

**HAVANA TOWN COUNCIL
SPECIAL COUNCIL MEETING
June 14, 2023 @ 6 p.m.**

The council meeting was called to order by Mayor Loughmiller at 6:00 p.m.

Invocation was led by Councilman Lawrence Reed followed by the Pledge Allegiance.

Roll Call:

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

Member(s) Absent: Dwight Vickers

VISITORS:

N/A

OLD BUSINESS:

Item #1 - Appointment of Town Clerk

Mrs. Kendrah Wilkerson, Town Manager explained Mrs. Kim McMillan, the town's interim clerk resigned in early April 2023. Mrs. Shelia Evans was appointed interim clerk until a permanent clerk can be hired. The position was advertised and eight potential candidates were interviewed. Mrs. Wilkerson stated she recommends hiring Mr. Fred Green for the position. During the interview, Mr. Green did an outstanding job and his background further indicates the quality of candidate the Town will hire. After a brief discussion, a motion was made by Councilman Bass and seconded by Councilman Bert to approve hiring Mr. Fred Green as Town Clerk. Motion carried with no oppositions.

Item #2 - Award Contract for CDBG Revolving Loan Grant

Mrs. Wilkerson explained several years ago, the Town used CDBG Revolving Loan Funds to make repairs and upgrades to Hazel Baker Community Center/Havana Fire Department. Since then, there have been numerous roof leaks and wood rot issues and many request to update the technology and also include a projector and screen for speakers and classes. The Town must complete the preliminary work to include an environmental site review. There was an ad place in the Tallahassee Democrat for grant administrative services, allowable under this grant, to manage the preliminary administrative tasks and also handle the reporting. Jones Phillips and Associates was the only company to submit a proposal. Mrs. Wilkerson stated she is requesting the council to approve the Mayor or Manager sign a task order to engage the vendor list to

initiate the process to use the CDBG revolving loan fund to make the critical repairs and technology upgrades. Jones-Phillips and Associates' proposed fee is 8% of the grant cost and the fee will be paid out of the grant funds. The fees are in line and Mrs. Wilkerson stated she recommends awarding the CDBG Administration Services to Jones Phillips and Associates. After a brief discussion, motion was made by Councilman Bert and seconded by Councilwoman Nelson to award the grant to Jones Phillips and Associates. Motion carried.

Item #3 - Certificate of Appropriateness - You Never Know

Mrs. Wilkerson mentioned Mr. Paul Becotte completed a Certificate of Appropriateness application to construct a garden center in two phases. The new committee members for the Historic Preservation/Planning Committee met and reviewed the plans for the work and recommends approval as a lean-to-cover which will be open air and fenced. After a discussion, a motion was made by Councilman Bert and seconded by Councilman Bass to approve the Certificate of Appropriateness. Motion carried with no oppositions.

Item #4 - Ordinance No. 398 Amend Zoning

Mrs. Wilkerson explained that Item #4 and Item #5 will be moved to the next meeting agenda due to a timing requirement through DEO. The Town have to have a thirty day window for DEO to review for findings and/or comments before the final readings of the ordinances.

Item #5 - Ordinance No. 399 Amend Zoning

Item pulled from agenda - moved to next meeting.

Recognition of Council:

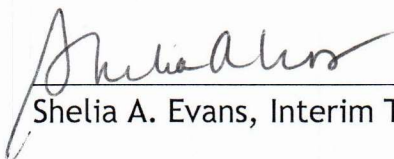
N/A

Motion to adjourn was made by Councilman Bert and seconded by Councilman Bass.



Tim Loughmiller, Mayor

ATTEST:



Shelia A. Evans, Interim Town Clerk