

Town Of Havana

Regular Council Meeting

August 26, 2025 – 6:00pm

Meeting minutes

Call to Order

The August 26, 2025 Regular Council meeting was called to order by Mayor Eddie Bass at 6:00pm. Invocation was led by Mayor Pro Tem Lawrence Reed, followed by the Pledge of Allegiance.

Roll Call

A roll call confirmed the presence of the following council members including Councilwoman Key, Councilwoman Nelson, Councilman Seymour, Mayor Eddie Bass, Mayor Pro Tem Lawrence Reed, Councilman McKinnon and Councilman Wesolowski. The Town Clerk confirmed that quorum has been met.

Set the Agenda

Councilman McKinnon made a motion to set the agenda. Councilman Wesolowski seconded and motion carried.

Recognition of Visitors

Pat Dudley Gregory 602 2nd ST NE and 101 W 7th AVE, Havana, FL 32333 – Pat is the executive director for Havana Mainstreet. She wanted to thank everyone. HMS celebrated its 8th anniversary last week. In those 8 years a lot has been accomplished and it has been possible with the help of the Town staff and also many residents. She wanted to share that she feels the most important accomplishment and what she would like to challenge everyone here at the meeting, council included, is the continuing mission to foster pride of place. HMS is all about fostering the opportunities for individual residents, property owners and business owners to create an environment that is inviting and supportive. One that creates the place where we all want to work, live and gather. She shared that a great job has been done with this and it has created a special place here in the Town of Havana. It shows through the friendliest town of Havana signs, visitors, and the log book where visits share their experiences. She encourages everyone to keep up the work and continue to grow Havana. She shared she doesn't intend for this to be insulting. The large personalities in the town is an indication that there is a lot of passion here. The challenge is for HMS, the council, residents and business owners to figure out how to channel the passion to reach the same goal. She has faith that this can happen and looks forward to the upcoming year with HMS and working together. She also acknowledged that most of the HMS Board were present at the meeting. Councilwoman Key shared that she was just bragging on the Town and Havana Mainstreet today. She had a sales representative commit to attending Pumpkinfest this year.

Request to Set the Agenda

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

Consent Agenda Items

Motion was made by Councilwoman Nelson and seconded by Councilman McKinnon to approve the consent agenda items of June 24, 2025 & July 8, 2025 meeting minutes, request to pay bills and special events permit – Pumpkinfest (HMS). Motion carried.

OLD Business

No. 6a – Old Elementary School – Resolution 2025-14R-08

Town Manager, Kendrah Wilkerson, requested approval of the attached resolution for fines. She is recommending that we approve the resolution updating the fines through today, giving the clerk authorization to record the resolution in the public records. The total for the fines is \$490,515 as of today. The Town Manager noted that there's been considerable cleanup efforts made to the exterior of the school property and now looks like some to the interior of the school property. A response has been requested from the owners to discuss some plan to work this out and find out what the future plans are for them. One of the owners did respond and say I'll get back with you early next week. But then no other communication has been received. In prior meetings, we did have some discussion about moving forward on the process of foreclosure, at least exploring that with an attorney now that the current owners are actively cleaning the property. I am also requesting clarification as to whether council would like to hold off. Ms. Wilkerson is asking council for directions as to whether they want to still move forward with engaging an attorney, which the town will need to pay for, to look at what foreclosure might look like, or should we continue to sure up our documentation and work with our attorney on that to make sure that it's good, but potentially hold and let the owners work through the process of cleaning now that they're actively cleaning the property, which was the goal the whole time. So that's my second half of this request. First is requesting approval for the resolution. Second request is approval to just hold and let's let them work through the cleanup process.

Councilwoman Nelson made the motion to approve Resolution 2025-14R-08 updating the fines but to hold off on moving forward with foreclosure. Mayor Pro Tem Reed seconded and motion carried.

No. 6b – Medical Facility Contract - Amended

Ms. Wilkerson stated that the council previously approved Dr. Browning to use the medical facility. That contract has been amended to reflect that he will accept the building as is, and the acceptance is no longer contingent on schedule A punch list. Schedule A has been renamed Medical Facility repairs list which is prioritized. We're still working off of it in terms of what we're going to try to accomplish with the fundraiser. So, to date, as of this afternoon, the funds raised has increased to \$18,100 that the Town of Havana has deposited. I am requesting council discussion if there needs to be any updates on the contract, and then ultimately approval of this amended contract. There are a few things that I want to point out.

The term of this contract is five years from the date hereof and then automatically renews for one-year periods thereafter. This number comes from the desire to have a doctor for our citizens, the county funding and our desire for Dr. Browning to be successful. We're collectively as a town, fundraising and making the effort and the doctor is too, to get the facility in really good shape. The language is in the contract for the doctor to keep the building in good shape and it's advantageous for him for his practice to do that as well. This language is in item 4A. And then it also does provide language that allows the Town to go in and periodically inspect. And the language says specifically hereby grants the Town the right to enter and inspect the premises from time to time, with advance notice. She is asking for the council to confirm that this language is sufficient.

Councilman Wesolowski stated that nothing against Dr. Browning, but do we need a set frequency put in the contract. He feels that with all the funds and work going into the building, it is important to ensure that it is kept in good condition. Also, since this is a commercial building and the financial state of the Town, should we look at possibly charge rent after a certain time period.

Mayor Pro Tem Reed shared that he agrees with checking on the upkeep but he does not feel that we should charge rent as we haven't in the past. Also, he feels that the effort Dr Browning is contributing to this gives him confidence that it will be taken care of.

Councilwoman Nelson stated she is good with 5 years and no rent. She also thinks annual inspections is enough. Councilwoman Key stated that typically residential rentals are inspected annually. However, some things such as HVAC may require more often. Councilman Wesolowski asked for Dr. Browning's thoughts.

Dr. Browning shared that he and the attorney worked together and has agreed to the contract. The citizens are working hard on fundraising and he is definitely still committed to being here in Havana. He does not have a problem with any inspections and is good with the language.

Councilman McKinnon stated he thinks it should be at no rent due to small town and hard to find a physician. He made the motion to approve the amended contract for 5 years at no rent and annual inspections.

Councilwoman Nelson seconded and motion carried.

NEW Business

No. 7a – Capitalization Threshold Increase (Retroactive to 10/1/2023)

Ms. Wilkerson stated at the recommendation of the auditor, based on State of Florida policy, she is requesting approval to increase the Town's capitalization threshold from \$1,000 to \$5,000 for Capital Assets, retroactive to 10/1/2023 so that it would be in effect for both FY24 and FY25.

David Wesolowski – 310 N Main ST – Will this and if so how, impact the citizens? Ms. Wilkerson shared it is an accounting practice and it is for Town property and no impact on citizens. Councilman McKinnon stated it is Best Practice and most have gone up to \$5,000. It is for inventory and anything over \$5,000 will have an asset tag.

Councilwoman Nelson made the motion to increase the Capitalization Threshold to \$5,000 and to make it retroactive to FY24 and FY25. Councilman Wesolowski seconded and motion carried.

No. 7b – Budget Amendment – Unexpected Revenue Source

The Town Manager requested approval for the budget amendments for unexpected revenue sources for electric \$86,410, Water \$8,000, Police \$45,000 and Medical Facility \$35,000. Electric and water came from the revenue and expenses for Comcast installation throughout the Town. Police and Medical Facility is the funding in FY25 but most expenses will not incur until FY26 creating the need for the carry forward. This was also a recommendation from the auditor.

Councilwoman Nelson made the motion to accept the budget amendment. Seconded by Councilman McKinnon and motion carried.

No. 7c – Certificate of Appropriateness – 209 2nd ST NW

The Town Manager presented the recommendation from the Planning/Historic Preservation Committee to Town Council regarding the application for Certification of Appropriateness submitted by David Wesolowski on behalf of La Poco Vizio, Inc. for the property at 209 2nd ST NW. He is requesting to remove the doorway/siding and replace with glass style garage door to let more light in for gym and add lights above. Ms. Wilkerson noted that the building was formerly a restaurant, retail shop and gun shop. No zoning application has been received by the Town for a gym. The Planning/Historic Preservation Committee is recommending approval of the Certificate of Appropriateness application.

Councilman McKinnon made motion to approve the Certificate of Appropriateness. Seconded by Councilman Seymour and motion carried.

No. 7d – OMI/Jacobs – Notice of Material Breach + Request for Approval to draft/advertise RFP

The Town Manager presented for council review a copy of the notice of material breach which was sent to Omi Jacobs to staff on August 13th. OMI did respond via email receipt of that notice on August 19. Also attached for council review is the letter that we sent them last year also giving notice of material breach. Their performance has been less than satisfactory and we've discussed this in council meetings previously. But residents are paying a premium for sewer and getting a poor return in terms of service by the vendor. The Manager is asking approval to go ahead and proactively work with our legal counsel to draft and advertise an RFP to determine if there are any other vendors interested in providing sewer services in the Town of Havana. We have not formally terminated our contract. We have to give them 30 days to respond, but I don't want to wait for 30 days and then be behind the curve. If council does approve, the RFP will clearly state that there is no requirement or obligation by counsel to select any of the vendors. We are not committing but just doing a solicitation and the attorney will make sure that language is very clear, that there is no obligation that we select one of those responses. In the meantime, if council's good with it, start working on an alternate budget to determine what the cost might be and look like if we were to bring sewer back in house. We will be able to compare what those two options look like.

Attorney Finklea stated that OMI still have their rights to get their performance squared away and perform to the requirements of the contract. This is just an appropriate step to find someone in the event that they do not.

Councilman Wesolowski made motion to approve the Manager to issue an RFP for sewer services to operate and maintain the WWTP, lift stations and spray fields. Seconded by Councilwoman Nelson and motion carried.

No. 7e – Request to issue RFP – Food Contracts for Storm Activations

The Town Manager is requesting council's approval to work with the attorney and issue an RFP for food vendors that can provide for staff during storms. In the past town staff, council members and volunteers have provided. However, it is a strain and additional work. The RFP would provide multiple vendors that could provide food for the staff during storms.

Councilwoman Nelson made motion to approve the Manager and the Attorney to work together to issue the RFP and contracts to acquire multiple food vendors to be used during storms. Seconded by Councilman Seymour and motion carried.

PUBLIC HEARING

No. 8a – Ordinance 412 Prohibiting Engine Braking

Ms. Wilkerson stated the Town staff were instructed to research and provide language on an ordinance prohibiting engine braking within Town limits. With Council's permission, she requested the Town Clerk to read Ordinance 412 by title only. The first reading of this ordinance was approved on 7/29/2025 at the regular council meeting. Reena Alexander, Town Clerk, read Ordinance 412 by title only.

Ms. Wilkerson requested confirmation from the Town Clerk that all advertising requirements were met. Ms. Alexander did confirm that advertising requirements have been met. Ms. Wilkerson noted that a business impact statement was posted on the Town's website on June 30.

Mayor Bass opened the floor for any public comment on the ordinance. No public comment.

Councilman Wesolowski made a motion to approve the Final Reading and adoption of Ordinance 412 – Prohibiting Engine Braking. Councilwoman Key seconded and motion carried.

Town Manager Report

Ethics Training reminder

PSC construction is going well.

No vacancies at the Town.

Lining Project for the Ground Storage Tank is scheduled for mid-September

Asphalt patching is complete. Anyone knows of any other, please let Town Hall know.

Park Playground fence installation has not been completed.

Several grant applications are currently pending. The FDEP funding was not discussed on the SRF call. Apparently over \$4 billion requests for a billion dollars' worth of funding that they delayed the discussion on that priority list. Planning for future date.

Digester and EQ Tank inspection completed on 6/4/2025 and repair costs is \$30K + \$200K

PSC donations currently at \$40K

Police stats on the table

Fire report included in packet and waiting for ISO results.

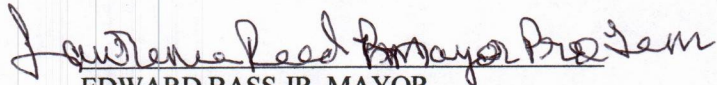
Council Members Report

None.

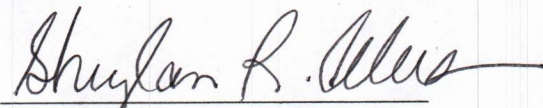
Motion to Adjourn

Councilman Wesolowski made motion to adjourn the August 26, 2025, regular council meeting. Councilman McKinnon seconded, and motion carried.

Mayor Bass adjourned the meeting at 6:45pm.


EDWARD BASS JR, MAYOR

ATTEST:


Shrylan R. Alexander, Town Clerk

