

**HAVANA TOWN COUNCIL
REGULAR COUNCIL MEETING
NOVEMBER 30, 2021 @ 6 p.m.**

Member(s) Present: Decorkus Allen, Eddie Bass, Nick Bert, Janice Hart and Jenny Stone

Member(s) Absent: Warkeen Jordan

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

Invocation was led by Chief Smith followed by the Pledge of Allegiance.

Motion to approve the minutes from the October 26, 2021 Regular Council Meeting was made by Mayor Pro Tem Bert and seconded by Councilman Bass. Motion carried.

VISITORS:

Mr. McKinnon and the Town Council honored and presented Ms. Shelia Evans a retirement gift of a crystal vase inscribed with her many years of service. The entire Council thanked her for her service.

Presentation was given by Anissa Butler, Blessings of Hope Empowerment Outreach President. Ms. Butler gave an overview of the organization and stated the the CEO and Founder was Ms. Lucille Butler. Introduction of organizational members was given. She stated Blessings of Hope needed help with donations. Ms. Butler thanked the Council, Town Manager, Police Chief for all their support and for the opportunity to present their organization. Mayor Pro Tem Bert asked what type of response do you have from the community? Ms. Butler stated "there was a very good response from the community." Mayor Hart asked. "How may people do you service?" Ms. Butler responded approximately 50 people. Mayor Hart asked if Blessings of Hope has secured a location? Ms. Butler stated no location has been purchased. They currently use the Town of Havana Hazel Baker Community Center for their outreach events. The Town Manager, Howard McKinnon, stated this is a very busy and impressive organization. He also stated that if Blessings of Hope ever applied for a grant the Town of Havana would submit a letter of support. This is a good group effort and unity, we need to work together. Mr. McKinnon thanked Ms. Butler for her presentation.

OLD BUSINESS:

N/A

NEW BUSINESS:

Mr. McKinnon discussed the electrical surge that damaged appliances at the West rental property off of 1st Street. He stated they did discover the Town Crew had installed the wrong size transformer at this location. He is requesting the Council make a motion to approve the invoice to pay for damages. The Town will resubmit a claim to the insurance for reimbursement. Councilwoman Stone understood Brad was back and forth with the insurance company. Howard said "yes" he was, but the Town will resubmit the claim to the insurance company. Motion was made by Councilman Bass and seconded by Mayor Pro Tem Bert. Motion carried.

The Town Manager, Howard McKinnon, requested the Town Council approve the James Moore Audit Engagement Letter for stated reasons in memo. Audit is past due, and he is working on financial accounting part. He stated it is advantageous to keep James Moore because they are familiar with the Towns system. Motion to approve was made by Mayor Pro Tem Bert and seconded by Councilman Allen. Motion carried.

The Town Manager reported the Town received the Community Parks FRDAP grant application for \$50,000 for improvements. Application was submitted, we need to sign and get it submitted back to FRDAP. Councilwoman Stone asked will this list of \$50,000 improvements happen? She stated she is a huge advocate for recreation but shuffleboard is a concern. Mayor Hart stated if the grant has been submitted, the Town will have to comply with the application. Dewberry Engineering will assist. Motion to approve was given by Councilman Allen and seconded by Councilwoman Stone. Motion Carried.

Request for Public Hearing - Commercial Business District Ordinance was not super clear concerning the residential owners. There was a brief discussion for changes and it will take two public hearings. Mr. Ben Chandler, Agency for Regional Planning Commission, will attend to discuss. The Town Manager recommended the Town Council adopt the policy to send letters to property owners regarding a zoning change. The Manager recommends we amend and clarify the ordinance. Motion to approve was given by Councilman Bass and seconded by Councilwoman Stone. Motion approved to get started to amend ordinance.

Chief Smith requested the council approve the Special Events Permit for Highway and Byway Ministries to do a book giveaway on December 11 at the Town of Havana Park. Motion made by Councilman Bass and seconded by Councilwoman Stone. Permit granted.

Chief Smith requested the council approve the Special Events Permit for the Blessings of Hope Empowerment Christmas Party and giveaway to take place on December 18th at the Hazel Baker Community Center. He also stated that Blessings of Hope has given away a lot items in the Community in the past. They are truly a blessing. Motion made by Councilman Bass and seconded by Councilwoman Stone. Permit granted.

Mayor Hart asked when Chief Smith would be doing the Toys for Tots Christmas Shopping. Chief stated it would be December 19th at 2:00. They would meet at the Walmart on Thomasville Road in Tallahassee. Giveaway would take place on 23rd and 24th of December. Chief Smith also stated there were local drop off points around town including the Police Station and Town Hall.

The Town Manager requested the Town Council to approve the Town Clerk Interim appointment and his recommendation of Ms. Kimberly McMillan as Town Clerk effective December 2, 2021. Motion made by Councilman Allen and seconded by Councilwoman Stone. Motion carried.

REPORT OF THE TOWN MANAGER:

The Town Manager gave the Town Council an update on the Police Station. He stated that the architect indicated a January 2022 bid date is the goal.

The Manager also requested that the Town Council change the December Council Meeting to Tuesday, December 14, 2021. Motion to approve was made by Mayor Pro Tem Bert and seconded by Councilman Bass. Motion carried.

Request was made to subdivide a lot on 3rd Street SW. A presentation will be made at the next council meeting. A Public Hearing sign will be made.

COUNCIL COMMENTS:

Councilman Vickers requested the Welcome Sign on Highway 27 grounds around it needed to be updated. Weeding needs to be done and something low maintenance needed to be planted. Mr. McKinnon will follow up.

Councilwoman Stone thanked Ms. Shelia Evans for all she has done and for her service to the Council.

Councilman Bass stated he appreciated Ms. Shelia Evans for her years of service and he looks forward to Ms. McMillan filling her shoes.

Mayor Pro Tem Bert thanked Ms. Shelia Evans for all she has done for the town.

Mayor Hart thanked Ms. Butler, Blessing of Hope, for sharing her presentation with the Council and she thanked her for her service to the Town. Mayor Hart also thanked Ms. Evans for her service to the Town and hope she enjoys her retirement. Mayor Hart also thanked Ms. McMillan for her willingness to step up and fill the Town Clerk position.

Motion to pay bills was made by Mayor Pro Tem Bert and seconded by Councilwoman Stone. Motion carried.

Motion to adjourn at 6:50 p.m.

Janice L. Hart, Mayor

ATTEST:

Kimberly J. McMillan, Town Clerk