

**HAVANA TOWN COUNCIL
REGULAR COUNCIL MEETING
July 25, 2023 @ 6 p.m.**

The council meeting was called to order by Mayor Loughmiller at 6:00 p.m.
Invocation was led by Councilman Reed followed by the Pledge Allegiance.

Roll Call:

Member(s) Present: Nick Bert, Penny Key, Tim Loughmiller (Mayor), Tabatha Nelson, Lawrence Reed, Eddie Bass and Kendrah Wilkerson (Town Manager)

Member(s) Absent: Dwight Vickers (Mayor Pro Tem)

VISITORS:

N/A

OLD BUSINESS:

Item #1:

The Town Manager discussed a potential hardship for having the special/alternate Council Meeting on Wednesday as that night is typically bible study/worship night. Alternate meeting dates can be either Tuesday or Thursday for Special Council Meetings. After a brief discussion Tuesday was agreed upon for Special Meetings, with an exception to the first Budget Hearing which will be held on Wednesday. Motion was made by Councilman Bert and Second by Councilman Bass and carried.

NEW BUSINESS:

Item #2:

The Town Manager discussed the Procurement Requests and Recommendations process and answered questions regarding the benefits of lowering the bid threshold. More bids and cost savings, however this creates more administrative work to receive the bids. After a lengthy discussion the decision was made to leave the threshold policy of \$50,000 in place, and add the Sole Source. Questions regarding Council Members having insider information and ethics questions tabled for a future meeting. The Town Manager was instructed to reach out to Commission on Ethics for guidance on council members submitting bids for town projects. Motion was made by Councilwoman Nelson and Second by Councilman Bert and carried.

Item #3: Jacobs Contract FY2024 Renewal and Increases

The Town Manager provided a brief overview of the Contract with Jacobs - OMI. They provide services to maintain our waste treatment plant and lift stations. They have provided an addendum to the contract reflecting a 6.9% increase. Recommendation is to approve the amendment reflecting an increase of \$20,843, which includes an increase of \$9,000 for electricity which will be returned to the town if unused. After a brief discussion the decision was made to approve contract changes to reflect the increases. Motion was made by Councilman Bert and Second by Councilman Bass. Motion carried.

Item #4: Millage

The Town Manager discussed the benefits of raising the milage rate. The Town Council will have to consider a Town of Havana FY22-23 Proposed Tentative Millage Rate increase of no less than 2.50. This is an increase of .25 mills over our FY2023 rate of 2.25 mills. The Town must raise property taxes to offset the increased costs associated with providing quality of life and safety services for our residents. Ad valorem taxes help pay for our parks, police, fire, and maintenance of our streets and storm drainage. Citizens should be given an opportunity to speak on this issue and ask any questions before Council votes. Recommendation from Town Manager is to leave the 2.50 millage as previously discussed. Motion was made by Councilman Bass and Seconded by Councilman Bert. Motion carried.

Item #5: Budget Hearings

The Town Manager explained requirements for the upcoming Budget Hearings. The first and final public budget hearings are required to be on a different date than those of both the Gadsden County School Board and the Gadsden County Board of County Commissioners and must be held after 5pm. The second hearing must take place within 15 days of the final hearing and must be held 2-5 calendar days after the advertisement appears in the newspaper. After a brief discussion the decision was made to schedule the 1st Public Budget Hearing for Wednesday September 13th at 6:00 PM and the 2nd and Final Budget Hearing scheduled for Tuesday September 26 @ 5:30 PM. Motion was made by Councilman Bert and Second by Councilman Bass. Motion carried.

Item #6: 2nd Budget Workshop

After a brief discussion the decision was made to have the Budget Workshop at 6:15 PM following the August 15th Special Meeting at 6:00 PM. Motion was made by Councilman Bert and Second by Councilman Bass. Motion carried.

Item #7: Approval of Resolution and Use of Rescue Funds

The Town Manager provided an overview for Resolution 2023-08R. The Resolution authorizes the Mayor or Town Manager to apply for a FDLE Edward Byrne Memorial Justice Grant - Residual Funds to purchase much needed law enforcement equipment including: firearms, ammo, first aid kits, AED's, body cameras, radar & laser for speed detection, storage safe and two vehicles, including outfitting. The grant is not to exceed \$120,000. The cost of vehicles and outfitting will exceed what can be paid for by the grant and request to use Rescue Funds to cover the difference, up to \$13,000. The Town Manager requests approval for the Resolution and use of rescue funds. Motion to approve was made by Councilman Bass and Seconded by Councilman Bert. Motion carried.

Item #8 Town Hall Roof Repair

The Town Manager requests approval to use Rescue Funds for a new roof for Town Hall due to the expense not being budgeted. A significant leak formed following several severe weather storms. A roofer was contacted to see if the damage could be repaired, however it was determined that the shingles were too old. Town Procurement Policy requires two written quotes for purchases up to \$50,000 and the lowest quote thus far is from Smith Roofing for \$30,600. The Town Manager requests approval to engage Smith Roofing and the use of rescue funds to pay for the repair. Motion to approve Smith roofing and using rescue funds was made by Councilman Bert and Seconded by Councilman Bass. Motion carried.

Item #9 Meter Reading Vehicles

The Town Manager requests approval to use Rescue Funds based on a provided benchmark quote. The Town currently has three meter-reading vehicles, only one of which is running. The Town has two used golf carts that have required extensive and continuous repairs. Both golf carts are now broken and it does not make sense to continue to repair them. The Town Manager has located a used John Deere Gator that can be purchase for \$3500 out of general funds, however The Town Manager also recommends the purchase of a new third ATV (Kawasaki Mule) with the expectation that the Town will get many years of multipurpose use out of it. This purchase was not budgeted and the Town Manager requests approval to use Rescue Funds to cover the expense. I anticipate the purchase not to exceed \$10,500. The Town Manager requests approval for the Resolution and use of rescue funds. Motion was made by Councilman Bert and Seconded by Councilman Bass. Motion carried.

Item #10 Town Hall Servers

The Town Manager requests approval to use Rescue Funds to purchase two new servers for Town Hall using Rescue Funds. A quote for the Sourcewell Contract and the servers, migration of data and cloud hosting for a year will cost just under \$23,000. These servers are essential to day to day functions of the Town. FMPA IT staff have come to Havana on two different occasions to review our hardware and setup and have assisted in gathering quotes for hardware that will meet our needs, based on specifications provided by ADG, which is our billing and finance software. The Town Manager requests approval to use Rescue Funds to purchase the equipment and software. Motion was made by Councilman Bass and Seconded by Councilman Bert. Motion carried.

Item #11 Special Events Permits - Pumpkinfest and Winterfest

The Town Manager explained that certain requested items in the discussed event permits will create an expense for the Town. Havana Main Street may be required to reimburse if so desired by the Town Council. Havana Main Street has provided declaration of insurance for both events. After a brief discussion the decision was made to approve the Event Permits under the assumption that HMS will assume costs for services rendered. Motion was made by Councilman Bass and Seconded by Councilman Bert. Motion carried.


Report of the Town Manager:

Town Manager gave fire update, discussed the status of the current audit and provided an update on the FRDAP grant.

Recognition of Council: No comments by Council Members

Motion to pay Town Bills was made by Councilman Bert and seconded by Councilman Vickers. Motion carried.

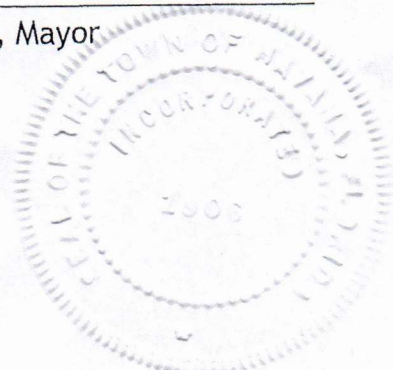
Motion to adjourn was made by Councilman Bert and seconded by Councilman Vickers. Motion carried.



Tim Loughmiller, Mayor

ATTEST:

Fredrick Green Jr., Town Clerk



Item #10 Town Hall Servers

The Town Manager requests approval to use Rescue Funds to purchase two new servers for Town Hall using Rescue Funds. A quote for the Sourcewell Contract and the servers, migration of data and cloud hosting for a year will cost just under \$23,000. These servers are essential to day to day functions of the Town. FMPA IT staff have come to Havana on two different occasions to review our hardware and setup and have assisted in gathering quotes for hardware that will meet our needs, based on specifications provided by ADG, which is our billing and finance software. The Town Manager requests approval to use Rescue Funds to purchase the equipment and software. Motion was made by Councilman Bass and Seconded by Councilman Bert. Motion carried.

Item #11 Special Events Permits - Pumpkinfest and Winterfest

The Town Manager explained that certain requested items in the discussed event permits will create an expense for the Town. Havana Main Street may be required to reimburse if so desired by the Town Council. Havana Main Street has provided declaration of insurance for both events. After a brief discussion the decision was made to approve the Event Permits under the assumption that HMS will assume costs for services rendered. Motion was made by Councilman Bass and Seconded by Councilman Bert. Motion carried.

Report of the Town Manager:

Town Manager gave fire update, discussed the status of the current audit and provided an update on the FRDAP grant.

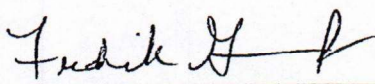
Recognition of Council: No comments by Council Members

Motion to pay Town Bills was made by Councilman Bert and seconded by Councilman Vickers. Motion carried.

Motion to adjourn was made by Councilman Bert and seconded by Councilman Vickers. Motion carried.

Tim Loughmiller, Mayor

ATTEST:



Fredrick Green Jr., Town Clerk