



Meeting Minutes

Tuesday, December 16, 2025, 6:00 PM CT

at Esto Town Hall, 3312 2nd Ave South, Esto, FL 32425

The data reflected in these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes, photographs, and/or videotape. 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 Esto Town Clerk and providing their own representative and equipment pursuant to Chapters 119 and 283, Florida Statutes.

Town Council Members in Attendance

Seat 2 - Greg Wells (GW), Council President

Seat 3 - Heather Huckaby (HH)

Seat 4 - Joshua Davenport (JD)

Seat 5 - Teresa Harrison (TH), Council Vice President

Town Council Members Absent

Seat 1 - Vacant

Others Present

Ben Tew (BT), Town Clerk

Billy Martin (BM), Public Works Director

Cliff Kimble (CK), EVFD Fire Chief

Nate Nolin, Attorney for April Gray Cartwright

April Gray Cartwright

Danny Powell

Cody Summers

Mark Mason, North Florida Professional Services

Members of the public

Invocation and Pledge of Allegiance

GW called the meeting to order at 6:00 PM CT.

Consent Agenda

HH motioned to approve the November 18, 2025 Town Council Meeting Minutes. TH seconded. All in Favor — Motion Carried.

JD motioned to approve the final agenda. HH seconded. All in Favor — Motion Carried.

Public Comment

- Nate Nolin and April Gray Cartwright appeared to speak regarding the issue of unopened alleyways and road abandonment; because the topic appeared later on the agenda, they were asked to wait until that item was reached.
- Jack Davis, leader of a worship group that meets at John Clark Park, requested permission for the group to use the Community Center on Sundays when it is not otherwise rented or in the event of inclement weather. The Council discussed costs and preparation of the building and established a rental rate of \$75 per Sunday.
- Nathan Pettis requested to speak regarding the Former Lamb's Junkyard property, which also appeared later on the agenda.
- Beau Harden, an Esto resident living near John Clark Park, addressed the Council regarding concerns about gunfire near his home. Council Member Wells responded regarding wildlife control activities at the park. The matter was discussed.
- Mark Mason of North Florida Professional Services introduced himself to the Council. His firm had submitted a response to the Town's RFQ for Continuing Engineering Services..

Ordinances & Resolutions

- **Ordinance 2026-01 – Unopened Rights-of-Way Abandonment** – The proposed ordinance would abandon and vacate the Town's interest in certain platted but unopened streets and alleys affecting the Sherrer and Summers properties. The Town Attorney had previously advised that a 2020 abandonment attempt was incomplete and should be redone to comply with current legal standards.

Nate Nolin, attorney for April Gray Cartwright, requested that the legal descriptions be amended, stating that the prior abandonment covered only portions of the alleys. Danny Powell and Cody Summers addressed the Council regarding the property and title issues. Council Members discussed the matter.

HH motioned to table Ordinance 2026-01 until a later meeting when the Town Attorney could be present. JD seconded. All in Favor — Motion Carried.

Other Agenda Items

- **Workstation Access & Document Use Policy** – Council Member Davenport presented the need for clearer guidance regarding access to Town workstations and electronic systems. JD proposed development of an electronic workstation and secure access policy. HH asked JD to take the lead on the issue. The Town Clerk was directed to work on merging the proposed policy with the Town's existing computer and internet policy.

- **Progressive Discipline Action for Town Clerk** – Council Member Huckaby presented concerns regarding work activities and a proposed Performance Improvement Plan (PIP). The Town Clerk responded, and the Council discussed the matter and reviewed the proposed plan.

JD motioned for the Clerk to establish a separate Town ChatGPT account. HH seconded. All in Favor — Motion Carried.

HH motioned to adopt the Performance Improvement Plan as amended by the Council. JD seconded. All in Favor — Motion Carried.

- **Rewriting Employee Handbook and Job Descriptions** – Council Member Huckaby requested discussion of revising the Town’s employee handbook and job descriptions. HH presented sample handbooks from other municipalities and asked the other council members to review them before the January meeting.
- **Former Lamb’s Junkyard Property** – The Council discussed the status of the property, which remains under contract to Danny Powell pending further environmental testing and review by the Florida Department of Environmental Protection. Nathan Pettis asked about the possibility of purchasing the property. The Council discussed the matter.
- **RFQ for Continuing Engineering Services** – The Town Clerk reported that three firms submitted responses. Council Members Harrison and Davenport had not yet reviewed the submissions. The tabulation and award were tabled until the January meeting.
- **CDBG RFQs – Grant Administration & Engineering** – The Town Clerk reported that RFQ submissions had been received but SERCAP had not yet collected and scored them. SERCAP will provide a recommendation prior to the January meeting.
- **Draft RFQ for Bookkeeping Services** – JD motioned to advertise the RFQ for Bookkeeping and Accounting Services as drafted by the Town Clerk. HH seconded. All in Favor — Motion Carried.
- **People’s Bank Funds – Savings & Investment Options** – The Council reviewed available savings and investment options. HH motioned to place the funds from People’s Bank of Graceville into a Certificate of Deposit at People’s Bank of Graceville. JD seconded. All in Favor — Motion Carried.
- **Designation of Local Planning Agency** – The Council discussed a proposal to return Local Planning Agency responsibilities to Holmes County. A draft ordinance will be presented at the January meeting.

Fire Department Report

- **November Update** – Fire Chief Cliff Kimble reported November activity, including motor vehicle accidents, brush fires, structure fires, storm damage calls, medical calls, and other responses, totaling approximately 16,000 gallons of water used.
- CK also reported on the Santa in the Park event, which was moved to Bethlehem School Gym due to weather, with approximately 225 children attending. The Fire Association is also assisting families and Bethlehem School with holiday needs.
- CK reported that a new pump was installed on Engine 1, though fitting issues remain.

Public Works Report

- Public Works Director Billy Martin reported on pothole repairs and work at John Clark Park.
- JD motioned to approve the purchase of \$300 in diesel fuel for the tractor. TH seconded. All in Favor — Motion Carried.

Town Clerk's Report

- **Financial Report** – BT reported that the Town is paying \$14,809 in checks in December and reviewed outstanding bills and account balances.
- **Utility Billing Report** – Water sales totaled \$6,066 in November and \$5,414 through December 16. Three accounts were at disconnection level with balances totaling \$670. Final notices were distributed on December 16. Twenty-six active accounts had outstanding balances totaling \$2,089.

Council Member Items

- Fire Chief Kimble offered to donate beaver traps. JD made a motion for the Town to purchase traps; the motion failed for lack of a second.
- **Seat 3 - Council Member Heather Huckaby** - none.
- **Seat 4 - Council Member Joshua Davenport** - none
- **Seat 5 - Council Member Teresa Harrison** - TH noted this was her last meeting.
- **Seat 2 - Council Member Greg Wells** - GW proposed providing Christmas bonuses to Town employees. JD motioned to purchase \$100 gift cards for each Town employee. HH seconded. All in Favor — Motion Carried.

Adjourn

GW adjourned the meeting at 7:53 PM CT.

Meeting minutes typed and prepared by Ben Tew, Town Clerk.

Esto Town Council President

