Council Meeting Minutes

7995 N Century Blvd.

June 06, 2023

7:00 p.m.

Council Members

Present: Luis Gomez

 Dynette Lewis

Sandra McMurray Jackson

Shelisa McCall, via Conference Call

Alicia Johnson

Others Present: Benjamin Boutwell, Mayor

Leslie Howington, Town Clerk

 Kevin Merchant, Superintendent

 Dale Long, Engineer

Council President Luis Gomez called the meeting to order at 7:00 p.m. and confirmed the advertisement of Bill List Review and Council Meeting.

1. **Open Meeting with Prayer**

Council Member Sandra McMurray Jackson prayed.

1. **Pledge of Allegiance**
2. **Roll Call**

Council Members Gomez, Lewis, McMurray Jackson and Johnson were present at the table. Council Member Shelisa McCall Abraham participated via Conference Call. Town Clerk Leslie Howington shared that Mayor Boutwell was unable to join the meeting tonight and sends his regrets.

1. **Public Forum**

There were no Speaker Request Forms.

1. **Ministerial** **Acts**

a. Approval of Minutes

* + - * May 16, 2023 Bill List Review Minutes
			* May 16, 2023 Council Meeting Minutes

b. Approval of Bill List

* June 06, 2023 Bill List

Council Member Alicia Johnson made a motion to approve the Ministerial Acts. Council Member Sandra McMurray Jackson seconded the motion. There were no questions. The motion passed The motion passed unanimously.

1. **Dr. Jessica Griffen -- Update on YouthFirst Century**

Dr. Jessica Griffen presented an update on the CenturyFirst Youth Program at the Century Business Center and thanked the Council and Town for standing with them.

Since April they have served about 53 students: from April 1-23 there were 26 students, then 27 after that. Summer school started this week and the summer employment started this week and that slowed attendance.

They visited three areas; Century Park Apartments is putting a flyer on every person’s door.

Two educators from Century, Levon Wright and Tangeniqua Nelson, have partnered with CenturyFirst and bring great classroom experience with them.

On June 19th, they are celebrating Juneteenth in the evening so everyone can come. This will be an outreach.

Refrigerator and ice machines are in. Thank you. We need a tutorial on how to work the gas stoves before next month when Home Ec classes start.

Security issues: On three occasions a door has been left open. It is hard to lock. Please look at that.

Security: Kevin Merchant went over today to see where someone had pulled the alarm system off the wall. It was hanging. She showed photos to the Council. The smoke alarm has gone off constantly. Mr. Merchant assured her that it would be repaired today and then checked tomorrow. Mr. Merchant stated that he did not know what the Council decision was on security cameras.

Lighting is authorized. We are awaiting manpower to install.

The pantry is locked. Clothing and toiletries and food delivery start tomorrow.

Council President Gomez stated the door should be secure. It was during his trainings for the Block Party. Ms. Howington will prepare all options for Council to vote on.

1. **Robin Phillips Update on Hurricane Sally Grant Application**

Robin Phillips stated she has received encouraging news on the applications for the shelter for $10 million and three bridges for $2.8 million: a site visit is planned.

Council Member Lewis asked about the property for shelter and if Pensacola State College planned to turn ownership over to the Town. Ms. Phillips has let PSC know that the site visit has been planned.

Council President Gomez stated he is not at all for fixing the gym for PSC. Ms. Phillips shared that another location could be chosen.

Council Member Johnson asked if Carver Community Center would be an option with a bigger building. Ms. Phillips advised that to make it into a shelter would change the design. Council Member Lewis acknowledged that the design was not set in stone. Ms. Phillips noted that there is not a lot of property at the Carver Community Center to cover the size the shelter would need to be.

Council Member McMurray Jackson recalled that the Industrial Park was discussed as an option. Council President Gomez noted that a lot of studies are not needed because the Industrial Park has those.

Ms. Phillips will reach out to Dr. Meadows and see if they have a statement on the plan to possibly contribute.

1. **Dale Long Cross-Connection Control Plan and Resolution 06-2023**

Dale Long invited questions on the plan and gave a brief review of the Cross Connection Control Plan (CCCP). This is to ensure that there are no contaminants entering Town drinking water.

The first step is approving the Cross Connection Control Plan. This stems from a DEP review that noted that we could not provide the CCCP.

Mr. Long stated that every single customer was reviewed in each route book. The commercial customers are already listed.

Adopt the document then get staff lined up to contact each customer. There are templates in the back of the Plan. Some small commercial customers like a church will receive this as a new requirement.

Council President Gomez suggested Workshops to advise the public.

Council President Luis Gomez read the title of the Resolution 06-2023 Cross Connection Control Program.

**RESOLUTION NO. 06-2023**

**CROSS-CONNECTION CONTROL PROGRAM**

**A RESOLUTION OF THE TOWN OF CENTURY ESTABLISHING A MANDATORY CROSS-CONNECTION CONTROL PROGRAM ; ESTABLISHING REQUIREMENTS OF THE CROSS-CONNECTION CONTROL PROGRAM; PROVIDING FOR REPEAL OF ANY FORMER POLICIES, RULES, OR RESOLUTIONS REGARDING CROSS-CONNECTION CONTROL**

Council Member Sandra McMurray Jackson made a motion to approve Resolution 06-2023. Council Member Alicia Johnson seconded the motion. No questions. The motion passed unanimously.

1. **Dale Long Water Meter Replacement Project Task Order**

Mr. Long shared that he has received a confirmation from the County that the Meter Replacement project is ready to go.

Mr. Long noted that his second quote was less than the quote he provided in the Agenda Packet and he will honor the lesser of the two. Mr. Long will prepare the plans and specs, bid and manage the project.

Council President Gomez asked if we had selected a meter vendor yet. Mr. Long suggested presentations from the vendors and either staff or Council receive presentations. The goal is to have a drive by system.

Council Member Johnson noted that radio reads could be read from Town Hall. Mr. Long recalled that requires antennae.

Reading gas meters was discussed. We will review all proposals. Council President Gomez was impressed with what they had in Baker. Council Member Johnson has a Mueller system that does that and has a guarantee for 10 years.

Council President Gomez suggested it would be best for staff to narrow down the options because they know what is needed.

Dale requested authorization for Mayor Boutwell to execute the Task Order. Council Member Alicia Johnson made a motion to authorize Mayor Boutwell to sign the Task Order for Service Line Project with the provision that the total cost revert back the original $190,000. Council Member Dynette Lewis seconded the motion. No questions. The motion passed unanimously.

1. **Leslie Howington Easement for EREC Fiber Optic Project**

Leslie Howington stated that the Escambia River Electric Co-op (EREC) easement is being presented tonight to show one change in the description on page two where additional verbiage was added by EREC’s engineer.

Council President Gomez read the Recommended Action: approve the easement at Fischer Landing for Escambia River Electric Co-op’s fiber optic project. Council Member Dynette Lewis made a motion approve the easement with the amended description. Council Member Alicia Johnson seconded the motion. No questions. The motion passed unanimously.

1. **Staff Report**

Leslie Howington read the Clerk’s Report.

1. **TRIM**

I participated in the TRIM Compliance webinar. Just letting you know that budget season is right around the corner. We’ll start with Mayor holding Staff Meetings and then we’ll proceed with a line item review during Council Budget Workshops in late July and early August.

1. **Taxable Value Estimates for 2023-2024**

We have received the Taxable Value Estimates from the Property Appraiser.

This Fiscal Year 22-23 $48,710,545

Next Fiscal Year 23-24 $50,935,176

This year over last year, we have had an increase of $2,224,631in the taxable value. (That is, the property that is not tax exempt and any amount homesteaded over the $50,000 threshold.)

In 2021 it was $45,528,989 which was down $9,162 from 2020.

So between 2021 and 2024 all of the estimated taxable value of the Town has increased $5,406,187, which is a 12% overall value increase. Congratulations.

1. **ARPA**

We anticipate having an ARPA budget for Council review by the end of the month. It is based on consensus that was reached by the Council during the ARPA Workshop. Barring any unforeseen changes, the Council can vote to pass that budget and we can move forward with important projects like the stadium signage and new flooring throughout Town Hall, and, yes, laptop that will allow the Clerk to access the server and respond to Council questions during a meeting.

1. **Algaplast Funds**

Algaplast is paying electronically and the deposits go in our General Fund. The first payment with deposit totals about $23,000. Would the Council prefer to open a new account just for Algaplast funds or put these funds in the Special Revenue account where other rent goes?

Council consensus was reached to hold the money in Special Revenue.

1. **Mayor’s Report**

Ms. Howington read the Mayor’s Report:

1. **Christmas Lights**

Later this week, Kevin Merchant and Mayor Boutwell have a ride around scheduled with Reggie Kennedy, our FPL business representative to look at which light poles we want to add to the Christmas decorations.

1. **Utilities Director Job Description**

Council, you have a draft copy of the Utilities Director Job Description. Please review and get it back to Leslie with your input. Thank You Council Member McCall for turning yours in.

1. **Council Comments**

Shelisa McCall reported that she will be attending the Institute for Elected Municipal Officials in Palm Beach Gardens this weekend.

Council Member Sandra McMurray Jackson had nothing to report.

Council Member Dynette Lewis asked if we have heard from Meredith Reeves. Leslie has communicated with Ms. Reeves via email.

1. **Public Forum**

William Reynolds shared that the lighting, press box and bleachers are being replaced at Northview. Maybe the Town could have them donated.

1. **Adjourn**

There being no further business, Council Member Dynette Lewis made a motion to dismiss. Council Member Sandra McMurray Jackson seconded the motion. There were no questions. The meeting adjourned at 8:08 p.m.

Respectfully submitted,

Leslie Howington, CMC

Town Clerk