



Town of Century, Florida
Council Meeting Agenda
November 18, 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**
 - B. Approval of Bill List**
- 4. Public Forum #1**
- 5. Action Items**
 - A. Adjusting Permitting Fees- Resolution 2025-15**
 - B. Change Order 2 Well Rehabilitation**
 - C. Change Order 4 Phase II Waste Water Treatment Plant**
 - D. Donation to Basketball Association**
- 6. Mayor's Report**
- 7. Council Comments**
 - A. Festival of Trees**
- 8. Staff Comments/ Report**
 - A. Council Meeting Dates for December**
- 9. Public Forum #2**
- 10. 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 04, 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

Meeting was called to order at 6:32pm

1. Roll Call

PRESENT

Mayor Ben Boutwell

President Dynette Lewis

John Bass

Sparkie Harrison

ABSENT

Henry Cunningham

Shelisa Abraham

2. Open Meeting with Prayer and Pledge of Allegiance

Mrs. Deterville lead the meeting with prayer.

3. Consent Agenda

A. Approval of Minutes of 10/21/2025

Motion made by Bass, Seconded by Harrison.

Voting Yea: President Lewis, Bass, Harrison

B. Approval of Bill List

Motion made by Bass, Seconded by Harrison.

Voting Yea: President Lewis, Bass, Harrison

Public Forum #1

N/A

4. Action Items

A. Donation to Basketball Association

Item Tabled

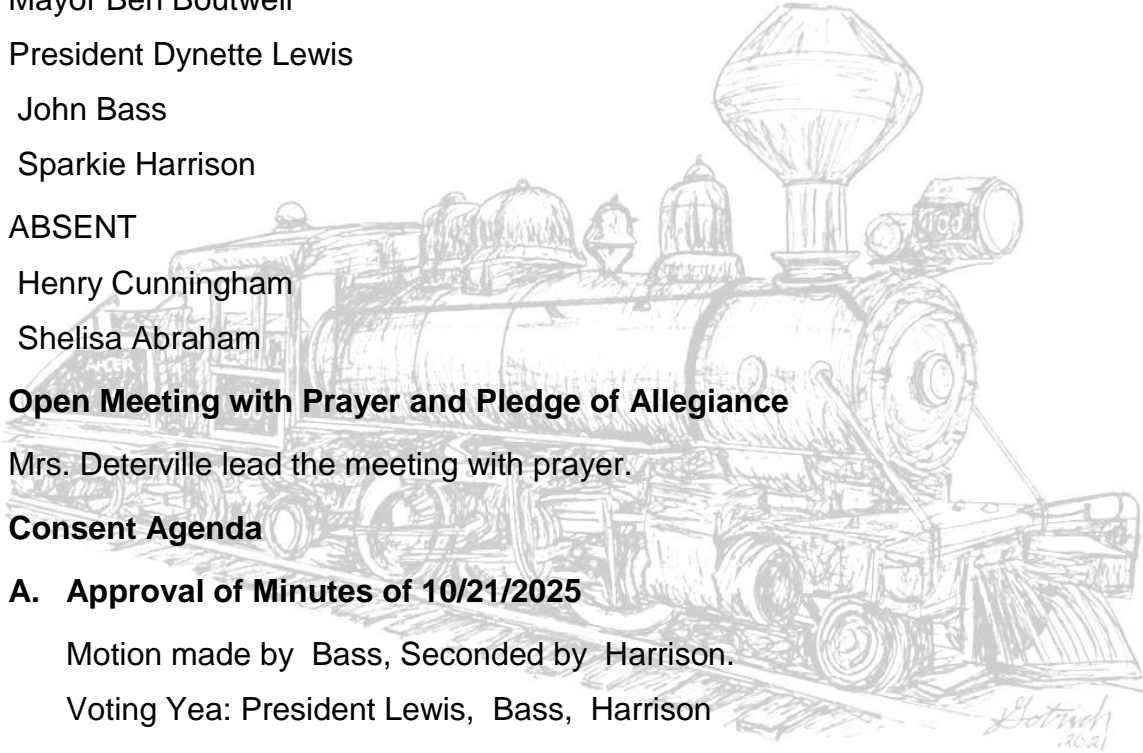
Councilmember Bass would like to know what to know what it is being used for.

Mayor stated that this money will help with travel expenses, uniforms, etc.

Motion made by Harrison, Seconded by Bass to Table this item

Voting Yea: President Lewis, Bass, Harrison

B. Adjusting Permitting Fees



Tabled until Eric can come and explain the fees and comprehensive plan.

5. Mayor's Report

Meeting on Freedom Road Bridge. The bid is over 700K. The company that won the bid is working to try to get the bid lowered and an update in two weeks.

6. Council Comments

Councilmember Bass stated that the youth advisory council was good to go. Also there are signs at the Park and that the signs are at the park to prevent individuals from being there after hours.

Councilmember Harrison stated that there is still vandalism at Show Walter Park in paint.

Councilmember Lewis stated she would like to have the pricing for the buildings on the agenda.

Councilmember Bass would like to have all bills for the buildings for a year and the renting for the buildings for a year.

7. Staff Comments/ Report

Town Administrator Murzin stated we are doing asset inventory and had a good career source meeting.

8. Public Forum #2

Mrs. Deterville stated that she had received a \$2,500 grant for youth to participate in the council. Lions club has helped build a ramp and her organization has helped get a \$10,000 grant to get repairs to the inside of a persons home.

Mr. Peacock asked if there was any food shares local.

9. Adjourn

7:26pm

Motion made by Bass, Seconded by Harrison.

Voting Yea: President Lewis, Bass, Harrison

10. *§ 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
November 18, 2025
Bill List

Section 3, Item B.

Account Number	Account Name	Fund	Payee	Amount	Inv #	Month	Date Paid	YTD Spent	Annual Budget
			Gas Fund						
401-32-4-20000	Postage/Freight	Gas Fund	Evergreen (postage)	\$6.02	J91882	November		\$594.13	\$3,500.00
401-32-5-27001	Transportation Charges	Gas Fund	Gulf South Pipeline Company (monthly invoice-varies)	\$2,653.12	13220	October		\$2,653.12	\$45,000.00
401-32-5-27000	Operating Supplies Gas	Gas Fund	Kimball Midwest (nuts, cap screws, cleaners, absorbents, terminals)	\$179.99	3470-103920683	November		\$2,240.40	\$14,000.00
401-32-5-20000	Fuel Expense Gas	Gas Fund	Southern Pit Stop (fuel)	\$73.61	3401-10/15/2025	October		\$719.34	\$8,000.00
401-32-5-20000	Fuel Expense Gas	Gas Fund	Southern Pit Stop (fuel)	\$67.57	3556-11/07/2025	November		\$786.91	\$8,000.00
			Total	\$2,980.31					
			General Fund						
100-41-4-68001	Field Supplies Street	General Fund	Bondurant Lumber & Hardware (hex cap, lock nut, rust stop spray)	\$45.04	3469-473339	November		\$530.38	\$12,000.00
100-41-4-68001	Field Supplies Street	General Fund	Bondurant Lumber & Hardware (pipe insulation, cable tie, pocket knife)	\$109.49	3557-473455	November		\$530.38	\$12,000.00
100-41-4-68001	Field Supplies Street	General Fund	Bondurant Lumber & Hardware (respirator chip brush)	\$15.46	3161-473356	November		\$530.38	\$12,000.00
100-12-4-60000	Building Maintenance City Hall	General Fund	Bondurant Lumber & Hardware (sanding sponge, paint brush, putty knife)	\$37.44	1112-473507	November		\$2,225.15	\$27,000.00
100-72-5-27002	Field Supplies Park	General Fund	Bondurant Lumber & Hardware (trapp pvc)	\$5.99	3509-473501	November		\$502.34	\$8,000.00
100-72-4-60004	Building Maintenance Park	General Fund	Bravo Print Promo (100-sheriff signs)	\$450.00	5804	October		\$586.89	\$750.00
100-41-4-68001	Field Supplies Street	General Fund	Kimball Midwest (nuts, cap screws, cleaners, absorbents, terminals)	\$179.99	3470-103920683	November		\$530.38	\$12,000.00
100-72-5-27002	Field Supplies Park	General Fund	Kimball Midwest (nuts, cap screws, cleaners, absorbents, terminals)	\$179.99	3470-103920683	November		\$502.34	\$8,000.00
100-41-5-20001	Fuel Expense Street	General Fund	Southern Pit Stop (fuel)	\$50.00	3554 11/07/2025	November		\$230.53	\$12,000.00
100-72-4-60004	Building Maintenance Park	General Fund	Terminix (7890 Kelly Field Road)	\$136.89	465483444	October		\$586.89	\$750.00
100-12-4-60000	Building Maintenance City Hall	General Fund	Terminix (7995 N Century Blvd)	\$131.14	465481734	October		\$1,887.71	\$27,000.00
			Total	\$1,341.43					
			Water Fund						
402-36-4-68001	Field Supplies Water	Water Fund	Bondurant Lumber & Hardware (brush, paint, red devil spackle)	\$19.27	3555-473350	November		\$7,734.98	\$55,000.00
402-36-4-20000	Postage/Freight	Water Fund	Evergreen (postage)	\$18.08	J91882	November		\$2,109.33	\$11,000.00
402-36-4-59000	Lift Stations/Pump Maintenance	Water Fund	Hydra Service (rental return-pump)	\$1,457.36	193198	November		\$31,297.36	\$125,000.00
402-36-4-68001	Field Supplies Water	Water Fund	Kimball Midwest (nuts, cap screws, cleaners, absorbents, terminals)	\$179.97	3470-103920683	November		\$7,734.98	\$55,000.00
402-36-5-20000	Fuel Expense Water/Sewer	Water Fund	Southern Pit Stop (fuel)	\$40.01	3464-10/30/2025	October		\$475.01	\$12,000.00
			Total	\$1,714.69					
			Grand Total	\$6,036.43					

Town of Century
November 18, 2025

Section 3, Item B.

Bill List

Account Number	Account Name	Amount
	Gas Fund	
401-32-4-20000	Postage/Freight	\$6.02
401-32-5-27001	Transportation Charges	\$2,653.12
401-32-5-27000	Operating Supplies Gas	\$179.99
401-32-5-20000	Fuel Expense Gas	\$73.61
401-32-5-20000	Fuel Expense Gas	\$67.57
	Total	\$2,980.31
	General Fund	
100-41-4-68001	Field Supplies Street	\$349.98
100-12-4-60000	Building Maintenance City Hall	\$168.58
100-72-5-27002	Field Supplies Park	\$185.98
100-72-4-60004	Building Maintenance Park	\$586.89
100-41-5-20001	Fuel Expense Street	\$50.00
	Total	\$1,341.43
	Water Fund	
402-36-4-68001	Field Supplies Water	\$19.27
402-36-4-20000	Postage/Freight	\$18.08
402-36-4-59000	Lift Stations/Pump Maintenance	\$1,457.36
402-36-4-68001	Field Supplies Water	\$179.97
402-36-5-20000	Fuel Expense Water/Sewer	\$40.01
	Total	\$1,714.69
	Grand Total	\$6,036.43

Bill List

Payee	Amount
Bondurant Lumber & Hardware	\$232.69
Bravo Print Promo	\$450.00
Evergreen	\$24.10
Gulf South Pipeline Company	\$2,653.12
Hydra Service	\$1,457.36
Kimball Midwest	\$719.94
Southern Pit Stop	\$231.19
Terminix	\$268.03
Grand Total	\$6,036.43

November 14, 2025

Balance as of 11/14/2025
State Board of Administration (LOST)
General Fund
\$491,222.22

These amounts go back to State Board of Administration (LOST) from the Water Fund Account:

\$57,416.40	L & K Contracting Pay Request #1
\$70,771.50	L & K Contracting Pay Request #2
<u>+\$96,611.40</u>	L & K Contracting Pay Request #4
\$224,799.30	

The money that has already been drawn out from State Board of Administration that it is Water Fund or being reimbursed from the County, should be enough to pay the two change orders without taking monies from State Board of Administration.

Town of Century
Fee Review and Recommendations Report
Prepared for the Town Council
October 21, 2025 - DRAFT

Introduction

The Town of Century is evaluating its Plans Review Fee Schedule, most recently adopted in July 2014 (Attachment A). The fee schedule sets rates for planning actions such as development certificates, sign review, and comprehensive plan amendments.

While the Town of Century does not issue building permits, its Land Use Certificates serve as a local land use clearance before applicants submit for building permits through Escambia County. Under Florida law, municipalities are restricted from setting fees that exceed the reasonable costs associated with the service provided.

This report also recommends the elimination of rebate provisions contained in the 2014 schedule. To our knowledge, no applicant has ever returned to claim a rebate, and maintaining such provisions adds unnecessary administrative work without benefit.

The purpose of this fee review is to:

- Ensure that the Town’s fees recover staff and administrative costs associated with reviewing applications and issuing Land Use Certificates.
- Align the Town’s fee structure with comparable fees charged by Escambia County, which provides the most appropriate benchmark.
- Simplify the fee schedule to make it clear, consistent, and easy to administer.
- Eliminate rebate provisions that are no longer used or needed.

Cost Review

The Town’s land use review process involves both Town administrative staff and the Emerald Coast Regional Council (ECRC), which provides technical planning support. Because these services are regulatory in nature rather than discretionary, fees should be based on the actual cost of staff time, administrative coordination, and overhead required to process applications. Costs arise from direct staff time, administrative handling, and coordination with Escambia County.

Cost Components

- **Application Intake:** Town staff respond to initial inquiries, explain requirements, direct applicants to ECRC if necessary, and collect fees.

- **Processing:** ECRC staff review applications for zoning and land use consistency, prepare documentation, and issue Land Use Certificates. ECRC staff respond to applicant questions, request missing information, and coordinate with County personnel as necessary.
- **Recordkeeping:** ECRC staff maintain digital copies of applications and produce reports for the Town Council of development review activity.
- **Public Notices:** For rezonings and amendments, costs include advertising, mailed notices, and meeting materials.

Time Estimates

Review time varies widely based on the application type and completeness:

- **Routine Residential Reviews:** Typically 15–30 minutes.
- **Incomplete Applications:** Require additional coordination and repeated review.
- **Complex Applications:** One to several hours.
- **Comprehensive Plan Map Modifications:** Extensive coordination, report writing, material preparation, and two public hearings at least 5–10 hours.

Recommended Fee Adjustments

Simplification

The 2014 schedule includes multiple small categories (fences, sheds, signs, demolitions, etc.) that all require similar levels of review and processing. To simplify administration and improve clarity, these are combined into a Residential Development category.

Recommended Simplified Fee Schedule

Category	Current Fee (2014)	Proposed Fee
Residential Development (including site development, fencing, land disturbance, signage, temporary use, home based business, and demolition)	\$25-\$50	\$60
Commercial Development (including site development, fencing, land disturbance, signage, temporary use, and demolition)	\$50	\$110
Variance Application	\$25	\$250
Comprehensive Plan Amendment	Small \$500 / Large \$750	Small \$1,000 / Large \$1,500

Rezoning Application	\$500	\$1,000
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Elimination of Rebate Provisions

The Town’s 2014 fee schedule includes rebates designed to encourage applicants to return after receiving County building permits. In practice to ECRC’s knowledge, no rebates have been claimed, and tracking such refunds may create unnecessary administrative burden.

It is recommended that all rebate provisions be repealed and replaced with flat, non-refundable fees that directly reflect the Town’s review and processing costs.

Comparison to Escambia County

Escambia County provides the most appropriate benchmark for Century. The County’s land use and zoning clearance fees, which are the most comparable to the Town’s review process are \$95 for residential or commercial site renovations, \$110 for new residential or commercial site development, and \$255 for land disturbance activities. Fees for rezoning and variance applications in Escambia County are \$1,530 and \$515. The higher costs reflect the additional staff time, noticing, and public hearing requirements associated with those reviews.

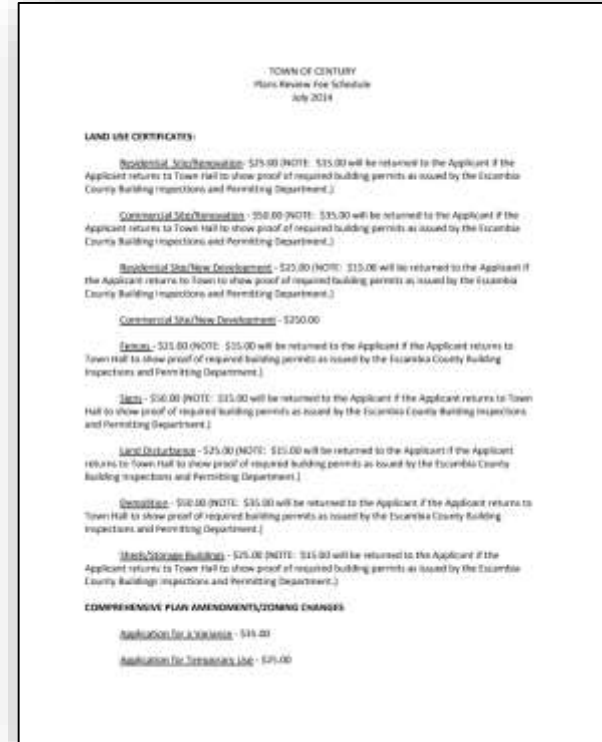
Conclusion and Next Steps

The Town’s 2014 fee schedule no longer reflects the administrative costs or procedural realities of issuing Land Use Certificates and related planning actions. Updating the schedule will ensure cost recovery for Town and ECRC staff, simplify the process, and align the Town’s practices with Escambia County. The revised fees are intended solely to recover the Town’s reasonable administrative and staff costs, consistent with Section 166.021, Florida Statutes, and related case law.

Town of Century Fee Schedule Update

Eric Christianson, Planner

- The Town's Fee Schedule was last updated in 2014.
- Existing fees no longer reflect true administrative costs.
- Goal to simplify categories and remove outdated rebate provisions.



Resident submits development application.

Town of Century staff review for compliance with Development Code and Comprehensive Plan.

Resident submits approved Land Use Certificate to Escambia County for building permits and inspections.

Resident submits request for Comp Plan amendment.

Town of Century staff prepares staff report and public notices.

Town Council reviews and votes on Comp Plan amendment at two meetings.

Routine Residential Permits	15-30 minutes
Incomplete applications	variable
Complex Commercial	1-3 hours
Comp Plan Amendments	5 - 10 hours

- Merge numerous minor categories: site development, fencing, land disturbance, signage, temporary use, home based business, and demolition.
- Raise fees to recover actual costs.
- Remove rebate provision.

- The Town's 2014 fee schedule includes rebates (\$15 - \$35) with proof of County building permits.
- To ECRC's knowledge, no rebates have been claimed.
- Recommendation is to remove rebate provision for clarity and simplicity.

Proposed Fee Schedule

Category	Current (2014)	Proposed
Residential Development	\$25-\$50	\$60
Commercial Development	\$50	\$110
Variance Application	\$25	\$250
Comprehensive Plan Amendment	\$500 / \$750	\$1,000 / \$1,500
Rezoning Application*	\$500	\$1,000

- Any feedback or questions from Council?
- ECRC staff can prepare updated Fee Schedule for council adoption, if desired.



QUESTIONS?

Eric Christianson – Planner

eric.christianson@ecrc.org | 515 – 451 – 5662

Slide 2 — Purpose of the Review

- The Town’s current schedule was last updated in 2014, and since then, administrative costs, review processes, and coordination needs have all changed significantly.
- Our goal is to bring these fees in line with actual costs, simplify the structure, and remove provisions that are no longer relevant.
- The Fee Review and Recommendations Report was prepared by ECRC staff to help guide our discussion of potential updates.
- Based on our discussions today, we can prepare an updated Fee Schedule for the Town Council to formally adopt.

Slide 3 — Purpose of the Review

- To help you understand what these fees cover, we wanted to share a diagram of how development reviews happen in Century.
- For most typical reviews, for example if someone wants to build or improve a house, the resident would submit a development application describing the property and the work that they are planning to do.
- Then Town Staff and ECRC review the application for compliance with the town’s Comprehensive Plan and Ordinances. If approved, the Town issues a Land Use Certificate
- The Town of Century works with Escambia County to oversee all building permits and inspections. So when the applicant goes to Escambia County for building permits they will have to show them the approved Land Use Certificate to get their permits.

Slide 4 — Comp Plan Update Process

- A comprehensive plan amendment is more complex and costly for applicants. This process is required when a proposed development is not consistent with the existing land use category. The most recent comprehensive plan update done in Century was when a small area in the ‘Environmentally Sensitive’ Land Use Category was reclassified as ‘Low Density Residential’ to allow for the construction of a home.
- In these cases, staff cannot change the map independently—that authority lies with the Town Council. Because of additional notice and hearing requirements, these applications are more expensive to process.

Slide 5 — Current Review Times

We want to show how review times vary by application type.

Routine residential permits, typically small projects like fences or remodels, take about 15–30 minutes.

Incomplete applications often take longer due to additional coordination with applicants or the County.

Complex commercial applications can take 1 to 3 hours depending on the level of review and coordination required.

And Comprehensive Plan amendments—which include hearings, coordination, and documentation—can require 5 to 10 hours or more of staff time.

These time estimates are the foundation for the proposed updates, which are designed to better reflect the actual workload and ensure the Town recovers its costs.

Slide 6 — Key Recommended Adjustments

Three main updates are proposed:

Merge minor categories. Currently, there are multiple small categories such as site development, fencing, land disturbance, signage, temporary use, home-based business, and demolition. Since each of these involves a similar level of review, they’ll be combined into one Residential Development category.

The new rates will reflect the true time and effort involved by both Town and ECRC staff, ensuring that regulatory costs are covered without exceeding statutory limits.

Finally the memo proposes to remove the rebate provisions currently in the fee schedule.

Slide 7 – Rebate Provisions

The Town’s 2014 schedule included rebates of \$15–\$35 for applicants who provided proof of a County building permit. We believe this was to encourage them to follow through with obtaining building permits. However, to our knowledge, no rebates have ever been claimed. Removing this provision will simplify administration and eliminate unnecessary tracking.

Slide 8 — Proposed Fee Schedule

Here are the current along with the proposed fees included in the memo.

Slide 9 — Next Steps

What feedback to you have or changes?

Do you want ECRC to prepare an updated Fee Schedule for adoption?

TOWN OF CENTURY
Plans Review Fee Schedule
November 2025

LAND USE CERTIFICATES:

Land Use Certificates are issued for any physical site development or redevelopment including new construction, renovation, accessory structures, fencing, signs, land disturbance, demolition, and similar work. In cases of mixed-use projects, commercial rates apply.

Residential – \$60.00

Commercial – \$110.00

(NOTE: Land Use Certificates are not building permits, applicants may still need to obtain any required building permits from the Escambia County Building Inspections and Permitting Department.)

COMPREHENSIVE PLAN AMENDMENTS:

Small Scale Comprehensive Plan Amendment – \$1,000.00

Large Scale Comprehensive Plan Amendment – \$1,500.00

ZONING FEES:

Temporary Use – \$50.00

Home-Based Business – \$50.00

Zoning Variance – \$250.00

Rezoning – \$1,000.00

ALL FEES MUST BE PAID AT THE TIME OF APPLICATION SUBMITTAL.

RESOLUTION 2025-15

A RESOLUTION OF THE TOWN OF CENTURY, FLORIDA, PROVIDING FOR THE ADOPTION OF AN UPDATED SCHEDULE OF FEES PERTAINING TO PLANNING, ZONING AND DEVELOPMENT REVIEW IN ACCORDANCE WITH CHAPTER 12, SECTION 12.12.00 OF THE TOWN OF CENTURY LAND DEVELOPMENT CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 12, Section 12.12.00 of the Town of Century’s adopted Land Development Code provides that a schedule of fees may be established by resolution of the Town Council in order to cover the costs of technical and administrative activities required pursuant to the Land Development Code; and

WHEREAS, the Century Town Council has determined that an applicant for any development that is subject to the rules and regulations set out in the Town’s adopted Land Development Code shall be responsible for the costs outlined in the adopted fee schedule; and

WHEREAS, Section 166.033, Florida Statutes, authorizes municipalities to charge fees that do not exceed the actual costs of processing applications for development orders and other local approvals; and

WHEREAS, the Town Council has reviewed the updated Plans Review Fee Schedule attached to this Resolution as Exhibit A, and finds that the fees are reasonably related to the Town’s administrative costs; and

WHEREAS, the Town Council desires to adopt the updated Plans Review Fee Schedule to ensure consistency, clarity, and appropriate cost recovery.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CENTURY, FLORIDA, IN SESSION DULY AND REGULARLY ASSEMBLED, AS FOLLOWS:

Section I. That the Town Council of the Town of Century, Florida, does hereby approve and adopt the updated fee schedule attached as Exhibit “A”, entitled Town of Century Plans Review Fee Schedule.

Section II. Town staff is authorized to implement and administer the updated fee schedule, including collection of fees at the time of application submittal and maintenance of records consistent with Town procedures.

Section III. If any application requires legal advertising, third-party review, or other costs beyond standard administrative review, the Town may recover such costs directly from the applicant to the extent permitted by law.

Section IV. All previous fee schedules or conflicting provisions are hereby repealed to the extent of such conflict.

Section V. That this Resolution shall become effective upon approval and adoption.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF CENTURY, FLORIDA, THIS 18TH DAY OF NOVEMBER, 2025.

ATTEST:

Town of Century

Carrie Moore, Town Clerk

Benjamin Boutwell, Mayor

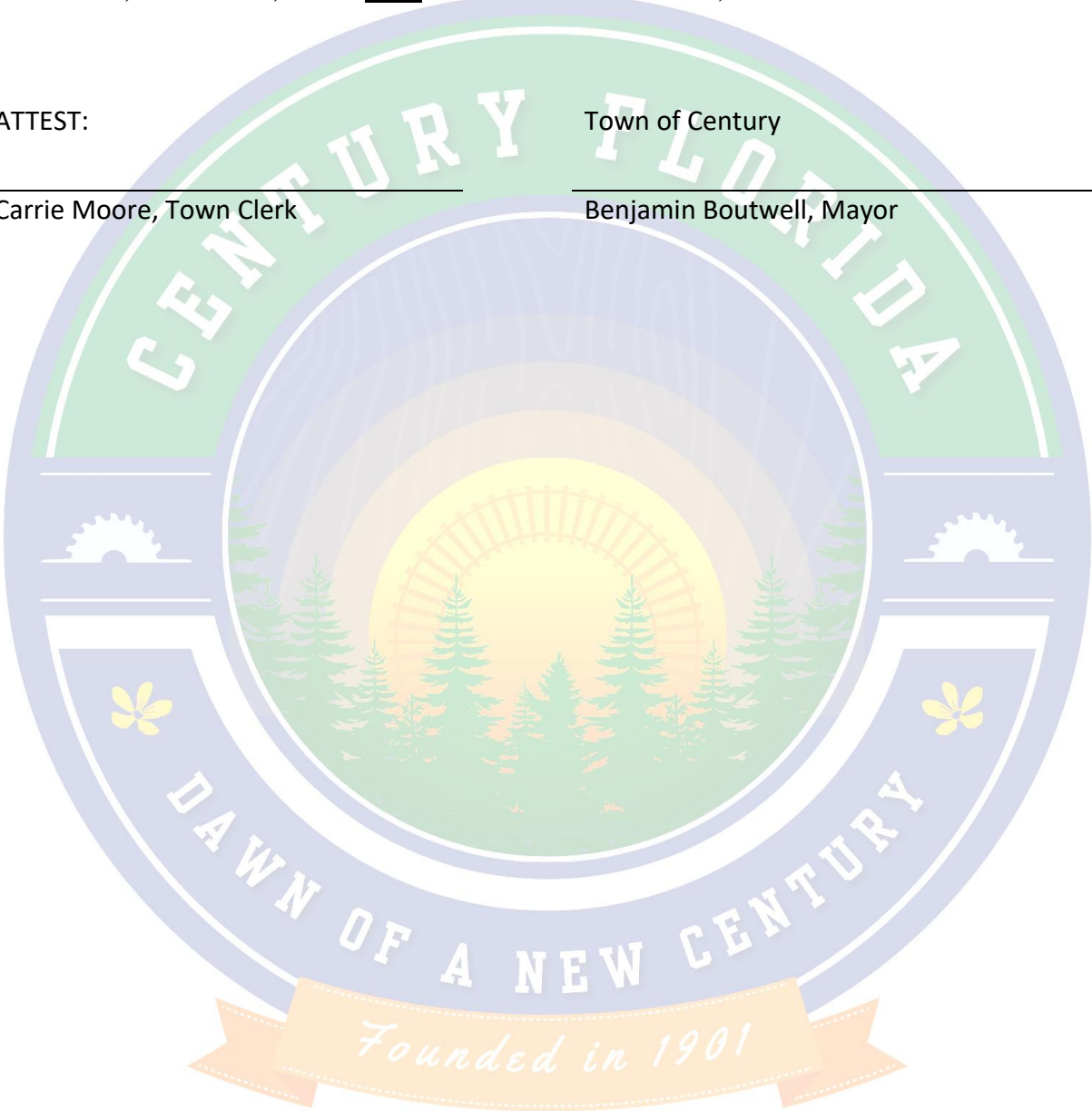


Exhibit A

TOWN OF CENTURY
Plans Review Fee Schedule
November 2025

LAND USE CERTIFICATES:

Land Use Certificates are issued for any physical site development or redevelopment including new construction, renovation, accessory structures, fencing, signs, land disturbance, demolition, and similar work. In cases of mixed-use projects, commercial rates apply.

Residential – \$60.00

Commercial – \$110.00

(NOTE: Land Use Certificates are not building permits, applicants may still need to obtain any required building permits from the Escambia County Building Inspections and Permitting Department.)

COMPREHENSIVE PLAN AMENDMENTS:

Small Scale Comprehensive Plan Amendment – \$1,000.00

Large Scale Comprehensive Plan Amendment – \$1,500.00

ZONING FEES:

Temporary Use – \$50.00

Home-Based Business – \$50.00

Zoning Variance – \$250.00

Rezoning – \$1,000.00

ALL FEES MUST BE PAID AT THE TIME OF APPLICATION SUBMITTAL.





EXCELLENCE IN ENGINEERING SERVICE

November 3, 2025
150004-018

Honorable Benjamin Boutwell, Mayor
Town of Century
7995 North Century Boulevard
Century, FL 32535

RE: Century Well and Water Plant Rehabilitation – Well No. 2 (Bldg Rehab) – Change Order No. 2

Dear Mayor Boutwell:

Please find attached Change Order Request No. 2 from Evans Contracting, Inc. This Change Order includes an additional cost to replace the existing Lime Feeder at Well No. 2 in the amount of \$60,393.69. You will recall that the Town received an FDEP Pilot Grant for \$40,000 to replace this Lime Feeder. Please note that this request also includes an additional 112 days be added to the Contract time.

We have reviewed the Contractor’s request and find it to be in order. To that end, we recommend approval by the Council to allow you to execute the Change Order. You will recall that this project exceeds the total grant funds, and the net cost of this Change Order (\$20,393.69) will need to be paid out of Town funds (presumably LOST).

Please review the Change Order for yourself and should you have any questions or concerns, please do not hesitate to contact me. I will attend the next Council meeting to present this Change Order to Council and address any questions that they may have as required.

Sincerely,

MUNICIPAL ENGINEERING SERVICES, INC.

Dale E. Long, P.E., LEED AP
Senior Project Engineer

/DEL

Attachments

EVANS CONTRACTING, INC
400 NEAL RD.
CANTONMENT, FL 32533



FLA: CUC1223802
FLA: FPC 16-000127

November 3, 2025

Municipal Engineering Services Inc
8574 Turkey Bluff Road
Navarre, FL 32566
Mr. Dale Long, P.E.
RE: Well and Water Plant Rehabilitation – Town of Century

Dale,

We have received the proposal for the new lime feed system. This will require an additional port to be installed by Evans Contracting and electrical work to be provided by Dunaway Electric. The change order amount below represents the cost for all parties to achieve this request.

Please be advised that the current lead time for the lime feed system is 16 weeks. We request an additional 112 calendar days to be added to our contract that currently ends on March 1, 2026.

Total Cost: \$60,393.69

Signed,

Daniel Eller
Evans Contracting, Inc



EXCELLENCE IN ENGINEERING SERVICE

November 13, 2025
150004-014

Honorable Benjamin Boutwell
Mayor
Town of Century
7995 North Century Boulevard
Century, FL 32535

RE: Century Miscellaneous Wastewater Improvements (Phase II)
Change Order No. 4

Dear Mayor Boutwell:

Please find attached Change Order Request No. 4 from Talcon Group, LLC. This Change Order includes an additional cost to the project of \$91,573.30 (as well as sixty-five (65) additional days) to compensate the Contractor for replacement of the 3” vertical air lines into aeration basins No. 1 and No. 2. During their efforts to drain the basins to coat the tanks they have discovered that the existing galvanized pipes riser pipes are corroded and significantly deteriorated, especially within the top 5 feet of the riser. You will note that these basins are original to the plant and approximately 35 years old, and as such we believe that the pipes are nearing the end of their useful life.

You may also note that as part of the replacement process, the contractor has included a price to drain Aeration Basin No. 1 one additional time in order to install these lines. This is required due to timing. The 3” air lines have to meet the contractual requirements of American Iron and Steel which results in a 8-10 week delivery timeframe. As such, the Contractor is unable to leave aeration Basin no. 1 out of service for this length of time and will therefore need to fill it up and then drain it once the pipes arrive to install them.

In addition to the cost to replace these air lines, this Change Order also includes the deletion of the exterior coating of the plant concrete tankage. The exterior cracks have been repaired, and the leaks have been mostly stopped. Once all of the cracks are repaired on the inside of the plant, the leakage will be completely stopped, and the exterior coating becomes more of an aesthetic repair than one that is required to stop the leaks. Given the cost overruns we have experienced on the project thus far and the ones we are anticipating (and the ones we aren’t), we believe that eliminating this cost will help to reduce and control the out-of-pocket costs to the Town for this project.

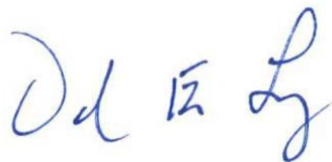
Honorable Benjamin Boutwell
November 11, 2025
Page 2 of 2

We have reviewed the request and find it to be in order. To this end, we recommend approval by the Council to allow you to execute the Change Order. Given that this Change Order is a net deduct of \$126,631.70, the town should not have to allocate any funds to pay for this Change Order at this time.

Please review the Change Order for yourself and should you have any questions or concerns, please do not hesitate to contact me. I will be available at the next Council meeting to present this Change Order to Council and address any questions that they may have as required.

Sincerely,

MUNICIPAL ENGINEERING SERVICES, INC.



Dale E. Long, P.E., LEED AP
Senior Project Engineer

/DEL

Attachments

West Division
 8820 Grow Dr.
 Pensacola, FL 32514
 Phone 850-500-8820



www.TalconGroup.com

East Division
 156 Dupont Road
 Havana, FL 32333
 Phone 850-574-4400 • Fax 850-574-0686

Thursday, November 6, 2025

Change Order

10 additional down pipe and installation for aeration basin 1&2

Item #	Description	Qty.	Unit	Unit Price	Total
				\$	-
1	10 S/S 3" AIR PIPE	10	EA	\$ 1,474.20	\$ 14,742.00
2	LABOR FOR INSTALLING PIPING	10	EA	\$ 1,800.00	\$ 18,000.00
3	ADDITIONAL STRONGBACK FERNCO	10	EA	\$ 80.00	\$ 800.00
	To complete this project on time we will need to finish the work in Aeration basin one then begin filling basin 1 with the contents of basin 2. By the time we are finished with work in basin 2 we will receive all 10 drop pipes. We will install the drop pipes in basin 2, then we will have to pump the contents from basin 1 in basin 2 emptying basin 1 so we can install the new down pipes for basin 1.				
4		1	LS	\$ 53,000.00	\$ 53,000.00
				\$	-
				\$	-
	Subtotal			\$	86,542.00
2	Talcon OH/PR	15 %		\$ 12,981.30	\$ 12,981.30
Total Cost					\$ 99,523.30

Additional Time Requested
65 DAYS

CONTRACT CHANGE ORDER							ORDER NO. 4
							DATE November 3, 2025
							STATE Florida
							COUNTY Escambia
CONTRACT FOR:		Miscellaneous Wastewater System Improvements - Phase II - (WWTP Improvements)					
PROJECT NO.:		150004-014					
OWNER:		Town of Century					
TO CONTRACTOR:		Talcon Group, LLC					
		156 Dupont Road					
		Havana, FL 32333					
You are hereby requested to comply with the following changes from the contract plans and specifications.							
Bid Item No.	Add/Deduct	No	Unit	Description of Changes (Supplemental Plans And Specifications Attached)	Unit Price	DECREASE In Contract Price	INCREASE In Contract Price
BASE BID D - Sludge Press Replacement							
20	Deduct	4,875	SF	Tankage Concrete Wall Repair & Coating (Exterior)	\$44.76	\$218,205.00	\$0.00
37	Add	1	LS	Replace existing 3" vertical air line piping in Aeration Basins No. 1 and No. 2	\$38,573.30	\$0.00	\$38,573.30
38	Add	1	LS	Pumpout Basin 1 to Install Vertical Air Line Piping	\$53,000.00	\$0.00	\$53,000.00
TOTALS						\$218,205.00	\$91,573.30
NET CHANGE IN CONTRACT PRICE						(\$126,631.70)	
JUSTIFICATION:							
Replace the existing failing 3" galvanized vertical air lines (riser pipes) in aeration basin No. 1 and No. 2. This Change Order is developed to remove and replace these lines with new 3" stainless steel air lines. Due to delivery time associated with the new air lines, aeration basin No. 1 will need to be filled and drained. This process is not required for any reason other than to replace the vertical air lines in aeration basin no. 1 and is considered additional work that would not otherwise be required. This change order also includes deletion of the exterior coating of the concrete tankage.							

The amount of the Contract will be **DECREASED** By The Sum Of:
 One Hundred Twenty-SixThousand, Six Hundred Thirty-One Dollars, and Seventy Cents (\$126,631.70)

The Contract Total Including this and Previous Change Orders Will Be:
 Five Million, Three Hundred Forty-Five Thousand, One Hundred Fifty-Nine Dollars, and Fifty Cents \$5,345,159.50

The Contract Period Completion of Project Will Be: **UNCHANGED** 65 DAYS
 The Contract Completion Date Shall Therefore Be: **8/21/2026**

This document will become a supplement to the contract and all provisions will apply hereto.

Requested _____
(Talcon Group, LLC) (Date)

Recommended _____
(Municipal Engineering Services, Inc.) (Date)

Accepted _____
(Town of Century) (Date)

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.






Festival of Trees

CHRISTMAS TREE DECORATING CONTEST

DECEMBER 5TH - 25TH

Register and get the contest guidelines at Century Town Hall.
Decorate and display your tree(s) by Dec. 15th

For additional details contact
Century Town Clerk at 850.256.3208
Century Chamber at 850.256.3155



TOWN COUNCIL AGENDA ITEM

TOWN OF CENTURY

COUNCIL MEETING – November 18, 2025

AGENDA ITEM: December Council Meeting/Meetings

To Set the Council Meetings for December.

Dates for December on Tuesdays Dec 2, Dec 9, Dec 16, Dec 23, Dec 30

