

**HAVANA TOWN COUNCIL
REGULAR COUNCIL MEETING
MARCH 29, 2022 @ 6 P.M.**

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

Member(s) Absent: N/A

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

Invocation was led by Mr. Wilbert Butler followed by the Pledge of Allegiance.

Motion to approve the minutes from the February 22, 2022 Regular Council Meeting with the recommended change from Mayor Hart was made by Mayor Pro Tem Bert and seconded by Councilman Bass. Motion carried.

VISITORS:

Ms. Karen Kent is a customer located at the address 504 NE Short Street. She presents with a request about Waste Pro garbage and debris pickup. She states she has called the Town Hall and reported her garbage being missed for six weeks. She is requesting a credit on her account from Waste Pro. The Town Manager requested the Town Clerk do a work order to ensure her trash is picked up even if our Town Crew has to do it.

The Town Manager also stated that the Façade Grant information was supposed to be submitted and was not, so therefore he has asked Karen to address during the recognition of visitors. The Façade Grant application information was presented by Karen Kent. She states that the Downtown Improvement Committee is in charge of the Façade Grants and she explains what they are used for and how it only applies to the downtown area. Karen states that there were three applicants that applied for the Façade Grants available this year. Two of them were awarded and the third was not do to being outside the downtown area. However, Awaken 514 will be awarded \$1,407.25, and also Kellum Antiques will be awarded \$1235.88. The Town Manager stated that the Council could not use the Façade Grant CRA funds for other businesses not located in the downtown area.

OLD BUSINESS:

The Town Manager discusses the Downtown Dumpsters with the help of Terri Paul. We have come to a conclusion that makes everyone happy. He reports that there will now be two downtown business dumpsters shared by six different business owners. There will be none behind the Shell station, the two dumpsters will be housed near The Wanderings in an enclosed downtown area. This should solve this issue.

NEW BUSINESS:

Proclamation of Councilwoman Warkeen Jordan

Mayor Hart presents Councilwoman Jordan with a Proclamation for her timeless efforts and years of service. All Council proceeds to thank her for her service. The Town Manager reads the Proclamation.

Citizen Petition to Address Traffic Concerns on 5th Street NE

The Town Manager addresses the petition in the Town Council agenda packets. Citizens from 5th Street NE approach the Council about the concerns of the high volume of traffic and the speeding taking place in the neighborhood on this street. There is also a tremendous amount of foot traffic from the park and from the surrounding neighborhoods.

The citizens are initially asking for stop signs one three way stop sign at 6th Avenue and 5th Street and a four way stop at 8th Avenue and 5th Street. In case the stop signs do not get approved, the citizens would like to have speed bumps installed at these same locations.

The Town Manager stated that there has been two traffic studies done on this street and they did find that there was excessive speeding at least 5 MPH over in the area along with heavy traffic. Due to the State of Florida law, the Police could not issue a citation for 5 MPH over the speed limit. The Town Manager recommends a three-way stop sign to be put up on 5th and 6th along with speed limit signs. Nick Bert motioned to move forward with the Town Manager's recommendation with Eddie Bass seconding the motion. Motion carried.

Request for Final Approval of Zoning Application for Land Use Change for Havana Community Development

The Town Manager states that a couple of years ago the Havana High School had a zoning that has now been annexed into the city and therefore needs a city zoning. Ben Chandler is here tonight representing Apalachee Regional Council which is the Zoning Council coordinator for the Town and he agrees that this zoning is appropriate. The Town Manager says that this will be the second and final reading and that he requests that the Council approve. Motion made to approve by Nick Bert seconded by Jenny Stone. Motion carried.

NEW BUSINESS (continued):

Request to Approve Agreement with The Management Experts LLC to manage The American Rescue Act Funds.

The Town Manager states that the Town has received federal funds in the amount of \$427,757.83 from the American Rescue Act Fund. He suggests the Town needs guidance on how to use, report, and expend these funds in an appropriate way. The Town Manager has reached out to the neighboring cities of Chattahoochee, Quincy, and several other cities to find out who is managing their funds. While reaching out to Chattahoochee he was told that they use The Management Experts LLC group. Therefore, he has contacted Traci Buzbee, owner at The Management Experts, to see if we could use them as well. Ms. Buzbee has agreed to help the Town again. The former Town Manager, Howard McKinnon, used Traci Buzbee for other grant projects that the Town had. It is the current Interim Town Managers suggestion to recommend using The Management Experts LLC for the Town's federal funds expenditures. He is recommending a workshop with Traci and the Council. Mayor Pro Tem Bert stated that the Town used this company after Hurricane Michael to manage the money. Eddie Bass motioned to move forward with the recommendation of hiring The Management Experts LLC to help with the expenditure of American Rescue Act funds and the motion was seconded by Mayor Pro Tem Bert. Motion carried.

Municipal Gas Authority of Georgia Low Interest Loan for Natural Gas Infrastructure in Twin Ponds Subdivision Request to Approve Installation Bid.

The Municipal Gas Authority of Georgia presented to the Town of Havana an offer for low interest loans to members of their group who receives natural gas from them. They just did a loan with Donaldsonville for \$250,000 at 3.5% interest which could be stretched out up to 7 years. The Town Manager states the Town has had several citizen requests from the Twin Ponds subdivision about receiving natural gas in their area. An installation bid was put out to service the Twin Ponds area with one bid coming in at \$38,000 and the other at \$52,385. This would supply gas to the main Twin Ponds road. Mayor Pro Tem Bert motioned to accept the low bid of \$38,000 and to proceed with loan agreement seconded by Councilwoman Jenny Stone. Motion carried.

NEW BUSINESS (continued):

Request for First Approval of Central Business District Amended Ordinance (read by title only).

The Town Manager states that Ben Chandler with the Apalachee Regional Planning Council is represented here if there are any concerns. He does have a large map showing the area that any residential homeowner that showed up in the Central Business District would be able to maintain their residential rights to their property. For example, if a residence burned down they would be able to build another house at that location. It also includes vacant lots owned by residential owners that they could allow another residence to be established at that location as well. Councilwoman Jenny Stone suggested legal typo changes to be made and then motioned to first ordinance approval, seconded by Councilman Eddie Bass. Motion carried.

Request to approve Dewberry Engineering Task Order to assist with the Department of Economic Opportunity Grant of \$75,000.

This is a \$75,000 grant offered by the Rural Infrastructure Fund through the Department of Economic Opportunity to create a platform of what we want our downtown to look like from landscaping to sidewalk replacement. This does require engineering and the specifics for doing the project. Justin with Dewberry is here if there are any questions about the engineering implementation. A motion was made by Councilman Decorkus Allen to approve the Dewberry Engineering Task Order, followed by a second motion made by Councilwoman Jenny Stone. Motion carried.

REPORT OF THE TOWN MANAGER

Several projects the Town Manager would like to update the Council on one being the Havana Police Department. An invitation to bid has went out and there will be a bid opening on April 4th. An update will be made at the next April council meeting.

The next item is the right-of-way trimming has started. It will take about three to four weeks to do half of the town. The council did agree for half to be done this budget year with the other half being done next budget year.

The third item up for discussion is the parking lot behind the Shell station. The Town Manager was tasked with getting in contact with Mr. Kellum. Mr. Hinson, the Town Manager, and Mr. Kellum all agreed on everything in the parking lot. The dumpsters have been moved and at this time there will be no pursuit in putting up a fence by Mr. Hinson. There will be however a dumpster still owned by Gockis at this location.

REPORT OF THE TOWN MANAGER (continued)...

There has been discussion of bathrooms in the park and new playground equipment at the park. The FRDAP grant we are trying to get is for \$50,000 and is moving forward. The Town Manager states he does have a copy of the grant and what was agreed to expend the funds on. A certain percentage of the grant has to be used on playground equipment and only a certain amount can be used in construction of the bathrooms which is \$5,000 that is mentioned in the contract. The Town Manager would like to proceed with getting potential bids for the bathroom portion of it. Justin from Dewberry Engineers is here and could answer in any questions about what would be needed. The City of Quincy just did a public restroom in one of their parks. The Town Manager will proceed with the surveyors going out to get an idea of what is needed.

Justin was also helping the Town Manager look into the Stormwater funds on Main Street. It is in the Legislature and the Governors office for signing off on, but it is looking like it is not going to be handled at this time. Justin with Dewberry informed him of a mitigation grant that is a rescue grant that is coming up. Hopefully we will be able to pursue being able to get two of the stormwater projects through this grant.

RECOGNITION OF EACH COUNCIL MEMBER

Councilman Vickers had nothing to comment.

Councilwoman Jordan had nothing to comment.

Mayor Pro Tem Bert had nothing to comment.


Councilman Allen asked about the skipped agenda item for the Town employees to get Good Friday, April 15th. He recommended the council approve it. Motion was made by Councilman Allen and seconded by Councilwoman Stone. Motion carried. Councilman Allen also thanked Ms. Jordan for her years of service.

Councilman Bass had nothing to comment.

Mayor Hart stated she will miss Ms. Jordan but that she hoped to see her around the community and if there is anything you need, please do not hesitate to let us know.

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

Meeting was adjourned at 6:56 p.m.



Janice L. Hart, Mayor

ATTEST:



Kimberly J. McMillan, Town Clerk