

Town Of Havana

Budget Workshop & Special Council Meeting

June 10, 2025 – 6:00pm

Meeting minutes

Call to Order

The meeting was called to order by Mayor Eddie Bass at 6:03pm. Invocation was led by Councilman McKinnon, followed by the Pledge of Allegiance.

Swearing In Ceremony

The Town Clerk, S. Reena' Alexander swore in Seat 1, Penny Key.

Roll Call

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

Recognition of Visitors

None

Request to Approve Minutes

None

Old Business

None

New Business

1st Budget Workshop - Priorities

Ms. Wilkerson requests Council guidance on funding priorities for this budget cycle. She shared that in the council packet are some items to consider during this budget workshop, including salary increases, infrastructure & equipment needs, and new projects or initiatives requested or directed by Town Council. The list is not a comprehensive but intended to start a discussion. Any other mission critical items as identified by the manager or staff will be included in the budget and discussed at the July workshop. She is asking for Council to give input on any non-routine or special project budget considerations. Ms. Wilkerson shared that some infrastructure and or equipment items may be funded in future fiscal years, but will need eventual replacement or repair. This list will be provided to the Town Council each year as a part of the budget process and any items, purchases, or projects completed will be noted to indicate progress in repairing and hardening our town.

Ms. Wilkerson stated that items marked with an asterisk are items that possible grant funding may be able to be obtained to cover the cost. The manager included in the packet budget requests list for each department. She also stated that Councilman Wesolowski and Councilwoman Nelson has mentioned in the past about sun shades at the Community Park and there are grants that can be requested to cover this item. Ms. Karen Kent (citizen) at 102 E 5th AVE, Havana, FL, mentioned could there be lighting for the two parking lots downtown. Ms. Wilkerson stated that if the Council desires to make this a priority. Councilwoman Nelson inquired as to the painting and striping downtown and if it needed to be added to the list. Ms. Wilkerson stated that Don Harrison, Street Supervisor, has the paint and recently got the machine repaired. This will be completed before end of

fiscal year. Ms. Nelson inquired about the painting of the curbs along Hwy 27 and Ms. Wilkerson said she will follow up with Don. Some other items Ms. Nelson brought up was the baseball park facility which included windows, scorekeeper booths, bathroom at T-ball field and security cameras due to recent theft. The manager stated that PD and staff had spoken with the neighbors and no one reported seeing anything but agreed to keep a closer watch and report to PD immediately.

Chief Kenny Lewis shared information about a pilot program with cameras. He is deploying 4 wireless cameras and these will provide live feed for dispatch. There are minimal costs and he is anticipating it to be a success. If it is then these same cameras could be placed at the Community Park and also at the Ball Fields.

Councilman McKinnon requested clarification as to the items on list that are in yellow. Ms. Wilkerson confirmed that these are estimates only. The items with an asterisk are items that possible grant funding is available. Councilman McKinnon shared that with his experience with FMPA, the \$500K may be on the low side for smart meters. He recommended reaching out to FMPA for information and Ms. Wilkerson shared that the clerk has reached out to Chattahoochee for information since they recently implemented smart meters.

Other items from the list were discussed briefly among council and updates on the downtown revitalization waiting on grant funding. Councilwoman Nelson inquired about the Medical Center. Ms. Wilkerson gave an update that there is a punch list and quotes being received and will present a complete lists and quotes for the council to review at another meeting.

Mayor Bass shared that he will not be at the next meeting and he would like for the council to consider moving the discussion in regards to the Old Elementary School until the first meeting in July as he would like to be in attendance. After discussion, Councilman McKinnon made the motion to have the Zoning Workshop on June 24, 2025 at 5:30pm and not have the discussion for the agenda items referencing the Old Elementary School and the Zoning Workshop until the next meeting in July. Councilwoman Nelson seconded and motion carried.

Final Public Hearing – Petition for Voluntary Annexation – Ordinance No. 408

Mayor Bass called the public hearing to order at 6:32pm.

Ms. Wilkerson, Town Manager, shared that this agenda item seeks Council approval and final reading by title only of Ordinance 408 to approve the petition for voluntary annexation submitted by Edward W. Hinson, III, on behalf of Salem Four Points, LLC, regarding the property listed at 8703 Havana Hwy, Havana, FL. Ms. Wilkerson requested with Council's permission for the Town Clerk to read Ordinance 408 by title only. Ms. Alexander read Ordinance 408 by title only.

Ms. Wilkerson requested with Council's permission for the Town Clerk to confirm if all advertising requirements have been met, including the 10 days prior to newspaper publication notice, via certified mail, to the Gadsden County Board of County Commissioners. Ms. Alexander confirmed that all advertising requirements have been met.

Ms. Wilkerson shared any changes with the utilities/services at this property.

Mayor Bass opened the floor for any public discussion and comments. None were stated. Council was given the opportunity for discussion and none was stated.

Councilman McKinnon made a motion to approve Ordinance 408 for voluntary annexation of the property at 8703 Havana HWY Havana, FL into the Town of Havana. Councilwoman Nelson seconded and motion carried.

Final Public Hearing – Petition for Voluntary Annexation – Ordinance No. 409

Mayor Bass called the public hearing to order at 6:35pm.

Ms. Wilkerson, Town Manager, shared that this agenda item seeks Council approval and final reading by title only of Ordinance 409 to approve the petition for voluntary annexation submitted by John N Bryant and Sara N Cunningham, regarding the property listed at 310 Bostick RD, Havana, FL. Ms. Wilkerson requested with Council's permission for the Town Clerk to read Ordinance 409 by title only. Ms. Alexander read Ordinance 409 by title only.

Ms. Wilkerson requested with Council's permission for the Town Clerk to confirm if all advertising requirements have been met, including the 10 days prior to newspaper publication notice, via certified mail, to the Gadsden County Board of County Commissioners. Ms. Alexander confirmed that all advertising requirements have been met.

Ms. Wilkerson shared any changes with the utilities/services at this property.

Mayor Bass opened the floor for any public discussion and comments. None were stated. Council was given the opportunity for discussion and none was stated.

Councilwoman Nelson made a motion to approve Ordinance 409 for voluntary annexation of the property at 310 Bostick RD, Havana, FL into the Town of Havana. Councilman McKinnon seconded and motion carried.

Final Public Hearing – Petition for Voluntary Annexation – Ordinance No. 410

Mayor Bass called the public hearing to order at 6:37pm.

Ms. Wilkerson, Town Manager, shared that this agenda item seeks Council approval and final reading by title only of Ordinance 410 to approve the petition for voluntary annexation submitted by William Spooner & Robert Spooner, regarding the property listed at FLA-GA Hwy, Havana, FL. Ms. Wilkerson requested with Council's permission for the Town Clerk to read Ordinance 410 by title only. Ms. Alexander read Ordinance 410 by title only.

Ms. Wilkerson requested with Council's permission for the Town Clerk to confirm if all advertising requirements have been met, including the 10 days prior to newspaper publication notice, via certified mail, to the Gadsden County Board of County Commissioners. Ms. Alexander confirmed that all advertising requirements have been met.

Ms. Wilkerson shared any changes with the utilities/services at this property.

Mayor Bass opened the floor for any public discussion and comments. None were stated. Council was given the opportunity for discussion and none was stated.

Councilwoman Nelson made a motion to approve Ordinance 410 for voluntary annexation of the property at FLA-GA Hwy, Havana, FL into the Town of Havana. Councilwoman Key seconded and motion carried.

Final Public Hearing – Petition for Voluntary Annexation – Ordinance No. 411

Mayor Bass called the public hearing to order at 6:40pm.

Ms. Wilkerson, Town Manager, shared that this agenda item seeks Council approval and final reading by title only of Ordinance 411 to approve the petition for voluntary annexation submitted by W. Scott Nelson of WSN Construction LLC, regarding the property listed at FLA-GA Hwy, Havana, FL. Ms. Wilkerson requested with Council's permission for the Town Clerk to read Ordinance 411 by title only. Ms. Alexander read Ordinance 411 by title only.

Ms. Wilkerson requested with Council's permission for the Town Clerk to confirm if all advertising requirements have been met, including the 10 days prior to newspaper publication notice, via certified mail, to the Gadsden County Board of County Commissioners. Ms. Alexander confirmed that all advertising requirements have been met.

Ms. Wilkerson shared any changes with the utilities/services at this property. She shared that annexation of this property is contiguous to the Spooner property referenced in Ordinance 410, which is contiguous to our current town boundary, and annexation of this property does not create an enclave. Passing of Ordinance 410 is required for this property to meet eligibility requirements.

Mayor Bass opened the floor for any public discussion and comments. Ms. Karen Kent at 102 E 5th AVE, Havana, FL inquired to the location of this property. Councilman McKinnon gave the location of this property which is south of town below Dollar General. Council was given the opportunity for discussion and none was stated.

Councilman McKinnon made a motion to approve Ordinance 411 for voluntary annexation of the property at FLA-GA Hwy, Havana, FL into the Town of Havana. Councilwoman Key seconded and motion carried.

The Public Hearings portion of the meeting was closed at 6:42pm.

Town Manager Report

None

Recognition of Each Council Member

Councilman McKinnon made a recommendation for council to consider a Consent Agenda item to approve minutes, pay the bills, etc. He recommended make an agenda item for the next meeting for discussion. Councilwoman Nelson mentioned that the welcome sign moving due to annexation. Councilman McKinnon stated that the Town would need to buy the property to put it on. State DOT does not allow it on their property.

Motion to Adjourn


Councilwoman Key made motion to adjourn the June 10, 2025, special council meeting. Councilwoman Nelson seconded, and motion carried.

Mayor Bass adjourned the meeting at 6:47pm.



EDWARD BASS JR, MAYOR

ATTEST:



Shryan R. Alexander, Town Clerk

