

**HAVANA TOWN COUNCIL
REGULAR COUNCIL MEETING
May 30, 2023 @ 6 p.m.**

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

Invocation was led by Terrance Roberts followed by the Pledge Allegiance.

Councilman Vickers (Group 1), Councilwoman Tabatha Nelson (Group 2) and Councilwoman Penny Key (Group 3) were sworn in by Interim Town Clerk Shelia Evans.

Mrs. Kendrah Wilkerson, Town Manager, expressed that the Mayor and Mayor Pro Tem are elected annually by the majority vote. A motion was made by Councilman Vickers and seconded by Councilwoman Key to nominate Councilman Tim Loughmiller as Mayor. Councilman Loughmiller accepted the nomination and the motion was approved by the majority vote. Motion carried.

Councilman Vickers nominated Councilman Nick Bert as Mayor Pro Tem. Councilman Bert declined the nomination. Another motion was made by Councilwoman Tabatha Nelson and seconded by Councilwoman Key to nominate Councilman Dwight Vickers as Mayor Pro Tem. Councilman Vickers accepted the nomination and it was approved by the majority vote. Motion carried.

Mayor is Tim Loughmiller and Mayor Pro Tem is Dwight Vickers.

Roll Call:

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

Member(s) Absent: Eddie Bass

VISITORS:

Mrs. Margaret Beckham, 306 E 9th Avenue. shared her concerns with the council regarding speeding on 9th Avenue. She stated she would like to see more police monitoring at 2nd Street and 3rd Street. Chief Tracy Smith advised there is a problem with people speeding and the police department is working on this issue.

OLD BUSINESS:

Item #1 - Discussion of Meeting Frequency

Mrs. Wilkerson advised that she is seeking council's feedback on the possibility of increasing the frequency of the council meetings. Currently, the council meets once a month which is the last Tuesday of each month. Councilman Bert stated he is in favor

of keeping the meetings once a month and have special call meetings when needed. Councilwoman Nelson mentioned she likes the idea of one meeting but also likes the idea of reserving a special date. After a brief discussion, motion was made by Councilman Bert and seconded by Councilwoman Key to meet once a month and have a reserve date, the second Wednesday of each month for special meetings. Motion carried.

NEW BUSINESS:

Item #2 - First Reading of Ordinance No. 397, Proposed Adoption of Property Rights Elements

Mrs. Wilkerson advised this item is for consideration for adoption of Ordinance No. 397, Proposed Adoption of Property Rights Element. House Bill 59 was signed into law in 2021 to amend Chapter 163.3177 Florida Statutes adding subsection (6)(i), the requirement for each local government to adopt a property rights element into their comprehensive plan. The planning committee met and voted to approve the proposed text, without changes for Chapter 11, Property Rights Element, of the Town's Comprehensive Plan. Mrs. Wilkerson advised the ordinance must be read by title only. Motion was made by Councilman Bert and seconded by Mayor Pro Tem Vickers for the Clerk to read the ordinance by title only. Interim Town Clerk Shelia Evans read the ordinance by title. Motion was made by Councilman Bert and seconded by Mayor Pro Tem Vickers to approve the first reading of Ordinance No. 397. Motion carried.

Item #3 - First Reading of Ordinance No. 398, Amend Future Land Use Map of the Comprehensive Plan

Mrs. Kendrah Wilkerson, Town Manager, advised Neighborhood Medical Center applied for a zoning change for two parcels to amend the zoning from Neighborhood Conservation District to Development District. The application was recommended for approval by Apalachee Regional Planning Council, contingent on the applicant meeting all other Town requirements. The Planning Committee held properly advertised meetings, signs were posted at the property and members of the community also expressed their concerns at the public hearings. The committee voted to approve the proposed zoning amendment. Interim Town Clerk Shelia Evans read Ordinance No. 398 by title only. Motion was made by Councilman Bert and seconded by Mayor Pro Tem Vickers to approve the first reading of Ordinance No. 398. Motion carried.

Item #4 - First Reading of Ordinance No. 399, Amendment of Future Land Use Map - 5 Parcels

During the zoning review for the Medical Center, the Town determined that five (5) parcels are improperly zoned as Neighborhood Conservation District. Based on the review by Apalachee Regional Planning Council (ARPC) it was recommended to change

the current zoning designation from Neighborhood Conservation District to Development District. The five parcels are all commercial businesses. The Planning committee met and there were also advertised public hearings to allow for public comment. Motion was made by Councilman Bert and seconded by Councilwoman Key for the Clerk to read Ordinance No. 399 by title only. Interim Town Clerk Evans read the ordinance by title. Motion was made by Councilman Bert and seconded by Mayor Pro Tem Vickers to approve the first reading of Ordinance No. 399. Motion carried.

Item #5 - Request for Lot Split (2nd Public Hearing) 7th Avenue East - Loughmiller, Sr.

The Town Manager made a request that any council member having reason to excuse themselves from this discussion and/or voting please state for the record and also refrain from discussion and/or voting. Mayor Loughmiller stated for the record, he will refrain from discussion on this matter. The applicant's (Tim Loughmiller, Sr.) request is to turn one lot into two lots that will be split evenly. The application was sent to ARPC for review and recommendation. This is the second public hearing and the lot subdivision is in compliance with the Town's Performance Zoning Ordinance. Motion was made by Mayor Pro Tem Vickers and seconded by Councilwoman Key. Motion carried with Mayor Loughmiller refraining from discussion and/or vote.

Item #6 - Request for Lot Merge (Vieth)

Mrs. Wilkerson advised an application was received requesting to merge two lots into one in the Twin Ponds subdivision. The property is located at 25 Wisteria Lane and 65 Wisteria Lane. ARPC reviewed the application and recommends approval. Motion was made by Councilman Bert and seconded by Councilwoman Key to approve the merging of the lots in the Twin Ponds Subdivision. Motion carried.

Item #7 - Request to Use Rescue Funds - 8th Avenue Road Repair

Mrs. Wilkerson advised that recently a void opened under the road near the curb on 8th Avenue. This void was created as a result of rusted corrugated metal storm drain running under the road near the curb, which is leaking storm water and has caused a washout. The town's Street Superintendent, Mr. Donald Harrison, solicited two quotes to repair the drain and street. The first quote was from WSN Construction in the amount of \$23,000 and the second quote was from North Florida Asphalt for \$48,075. WSN was the lower quote and they were selected to complete the work. Mrs. Wilkerson stated per the Rescue Funds Administrator, this is an allowable expense for the rescue funds and recommend the council approve using the funds to complete this repair. Motion was made by Councilman Bert and seconded by Councilwoman Hart to approve the 8th Avenue road repair. Motion carried.

Item #8 - Resolution No. 2023-06R - Grant Application - DEO Community Planning Tech Assistance

Mrs. Wilkerson mentioned Resolution No. 2023-06R is a resolution authorizing the Town Manager to have Apalachee Regional Planning Council prepare a grant application for a DEO Community Planning Grant to have ARPC facilitate revision to, and improving the accessibility of the town's zoning map. She advised the goal is to clean up areas of confusion, identifying properties with multiple zoning categories, host workshops for community engagement and also create a digital and interactive map. The grant amount is not to exceed \$20,000. Motion was made by Councilman Bert and seconded by Mayor Pro Tem Vickers to approve Resolution No. 2023-06R. Motion carried.

Item #9 - Resolution No. 2023-07R - Grant Application - DEO Competitive Florida Partnership

Mrs. Wilkerson stated there was a last minute change for this item. The County is applying for this grant and the Town is looking to partner with the County. She mentioned providing a letter of support, signed by the Mayor, for the County to do the first wave of the project. This grant will provide resources for both the county and municipalities. Motion was made by Councilwoman Key and seconded by Councilman Bert to provide a letter of support to the County which will be signed by the Mayor. Motion carried.

Item #10 - Employee Health Insurance Plan Renewal

Mrs. Wilkerson advised it is now time to renew the employee's health insurance. She also recommends an increase of \$5 per pay period for each employee. This increase will now cost the employees \$90, which is to assist in offsetting the high cost. Motion was made by Councilman Bert and seconded by Councilwoman Key to approve the health insurance plan and increase for the town's employees. Motion carried.

Item #11 - Request for Special Events Permit - Use of Hazel Baker Community Center

Item pulled from the agenda and moved to next meeting.

Item #12 - Request for Special Events Permit - Juneteenth Celebration

Chief Smith mentioned the request to host the Juneteenth Celebration at Town Hall on June 17, 2023 was submitted along with the Hold Harmless form. Chief Smith advised that in future the Town look at options for non-profits in regards to the certificate of insurance. Motion was made by Councilman Bert and seconded by Councilwoman Hart to approve the Juneteenth celebration. Motion carried.

Item #13 - Request for Special Events Permit - Male Empowerment Outreach

Chief Smith stated this event will be held at New Jerusalem Church and the request is to close a short section of 1st Street SE. This is a great event for the neighborhood and he recommends approval. Motion was made by Councilwoman Nelson and seconded by Mayor Pro Tem Vickers to approve the event. Motion carried.

Item #14 - Historic Preservation/Planning Committee Appointments

At the last meeting the council agreed to appoint seven members to the Historic Preservation/Planning Committee. Each member will name their proposed appointee for discussion and vote. After a brief discussion, the selected members are as follows: Fred Lee, Becky Tiller, Trena Giddens, James Heidenreich, Tammy Hinson, Betty Kellum and Karen Bass. Motion to approve the members was made by Councilman Bert and seconded by Mayor Pro Tem Vickers. Motion carried.

Item #15 - Walking Park Bid Selection - FRDAP Grant Project

The Town posted a request for bid in the newspaper. Bid submissions were opened in February 2023. WSN Construction was the only bidder for the restrooms and picnic pavilion. Mrs. Wilkerson mentioned the bids came in higher than anticipated but through additional discussion, the Town was able to negotiate. In FY 23 budget, the Town budgeted \$10,000 for the walking park bathrooms to supplement the cost of construction. As of now, the Town will need to supplement an additional \$4,911 (total cost \$14,991) in addition to the grant funding in order to complete the projects. Mrs. Wilkerson stated she recommends the Town award the project to the sole bidder WSN Construction, contingent upon approval from DEO on the modified budget. Motion to approve the FRDAP grant project was made by Councilwoman Nelson and seconded by Councilwoman Key. Motion carried.

Report of the Town Manager:

Mrs. Wilkerson provided the Public Safety by the Numbers to the council. The Havana Volunteer Fire Department responded to 38 calls and the Havana Police Department had 181 events during the month of April.

Mrs. Wilkerson reminded the council of the four- hour ethic training that needs to be completed each year along with the Financial Disclosures.

Mrs. Wilkerson gave a brief update on the town's audit. The auditors were here approximately 2.5 weeks and are still working through the process.

As the last request, Mrs. Wilkerson requested town staff be off for Juneteenth which is a Federal holiday. Motion was made by Councilman Bert and seconded by Mayor Pro Tem Vickers to give June 19, 2023 off to the town employees. Motion carried.

Council Comments:

Mayor Pro Tem Vickers welcomed Councilwoman Key and Councilwoman Nelson.

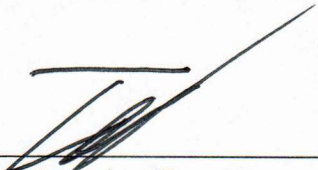
Councilman Bert mentioned a couple events that the council should attend. On June 12th at 6pm at the Hazel Baker Community Center there will be a Civic Education Meeting with Cory Simon attending. Also, on June 11th from 11am to 1pm, Capital Regional Transportation Planning Agency will host an event regarding the multi-use bike and walking trail. Havana is being considered and we all must show interest. Councilman Bert also welcomed the new council members.

Councilwoman Hart welcomed the new members, Councilwoman Key and Councilwoman Nelson and thanked them for stepping up to protect Havana. She also mentioned she will be resigning from her post on the Council but will not hesitate to be of service to the Havana community.

Councilman Nelson advised that when the Community Center is being rented there are problems with parking in front of the fire truck. Chief Smith advised this will be addressed by him and the Town Manager.

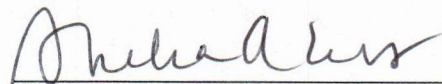
Motion was made by Councilman Bert and seconded by Councilwoman Key to pay bills.

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



Tim Loughmiller, Mayor

ATTEST:



Shelia A. Evans, Interim Town Clerk