



Meeting Minutes

Tuesday, January 20, 2026, 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)

Seat 4 - Joshua Davenport (JD)

Seat 5 - Donna Davis (DD)

Town Council Members Absent

Seat 1 - Vacant

Seat 3 - Heather Huckaby (HH)

Others Present

Ben Tew (BT), Town Clerk

Billy Martin (BM), Public Works Director

Members of the Public

Invocation and Pledge of Allegiance

BT called the meeting to order at 6:01 PM CT.

Swearing In of New Council Member

The Town Clerk administered the Oath of Office to Donna Davis. Council Member Davis was sworn in and took her seat at the council table.

Council Member Huckaby Resignation

The Town Clerk read Council Member Heather Huckaby's letter of resignation, effective January 20, 2026. JD motioned to accept the resignation. GW seconded. All in Favor — Motion Carried.

Election of Council President and Vice President

JD nominated GW for Council President. DD seconded. There were no other nominations. All in Favor — Motion Carried. GW was elected Council President.

GW nominated JD for Council Vice President. DD seconded. There were no other nominations. All in Favor — Motion Carried. JD was elected Council Vice President.

Council President GW assumed chairing duties.

Consent Agenda

JD motioned to approve the agenda, December 16, 2025 Town Council Meeting Minutes, and bills to be paid. DD seconded. All in Favor — Motion Carried.

Public Comment

- No members of the public wished to address the Council.

Ordinances & Resolutions

- **Ordinance 2026-01 – Unopened Rights-of-Way Abandonment** – The Council considered Ordinance 2026-01 regarding the abandonment of certain platted but unopened streets and alleys affecting the Sherrer and Summers properties. JD motioned to approve Ordinance 2026-01 on first reading. DD seconded. All in Favor — Motion Carried.

Other Agenda Items

- **Computer, Internet, & Electronic Workstation Access Policy** – The Council reviewed the merged Computer, Internet, and Electronic Workstation Access Policy. DD motioned to approve the amended policy. JD seconded. All in Favor — Motion Carried.
- **Rewriting Employee Handbook and Job Descriptions** – The Council discussed employee handbooks from other municipalities. Council Members expressed that Esto's current handbook should be amended rather than replaced. No action was taken.
- **Former Lamb's Junkyard Property** – The Town Clerk provided an update on environmental testing conducted on January 8, 2026. Results are pending. The Council discussed the status of the property, which remains under contract. No action was taken.
- **CDBG RFQs – Grant Administration & Engineering** – The Council reviewed SERCAP's summaries and evaluations. JD motioned to select Alday-Howell Engineering, Inc. as the Town's CDBG Engineer. DD seconded. All in Favor — Motion Carried. JD motioned to select Andy Easton & Associates as the Town's CDBG Administrator. DD seconded. All in Favor — Motion Carried.
- **RFQ for Continuing Engineering Services** – The Town Clerk presented the tabulated scoring. JD motioned to accept the ranking and enter into negotiations with Alday-Howell Engineering, Inc. DD seconded. All in Favor — Motion Carried.
- **Draft RFQ for Bookkeeping Services** – The Town Clerk reported that the RFQ was advertised on January 2, 2026, with a submission deadline of February 2, 2026. No action was taken.
- **People's Bank Funds – Savings & Investment Options** – The Council reviewed Certificate of Deposit documents and bank signature authority updates. DD motioned to approve execution of the documents and update signatories. JD seconded. All in Favor — Motion Carried.

- **Designation of Local Planning Agency** – The Council reviewed a draft ordinance returning Local Planning Agency responsibilities to Holmes County. JD motioned to approve Ordinance 2026-02 on first reading. DD seconded. All in Favor — Motion Carried.

Fire Department Report

- Fire Chief Cliff Kimble was not present. General discussion of fire department issues was postponed.

Public Works Report

- Public Works Director BM reported no major issues.
- GW requested that BM obtain quotes for a transmission for the Public Works truck.
- JD requested quotes for a new town golf cart. Possible donation options were discussed.

Town Clerk's Report

- **Financial Report** – BT reported that the Town is paying \$5,940 in checks in January. No outstanding bills were reported. Account balances and major bills were reviewed.
- **Utility Billing Report** – Water sales totaled \$7,138 in December and \$6,977 through January 20. Nine accounts were at disconnection level. Final notices were distributed. Eighteen active accounts had outstanding balances totaling \$2,033.
- **Utility Late Fees** – The Council discussed the late fee policy. The Council decided to make no changes. Accounts with balances under \$46.00 will not receive a late penalty.
- **FY2025–2026 Budget Update** – The Council reviewed the budget update through December 2025. No action was taken.
- **Community Center Rental Issues** – The Council approved allowing the Jesus in the Park organization to rent the Community Center on Wednesdays at the half-day rate.

The Council discussed reinstating a refundable deposit. DD motioned to implement a \$75.00 refundable deposit on community center rentals. Seconded by JD. All in Favor — Motion Carried.

Two-Toed Tom Festival

- **2026 Plans** – The Council discussed the Town's role in the 2026 festival. The Council expressed no desire to change current practices. DD expressed interest in assisting with planning.

Council Member Items

- **Seat 1 - Vacant** - No items.
- **Seat 2 - Council Member Greg Wells** - GW raised the issue of increasing employee hours. Partial increases were discussed. The matter was tabled. The Clerk will prepare budget projections.
- **Seat 3 - Vacant** - No items.
- **Seat 4 - Council Member Joshua Davenport** - No items.
- **Seat 5 - Council Member Donna Davis** - No items.

Adjourn

GW adjourned the meeting at 7:01 PM CT.

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

Esto Town Council President