



Town of Century, Florida

Council Meeting Agenda

May 05, 2026 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 04/21/2026 and Public Hearing 04/28/2026 and Special Called Meeting 04/28/2026.
 - B. Approval of Bills List
4. Public Forum #1
5. Action Items
 - A. ADU - Eric Christianson
 - B. Change Order Water Meter Project
 - C. Change Order No 4- Well No. 2 Rehab
 - D. Hiring of Specialized Attorney
6. Mayor's Report
7. Council Comments
 - A. CDBG Grant Guidelines
8. Staff Comments/ Report
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.



Minutes for Approval

**Town of Century
Council Meeting Minutes
April 21, 2026, 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 Public Hearing to Order

1. Roll Call for Public Hearing

PRESENT

Mayor Ben Boutwell

President Dynette Lewis

Henry Cunningham

Shelisa Abraham

John Bass

Sparkie Harrison

2. Open Meeting with Prayer and Pledge of Allegiance

Councilmember Lewis

3. Public Forum on CDBG Grant

A. Applying for the CDBG Grant for Housing Rehabilitation

4. Adjourn Public Hearing

Call Regular Meeting to Order

5. Roll Call For Regular Meeting

6. Review of the Accounts Payable/Bills List

A. Review of Accounts Payable

7. Consent Agenda

A. Approval of Minutes from April 7, 2026

Motion made by Cunningham, Seconded by Harrison.

Voting Yea: President Lewis, Cunningham, Abraham, Bass, Harrison

B. Approval of Accounts Payable

Motion made by Harrison, Seconded by Bass.

Voting Yea: President Lewis, Cunningham, Abraham, Bass, Harrison

Public Forum #1

Mr. Eric Bailey and Ms Karen Brown stated that 219 square feet is not feasible for her Aunt. Her sister Charlene Spears sent an email wanting information and requests for a hardship variance. It was explained that the Ordinance does not go into detail on their issue. It was stated that the current issue is that the current property is 1.6 acres and

that an extra building could only be 219 sq feet. An addon could be any size if its added on to the existing structure, but to put an additional building it can only be 219sq feet.

Councilmember Bass stated that the Ordinance needs to be revisited, and Council President Lewis agreed. The council requests to know and understand the current laws on the mobile homes and zoning in the Town.

8. Action Items

A. Attending of NWFLC 2026 Annual Summer Event

Councilmember Abraham stated that it is good for Councilmembers to attend to learn.

B. Contract for Consultant for Certified Water and Wastewater and Consultant to handle Water Operations Operator

Hiring of the Consultants Consultant for Water/Wastewater and Discontinuing the use of Clearwater Bass/Cunningham

Motion made by Bass, Seconded by Cunningham.

Voting Yea: President Lewis, Cunningham, Abraham, Bass, Harrison

C. Hiring of a Permanent Water and Wastewater Operator

Hiring of Clemente Brooks at \$28-\$31 per hour.

Motion made by Bass, Seconded by Abraham.

Voting Yea: President Lewis, Cunningham, Abraham, Bass, Harrison

D. Resolution 2026-004-SRF Loan (Dale)

The council needs to approve the resolution, the mayor to sign the application, and to move forward with the loan. This is a 9 million dollar project, this is for the 10% of the loan that will not be forgiven. Mr. Reynold's asked what the total amount of the loan is, it was stated that Mr. Long would be getting him that information.

Motion made by Cunningham, Seconded by Harrison.

Voting Yea: President Lewis, Cunningham, Abraham, Bass, Harrison

E. Donation of Building for Event (Harrison)

Councilmember Bass stated that the Council has to be consistent on how building rentals are donated. The deposit must be paid ahead of time but will be refunded once the building is returned clean. Councilmember Lewis agreed with Councilmember Bass. Mr. Reynolds asked if there is need for security would that be waived. It was stated that no it would not be waived.

Councilmember Bass stated that the council needs to come up with some guidelines as to who gets the building for free.

9. Mayor's Comments

10. Councilmember Comments

A. Guns and Hoses Softball Fundraiser (Councilmember Abraham) Councilmember Abraham stated that the item on the agenda was premature. The Town of Century

needs to make sure that there is nothing that will cause the Town to be held liable for injuries.

Councilmember Cunningham asked what we are doing to fix the current issues on the audit. Councilmember Bass states that nothing needs to be moved from year to year. Those deficiencies need to be corrected.

Town Administrator stated that the Town is working hard to correct the issues on the 2024 audit. The Town Clerk states that she would email the council her replies on all the audit findings.

Councilmember Bass said that he wants to continue working together as a team. He does not want anyone to feel like they are being attacked.

11. Staff Comments/ Report

The Town Clerk stated that there is a new form for individuals to update their contact information. This will enable the town to send out electronic notifications.

Also a test run has been done on the meters.

12. Public Forum #2

N/A

13. Adjourn Regular Meeting

Adjourned at 8:08 PM

Motion made by Cunningham, Seconded by Bass.

Voting Yea: President Lewis, Cunningham, Abraham, Bass, Harrison

14. *§ 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.*

Attest:

Town of Century

Carrie Moore, Town Clerk

Benjamin Boutwell, Mayor

**Town of Century
Public Hearing and Special Council Meeting Minutes
April 28, 2026, 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 the Public Hearing to Order

@6:15 PM

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

Councilmember Bass lead us in prayer.

Public Forum on CDBG Grant

Deborah Williams spoke and said that the USDA had told her that the grant was just ready to be applied for. The town has not even been awarded the grant yet. It was stated that the grant is just now being considered for the Town to apply for. There will be advertisements, applications will be at Town Hall, there will be notices on the utility bills so that the public will know.

The grant writer stated that all homes have to be brought up to code before ANY monies can be spent on the home. There are several homes that will have lead based paint and they will require major rehab. The grant writer stated that the Town of Century needs to look at and modify their Housing Rehabilitation Policy and Procedures.

There can be 17 houses rehabbed for \$62,250 or there can be demolition done. The town will need to decide which way they want to go.

3. Adjourn Public Hearing

Hearing was adjourned at 6:32pm

Call the Special Called Meeting to Order

Meeting was called to order

4. Roll Call for Special Called Meeting

PRESENT

- Mayor Ben Boutwell
- President Dynette Lewis
- John Bass
- Sparkie Harrison

ABSENT

- Henry Cunningham
- Shelisa Abraham

Public Forum #1

5. Action Items

- A. RESOLUTION 2026-003-CDBG Grant for Housing Rehabilitation
 Motion made by Bass, Seconded by Harrison.
 Voting Yea: President Lewis, Bass, Harrison

6. Mayor's Report

NA

7. Council Comments

Councilmember Bass stated that the Town wanted to help as many as possible. Their would be a scoring method to ensure fairness all across the board.

Councilmember Lewis stated that she really wanted all councilmembers present when options were chosen for the grant.

8. Staff Comments

The Town Clerk just wanted to let the council know that the utility bills were out.

9. Public Forum #2

William Reynolds stated that SHIPA had found some foundation issues during the Tornado in the Historical District.

Robin Philips stated that Habitat for Humanity and SHIPA is currently doing repairs to homes. If individuals wish to apply she suggests that the individuals reach out to them individually.

10. Adjourn Special Called Meeting

Adjourn @ 7:18pm

Motion made by Harrison, Seconded by Bass.

Voting Yea: President Lewis, Bass, Harrison

11. *§ 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





Bills List for Approval

Town of Century
May 05, 2026
Bill List

Section 3, Item B.

Account Number	Account Name	Fund	Payee	Amount	Inv #	Month	Date Paid	YTD Spent	Annual Budget
			Gas Fund						
401-32-5-27000	Operating Supplies Gas	Gas Fund	Bondurant Lumber & Hardware (coupling, nipple, elbow)	\$36.52	3779 478234	April		\$8,816.37	\$14,000.00
401-32-5-27000	Operating Supplies Gas	Gas Fund	Consolidated Pipe & Supply (carbon steel riser)	\$79.55	FL0756962	May		\$9,583.94	\$14,000.00
401-32-5-27000	Operating Supplies Gas	Gas Fund	Consolidated Pipe & Supply (punch tee comps)	\$688.02	FL0756963	May		\$9,583.94	\$14,000.00
401-32-5-20000	Fuel Expense Gas	Gas Fund	McPherson Companies (fuel-diesel)	\$1,651.42	1377761 610869	April		\$6,888.72	\$8,000.00
			Total	\$2,455.51					
			General Fund						
100-41-4-68001	Field Supplies Street	General Fund	Amazon (pressure washer)	\$167.65	4/22/2026	April		\$4,069.59	\$12,000.00
100-72-5-27002	Field Supplies Park	General Fund	Amazon (sensor-splash pad part)	\$109.88	4/20/2026	April		\$3,904.37	\$8,000.00
100-72-5-27002	Field Supplies Park	General Fund	Bondurant Lumber & Hardware (single cut key)	\$7.96	3755 478361	April		\$3,904.37	\$8,000.00
100-41-4-31001	Street Lights	General Fund	Escambia River Electric Cooperative (Street Lights/Boat Ramp)	\$373.76	1119001	March		\$22,617.84	\$22,000.00
100-41-4-65000	Vehicle Expense Street	General Fund	JHB Auto Parts (bearings, rain x)	\$73.12	143266	April		\$6,501.75	\$6,000.00
100-41-4-65000	Vehicle Expense Street	General Fund	JHB Auto Parts (oil filter, oil)	\$88.24	143688	April		\$6,501.75	\$6,000.00
100-41-5-20001	Fuel Expense Street	General Fund	McPherson Companies (fuel-diesel)	\$3,302.83	1377761 610869	April		\$9,488.20	\$12,000.00
100-72-5-20002	Fuel Expense Park	General Fund	McPherson Companies (fuel-diesel)	\$3,302.83	1377761 610869	April		\$4,360.33	\$6,000.00
100-72-5-20002	Fuel Expense Park	General Fund	Southern Pit Stop (fuel)	\$81.00	3754 04/23/26	April		\$4,360.33	\$6,000.00
100-41-5-20001	Fuel Expense Street	General Fund	Southern Pit Stop (fuel)	\$95.11	3778 04/20/26	April		\$9,488.20	\$12,000.00
100-41-5-20001	Fuel Expense Street	General Fund	Southern Pit Stop (fuel)	\$85.70	3780 04/21/26	April		\$9,488.20	\$12,000.00
100-41-5-20001	Fuel Expense Street	General Fund	Southern Pit Stop (fuel)	\$108.12	3809 04/23/26	April		\$9,488.20	\$12,000.00
			Total	\$7,796.20					
			Water Fund						
402-36-4-10003	Water Purchase Account	Water Fund	Central Water Works (03/16/26-4/20/26)	\$13,489.00	03/16/26-04/20/26	March/April		\$107,563.40	\$120,000.00
402-36-4-36000	Utilities Sewer Lifts	Water Fund	Escambia River Electric Cooperative (170 W State Line Road)	\$196.75	1119010	March		\$18,261.43	\$35,000.00
402-36-4-36000	Utilities Sewer Lifts	Water Fund	Escambia River Electric Cooperative (289 W Hwy 4)	\$108.74	1119004	March		\$18,261.43	\$35,000.00
402-36-4-36000	Utilities Sewer Lifts	Water Fund	Escambia River Electric Cooperative (7800 Jefferson Avenue)	\$112.82	1119007	March		\$18,261.43	\$35,000.00
402-36-4-36000	Utilities Sewer Lifts	Water Fund	Escambia River Electric Cooperative (Hadley Lane)	\$48.60	1119006	March		\$18,261.43	\$35,000.00
402-36-4-36000	Utilities Sewer Lifts	Water Fund	Escambia River Electric Cooperative (Hwy 4-Freedom Road)	\$131.60	1119003	March		\$18,261.43	\$35,000.00

Town of Century
May 05, 2026
Bill List

Section 3, Item B.

Account Number	Account Name	Fund	Payee	Amount	Inv #	Month	Date Paid	YTD Spent	Annual Budget
402-36-4-36000	Utilities Sewer Lifts	Water Fund	Escambia River Electric Cooperative (Jefferson Street-Hwy 4)	\$69.36	1119008	March		\$18,261.43	\$35,000.00
402-36-4-36000	Utilities Sewer Lifts	Water Fund	Escambia River Electric Cooperative (Williams Street)	\$55.98	1119005	March		\$18,261.43	\$35,000.00
402-36-4-76002	Testing Sewer	Water Fund	Eurofins Environment Testing (testing samples)	\$550.00	4000177551	April		\$8,245.00	\$15,000.00
402-36-4-76002	Testing Sewer	Water Fund	Eurofins Environment Testing (testing samples)	\$340.00	4000177552	April		\$8,245.00	\$15,000.00
402-36-4-76001	Testing Water	Water Fund	Eurofins Environment Testing (testing samples)	\$470.00	4000177553	April		\$2,055.00	\$10,000.00
402-36-4-68001	Field Supplies Water	Water Fund	Ferguson (wrap clamps)	\$825.00	1641388	April		\$32,227.49	\$55,000.00
402-36-4-68001	Field Supplies Water	Water Fund	Hawkins Inc. (micrometer four inch)	\$4,259.00	7404147	April		\$32,227.49	\$55,000.00
402-36-4-68001	Field Supplies Water	Water Fund	JHB Auto Parts (starter fluid-generator)	\$107.88	3811 143854	April		\$32,227.49	\$55,000.00
402-36-5-20000	Fuel Expense Water/Sewer	Water Fund	McPherson Companies (fuel-diesel)	\$4,954.25	1377761 610869	April		\$3,118.47	\$12,000.00
402-36-5-20000	Fuel Expense Water/Sewer	Water Fund	Southern Pit Stop (fuel)	\$111.61	4/2/2026	April		\$3,118.47	\$12,000.00
402-36-5-20000	Fuel Expense Water/Sewer	Water Fund	Southern Pit Stop (fuel)	\$66.70	3495 04/24/26	April		\$3,118.47	\$12,000.00
402-36-5-20000	Fuel Expense Water/Sewer	Water Fund	Southern Pit Stop (fuel)	\$70.02	3808 04/22/26	April		\$3,118.47	\$12,000.00
			Total	\$25,967.31					
			Grand Total	\$36,219.02					

Town of Century
May 05, 2026
Bill List

Section 3, Item B.

Account Number	Account Name	Amount
	Gas Fund	
401-32-5-27000	Operating Supplies Gas	\$804.09
401-32-5-20000	Fuel Expense Gas	\$1,651.42
	Total	\$2,455.51
	General Fund	
100-41-4-68001	Field Supplies Street	\$167.65
100-72-5-27002	Field Supplies Park	\$117.84
100-41-4-31001	Street Lights	\$373.76
100-41-4-65000	Vehicle Expense Street	\$161.36
100-41-5-20001	Fuel Expense Street	\$3,591.76
100-72-5-20002	Fuel Expense Park	\$3,383.83
	Total	\$7,796.20
	Water Fund	
402-36-4-10003	Water Purchase Account	\$13,489.00
402-36-4-36000	Utilities Sewer Lifts	\$723.85
402-36-4-76002	Testing Sewer	\$890.00
402-36-4-76001	Testing Water	\$470.00
402-36-4-68001	Field Supplies Water	\$5,191.88
402-36-5-20000	Fuel Expense Water/Sewer	\$5,202.58
	Total	\$25,967.31
	Grand Total	\$36,219.02

Town of Century

May 05, 2026

Bill List

Section 3, Item B.

Payee	Amount
Amazon	\$277.53
Bondurant Lumber & Hardware	\$44.48
Central Water Works	\$13,489.00
Consolidated Pipe & Supply	\$767.57
Escambia River Electric Cooperative	\$1,097.61
Eurofins Environment Testing	\$1,360.00
Ferguson	\$825.00
Hawkins Inc.	\$4,259.00
JHB Auto Parts	\$269.24
McPherson Companies	\$13,211.33
Southern Pit Stop	\$618.26
	\$36,219.02



Public Forum #1





Memo

To: Town of Century Town Council
From: Eric Christianson, Planner, Emerald Coast Regional Council
Cc: Dave Murzin, Town Manager
Date: April 27, 2026
Re: Accessory Dwelling Unit Ordinance Change Options

Purpose

As requested by the Town Council of the Town of Century, this memo gives an overview of some policy options available to the Town if the Council wishes to modify the Town’s Land Development Code (LDC) to expand the ability of property owners to build Accessory Dwelling Units (ADUs). Accessory Dwelling Units (also known as granny flats or accessory apartments) are secondary dwellings established on a parcel that already has a home on it.

Current Situation

The Town's Land Development Code and Comprehensive Plan permit only one dwelling unit per residential lot in most zoning districts. The only ADUs currently allowed are accessory apartments limited to 25% of the size (gross floor area) of the principal structure. The current ordinance does not allow any variances or modification to this minimum (Section 90-81). There is no current provision for any other form of second dwelling on a single residential parcel.

The current LDC is intentionally simple. Most approvals are based on clear standards. Either a use meets the requirements, or it does not. This is so staff can make those determinations without requiring public hearings or weighing competing considerations. Unlike communities with a full zoning ordinance, the Town does not currently have an active Board of Adjustment set up to evaluate requests that fall outside clear standards and require judgment calls on a case-by-case basis.

The following are three options that the Town Council could consider to modify the Town’s Or

Option 1: Address ADUs Through a Comprehensive LDC Update

The Emerald Coast Regional Council is applying for a Community Planning Technical Assistance (CPTA) grant on behalf of the Town of Century through FloridaCommerce to fund a comprehensive Land Development Code rewrite. If funding is received, work would be completed during the 2026–2027 fiscal year. ECRC applied and was not awarded this funding last year, but the Town’s recently received Rural designation significantly improves its chances for approval this cycle.

Any change to the Land Development Code (LDC) requires drafting new ordinance language, legal review, public notice, and two public hearings under state law. These costs are not insignificant. Addressing accessory dwelling units including ADUs for medical hardship housing as part of a state funded LDC rewrite would allow the Town to develop a considered ordinance that addresses this and other issues in the LDC without additional cost to the Town.

The tradeoff is timing. If the grant is awarded, work would begin this year, but the process of drafting, public hearings, and adoption would likely extend into 2027. The Council should weigh whether that timeline is acceptable. A full LDC update would also involve community input and professional planning analysis, giving the entire community a voice in what kind of housing future Century wants.

Option 2: Expand the Existing Accessory Apartment Ordinance

The Town already allows ADUs which it calls accessory apartments. The Town Council could pass an ordinance to modify this existing ordinance to allow more structures to qualify as accessory dwellings. This change would maintain clear objective standards available to all residents that staff could administer. For example, the Council could increase the maximum size of an accessory apartment from the current 25% of the gross floor area of the principal structure to 50%. Standards for setbacks (minimum distances from property lines), utility connections, and design could be added.

This approach has several advantages. It fits within the Town's existing code structure. It does not require creating a new approval process. It would be available to all property owners in Town who meet the standards, not just those in specific hardship situations.

The Council should understand that expanding this provision would be a meaningful change to the character of Century. A larger accessory apartment allowance would affect every residential property in Town and could result in a significant number of new units over time. The Council should think carefully about what standards would apply including: lot size minimums, setback requirements, utility connections, maximum size, and whether the unit must be attached or could be detached.

Pursuing this as a standalone ordinance now would likely take up to three months and incur costs for the Town including staff time drafting the ordinance, legal review, and public hearing costs. Those same costs would be covered by the CPTA grant if the Town receives the grant. However, this option is quickest and most straightforward to implement.

Option 3: Adopt a Temporary Medical Hardship Special Exception

Some jurisdictions, including Escambia County, have adopted specific provisions allowing temporary placement of Accessory Dwelling Units on a residential lot when a documented medical hardship requires in-home care. This is a more targeted approach than Option 2, focused on a specific need rather than a general expansion of housing options. The Council should understand what adopting something similar to Escambia County’s ordinance would require.

Unlike the clear measurable requirements that govern most of the Town's code, a “Special Exce
“Conditional Use” like Escambia County’s medical hardship provision requires case-by-case judgment. Escambia County administers this through a Board of Adjustment. That is a body that holds public hearings, weighs evidence, and makes decisions on individual requests. The Town does not currently have this structure. Creating one, or formally designating the Council to serve in that role, would require a separate ordinance and defined procedures before any applications could be considered.

A Medical Hardship Provision for temporary ADUs does not guarantee approval to anyone who requests it. The applicant must pay an application fee, and demonstrate compliance with all conditions outlined in the ordinance, including in the case of Escambia County’s ordinance:

1. A letter from a Florida licensed physician certifying medical need,
2. Demonstration that the medical hardship cannot be addressed through any other means,
3. Proof that adequate utilities are available,
4. Evidence that the use will not negatively affect neighboring properties.

Property owners within 500 ft. of the parcel will receive a letter informing them of the application and they must be given the right to participate and object. The hearing body must schedule a public hearing to weigh all of these and may approve, deny, or attach conditions.

A temporary use approval requires that a structure be removed when the medical hardship ends. The Town's current enforcement capacity is limited. This is a practical consideration the Council should weigh honestly before creating a new category of temporary use that depends on timely enforcement of removal conditions.

This would be a major change to the Town’s ordinances. It would likely take at least six to nine months, cost significantly more to develop and implement, and require a thorough review by the Town’s attorney. These costs could be substantially reduced if this option is considered as part of a state funded LDC update.

Summary

Each option involves tradeoffs the Council should consider.

Option 1 — addressing these questions through the state funded LDC update would be the most cost-effective path and would allow for broader community input, but funding is not guaranteed and it will take longer. If funding is secured the project would be completed in early to mid-2027.

Option 2 — expanding the existing accessory apartment ordinance builds on a framework the Town already has and does not require a new hearing process. It would expand housing options available to all property owners in Town. The Town's most recent LDC amendment took approximately three to four months from initiation to adoption.

Option 3 — a medical hardship special exception would be judged on a case-by-case basis but is much more complex. It requires building a hearing and enforcement process the Town does not currently have. This is a complex change to the Town’s code and operations that would likely take at least six to nine months.

The Emerald Coast Regional Council is available to assist the Town in drafting any ordinance the Council chooses to pursue, and to support the state funded LDC update process if the grant is awarded.



EXCELLENCE IN ENGINEERING SERVICE

April 30, 2026
150004-023

VIA EMAIL bboutwell@centuryflorida.us

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

RE: Century Meter and Water Service Replacement – Change Order No. 2

Dear Mayor Boutwell,

Please find attached Change Order Request No. 2 from L&K Contracting Co., Inc. This change order reduces the bid item for 3/4" curb stops in the amount of \$11,410.00 and adds bid items totaling \$11,287.00 for additional service tap, repair of a broken line, and meter relocation work. The net effect of these changes is a reduction to the contract price in the amount of \$123.00.

As you are aware, the Contractor identified the need for additional work to properly relocate several service connections into the right-of-way. These relocations will allow the Town to read meters more safely and efficiently. The Contractor has also requested an additional 30 days to complete the requested additional work.

We have attached the Contractor's draft request for your review. We have reviewed their 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. We will be available at the next Council Meeting to answer any Council questions regarding this matter.

In the interim, please review the Change Order for yourself and should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

MUNICIPAL ENGINEERING SERVICES, INC.

Chloe Jerome
Design Engineer

/DEL

Attachments

CONTRACT CHANGE ORDER						ORDER NO. 2	
						DATE April 30, 2026	
						STATE Florida	
						COUNTY Escambia	
CONTRACT FOR:		Water Meter Replacement Project					
PROJECT NO.:		150004-023					
OWNER:		Town of Century					
TO CONTRACTOR:		L&K Contracting Co., Inc.					
		4506 Hartford Hwy.					
		Taylor, AL 36305					
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
4	Deduct	70	EA	Bid item for 3/4" Curb Stop	\$163.00	\$11,410.00	
31	Add	1	LS	21 Ramar St - new service tap, relocate meter to ROW, new customer line	\$8,760.00		\$8,760.00
32	Add	1	LS	7541 Mayo St - additional charge	\$700.00		\$700.00
33	Add	1	LS	550 Church St - new RPZ device	\$1,407.00		\$1,407.00
34	Add	1	LS	7541 Mayo St - repair broken 2" line	\$420.00		\$420.00
TOTALS						\$11,410.00	\$11,287.00
NET CHANGE IN CONTRACT PRICE						(\$123.00)	
JUSTIFICATION:							
Change Order for partial project quantity adjustments as measured-in-place and increase for construction time to complete the requested additional work.							

The amount of the Contract will be **DECREASED** By The Sum Of: One Hundred Twenty-Three Dollars (\$123.00)

The Contract Total Including this and Previous Change Orders Will Be: One Million, Three Hundred Eighty-Three Thousand, Eight Hundred Eighteen Dollars, and Zero Cents \$ 1,383,818.00

The Contract Period Completion of Project Will Be: **INCREASED** 30 DAYS

The Contract Completion Date Shall Therefore Be: **6/6/2026**

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

Requested _____
(L&K Contracting Co., Inc.) *(Date)*

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

Accepted _____
(Town of Century) *(Date)*



EXCELLENCE IN ENGINEERING SERVICE

April 30, 2026
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 Lime Feeder

Dear Mayor Boutwell:

As you are aware, the Town received a Pilot Grant from FDEP to install a new Lime Feeder at Well No. 2. The grant was for \$40,000.00 and included \$4,000.00 for Grant Administration and Engineering related to the change from the existing lime feeder to the new one. When the Grant was awarded, we updated our invoices but failed to prepare a Task Order Amendment. We just discovered this oversight and have attached the Amendment here for your review and execution.

I will attend the next Council meeting to answer any Council questions on this matter as necessary. In the interim, should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

MUNICIPAL ENGINEERING SERVICES, INC.

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

/DEL

Attachments

This is **EXHIBIT K**, consisting of [2] pages to in and part of the **Agreement between Owner and Engineer for Professional Services – Task Order Edition** dated [December 7, 2015].

Amendment To Task Order No. MES-16

1. Background Data:

- a. Effective Date of Task Order: October 15, 2021
- b. Owner: Town of Century
- c. Engineer: Municipal Engineering Services, Inc.
- d. Specific Project: Miscellaneous Well & Water Treatment Plant Improvements

2. Description of Modifications

- a. Engineer shall perform the following Additional Services:
Grant/Construction Administration related to the addition of a new Lime Feeder at Well No. 2.
- b. For the Additional Services or the modifications to services set forth above, Owner shall pay Engineer the following additional or modified compensation: **\$4,000.00**
- c. The schedule for rendering services under this Task Order is modified as follows: **The project schedule will be unchanged and will run concurrently with the Contractor’s Construction schedule.**

See attached letter Dated April 30, 2026.

3. Task Order Summary (Reference only)

- a. Original Task Order amount: **\$63,000.00**
- b. Net change for prior amendments: **\$0.00**
- c. This amendment amount: **\$4,000.00**
- d. Adjusted Task Order amount: **\$67,000.00**

The foregoing Task Order Summary is for reference only and does not alter the terms of the Task Order, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Task Order as set forth in this Amendment. All provisions of the Agreement and Task Order not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is _____.

OWNER:

ENGINEER:

By: _____

By: _____

Title: _____

Title: _____

Date _____

Date _____

Signed: _____

Signed: _____



EXCELLENCE IN ENGINEERING SERVICE

April 30, 2026
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 (Electrical Rehab) – Change Order No. 4

Dear Mayor Boutwell:

Please find attached Change Order Request No. 4 from Dunaway Electric via Control Systems, Inc. This Change Order includes an additional cost to replace the existing touchscreen interface (operator terminal) on the existing control panel. You may recall that this panel is one of the panels that the Town purchased from CSI a number of years ago. These panels were housed inside the Towns shop for several years and we have been incorporating them into various projects in an effort to save money and use the equipment that the Town has already purchased. As such, this panel is now being utilized as part of the Well No. 2 rehabilitation as it was originally intended. Unfortunately as a result of it sitting idle for many years, the touch screen has failed and needs to be replaced.

We have attached the request from CSI for your consideration. We have reviewed this request and find it to be in order and note that Mr. Jowers has agreed to waive any overhead or profit and is offering this part at cost. 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 (\$3,631.59) will need to be paid out of Town funds (presumably LOST).

Please review the Change Order and attached back-up 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

CONTRACT CHANGE ORDER							ORDER NO. 4
							DATE April 30, 2026
							STATE Florida
							COUNTY Escambia
CONTRACT FOR:		Miscellaneous Well & Water Plant Rehabilitation - Electrical					
PROJECT NO.:		150004-018					
OWNER:		Town of Century					
TO CONTRACTOR:		Dunaway Electrical Services, Inc.					
		2767 Sherrilane Dr.					
		Cantonment, FL 32533					
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 B - Well No. 2 Electrical							
13	Add	1	LS	Operator Terminal Replacement	\$3,631.59		\$3,631.59
TOTALS						\$0.00	\$3,631.59
NET CHANGE IN CONTRACT PRICE						\$3,631.59	
JUSTIFICATION:							
Removal and replacement of the failed operator terminal in the existing Well No. 2 panel.							

The amount of the Contract will be **INCREASED** By The Sum Of: \$3,631.59

The Contract Total Including this and Previous Change Orders Will Be: \$278,708.13
 Two Hundred Seventy-Eight Thousand, Seventy Hundred Eight Dollars, and Thirteen Cents

The Contract Period Completion of Project Will Be: **UNCHANGED** 0 DAYS
 The Contract Completion Date Shall Therefore Be: **6/21/2026**

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

Requested _____
(Dunaway Electrical Services, Inc.) (Date)

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

Accepted _____
(Town of Century) (Date)

Dale Long

From: Phil Jowers <pjowers@att.net>
Sent: Monday, April 27, 2026 5:12 PM
To: Dale Long
Subject: Follow Up On SCADA Enclosure At Well #2
Attachments: S015122016-0001_63834.pdf

Dale,

To follow up per your request. The existing operator terminal installed in the enclosure that we provided back in 2021 is now a legacy item and no longer supported.

As you are aware this enclosure for Well #2, and the other three (3) making it a total of four (4). Are ones that we manufactured back in 2021. But, then funds that were anticipated to install them never came to fruition. Since, they are now being implemented by utilizing the funding sources that the Town has received.

Those enclosure are as follows:

- Pilgrim Lodge lift station - installed/completed
- Industrial Park lift station - installed/completed
- Well #1 - still warehoused and CSI has been paid for replacing the soft stater that would not power up after many years of storage. Although we still have not invoiced for the labor. As we have never ordered the soft starter due to waiting on the Well #1 project come to fruition so as not to have the replacement unit also have issues due to long term storage and not ever being powered up.
- Well #2 - This enclosure has been installed at Well #2 with the rehab that is occurring with this Well site as a result of a grant that the Town received for this project. Unfortunately, we are at the same cross roads with a device in this enclosure, the operator terminal, that will also not perform as expected preventing us from being able to develop the necessary control strategy needed to properly operate the Well and interact with the elevated storage tank levels. Per our phone conversation, the terminal will need to be replaced so that we can complete the remaining development for the Well controls/operation. I have attached a proposal from our supplier and where we are passing the cost of \$3,631.59 straight through without any markup, overhead or profit.

Please provide back a favorable reply as quickly as possible for us to proceed so that we can complete our programming and be ready to perform a complete functional/operational check. Once we are able to mobilize back on site and develop the remaining circuitry and be ready for a complete operational check prior to start up.

Please advise,

Respectfully Submitted,

Phil W. Jowers

Control Systems & Instrumentation, LLC
4960 Highway 90
Pace, FL 32571

850.206.0631

Section 5, Item C.



Quotation Section 5, Item C.

CRAWFORD ELECTRIC SUPPLY RPEN
3170 COPTER RD
PENSACOLA, FL 32514-000
850-476-5580 Fax 850-478-3926

QUOTE DATE	QUOTE NUMBER
04/17/26	S015122016
PAGE NO.	
1 of 2	

Gary.Turner@crawfordelectricsupply.com

QUOTE TO:
 CONTROL SYSTEMS AND INSTRUMENTATION
 4960 HIGHWAY 90
 BOX 109
 PACE, FL 32571-1413
 850-206-0631

SHIP TO:
 CONTROL SYSTEMS AND INSTRUMENT
 4960 HIGHWAY 90
 BOX 109
 PACE, FL 32571-1413
 850-206-0631

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB NAME	QUOTED TO
238034		TOWN CENTURY WELL 2	PJ
SALESPERSON		SHIP VIA	FREIGHT ALLOWED
GARY TURNER		BW BEST-WAY	Yes
ORDER QTY	UPC	DESCRIPTION	UNIT PRICE
1ea	88563092052	AB 2711P-T10C21D8S PanelView Plus 7 Standard 10 Terminal (CRAWFORD MOBILE STOCK)	3631.590
			EXT PRICE
			3631.59

TERMS & CONDITIONS

All transactions are subject to and exclusively governed by our Terms and Conditions of Sale, which are incorporated herein and available at:
<https://www.crawfordelectricsupply.com/terms#sale>. Additional or conflicting terms are rejected, void, and of no force or effect.

Subtotal	3631.59
S&H CHGS	0.00
Sales Tax	0.00
Amount Due	3631.59



CRAWFORD ELECTRIC SUPPLY RPEN
3170 COPTER RD
PENSACOLA, FL 32514-000
850-476-5580 Fax 850-478-3926

QUOTE DATE	QUOTE NUMBER
04/17/26	S015122016
PAGE NO.	
2 of 2	

Gary.Turner@crawfordelectricsupply.com

QUOTE TO:
 CONTROL SYSTEMS AND INSTRUMENTATION
 4960 HIGHWAY 90
 BOX 109
 PACE, FL 32571-1413
 850-206-0631

SHIP TO:
 CONTROL SYSTEMS AND INSTRUMENT
 4960 HIGHWAY 90
 BOX 109
 PACE, FL 32571-1413
 850-206-0631

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB NAME	QUOTED TO
238034		TOWN CENTURY WELL 2	PJ
SALESPERSON		SHIP VIA	FREIGHT ALLOWED
GARY TURNER		BW BEST-WAY	Yes
			EXPIRATION DATE
			11:59pm CT 05/17/26

Terms and Conditions of Sale for Quotes

A. Seller assumes no responsibility whatsoever for any interpretation of bid documents, plans, or specifications provided to Seller (i.e., customer shall be solely responsible for ensuring interpretation of such documents, plans and/or specifications and for conformity and appropriateness of all goods and services ordered in comparison to same).

B. Prices are subject to change at any time prior to shipment unless otherwise agreed in writing signed by an authorized Seller representative.

C. Pricing and estimated delivery dates are based solely on the quantities and specific products and/or scope of services identified in this quote. Seller may refuse, terminate, or change pricing, estimated dates, and other terms of its offer if customer requests changes or deviations from the original quote. Unless an authorized Seller representative accepts customer's proposed deviations in an explicit signed agreement modifying this quotation, any such proposed deviations are automatically rejected, void, and of no force or effect.

D. Quotation does not include special mounting or installation hardware, equipment options, accessories, samples, spares, or mock-up equipment unless otherwise noted.

E. Seller is not responsible for the design of the project or any goods supplied.

F. Seller reserves the right to increase the pricing quoted herein to account for force majeure events, the imposition of new or increased tariffs, shipping costs, import/export fees, duties, customs, or taxes, currency fluctuations, or increases in commodity or market pricing.

G. Pre-shipment of anchor bolts is plus freight.

H. Where applicable, fabrication and shipment of goods can only be made after Seller receives the following: (i) purchase order conforming to this Quotation, (ii) customer's verification and approval of technical information, (iii) approved Submittal Drawings, and (iv) credit approval.

I. Lead times are strictly estimates. Seller is not responsible for ship dates beyond estimated dates unless Seller's President or VP Finance otherwise explicitly agrees in a signed writing as part of this Quotation and then only to the extent so agreed.

J. All orders are FCA Shipping Point, prepaid and billed, unless otherwise noted in quote.

K. Logistic solutions, storage, handling, kitting, expedited or special delivery, testing, including, but not limited to, infrared scanning and NETA testing, spares, start-up, installation, commissioning, arc flash studies, and other services are excluded unless otherwise specified in this quote. Please contact your Seller representative for additional information on any such services if desired.

L. This quotation and all related transactions are also subject to the applicable manufacturer's published warranties, including all applicable disclaimers, exclusions, and limitations.

M. This quotation constitutes Seller's confidential information, and customer shall not share or distribute this quotation to third parties other than to the extent reasonably necessary to process the transactions contemplated herein with Seller.

N. Unless otherwise expressly agreed in a separate writing signed by Seller's President or VP Finance, Seller does not agree and is not subject to any contractual flow-down or pass-through terms from customer, including, but not limited to, DFARS, FARs, Prime Contracts, Minority Business requirements, Buy America Act, etc.

TOWN COUNCIL MEETING DATE: May 5, 2026

SUBJECT: Approval to Retain Specialized Legal Counsel for DEP Litigation Matters

DEPARTMENT: Administration / Legal

PRESENTED BY: David J. Murzin

BACKGROUND:

The Town of Century is currently involved in ongoing regulatory and litigation matters concerning the Florida Department of Environmental Protection (DEP). Due to the complexity, technical environmental compliance requirements, and legal implications associated with these proceedings, it is necessary for the Town to retain legal counsel with specialized experience in environmental law, DEP enforcement actions, consent orders, compliance negotiations, and related litigation.

The Town’s current general legal services do not encompass the highly specialized regulatory litigation expertise required to adequately represent the Town’s interests in these matters. Retaining an attorney with direct experience in DEP administrative law and environmental litigation will ensure the Town receives competent legal guidance, representation during negotiations and hearings, and strategic assistance in resolving current and future DEP-related issues.

Administration has identified the need to move forward with engaging specialized legal counsel in order to protect the Town’s operational interests, minimize liability exposure, and ensure compliance with applicable state environmental regulations.

REQUEST:

Approval is requested from the Town Council to authorize the Mayor and Town Administration to retain specialized legal counsel experienced in DEP regulatory litigation and environmental compliance matters and to negotiate an engagement agreement for such services on behalf of the Town.

RECOMMENDATION:

Staff recommends approval of the request in order to provide the Town with qualified legal representation specific to DEP litigation and environmental regulatory matters.

MOTION FOR CONSIDERATION:

I move that the Town Council authorize the Mayor and Town Administration to retain specialized legal counsel for representation of the Town of Century in DEP litigation, enforcement, and regulatory compliance matters, and to execute all necessary engagement documents related thereto.



Council Comments