

TOWN OF HAVANA  
REGULAR COUNCIL MEETING MINUTES  
JULY 26, 2022

Member(s) Present: Mayor Janice Hart, Mayor Pro-Tem Nick Bert, Councilman Dwight Vickers, Councilman Tim Loughmiller, Councilman Eddie Bass, and Councilwoman Jenny Stone

Member(s) Absent: Councilman Decorkus Allen

The meeting was called to order at 6:00 p.m. by Mayor Janice Hart.

Invocation was given by Chief Tracy Smith. Pledge followed.

**Visitors:** None.

**Request To Approve Council Minutes:** A motion was made by Mayor Hart to approve the Council Minutes for the June 28, 2022 Regular Council Meeting and the June 28, 2022 2<sup>nd</sup> Public Hearing Minutes. Motion was seconded by Councilwoman Jenny Stone. Motion carried to approve minutes.

**Old Business:** None.

**New Business:**

**Item #1: Request to set the FY 22-23 Proposed Millage Rate (2.5 Mills).**

Mayor Pro Tem Nick Bert suggests a 2.0 millage rate while Councilwoman Jenny Stone suggests a 2.5 coming down at the upcoming Budget Meeting. Councilwoman Stone states that property taxes is millage rate not utilities. Councilman Vickers suggests the Council come up with a two-year plan. Councilwoman Stone states that the Rescue Act money will help the Town out of the hole this year and it should be much more accurate next year. Councilman Eddie Bass suggests a 2.5 millage and to go down not up.

A request for motion by Mayor Pro Tem Bert was recommended with Councilman Vickers suggesting a 2.5 millage rate, seconded by Councilman Tim Loughmiller. Motion carries for a 2.5 millage rate.

**Item #2: Request to Schedule 2<sup>nd</sup> Budget Workshop set for August 16, 2022 at 6:00 p.m.**

Motion made by Councilwoman Stone to accept meeting request and seconded by Councilman Vickers. Motion carried.

**New Business (Continued):**

**Item #3: Request to Schedule 1<sup>st</sup> Public Hearing to Adopt the Tentative Millage Rate and Tentative FY 22-23 Budget set for September 12, 2022 at 6:00 p.m.**

Motion made by Councilwoman Stone to accept meeting request and seconded by Councilman Bass. Motion carried.

**Item #4: Request to Schedule 2<sup>nd</sup> (FINAL) Public Hearing to Adopt the Final Millage Rate and Final FY 22-23 Budget set for September 26, 2022 at 6:00 p.m.**

Motion made by Councilwoman Stone to accept meeting request and seconded by Councilman Bass. Motion carried.

~~Item #5: Request approval of Interlocal Fire and Rescue Service Agreement Between the Town of Havana, Florida and Gadsden County, Florida. (Item #5 was moved to August Council Meeting).~~

**Item #6:** Request approval of mural painting on Water Works Building being completed by Hamp Hutchinson. Motion was made by Councilwoman Stone for the mural painting to be completed by Hamp Hutchinson on the Water Works Building, seconded by Councilman Dwight Vickers. Motion carried.

**Item #7: Request to approve Resolution 2022-03R2 – Utility Rates (increases).** Electric Utility Rates were increased. Motion was made by Mayor Pro-Tem Bert and seconded by Councilman Bass. Motion carried.

**Item #8: Request to approve Special Events Permits.** Chief Tracy Smith presents with the following three Special Events Requests.

- Havana Wood Festival will take place on September 3, 2022.
- Havana Pumpkin Festival will take place on October 8, 2022.
- Trunk or Treat will take place on October 31, 2022.

Motion was made by Councilman Bass to accept and approve all three Special Event Permits, motion was seconded by Councilwoman Stone. Motion was carried to allow all three Special Events.



## **REPORT OF THE TOWN MANAGER**

**Update on 2019-2020 Audit.** The Town Manager reports that the FY 2019-20 Audit has been given an August 15<sup>th</sup> deadline while September the next audit will take place.

**Town of Havana – Volunteer Program – Process Improvements.** The Town of Havana has a Volunteer Program implemented to process improvements.

**Social Media – Facebook, Instagram, Twitter.** The Town Manager recommends if anyone is interested in taking over the Social Media such as Facebook, Twitter, or Instagram to please let her know.

**Prime (EMS) Lift Station Status.** The Manager reports that the Town has received the easement from the Seminole Boosters for the Prime (EMS) Lift Station.

**Advertised Position: Finance Manager – closes July 29, 2022.** The Town Manager reports that the Finance Manager position has been advertised and closes on July 29, 2022. Councilwoman Stone asks the Town Manager how many applicants have applied and the Town Manager stated a few.

### **Ordinance 387 –**

- Document Process for CBD – Historical Preservation Requests
- Application /Certificate of Appropriateness
- Establish a Planning/Historic Preservation Committee

A request has been made concerning Ordinance 387. Mark Pettis has inquired about the Zoning Ordinance and the Historic Preservation. A special meeting is requested with Mr. Pettis and will be confirmed before the August Council Meeting. The Town Manager asks the Council to decide if a new group should be made.

Councilwoman Stone explained the historic district code and rules in ordinance of CBD. Councilwoman recommends to revisit in the future.

**Recognition of Each Council Member:**

Councilman Loughmiller had no comments.

Councilman Vickers had no comments.

Councilwoman Stone had no comments.

Mayor Pro-Tem Bert had no comments.

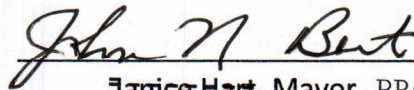
Councilman Bass had no comments.

Mayor Hart gives the Mayor Report to the Council.

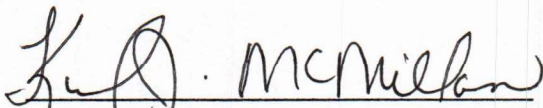
- Discusses the Northwest Florida League of Cities Insert that she attended.
- Requests the Town Manager to review and update the Town Handbook on Travel and Travel Approval for all members of the Council.

**Motion to Pay the Bills.** Mayor Hart requests motion to pay the bills. Mayor Pro-Tem motions and Councilwoman Stone seconds the motion. Motion carried.

**Motion To Adjourn:** Councilwoman Stone makes a motion to adjourn the Council Meeting, seconded by Mayor Pro-Tem Bert. Motion carried to adjourn the meeting at 6:40 p.m.

  
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Janice Hart, Mayor PRO TEM  
JOHN NICK BERT, MAYOR PRO TEM

ATTEST:

  
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Kimberly L. McMillan, Town Clerk