds of the property. Mr. McKinnon stated the ads will also be prepared to take the appropriate action.


Mr. McKinnon announced the Havana Main Street is hosting a Workshop at 3:30 p.m. on Wednesday, February 20, 2018 to present information to the council. The workshop will include members of the council, Havana Main Street and Florida Main Street Resource Committee.

COUNCIL COMMENTS:

Councilman Allen recognized the Havana Magnet School and Principal Dee Jackson for their accomplishment. The school received a Title I designation which is a very prestigious award. The award was presented to the school at a ceremony in Pennsylvania and this is certainly quite an achievement for the Havana community.

Motion made by Councilman Allen and seconded by Councilwoman Thomas to pay bills. Motion carried.

Motion to adjourn.



Vernell Ross, Mayor Pro Tem

ATTEST:

Shelia A. Evans, Town Clerk