

**HAVANA TOWN COUNCIL**  
**REGULAR COUNCIL MEETING**  
*June 27, 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:           Nick Bert, Penny Key, Tim Loughmiller, Tabatha Nelson,  
Lawrence Reed, Dwight Vickers and Kendrah Wilkerson  
(Town Manager)

Member(s) Absent:           Eddie Bass

**VISITORS:**

Ms. Elizabeth Misco, Project Manager for Wright Homes, appeared before the council to request a variance for property located on Circle Drive. Wright Homes' request is to subdivide the property in order to build two (2) homes on the lot. Mrs. Kendrah Wilkerson, Town Manager, stated the first step is to complete the zoning application which will be sent for review and/or recommendation. Mr. Trent Wright, 801 Circle Drive, inquired about the timeframe and turnaround time for the application approval. Mrs. Wilkerson mentioned the process will take approximately 7 - 10 days for review and 2 public hearings. The process can not begin without the application being submitted. Mr. Wright stated he will submit the application.

Mr. Ronny Butler, 600 Twin Ponds Drive, inquired about the protocol for the council's seat replacement. He advised he was interested in the position and submitted an application but did not receive any communications. Mayor Loughmiller apologized for not responding and stated that Mr. Lawrence Reed was chosen and accepted the appointment. Mr. Butler stated his second item is just an observation. He inquired if there were anything in place for the council and/or town staff to attend community functions. The Juneteenth celebration was held at town hall and no one from the council was there to represent the town.

Mr. Nathan Sutfin, 301 Live Oak Lane, mentioned his concern in regards to the Volunteer Fire Department ISO rating. Councilwoman Tabatha Nelson gave a brief explanation and mentioned the need to ask for a new inspection. The fire department need a track record on structure fires and the response time to be levied along with a need to get new equipment.

### **APPROVAL OF MINUTES:**

Motion was made by Councilman Bert and seconded by Councilman Vickers to approve the minutes from the May 30, 2023 Regular Council Meeting. Motion carried.

Motion was made by Councilman Bert and seconded by Councilman Vickers to approve the minutes from the June 7, 2023 Emergency Council Meeting (Councilmember Appointment) and the June 14, 2023 Special Council Meeting (Town Clerk Appointment). Motion carried.

### **OLD BUSINESS:**

#### **Item #1 - Capital Regional Planning Transportation Agency (CRPTA)**

Mr. John Dunn, Representative for CRPTA/Gadsden County, made a presentation to the council on the potential multi-use trail from Tallahassee to Havana. He provided plans and gave a brief explanation on the benefits of having the trail here in Havana. Havana is a proposed part of the Florida Sun Trail which connects between towns and cities. Mr. Dunn stated the funding is there but Gadsden County will have to approve the project.

#### **Item #2 - Rate Structure Change**

Mrs. Wilkerson explained the bulk rate structure change and made a request to approve Resolution No. 2023-03R3, Bulk Power Cost Rate Structure Change. The Resolution is to increase the bulk power cost base as applied in the Havana Bulk Power Cost Adjustment formula and also authorize the mayor and/or Town Manager to sign any documents associated with reflecting this change. Mr. Jody Finklea, Florida Municipal Power Agency (FMPA) Representative, gave a brief overview and explained the bulk power adjustment in detail. The current rate was adopted in 2001 and today the cost is much higher. The proposed change will lower the cost for the fuel adjustment which will also increase the base rate and align the cost recovery. After a brief discussion, motion was made by Councilman Bert and seconded by Councilman Vickers to approve the bulk power cost rate structure change. Motion carried.

#### **Item #3 - FY 24 Budget Workshop Schedule**

Mrs. Wilkerson mentioned the upcoming scheduled meeting dates for the town's budget workshop. The first budget workshop will be held on Wednesday, July 12, 2023 at 6:30 p.m. at Town Hall to discuss the tentative proposed millage rate. The seconded workshop will be scheduled for Wednesday, August 9, 2023 at 6:30 pm. at Town Hall, if needed. Motion made by Councilman Bert and seconded by Councilman

Vickers to approve the tentative FU 24 Budget Workshop scheduled dates. Motion carried.

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**Item #4 - FY 23 Council Meeting Schedule (Holidays)**

Mrs. Wilkerson stated there are two council meeting dates that will need to be moved up one week to accommodate the holidays. The dates are October 31<sup>st</sup> and December 26<sup>th</sup>. The request is to shift the meetings up one week. The October meeting date will be October 24, 2023 and the December meeting date will be changed to December 12, 2023. Motion to make December meeting date 12/12 was made by Councilman Bert and seconded by Councilman Vickers to approve moving the Regular Council Meeting dates to October 24, 2023 and December 12, 2023. Motion carried.

**Item #5 - Special Events Permit**

Chief Tracy Smith presented the Special Events Permit for Havana Main Street. The request is to host the WoodFest on September 2, 2023. The insurance was provided and Chief Smith stated he recommends approval. It was also recommended Havana Main Street be required to reimburse for the town's expenses. Motion to approve the Special Events Permit for WoodFest was made by Councilman Bert and seconded Councilman Vickers to approve the request for WoodFest. Motion carried.

***Report of the Town Manager:***

Mrs. Wilkerson gave the public safety by numbers overview. Havana Volunteer Fire Department responded to 13 calls during the month of May and Havana Police Department had 227 events.

The town auditors were on site June 22, 2023 and June 23, 2023 and all the documentation requested was submitted. Mrs. Wilkerson stated plans are to have the audit completed soon.

Mrs. Wilkerson mentioned on June 20, 2023 the Town received notice of being awarded \$250,000 to upgrade the Electric System Infrastructure at the substation. The funding will be allocated as follows; recloser replacement (x2) \$125,000; transformer repairs (x1) \$50,000, engineering plans for upgrades \$50,000 and other hardening costs/overruns \$25,000.

Mrs. Wilkerson gave a brief update on the CDBG funding for the park and mentioned she is still working through issues. The plans for the bathrooms are being reworked and redrawn by the town's engineer.

In regards to the FRDAP park and 8<sup>th</sup> Avenue project, WSN withdrew all bids effective 6/23/2023. Mrs. Wilkerson stated the Town is working diligently with our engineers to discuss alternative to get this repair completed.

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Mrs. Wilkerson also addressed Mr. Ronny Butler. She advised that she will be happy to facilitate getting the council to represent the Town at functions and look forward to working with you.

**COUNCIL COMMENTS:**

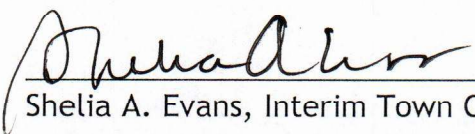
N/A

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

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

  
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Tim Loughmiller, Mayor

ATTEST:

  
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Shelia A. Evans, Interim Town Clerk

