

Town Of Havana

Regular Council Meeting

December 17, 2024 – 6:00pm

Meeting minutes

Call to Order

The meeting was called to order by Mayor Bass at 6:00pm.

Roll Call

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

Recognition of Visitors

Mayor Bass requested the Town Clerk to read the Visitor Information. No visitors were recognized.

Request to Approve Minutes

Motion was made by Councilman Wesolowski to approve minutes for October 29, 2024 and November 19, 2024. Seconded by Mayor Pro Tem Reed and the motion carried.

Old Business

Old Elementary School Resolution 2024-14R-12

Ms. Wilkerson, Town Manager, requests approval of Resolution 2024-14R-12 which updates the fines owed by the owners through December 17, 2024, to \$364,515.00. Town staff is sending monthly updates via regular mail to the owners.

Councilwoman Nelson made motion to update resolution with current fines. Councilman Wesolowski seconded, and motion carried.

New Business

Donation of Decommissioned Blowers – Cross City

Ms. Wilkerson, Town Manager, reported that the town staff coordinated the donation of two decommissioned blowers from the Wastewater Treatment Plan to the Town of Cross City and these were used at the old WWTP before it was upgraded. Mr. Clayton Morris of Cross City made an emergency trip to Havana on 11/18/2024 to retrieve the two blowers and deliver them back to his plant. The Used equipment Donation Agreement signed by both parties is included in the council packet. True estimated value is unknown as there is no guarantee that either blower works.

Project Update – Lincoln Avenue Water Line Replacement

The Town Manager, Ms. Wilkerson, shared that on December 12, 2024, the staff conducted a public bid opening for the construction portion of the Lincoln Avenue Waterline Replacement project. Two submissions were received by the Town: Infrastructure Inc (\$257,500) and Kimmel Development (\$198,354.50). Both submissions did exceed the total project award amount of \$130,000. Town staff have reached back out to the NW Florida Management District for guidance and engineering is reviewing to determine if it's possible to shave any costs off the project and the Town staff complete that work internally.

Physician Search - Update

The Town Manager, Ms. Wilkerson, shared that this is an informational update. Since last month's update, the Town has advertised with the Tallahassee Democrat and worked with an independent newspaper out of S Florida to highlight the search for a local physician. The staff also spoke with a local Tallahassee practice to discuss the possibility of putting a nurse practitioner in Havana for a short time to keep the practice open. However, due to the cost of establishing a practice, its not practical or feasible for a temporary setup. Dr. Browning shared during the 5:00pm special council meeting giving the council and citizens an opportunity to interview him.

Councilman Wesolowski shared that he was pleased with Dr. Browning's plans and recommendations made by Dr. Kent's son on behalf of his father. Councilwoman Nelson also affirmed the plans to coordinate care to continue patient care. Mayor Bass commented that maybe Dr. Browning would be able to start earlier.

Mayor Pro Tem Reed made the motion for the Town Manager to work with legal counsel to draw up an agreement to retain Dr. Browning. Second made by Councilman Wesolowski and motion carried.

Construction Management – Request for Qualifications

Ms. Wilkerson shared that the Town of Havana solicited RFQ for Construction Management with the goal of establishing which well-qualified firm may be interested in providing this service to the town on a continuing basis for future projects, such as but not limited to the Public Safety Complex. There were four (4) RFQ responses received by the town. They are listed as follows in the order of date received by the Town: Allstate Construction, Tip Top Construction, CSI Contracting and WestScott Construction. Ms. Wilkerson provided the council with their packet a chart comparing the four submissions. CSI Contracting did not submit a fully complete Public Entity Crimes Statement and WestScott Construction failed to include items/information required by the Town.

The manager is recommending approval of Allstate Construction, Tip Top Construction and CSI Contracting for future construction management needs. Based on the submissions, experience, previous favorable job completion history and years in business, the manager requests for (1) Allstate Construction to be noted as the most qualified, (2) followed by CSI Contracting and (3) then followed by Tip Top Construction. The manager requests approval to enter into a master continuing services agreement with all three entities, as permitted under Florida Law.

Ms. Wilkerson also requests for approval to negotiate and enter into a scope of work with one of the three approved companies, beginning with the first-ranked company and working down the list in rank order, if necessary, to get the best pricing and terms, specific to the Public Safety Complex Construction Project, with a set maximum budget of \$1,000,000.

Councilwoman Nelson made motion to approve all recommendations made by the Town Manager, Ms. Wilkerson. Second made by Councilwoman Key and motion carried.

Approval of Special Events Permits

Havana Cruise In (Location Change)
MLK Parade

Havana Cruise In date is 12/21/2024 from 4p-7p at 7th AVE East and requesting road closure, cones and barricades. They moved the location to reduce congestion/eliminate parking issues in downtown and the event is a fundraiser for Toys for Havana Kids.

MLK Parade is 1/20/2025 from 9:30a-11:00a. The committee is requesting for both northbound lanes of traffic on US 27 and all side streets for length of parade (12th AVE to Carver) to be closed. Special requests include closure of 27 northbound, reroute traffic according to map attached, cones to block road and all side streets, police or other flashing light presence to block all side streets to prevent traffic from turning on US27 for duration of parade and hanging of the banner.

Ms. Wilkerson shared that this would create a manpower expense, though we do have some volunteers from HVFD who will block side streets, cones may have to be rented and HPD will incur overtime. MLK Scholarship Committee must provide an event specific declaration of insurance prior to the event. Any expenses must be paid by the event organizer. The committee is requesting conditional approval that if Plan A

is too excessive in cost, then they would like approval of Plan B to go back to the original route in previous years.

Mayor Bass stated that DOT must approve this plan for US 27 closure. Ms. Wilkerson, Town Manager, shared that DOT will not consider it until the council approves. Councilman Wesolowski stated he is ok with Cruise In and approving both Plan A & B for MLK if excess expenses are paid by the organizers. Chief Lewis shared that he has 2FT & 3PT that have agreed to help. However, he is unable to control the county and the Gadsden SO with regards to closures in the county.

Terrence Roberts (360 Frances Drive) shared on behalf of the committee that they understand all the costs and are working on monies to cover. He also stated that they are working on assistance from Gadsden SO. Mayor Bass inquired if the parade would be walkers or cars, and Mr. Roberts stated walkers. The parade would line up at 9:30am and be on main highway from 10a-11a. Approximately 20-30 participants.

Mayor Pro Tem Reed made a motion to approve Plan A & Plan B for MLK parade. Seconded by Councilman Wesolowski and motion carried. Councilman Wesolowski made motion to approve the Cruise In. Councilman Seymour seconded, and motion carried.

Town Manager Report

Ms. Wilkerson, Town Manager, gave the following update:

Town Hall Holiday Closures 9 12/24 & 12/25, 12/31 & 1/1

Lawnmower Parade

Staff Holiday Lunch – (Special Thanks to Karen Bass for decorations)

Police Department

Healthy Havana – Every Friday 7:30 am in Community Park

Calls for service provided in packet and at the meeting for all interested.

HPD – shopping for kids will be Thursday @ Walmart on Thomasville RD and volunteers are needed

Fire Department

Community Appreciation Event

Total Calls 11/24-12/10 were County 16 & Town 1

2 structure fires in the county in the past 2 weeks and 4 certified on scene & 5 certified on scene

Chief Harrison shared that he has reached out to the State to request a date for ISO inspection.

Business survey information requested so the HVFD may provide better service & safer response

Once the ISO date is scheduled it will be announced.

Recognition of Each Council Member

Mayor Bass thanked all the merchants for their support in the lawn mower parade. Mayor Pro Tem Reed stated that he hopes once ISO report is completed that insurance companies will look at it and reduce citizens' premiums.

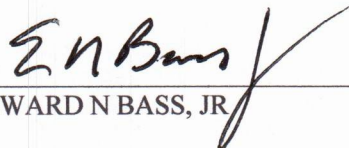
Motion to Pay the Bills

Councilman Wesolowski made motion to pay Town bills. Councilwoman Nelson seconded and motion carried.

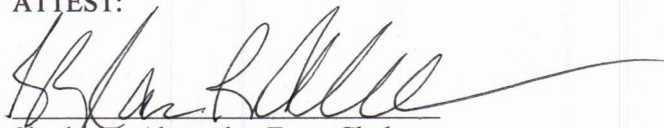
Motion to Adjourn

Councilman Wesolowski made motion to adjourn the December 17, 2024, regular council meeting. Mayor Pro Tem Reed seconded, and motion carried.

Mayor Bass adjourned the meeting at 6:31pm.


EDWARD N BASS, JR

ATTEST:


Shrylan R. Alexander, Town Clerk