

**HAVANA TOWN COUNCIL
REGULAR COUNCIL MEETING
February 25, 2020 6 pm**

Member(s) Present: Decorkus Allen, Eddie Bass, Nick Bert, Cathy Johnson, Vernell Ross and Dwight Vickers

Member(s) Absent: Warkeen Jordan

The meeting was called to order by Mayor Ross.

Invocation and Pledge of Allegiance were led by the American Legion Post 84.

Motion to approve the minutes from the January 28, 2020 Regular Council meeting was made by Councilman Bert and seconded by Councilman Bass. Motion carried.

VISITORS:

Ms. Stacy Henderson, 331 4th Street SE, mentioned her concerns regarding the nuisance on private property and paving of streets south of town. Mayor Ross assured all her concerns were taken under advisement.

OLD BUSINESS:

N/A

NEW BUSINESS:

Ordinance No. 383, Town Manager Residency was part of the conditions discussed prior to hiring the new town manager. Motion made by Councilman Bert and seconded by Mayor Pro Tem Allen to approve the first reading of Ordinance No. 383. Motion carried.

Resolution No. 2020-01R, Opportunity Florida, was created to promote and improve economic development in rural areas of critical concerns. The resolution also states all regional rural development grant funding for Opportunity Florida to be continued and expanded for the NW Florida Business Development Council through funds appropriated by the Florida legislature and administered through DEO and other designated agencies. Mr. Johnson advised approving the resolution will ensure the town is a part of the Rural Area of Opportunity (RAO). Motion to approve **Resolution No. 2020-01R**, Opportunity Florida, was made by Councilwoman Johnson and seconded by Councilman Bert. Motion carried.

Mr. Johnson stated the 1st Street SCOP project was advertised. A total of four (4) bids were received ranging from \$194K to \$300K. Peavy and Son was the low bidder; \$194,486.80. Motion made by Councilman Bass and seconded by Mayor Pro Tem Allen to approve awarding the 1st Street SCOP project to the low bidder, Peavy and Son. Motion carried.

The 1st Street Resurfacing Construction Engineering Inspection (CEI) services was also advertised. This is in uniform with the SCOP project. The construction engineering and inspection services is the compliance components for the project. The town's staff ranked the packets and KCCS scored the highest. Mr. Johnson advised his recommendation is to award KCCS. Motion made by Mayor Pro Tem Allen and seconded by Councilman Bass to award the 1st Street Construction Engineering and Inspection services to KCCS. Motion carried.

Resolution No. 2020-02R, Municipal Small County Outreach Program (MSCOP), is for the resurfacing of 3rd Street. The first step is to seek funding with Florida Department of Transportation (FDOT). 3rd Street has an imminent need and the resolution is to begin the process. Motion made by Councilman Bass and seconded by Councilman Bert to approve **Resolution No. 2020-02R**. Motion carried.

Mr. Johnson requested approval to purchase a subscription for the Diamond Map/GPS Software program. This will give the town an opportunity to have a robust system documenting our town. Diamond Maps works closely with Florida Rural Water Association (FRWA) and due to the town's membership with FRWA, the town is offered an affordable rate. The cost will be \$324 annually. Motion made by Mayor Pro Tem Allen and seconded by Councilwoman Johnson to approve the subscription to Diamond Maps. Motion carried.

The town's land use/zoning was previously contracted out to Mr. Bruce Ballister. Recently Mr. Ballister retired. Apalachee Regional Planning Council (ARPC) is a regional partner and will provide services to the town. ARPC cost will be \$55 per hour and not to exceed \$5,000 annually. Motion to approve the agreement with ARPC was made by Councilman Bert and seconded by Councilman Bass. Motion carried.

Chief Tracy Smith discussed the upcoming special event. The Airstream Rally is an event that was hosted last year and was a big success. The request is to host the rally on March 26th through March 29th. Motion made by Mayor Pro Tem Allen and seconded by Councilman Bass to approve the Airstream Rally. Motion carried.

Chief Smith discussed the park south of town and stated after reaching out to the owners again they agreed to donate the property. The town's attorney prepared a new warranty deed with the current date. After discussing, it was determined to move forward with the park south of town. Motion made by Councilman Bass and seconded by Councilwoman Johnson to approve moving forward. Motion carried.

Mr. Johnson explained the Capital Regional Transportation Planning Agency (CRTPA) appointment. Each county has a designated slot and annually municipalities rotate the position. It was clarified that Havana is the next rotation and the recommended appointment should be a council member. Mr. Johnson explained CRTPA is working on long range plans which includes US 27. In the near future, there are also plans to agenda CRTPA to attend a council meeting and give plans/updates on the upcoming future projects. Motion made by Councilman Bert and seconded by Councilman Bass to appoint Mayor Pro Tem Allen to represent Havana on the CRTPA board. Motion carried.

There were five (5) bids received for the CDBG roofing project. The lowest bidder was Lewis Walker Roofing. The project started with a total of nine (9) roofs with one being denied by Department of Economic Opportunity (DEO). Councilwoman Johnson inquired if the homeowner was notified. Mr. Johnson advised yes, he had a conversation with the homeowner and an amendment was prepared to move the project forward. Motion made by Councilman Bass and seconded by Councilman Bert to approve the CDBG roofing project. Motion carried.

At the last meeting, "Vernell Ross" recognition was discussed. It was proposed to name 2nd Avenue near town hall after Mayor Ross. Mayor Pro Tem Allen stated Mayor Ross was a military police officer and also served on the town's police commission. Instead of naming 2nd Avenue, Mayor Pro Tem Allen proposed designating and naming the police department after Mayor Ross when the renovations are complete. After a brief discussion, motion was made by Councilman Bass to name 2nd Avenue after Vernell Ross. With there being no second the motion failed. Motion to name the renovated police department after Vernell Ross was made by Mayor Pro Tem Allen and seconded by Councilman Bert. Motion carried.

There was a lengthy discussion on the utility customer appreciation. Mayor Ross proposed a utility rebate and the discussion was carried over into the January meeting. Mr. Johnson mentioned he was tasked by Councilman Vickers to check with Municipal Gas Authority (MGAG) and Florida Municipal Power Agency (FMPA) for assistance. He stated both agencies provide services that are program-based initiatives with no direct rebate structure. After consideration, it was discussed to host an appreciation cookout at the town park. This will need to be planned and budgeted. Motion was made to approve the event by Mayor Pro Tem Allen and seconded by Councilman Bert with Councilwoman Johnson opposing. Motion carried. Mayor Ross mentioned selecting a committee to assist with the planning. Anyone interested must contact the town manager or town clerk. A secondary motion was made by Mayor Pro Tem Allen and seconded by Councilman Bert to select committee members. Motion carried.

David Vause the town's water superintendent will retire March 31, 2020. The position is required to have a Class C Drinking Water License. Mr. Johnson stated he recommends Southern Water Services to perform the scope of work. This will assist the town in staying in compliance with reporting. The monthly cost will be \$2,200 and this cost will sustain with the water superintendent leaving the town's employment. Motion made by Mayor Pro Tem Allen and seconded by Councilman Bert to approve the agreement with Southern Water Services. Motion carried.

Mr. Johnson explained email services. This will be a subscription amount to be paid monthly. This will provide email addresses for all council members and employees. Motion to approve email services was made by Councilman Bass and seconded by Councilman Bert. Motion carried.

Ivey Funeral Home submitted a Special Events application to host a give away for the community. They are proposing a fish fry at the town park on April 4, 2020, 1pm to 5pm. The event is free to all. Motion made by Councilman Bert and seconded by Mayor Pro Tem Allen to approve the special events request. Motion carried.

REPORT OF THE TOWN MANAGER:

The Alexander's municipal lien was satisfied with the Clerk of Courts. The lien was paid in full and the papers were properly filed.

The Town received quotes to replace the carpet in town hall.

The construction contract was executed for the community center.

The bids went out for the police department renovation and will close soon.

The bid for Professional Accounting and CFO Services will close on March 5, 2020. The Request for Qualification(s) (RFQ) was advertised in the newspaper.

Wastewater Treatment Plant project is still on target. Progress is going well. Department of Environmental Protection (DEP) will do a site visit. This project was a very good investment.

Mr. Johnson mentioned the photos on the wall in the council chambers and the need to add Mr. Howard McKinnon, the former town manager.

Communication was made with the owners of the old elementary school regarding the upkeep of the property.

Florida League of Cities (FLC) upcoming conference will be August 13th through August 15th. Any council member interested in attending, please let staff know.

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Florida Municipal Electric Association conference is scheduled for July 28th through July 30th in Palm Beach.

Gadsden County Black History parade will be February 29th in Quincy. They are seeking participants. Any council member attending must meet in Quincy at the lot near the school board. Mr. Johnson confirmed signage was ordered and a vehicle will be provided.

Mr. Johnson reported the fire department received a 100% Incident Reporting Certificate due to the hard work and diligence of the department. The fire department is now working on ISO reporting.

COUNCIL COMMENTS:

Councilman Vickers stated he applauds the town for cleaning the lawn at town hall. It looks better.

Councilwoman Johnson advised she attended Legislative Action Days. A theme was local voices making local choices. It was great to attend and speak with the legislature.

The first Black History Gala will be held on Friday at the old Havana Northside school. Mr. Ben Crump will be the guest speaker. Tickets are \$40.

Mayor Pro Tem Allen stated he attended Legislative Action Days at the Capitol. Also, the Havana Fire Department will host a chicken pilau fundraiser on March 5, 2020 at the Community Center for pick up only. The cost is \$10 per plate.

Councilman Bass expressed gladness that Peavy and Son got the low bid. Money will stay in Havana because Peavy hires local people.

Motion to pay bills was made by Councilwoman Johnson and seconded by Councilman Bert. Motion carried.

Motion to adjourn.



Vernell Ross, Mayor

ATTEST:



Shelia A. Evans, Town Clerk