

TOWN OF HAVANA
REGULAR COUNCIL MEETING MINUTES
June 28, 2022 6:00 P.M.

Member(s) Present: Mayor Pro Tem Nick Bert, Mayor Janice Hart (via phone), Councilman Dwight Vickers, Councilwoman Jenny Stone, Councilman Tim Loughmiller, and Councilman Decorkus Allen

Member(s) Absent: Councilman Eddie Bass

The meeting was called to order at 6:00 p.m. by Mayor Pro Tem Nick Bert.

Invocation was led by Chief Tracy Smith followed with the Pledge of Allegiance led by Mr. Frank Morgan a member of the American Legion Post 84.

Mayor Pro Tem Bert asked for a motion to approve the Council Minutes from May 24, 2022. Councilwoman Jenny Stone made the motion to approve seconded by Councilman Dwight Vickers. Motion passed.

Visitors:

Wilbert Butler approaches the Council with a thank you request to the Town of Havana for the eight truck loads of wood chips that he requested and received.

Old Business: N/A

New Business Agenda' Items:

- **FMPA Presentation on Energy Prices**

A very informative presentation and handout was submitted to the Council by Navid Nowakhtar of Florida Municipal Power Agency. At this presentation high energy prices and cost mitigation efforts were presented. The Council thanked Navid for his presentation.

New Business Agenda Items Continued:

- ***Request to Approve Resolution 2022-02R to authorize Town Manager to execute FDOT Roadside Maintenance Agreement.***

The Town Manager Kendrah Wilkerson respectfully submits Resolution 2022-02R which authorizes the Town Manager to execute and administer the FDOT Roadside Maintenance Agreement for the period October 1, 2022 through September 30, 2025 which is a three-year term. Motion was made by Councilman Decorkus Allen and seconded by Councilwoman Jenny Stone to approve Resolution 2022-02R. Motion carried.

- ***Request to Approve Resolution 2022-12R2, Renamed back from Proposed Resolution 2022-03R, Repayment of the Loans for the Net Water and Sewer System Revenues***

The original Resolution 2022-12R was passed and approved by the Council on January 25, 2022. The resolution presented at the Council Meeting was changed to Resolution No. 2022-03R. To be systematic with the scheduling of Resolutions within the same year, we went back to the original naming of the Resolution 2022-12R2, please disregard the naming of this resolution as 2022-03R.

The Town Manager Kendrah Wilkerson states this resolution establishes a Loan Reserve Repayment Account. This is for a lift station project that allows the Town Manager to sign. The Town Manager states we are going to put collateral in that fund using Rescue Act Funds for that loan collateral. We do not have funds to pledge due to the audit not being completed. Motion was made by Councilman Decorkus Allen and seconded by Councilwoman Jenny Stone to approve the Resolution 2022-12R2, which was renamed from Resolution 2022-03R. Motion carried.

- ***Request to Approve Resolution 2022-04R to apply for CDBG Neighborhood Revitalization Grant***

Resolution 2022-04R was presented by the Town Manager Kendrah Wilkerson she stated that it was the Resolution that was discussed earlier in the Second Public Hearing workshop at 5:45 p.m.. It acknowledges the Town's intent to apply for a CDBG grant in the amount of \$650,000.00 for infrastructure upgrades which would be the lift station project. Mayor Hart made the motion to apply for the CDBG grant per Resolution 2022-04R the Revitalization Grant, the motion was seconded by Councilman Decorkus Allen. Motion carried.

New Business Agenda Items Continued:

- ***Request to Approve Resolution 2022-05R to apply for FDEP Resilient Florida Grant***

Resolution 2022-05R is humbly submitted to the Council from Town Manager Kendrah Wilkerson. The Town Manager states that Resolution 2022-05R authorizes the Town Manager to seek funding from FDEP for a Resilient Florida Grant to create a Vulnerability Assessment which is required by State Statute and the Town does not have one at this time. There is no match at this time. Motion was made by Councilman Decorkus Allen and seconded by Councilwoman Jenny Stone to approve Resolution 2022-05R. Motion carried.

- ***Request to Approve Resolution 2022-06R to apply for 2022 Local Support Grant – House of Representatives***

Resolution 2022-06R is submitted to the Council from Town Manager Kendrah Wilkerson. This Resolution allows the Town Manager to seek funding from the House of Representatives for a 2022 Local Support Grant to fund the construction of the Havana Police Department along with repairs to the Havana Fire Station. The Town Manager states this is a backup plan. Motion was made to approve by Councilman Decorkus Allen and seconded by Councilwoman Jenny Stone. Motion carried.

- ***Request to Approve Resolution 2022-08R authorizing Town Manager to execute agreements to State of Florida and/or Federal Agencies***

The Town Manager submits Resolution 2022-08R to the Council. This resolution allows the Town Manager to execute and administer all agreements to the State of Florida and/or Federal Agencies. This has been requested from Emergency Management specifically for the generator grant but can be used for other grants as well as state and federal agreements. The Town Manager states she will need this to be able to sign the quarterly reports for grant agreements. Motion was made to Approve Resolution 2022-08R by Councilman Decorkus Allen and seconded by Councilwoman Jenny Stone. Mayor Hart stated she was in support of it, she just wants to make sure the Council is aware that in the Charter and she stated that her and Mrs. Wilkerson have a good communication map and plan in place for any agreements that are not signed or executed by me, but that inclusion continues to take place for any of the particular ones that are related. Mayor Pro Tem then asked if this is related to day-to-day operations or are you talking about grant applications? Mayor Hart stated it was not day-to-day operations. Mayor Pro Tem requested that in the past, the Town Manager had this responsibility, he asked if she wanted to amend the motion. The Mayor stated that she is just making a point of clarification as it is related to the Town of Havana Code. Councilwoman Stone asked what code Mayor Hart was

New Business Agenda Items Continued:

- ***Request to Approve Resolution 2022-08R authorizing Town Manager to execute agreements to State of Florida and/or Federal Agencies Continued:***

referring to? The Mayor said on page 6 of the Havana Code as it relates to the Town Mayor's duties and functions. Councilman Allen states that the Mayor is there to sign the checks and be the formal face of the Town of Havana. He also stated that the Mayor has no more authority than anyone else on the Council. The Town Mayor proceeds to read the charter that states the Town Mayors duties. Motion was made to Approve Resolution 2022-08R by Councilman Decorkus Allen and seconded by Councilwoman Jenny Stone. Motion carried.

- ***Request Approval of Town Employees Health Insurance Renewal provided by Capital Health Plan***

The Town Manager requests approval of the employee's health insurance renewal provided by Capital Health Plan. It is a 5.5% increase over last years rate which is very consistent with the previous past rates. Motion was made by Councilman Decorkus Allen and seconded by Councilwoman Jenny Stone. Motion carried to increase rates.

- ***Request Approval of General Planning Services Agreement – Apalachee Regional Planning Council***

The Mayor Pro Tem asks Ben Chandler from the Apalachee Regional Planning Council to approach the stand with any recommendations or requests. Ben states that this is just to formalize a new agreement to go forward with doing the same work that Apalachee Regional Planning Council has done in the past. Motion was made by Councilwoman Jenny Stone and seconded by Councilman Decorkus Allen to approve the agreement with the Town of Havana and Apalachee Regional Planning Council. Motion carried.

- ***Request to Approve Amendment No. 13 to the Agreement – Operations Management International, Inc. (Jacobs)***

This request is for approval of the approval of the annual contractual increase for the operations and maintenance of the Town of Havana Wastewater Treatment Facility for the period of October 1, 2022 through September 30, 2023. The total requested increase is for \$21, 277, which includes a \$5,000 increase to base fee items (2.5%) and a \$16,000 increase to rebate-able items (5.1%). Motion was made by Councilwoman Jenny Stone and seconded by Councilman Decorkus Allen to approve contractual increase. Motion carried.

New Business Agenda Items Continued:

- ***Request to Approve Task Order for the Management Experts, LLC to assist with Mitigation Grant Funding – Lift Station Generators***

This request is for approval of the HMGP Task Order submitted by The Management Experts, LLC to manage the HMGP Generator Grant to include all reporting and completion of bid documents to ensure timely completion of the project. The Town Manager states there was funding available at the time of this grant that would have paid for the administration, that funding was not elected or chosen and we cannot change that now. The project has been delayed and we need to restore the project to get it back on track. Motion was made by Mayor Hart and seconded by Councilman Loughmiller to approve the Task Order to assist with Mitigation Grant Funding for the Lift Station Generators. Motion carried to move forward with the Task Order.

- ***Request to Approve Set Back Variance – 203 Salters Street***

The Town Manager requests approval for a setback variance at the address 203 Salters Street that customer Mary Washington owns. The Town Manager states that a request has come in from Ms. Washington to replace the mobile homes on her property with a new mobile home and an ADA ramp, in doing so she will not meet the Town's setback requirements. Her builder on her behalf has requested a variance for the setbacks that will allow her to continue to replace the old homes with the new one. Mayor Pro Tem Bert asked did the road run across her lot, and the Town Manager stated it did. He also stated it was already in violation. Motion was made by Councilman Decorkus Allen and seconded by Councilman Dwight Vickers. Motion carried to approve setback variance.

- ***Request To Approve FY 23 Budget Workshop for July 20, 2022 at 6:00 p.m.***

Motion was made by Councilman Dwight Vickers and seconded by Councilwoman Jenny Stone to Approve the FY 23 Budget Workshop for July 20, 2022 at 6:00 p.m. Motion approved to have meeting.

- ***Request To Approve Special Events Permit for Blessings of Hope Food Give-away on July 16, 2022.***

The Chief of Police states that Blessings Of Hope wishes to do a Food Give away on July 16, 2022 here at Town Hall. Motion was made by Councilman Decorkus Allen and seconded by Mayor Janice Hart. Permit approved.

REPORT OF THE TOWN MANAGER:

- An update on the FY 2019-2020 Audit. There is still not a final timeline but there has been tremendous work done on this. She states she has requested an extension on this through August 15, 2022. She hopes to have it done sooner than that so the Town can move straight into the next audit.
- The Hazel Baker Community Center there has been interest in getting internet access. It has been priced out at \$159.00 monthly which will be included in the proposed budget if funding allows for that.
- The Police Department financing, the Town Manager states the Bank is still pending per our financials. If we can get further along with our audit. There was a pretty significant cost increase in materials and the new project costs through the end of July is \$986,294.00 dollars so we are going to pursue a state grant loan funding to see if we can support the project that way. Mayor Pro Tem suggests we delay the project until we do secure some type of funding. He suggests it is not wise on the Town's part to borrow almost a million dollars to build a police station that will cost the Town about \$129,000 a year that's at 3% which he states we probably could not get at this time. Councilman Vickers asked about the COVID money being used. Mayor Pro Tem states that they Council had discussed that before, he also stated that the CDBG Grant could also be probably used. A request was made by Nick Bert to put this on hold. He stated the Council approved to build Town Hall years ago and the Council built the Medical Center with Federal Money. The Council has never approved for building funds to not have some type of secured funding before proceeding. Mayor Pro Tem stated he believed that he would think that the Chief would agree with this decision. The Mayor Pro Tem has additional concerns about other issues such as retaining Police Officers and updating vehicle equipment. Councilman Decorkus Allen stated he would like to hear what the Chief of Police has to say about the matter since he says the Council has been fighting for years for this to happen. The Chief states that it has been issue for a long time but that a new issue has arisen and that is the need to obtain and keep Police Officers. It has been all in the news this week, that the State has passed a law that all Law Enforcement officers be raised to the minimum annual salary of \$50,000. The County is in line with the same. We cannot compete with this, he states he is losing two officers this week and has two more looking, he advertises but no applications are being submitted. I think the issue that needs to be addressed is the Budget for officers in the upcoming fiscal year. Councilman Dwight Vickers asked if there was grant

REPORT OF THE TOWN MANAGER Continued:

money for officers? The Chief states that in the past the Fire Department could get assistance before the Police Department. He states that he has been talking to the Town Manager about getting a grant that would house the Fire Department, Police Department and the EMS Unit and they would call it a Public Safety Building. Maybe funding would be available for it that way. Mayor Hart states that she thinks what the Mayor Pro Tem is saying is to not delay the project but to seek other funding. Mayor Pro Tem states we need to delay the Project. Councilwoman Stone would like to make a motion to delay the project while seeking other funding. This motion was seconded by Councilman Decorkus Allen. Motion carried to delay the project until secured funding can be made.

- The Lift Stations Upgrade, the Town Manager states we currently have a lift station upgrade that the property is owned by the Seminole Boosters. They have given a verbal agreement for us for an easement. The Town is working through this to get a legal easement.
- The Havana Walking Park Grant and existing playground equipment. The Town has a grant that is for recreational equipment. The current equipment is in very poor shape there are pieces of the current playground equipment that either needs to be repaired or replaced. The Town has received quotes on the repairs and replaced parts we are hoping to use the grant for adding more equipment instead of just fixing what we already have. It will cost \$1800.00 to replace the existing playground parts. The Town is still working on bathroom plans but it is at a stop until the equipment is fixed and operational.
- Twin Ponds actually has broke ground for the new gas line. That project is now in motion. Customers are already calling to pay for taps into the line.
- A developer has came to Town Hall requesting information about a potential development they are in the fact finding phase. They have requested utility information about the area and that is as far as we are as reported by the Town Manager. Mayor Pro Tem asked if it was in the Town Limits. The Town Manger stated it was.

- The old Havana Elementary School owner has been noticed. They have received a certified letter and they have contacted the Chief so we know that they are aware of this situation and they are being fined a \$100 a day. As of today, those fines are at \$2600.00. The Chief stated the owners has reached out to someone to mow and they have been informed it is going to take more than to just mow. There is a drainage issue there that has caused sink hole at the entrance.
- The Town Manager informs the Council of the current ISO Rating Change from a 6x rating to a 10 rating. The Town of Havana needs more Certified Fire Fighters. This new rating could directly and negatively impact the cost of homeowners insurance for our residents. Councilman Dwight Vickers stated that the Council has allowed this to happen. The Town has a few, Wade, Patrick, and Lester went through the Certification but he states that now no one has time to do it. Councilman Decorkus Allen stated he had planned on doing it since he was already a health care professional.
- A current walk through has taken place with the Town Manager and the architect Joel Sampson of the Fire Station. Discussion of the roof took place and a punch list has been made of the facility that could be an issue. The Town Manager is hoping to use CDBG monies to make those repairs that is the avenue the Town will pursue. Mayor Pro Tem Bert asked when that grant would be available and the Town Manager stated she was not sure.
- Blessings of Hope is doing Fan Distribution on July 2, 2022 at Town Hall. If you an elderly person over 65+ years of age please come by Town Hall to receive a free box fan, while supplies last.

COUNCIL MEMBER COMMENTS:

Mayor Pro Tem had no comments.

Councilman Vickers had no comments.

Councilman Loughmiller had no comments.

Councilman Allen had no comments.

Councilwoman Stone had no comments.

Mayor Hart stated that a handout was left at each Councils desk entitled "Fewer Eyesores". She is requesting that Lieutenant Lewis get a copy as the Code Enforcement Officer to maybe use some of the ideas listed. Another packet was submitted for the Florida Housing Finance Corporation announcing a new program with closing cost assistance on the purchase of a new home. She requests that the front-line workers get a copy of this to be able to receive assistance with this. She is also requesting that the employees in the front office hand these out to customers. In addition, she stated she has another packet at the Councils desk for the American Rescue Plan Act Survey. Senate Bill 620 has been vetoed by the Governor and this bill allows any business that feels like they have received any damages thru their business. The course of that bill has changed.

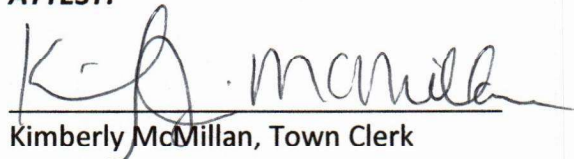
Motion to pay the bills was made by Councilman Allen and seconded by Councilwoman Stone.

Motion to adjourn at 7:05 p.m.



Janice Hart, Mayor

ATTEST:



Kimberly McMillan, Town Clerk