



Town of Century, Florida
Council Meeting Agenda
December 02, 2025 at 6:15 PM
7995 N. Century Blvd. Century, Florida 32535
(850)256-3208 | www.TownOfCenturyFlorida.com

Call Meeting to Order

- 1. Roll Call**
- 2. Open Meeting with Prayer and Pledge of Allegiance**
- 3. Consent Agenda**
 - A. Approval of Minutes of November 18, 2025**
 - B. Approval of Bill List**
- 4. Public Forum #1**
 - 1. Donation to Basketball Association**
- 5. Action Items**
 - A. Community Center/Ag Building Rental Fees**
- 6. Council Comments**
- 7. Staff Comments/ Report**
- 8. Public Forum #2**
- 9. Adjourn**

§ In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this proceeding should contact the Town Clerk no later than noon the day of the meeting to request assistance. § If HEARING impaired, please contact TDD (TDD-Telecommunications Device for the Deaf) at 1-800-955-8771. § If VOICE impaired, please contact the Florida Relay Service at 1-800-955-8770, for assistance. § If a person decides to appeal any decision with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for that purpose, he may need to ensure that a "verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal to be based." Minutes of the Town Council meetings can be obtained from the Town Clerk's office. The cost of duplication and/or court reporter will be at the expense of the requesting party. Minutes are recorded but are not transcribed verbatim.

Town of Century Council Meeting Minutes November 18, 2025, at 6:15 PM

The data reflected in these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes, photographs, and/or videotapes. Comments reflected herein are sometimes paraphrased, condensed, and/or have been edited to reflect essential subject matter addressed during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the Town Clerk and providing their own representative and equipment pursuant to Chapters 119 and 283, Florida Statutes.

Call Meeting to Order

6:30pm

1. Roll Call

PRESENT

- Henry Cunningham
- Shelisa Abraham
- John Bass
- Sparkie Harrison

ABSENT

- Mayor Ben Boutwell
- President Dynette Lewis

2. Open Meeting with Prayer and Pledge of Allegiance

Councilmember Cunningham lead in prayer.

3. Consent Agenda

A. Approval of Minutes

Motion made by Bass, Seconded by Abraham.
Voting Yea: Cunningham, Abraham, Bass, Harrison

B. Approval of Bill List

Motion made by Bass, Seconded by Abraham.
Voting Yea: Cunningham, Abraham, Bass, Harrison

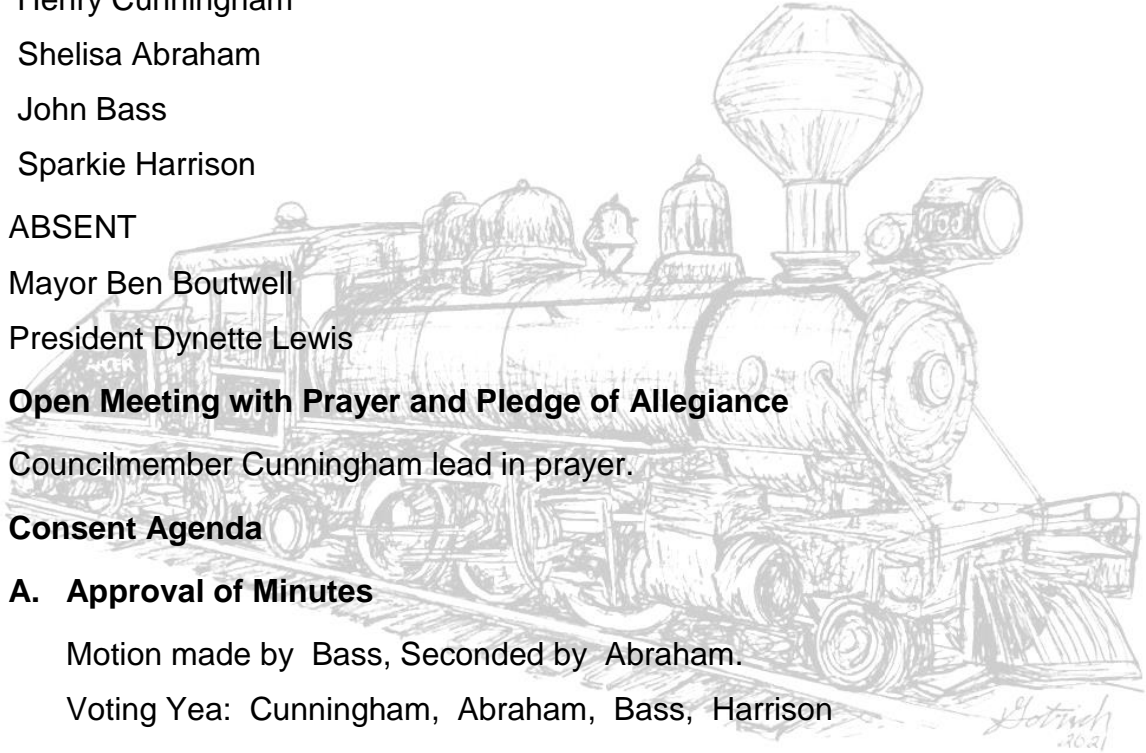
Public Forum #1

Public Forum the Ag building for the MLK celebration. Would like to use the Ag building to use for the MLK Celebration. It will be on the December 2 council meeting.

4. Action Items

A. Adjusting Permitting Fees- Resolution 2025-15

Eric Christian is with regional planning commission. Stated that the town is losing money on the land use permits etc. Variance application is when the citizen is wanting to break the law/ordinance. Councilmember Cunningham read the resolution in entirety.



Motion made by Bass, Seconded by Harrison.
Voting Yea: Cunningham, Abraham, Bass, Harrison

B. Change Order 2 Well Rehabilitation

Dale Long stated that parts have shipped for well 2. There is a change order that will partially be paid for by a \$40,000.00 grant. \$20,393.69 not covered by the grant.

Motion made by Bass, Seconded by Harrison.
Voting Yea: Cunningham, Abraham, Bass, Harrison

C. Change Order 4 Phase II Waste Water Treatment Plant

Remove external coating saving money and adding back 12 to 24 pipes.
Councilmember Bass asked for an itemized list of all the projects that are going on from Dale.
Councilmember Cunningham asked about Freedom Road Bridge. The project came in over budget.

Motion made by Bass, Seconded by Harrison.
Voting Yea: Cunningham, Abraham, Bass, Harrison

D. Donation to Basketball Association

Table until next time.
Motion made by Bass, Seconded by Abraham.
Voting Yea: Cunningham, Abraham, Bass, Harrison

5. Council Comments

A. Festival of Trees

Councilmember Abraham stated that there would be a Festival of Trees. Flomaton was a 50/50 vote with their Chamber on if they want to do so. December 5th at 5:00pm- Churches and Schools were contacted to come and sing. Line up will be at 4:30pm. for the parade. Government week is in October.

6. Staff Comments/ Report

A. Council Meeting Dates for December

December 2 is the only council meeting for December.
Town Clerk stated that the citizens need to be mindful of colder weather.

7. Public Forum #2

Ms. Fletcher has questions about well number 2. Its a tank inside of the plant. The longevity will be equally as good. The parts should be here on the same amount of time.

MILO will be here on Thursday November 20th 9:30-2:30. They do installment plans. No Drivers License.

Mr Peacock asked about using stainless steel pipe.

8. Adjourn

7:23pm.

Motion made by Abraham, Seconded by Bass.

Voting Yea: Cunningham, Abraham, Bass, Harrison

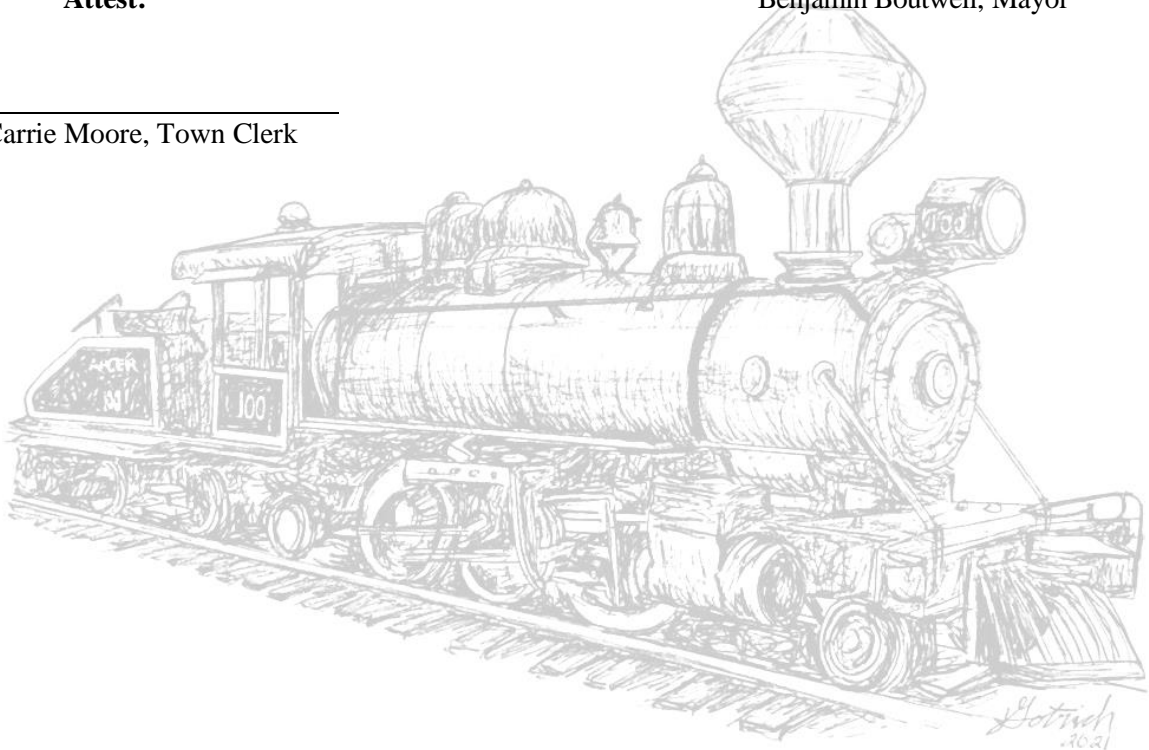
- 9. *§ In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this proceeding should contact the Town Clerk no later than noon the day of the meeting to request assistance. § If HEARING impaired, please contact TDD (TDD-Telecommunications Device for the Deaf) at 1-800-955-8771. § If VOICE impaired, please contact the Florida Relay Service at 1-800-955-8770, for assistance. § If a person decides to appeal any decision with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for that purpose, he may need to ensure that a "verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal to be based." Minutes of the Town Council meetings can be obtained from the Town Clerk's office. The cost of duplication and/or court reporter will be at the expense of the requesting party. Minutes are recorded but are not transcribed verbatim.*

Town of Century

Attest:

Benjamin Boutwell, Mayor

Carrie Moore, Town Clerk



**Town of Century
December 02, 2025
Bill List**

Section 3, Item B.

Account Number	Account Name	Fund	Payee	Amount	Inv #	Month	Date Paid	YTD Spent	Annual Budget
			Gas Fund						
401-32-6-50000	Capital Outlay	Gas Fund	Precision Meter Repair (leak survey)	\$22,192.00	15196	September			
401-32-5-20000	Fuel Expense Gas	Gas Fund	Southern Pit Stop (fuel)	\$65.58	3573-11/25/25	November		\$1,312.20	\$8,000.00
			Total	\$22,257.58					
			General Fund						
100-12-4-60000	Building Maintenance City Hall	General Fund	Bondurant Lumber & Hardware (carriage bolt hedge-christmas decorations)	\$5.16	3513-473788	November		\$3,066.04	\$27,000.00
100-12-4-60002	Building Maintenance Habitat	General Fund	Bondurant Lumber & Hardware (uline brown-century business center)	\$29.99	3514-473814	November		\$29.99	\$2,000.00
100-72-5-27002	Field Supplies Park	General Fund	Philip May Co (brown towels, pine sol, tissue, bleach, wipes)	\$264.10	3511-164526	November		\$1,304.24	\$8,000.00
100-72-5-20002	Fuel Expense Park	General Fund	Southern Pit Stop (fuel)	\$61.00	3512-11/20/25	November		\$247.50	\$6,000.00
			Total	\$360.25					
			Water Fund						
402-36-4-76002	Testing Sewer	Water Fund	Eurofins Environment Testing (testing samples)	\$285.00	4000169529	November		\$1,930.00	\$15,000.00
402-36-5-38001	Chemicals Water	Water Fund	Hawkins, Inc. (chlorine, chlorine cylinder)	\$1,824.50	7264629	November		\$2,184.50	\$20,000.00
402-36-5-38000	Chemicals WWTP	Water Fund	Hawkins, Inc. (crystal clear 68, hydrated lime, sulfur dioxide)	\$4,178.00	7265929	November		\$5,823.00	\$22,000.00
			Total	\$6,287.50					
			Grand Total	\$28,905.33					

Town of Century
December 02, 2025

Section 3, Item B.

Bill List

Account Number	Account Name	Amount
	Gas Fund	
401-32-6-50000	Capital Outlay	\$22,192.00
401-32-5-20000	Fuel Expense Gas	\$65.58
	Total	\$22,257.58
	General Fund	
100-12-4-60000	Building Maintenance City Hall	\$5.16
100-12-4-60003	Building Maintenance Habitat	\$29.99
100-72-5-27002	Field Supplies Park	\$264.10
100-72-5-20002	Fuel Expense Park	\$61.00
	Total	\$360.25
	Water Fund	
402-36-4-76002	Testing Sewer	\$285.00
402-36-5-38001	Chemicals Water	\$1,824.50
402-36-5-38000	Chemicals WWTP	\$4,178.00
	Total	\$6,287.50
	Grand Total	\$28,905.33

Town of Century
December 02, 2025

Section 3, Item B.

Bill List

Payee	Amount
Bondurant Lumber & Hardware	\$35.15
Eurofins Environment Testing	\$285.00
Hawkins, Inc.	\$6,002.50
Philip May Co	\$264.10
Precision Meter Repair	\$22,192.00
Southern Pit Stop	\$126.58
Grand Total	\$28,905.33

TOWN COUNCIL AGENDA ITEM

TOWN OF CENTURY

COUNCIL MEETING – November 4, 2025
AGENDA ITEM: Basketball Association Donation

Contributions Budgeted for this fiscal year are \$5,000 so far only \$200 have been spent.

Century Basketball Association 2024-2025

03/06/2025 \$1,000 paid

Blackcats Basketball Association 2022-2023

9/21/2023 \$1,000 paid
9/21/2023 \$500 paid
9/21/2023 \$265 paid



TOWN COUNCIL AGENDA ITEM

TOWN OF CENTURY

COUNCIL MEETING – November 4, 2025

AGENDA ITEM: Donation

Background:

Donation to the Basketball Association

Recommendation:

Council consideration and approval of a one time donation to the Basketball Association.



Town of Century, Florida

Facility Use Policy and Rental Agreement

7995 North Century Blvd, Century, FL 32535

Phone: (850) 256-3208

SECTION 1: RENTER INFORMATION

Renter's Full Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Date of Rental: _____

Start Time: _____

End Time: _____

Purpose of Event: _____

SECTION 2: FACILITY INFORMATION

Facility Requested (Check One):

Century Community Center (Ag Building)

Century Business Center (Habitat Building)

User Type	Rental Fee	Cleaning Deposit	Total Due
All Residents	\$400	\$100 (Refundable if facility is properly cleaned)	\$500
Government Agency (All Levels)	Fee Waived	None	\$0*

Town Council approval is required for all Government Agency requests seeking a waived rental fee.

An Interlocal Agreement is required if the event or facility use exceeds five (5) days. The waiver shall only be granted if the use of the facility is in direct exchange for other municipal services rendered to the Town of Century, consistent with Florida law.

All standard rental-related costs including but not limited to security, cleaning, and key replacement shall remain the responsibility of the government agency unless expressly waived by the Town Council in writing. A fee waiver for facility rental does not automatically extend to these ancillary costs.

Security Requirement:

- Security provided by the Escambia County Sheriff's Office or a State of Florida licensed security guard company is required for all events with more than 75 attendees. Proof of arrangement must be submitted at least 5 business days prior to the event.

- Events with 150 or more attendees require prior approval by the Town Council.

SECTION 3: TERMS AND CONDITIONS

1. I am 21 years of age or older and will be present for the duration of the rental.
2. I am responsible for returning the facility in the same condition it was received.
3. A \$100 cleaning deposit will only be refunded upon passing post-event inspection.
4. I am liable for any damage that occurs during the rental period.
5. No admission fees may be charged unless pre-approved by the Town Council.
6. The facility must be vacated by 12:00 AM.
7. Prohibited: Tobacco, alcoholic beverages, illegal drugs.
8. Bathrooms must be cleaned and mopped.
9. All floors must be mopped and mops rinsed and stored upright in the kitchen.
10. Trash must be bagged and removed to the dumpster.
11. Thermostats must be left on AUTO: AC set to 76°F or Heat at 65°F.
12. Weekend rentals: Keys must be picked up by 3:30 PM on Friday. No exceptions.
13. Keys must be returned by the next business day.
14. No refunds if cleaning guidelines are not followed or lights are left on.
15. A Hold Harmless and Indemnification Agreement must be signed by all non-government renters.
16. A Certificate of General Liability Insurance naming the Town of Century as an Additional Insured is required for all public events with more than 150 attendees or where amplified sound is used. Alcohol is strictly prohibited on the premises.

SECTION 4: SIGNATURES

Renter's Signature: _____

Date: _____

Town of Century Representative: _____

Date: _____

SECTION 5: DEPOSIT RETURN AND CANCELLATION

- \$100 Cleaning Deposit: [] Approved [] Denied

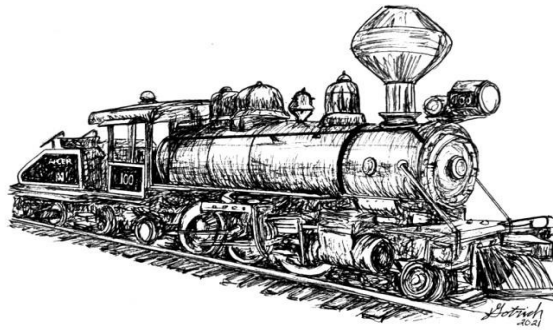
- Reviewed by: _____

- Date: _____

Cancellation Policy: A full refund is available only if cancellation is made at least 48 hours in advance of the scheduled event.

For questions or to return this form, contact Town Hall at (850) 256-3208.

Town of Century
7995 N. Century Blvd.
Century, Florida 32535



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Town of Century Ag Building Rental Cleaning Checklist

Kitchen

- Wipe down all counters and prep surfaces
- Clean sinks and faucets (no food residue)
- Wipe down exterior of all appliances (fridge, oven, microwave)
- Empty refrigerator/freezer (if used)
- Clean inside of microwave (if used)
- Mop kitchen floors
- Empty trash cans and replace liners
- Ensure all dishes are cleaned and put away

Lobby

- Dust all surfaces and decorations
- Wipe down tables, chairs, and counters
- Vacuum or mop floors
- Empty trash/recycling bins and replace liners

Bathroom(s)

- Clean toilets, sinks, and mirrors
- Wipe down counters and faucets
- Mop bathroom floors
- Empty trash cans and replace liners
- Address any odors (use air freshener if needed)

Main Event Room

- Sweep, vacuum, or mop floors
- Wipe down tables and chairs
- Remove all decorations and personal belongings
- Take down all banners, signs, or displays
- Empty all trash bins and replace liners
- Spot clean walls as needed (scuffs, fingerprints)

Final Walkthrough

Section 5, Item A.

- Ensure all lights and appliances are turned off
- Secure all doors and windows
- Return any furniture/equipment to original layout
- Return AC Setting to 76 Degrees
- Report any damages or issues before leaving (Call the Afterhours number 850-256-3208)

Town of Century Ag Building Rental Do & Don't List

Do:

- Clean up any spills right away
- Return tables, chairs, and rented items to original placement
- Place all trash in bins and empty if full
- Remove all personal belongings
- Supervise children at all times
- Report any damage or concerns before departure (Afterhours number 850-256-3208)
- Follow posted kitchen and safety guidelines

Don't:

- Do not use glitter, confetti, or other hard-to-clean decorations
- Do not attach items to walls/ceilings with tape, nails, or glue
- Do not leave food in sinks, refrigerator, or on counters
- Do not overfill trash bins—empty when full
- Do not block exits or safety equipment
- Do not smoke inside the building
- Do not allow unauthorized people in restricted areas

Thank you for helping keep the Town of Century Ag Building clean and ready for the next event!

This form **MUST** be turned in with the key to be REFUNDED any deposit!

Signature of Renter

Date