

**Town Of Havana**  
**Regular Council Meeting & Public Hearing**  
**April 21, 2026 – 6:00pm**

**Meeting minutes**

**1. Call to Order**

The meeting was called to order by Mayor Bass at 6:00pm. Invocation was led by Councilman McKinnon followed by the Pledge of Allegiance.

**2. Roll Call**

A roll call confirmed the presence of the following Council members including, Matt Wesolowski, Tabatha Nelson, Penny Key, Mayor Bass and Howard McKinnon, ensuring a quorum for the meeting. Mayor Pro Tem Reed and Landon Seymour were not in attendance

**3. Request to Set the Agenda**

Motion was made by Councilman Wesolowski and seconded by Councilman McKinnon to set the agenda. Motion carried.

**4. Recognition of Visitors**

None

**5. Consent Agenda Items**

Motion was made by Councilman Wesolowski and seconded by Councilman McKinnon to approve the consent agenda items. Motion carried.

**6. Old Business**

None

**7. New Business**

**a. FMEA Safety Award Presentation**

Amy Zubaly Executive director of FMEA recognized Town of Havana Line workers for maintaining highest standards of workers and crews' safety. Presented Town of Havana Utility Department Superintendent Andreas Hernandez and Lineman Rodney Stokes with the FMEA Safety Award for 2025 for receiving a perfect record. The Town of Havana has received this award 20 times since 2001.

**b. Certificate of Appropriateness-White Rabbit**

The request submitted by John and Robby Hinson for the White Rabbit Certificate of Appropriateness has been recommended for approval by the Planning and Historic Preservation Committee to making changes to the rear patio of the property at 208 N. Main St., repairing an awning and hanging a sign. Motion made by Councilman Wesolowski to approve, Seconded by Councilwoman Penny Key, and the motion carried.

### c. Special Events Permit-World Youth Ministries

Request for Special Events Permit for Fellowship Fest for the Youth 2026. June 27 2026 in the walking park. The organizers have requested police, fire, cones, barricades, and trashcans. This will be a free event with food vendors. Approval of the event would be contingent upon, event specific insurance, site map, and festival fee \$200. Motion to approve made by Councilman McKinnon and seconded by Councilman Wesolowski, and the motion carried.

## 8. Public Hearings

### a. Lot Split – 408 SW 5<sup>th</sup> Street

Mayor Bass request the clerk to read the Item No by Title. Ms. Enosha Willaims, Town Clerk, read Item No. 8a, Public Hearing for Lot Split: 408 SW 5<sup>th</sup> St (1<sup>st</sup> Hearing). Mayor Bass request Town Manager to explain the procedures for the hearing. Mrs. Wilkerson, Town Manager, procedures for the quasi-judicial hearing in accordance to Florida Law.

Mayor Bass called the Public Hearing to order at 6:08pm and requested the clerk to confirm compliance with the advertising and notice requirements. Ms. Williams, Town Clerk, confirmed all advertising and notice requirements were met.

Mayor Bass requested Mrs. Wilkerson to inquire as to ex-parte communications. Mrs. Wilkerson explained ex-parte communications and requested each councilperson to disclose any communications that have been had with anyone about the 408 SW 5<sup>th</sup> St lot split.

Each councilperson stated they had no communications. Councilwoman Key stated she would abstain from voting due to conflict as she is the petitioner in the application for the Lot Split request.

Mayor Bass requested all parties to speak must stand and give their name and address at that time. Town Clerk, requested all parties to speak or give testimony to stand and be sworn in. Parties sworn in were Kendrah Wilkerson, Town Manager and Penny Key, Councilwoman by the Town Clerk.

Mrs. Wilkerson, made the presentation for the Town. Mrs. Wilkerson testified that the completed application, fee and site plan was submitted March 26, 2026 and forwarded to Apalachee Regional Council for review. No communication for/against have been received by the Town. Exhibits presented by the Town are the completed application and the Apalachee Regional Planning Council letter of recommendation dated March 30, 2026. Councilwoman Key, testified to selling the home and keeping the rest of the property, no evidence or witness was submitted and she chose to waive her rights to speak.

No public comment was made by any community members in attendance.

Mayor Bass closed the public hearing and evidentiary portion of the proceedings at 6:17 p.m. Announced the second public hearing will be held on May 26, 2026 and is subject to the same advertisement and notice requirements as tonight's hearing. At the second hearing no further testimony will be heard. Final vote will be made at 2<sup>nd</sup> hearing Town Council was advised no communication on the 1<sup>st</sup> hearing.

### b. Request to amend Zoning-One Gadsden Foundation-Adoption of Ordinance 415

The first Public Hearing for the consideration to Adopt Ordinance 415, and to amend the Future Land Use Map of the Comprehensive plan from Industrial district to Development, hearing was called to order at 6:18pm. Mayor Bass requested the clerk to read the Item No by Title. Ms. Enosha Willaims, Town Clerk, read Item No. 8b, Public Hearing for Zoning Amendment: One Gadsden Foundation Parcel ID 2-34-3N-2W-0000-00241-0000. Mayor Bass request Town Manager to explain the procedures for the hearing. Mrs. Wilkerson, Town Manager, advised Town Council will act as the Planning committee allowing for public hearing for this request. Advises 2<sup>nd</sup> hearing will be held on May 26, 2026 for further review.

Mr. Peter Okonkwo an engineer spoke and advised request to amend zoning from Industrial to Development district to develop a teen center. Town manager advised if approved completed Zoning application and Engineering plan for development will be submitted, parcel surrounded by development district. Town Council discussed safety considerations and parcel location. Mayor Bass closed the 1<sup>st</sup> public hearing at 6:23pm. Councilman Mckinnon motioned to accept the first reading of the Ordinance, Councilwoman Key 2<sup>nd</sup>, the motion and the motion carried. Town manager advised next reading of the Ordinance will be on May 26<sup>th</sup>, 2026.

9. Information Item

a. Town Manager Report

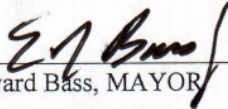
Looking to fill vacancy for Electric and Gas technician along with the Town Manager vacancy. Update on Havana Library project. The County requested to scale back project from 3500-4000, there is a limit is 2500 sq ft without having to make additional construction requirements. The County acknowledges the size will be slightly smaller than initially anticipated. The County has been made aware of the Councils requirements. Drug take back event sponsored by Gadsden SO being held on April 25, 2026 at Town Hall. Municipal elections on April 28<sup>th</sup>. Canvassing Board reminders to the Chief and Council Member Wesolowski to be at the Supervisor of Elections office. Email notification from OMI staff regarding updates to Wastewater housekeeping issue. Special meeting will be held on April 30<sup>th</sup> to swear in new Council members, appoint the Mayor and Mayor Pro Tem, and appoint a member to seat 5. May 1<sup>st</sup> will be Town Manager interviews.

b. Town Council Report

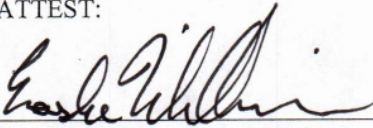
None

Motion to Adjourn

Councilman Wesolowski made motion to adjourn and Councilwoman Nelson seconded, and the motion carried. Mayor Bass adjourned the meeting at 6:31pm.

  
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Edward Bass, MAYOR

ATTEST:

  
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Enosha Williams, Town Clerk

