

Town Of Havana

Regular Council Meeting & Public Hearing

June 25, 2024 – 6:00pm

Meeting minutes

Call to Order

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

Roll Call

A roll call confirmed the presence of the following council members including Landon Seymour, Lawrence Reed, Matt Wesolowski, Tabatha Nelson, Penny Key, Mayor Loughmiller and Mayor Pro Tem Eddie Bass, ensuring a quorum for the meeting.

Recognition of Visitors

John Pat Thomas, Agent, Florida Municipal Insurance Trust – will speak on Item 4.

Request to Approve Minutes

Motion Made by Councilwoman Nelson to approve council minutes for May 28, 2024. Seconded by Councilwoman Key and motion carried.

Old Business

Old Elementary School Resolution 2024-14R-6

Ms. Wilkerson, Town Manager, requests approval of Resolution 2024-14R-5 which updates the fines owed by the owners through June 25, 2024, to \$277,015.00. As mentioned in the May meeting, notice was posted on the property as of April 26, 2024 that back taxes are owed and if not paid the property will be sold at public auction on 7/3/2024. The Council made a specific motion as to requirements to correct the deficiencies and timeframes in which to do it in. That information was relayed to Mr. Dale Summerford, Gadsden County Tax Collector. Councilman Bass made motion to approve Resolution 2024-14R-6 to update the fines owed. Councilwoman Nelson seconded. Motion carried.

New Business

Health Insurance Renewal

Ms. Wilkerson request approval of the employee's health insurance renewal provided by Capital Health Plan. The Town currently has the 3102-Platinum Plan. Currently Town Employees contribute \$90 monthly toward the cost of their own coverage and pay 100% of the cost of spouse/dependents. Premiums are based on age banding. Last year's rate increase was 4.3% and our employee's portion increased from \$80 per month to \$90 per month.

2024-2025 premiums represent a 6.4% increase over prior year rate. Ms. Wilkerson recommends that the Town accept this renewal and increase employee's portion of health insurance premiums by an additional \$10 to \$100 per month.

No public comment and no council discussion.

Motion made by Councilman Bass to accept the renewal and increase the employee's portion to \$100 per month. Seconded by Councilman Reed and motion carried.

Lincoln Avenue – Waterline Replacement

On April 19, 2024, Deputy Director Christina Coger of Northwest Florida Water Management District notified the Town of the award up to \$130,000 in grant funding to replace the existing 2” water main with a 6” water main and to install water hydrants to increase the safety of the residents. At the May 28, 2024 Council meeting, Council voted to approve and execute the agreement.

Ms. Wilkerson is requesting approval of the Task Order for Dewberry Engineers to provide engineering services for this project and to authorize the Town Manager to execute the Task Order.

Councilwoman Nelson made the motion to approve the Task Order for Dewberry Engineers and to authorize the Town Manager to execute the Task Order. Councilman Wesolowski seconded, and motion carried.

Bid Award - Insurance

Ms. Wilkerson reported that the Town solicited bids for Insurance (Worker’s Compensation, Property and Casualty) in hopes of lowering insurance expenses. Currently the Town of Havana is insured through Ascentria (formerly Pat Thomas & Associates) under FMIT (Florida Municipal Insurance Trust), which is affiliated with Florida League of Cities. The Town received sealed bids from Brown & Brown and Ascentria.

All companies met the requirements of the bid solicitation. The lowest bid for insurance coverage was provided by Brown & Brown, and it is \$150,330 for FY2025. There is no rate guarantee beyond the first year for either bidder.

Public Comment – John Pat Thomas, 217 East King ST, Quincy, FL, Ascentria Agent, shared with the Council the difference in the Property Section. The lowest bid has a shared limits of \$100 million and Florida Municipal Insurance Trust has no shared limits. He explained that if a hurricane came through all policy holders in all areas effected would share the \$100 million. Under FMIT, the Town would have a \$12 million limit. Mr. Thomas also shared that the lowest bidder was not a local agent.

Mayor Loughmiller asked what the commission was for Mr. Thomas. He stated 6%. Mayor Pro Tem Bass shared that he had never personally had insurance with Mr. Thomas. However, he had insurance with Brown & Brown and received a lower premium but when dealing with a claim was a mess and upon renewal his premium increased. Councilman Seymour spoke from an insurance agent perspective and reiterated the importance of the known vs the unknown and the shared limits may not be worth the cost saving.

Councilman Bass made the motion to go with Ascentria. Councilman Seymour seconded, and motion carried.

Bid Award – Auditing Services

The Town has been audited by James Moore for many years and we are entering the third year of a three-year commitment (FY21, 22, 23). James Moore is not interested in completing the FY23 audit nor could they have it done by August 2024 as originally promised. The Town cannot afford any delays in audit so we advertised this service. One of the requirements in the bid package is that FY23 audit must be completed by end of August. It will be a tight turnaround for any new firm to meet the deadline, and is contingent on James Moore completing the FY2022 audit by end of June.

The Town received three (3) sealed bids from the following companies: Moran & Smith LLP, Purvis Gray, Powell & Jones. Both Moran & Smith and also Purvis Gray submitted complete bid packages and both have an office in Tallahassee. Powell & Jones omitted a couple of items and are located in Lake City, FL.

Lowest complete bid for Audit Services was provided by Moran & Smith, LLP, and it is quoted at \$42,000 annually for three years, with a one-time fee of \$3000 for Federal Single Audit. All other fees for services outside the scop of audit must be approved in advance by the Town.

Ms. Wilkerson recommends approval of Moran & Smith, LLP as the lowest bidder for audit services and asks Council approval to award a contract for services for the next three years with two additional optional one-year renewals.

Councilwoman Nelson made the motion to approve Moran & Smith, LLP to provide Audit Services for the Town and approve the Mayor or Town Manager to sign any related documents. Councilman Bass seconded, and motion carried.

Police Chief Selection

The Town of Havana interviewed three highly qualified candidates for the position of Chief of Police of Havana Police Department. All candidates successfully completed the interview. One external candidate withdrew from the process after the interview for personal reasons. Neither candidate lives within Town limits. The

council may elect to discuss/approve an Ordinance that amends that requirement. The council is also requested to approve the selected candidate for Chief of Police.

The Manager requests approval to work with the Town Attorney to draft an ordinance to amend the Charter to allow Council the discretion to approve the Police Chief to live outside town limits if that is in the best interest of the Town. The Manager requests a motion for approval to bring this issue forward formally before Council in the form of an Ordinance as soon as is practicable.

Ms. Wilkerson is requesting the Council's approval of the selection of Kenny Lewis as Havana's next chief of Police, with an effective date of 6/27/2024. This recommendation is based on education, experience, relevant training, years of service in the law enforcement profession, and performance while in the Acting Chief role.

Councilman Wesolowski made the motion to approve the Town Manager to work with the Town Attorney to draft an ordinance to amend the Charter to amend Police Chief residence requirement. Councilwoman Nelson seconded, and motion carried.

Councilwoman Nelson made the motion to approve the selection of Kenny Lewis as Police Chief for the Havana Police Department effective 6/27/2024. Councilman Bass seconded, and motion carried.

Councilman Bass requested that LT Bui receive a promotion for his outstanding service and the council all agreed. Ms. Wilkerson stated that the Council's recommendation would be shared with Chief Lewis upon his return from EVOC training but it is the Chief's decision.

Public Hearing for Lot Split – 102 1st Street SE

Mayor Loughmiller requested the clerk to read the Item No by Title. Ms. Alexander, Town Clerk, read Item No. 7, Public Hearing for Lot Split: 102 1st Street SE (1st Hearing). Mayor Loughmiller request Town Manager to explain the procedures for the hearing. Ms. Wilkerson, Town Manager, procedures for the quasi-judicial hearing in accordance to Florida Law.

Mayor Loughmiller called the Public Hearing to order at 6:24pm and requested the clerk to confirm compliance with the advertising and notice requirements. Ms. Alexander, Town Clerk, confirmed all advertising and notice requirements were met.

Mayor Loughmiller requested Ms. Wilkerson to inquire as to ex-parte communications. Ms. Wilkerson explained ex-parte communications and requested each councilperson to disclose any communications that have been had with anyone about the 102 1st Street SE lot split.

Each councilperson stated they had no communications. Councilwoman Nelson stated she would abstain from voting due to conflict as she is related to the family.

Mayor Loughmiller 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 Justin Stiell, Apalachee Regional Planning Council.

Ms. Wilkerson, made the presentation for the Town. Ms. Wilkerson testified that the completed application, fee and site plan was submitted April 25, 2024 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 June 24, 2024. Justin Stiell, Planner, will speak on behalf of Apalachee Regional Planning Council.

Justin Stiell, Planner, Apalachee Regional Planning Council testified that the parcel is in the Development District with 8500 ft min which meets minimum requirements. There is no decrease in frontage. Based upon application and review, ARPC is recommending approval of the application.

No questions from the council for the Town.

The Applicants, Vic Vickers, Jeff Vickers, Cindy Molnar nor Donna Dunn waive presentation.

No questions from the council for the Applicants.

No other presentations in regards to this matter and no questions from the council.

No general public comments.

All parties waive additional comments.

Mayor Loughmiller stated the time for questions, presentation of evidence, testimony and comment has ended. The 2nd Public Hearing will be held on July 9th, 2024 at 5:30pm and at that time, the Town Council will discuss and make a decision. The Public Hearing portion of the council meeting was closed at 6:32pm.

Town Manager Report

FY22 audit is being finished at this time. The shed at 900 Circle Drive has been removed. Town Hall will be closed for staff training 6/27/2024 (12p-2p). Gadsden Unite Municipal Meeting scheduled for 6/27/2024 (6p-7p) at Hazel Baker. Town Hall will be closed July 4th. July Public Hearing will be 7/9/2024 @ 5:30pm (Lot Split) and the July Budget Workshop at 6:00pm on July 9, 2024. Town of Havana new website has been launched and Ms. Wilkerson is requesting that everyone check it out and please give feedback.

Police Department - Healthy Havana is growing and continues every Friday at 7:30am in the Community Park. Community Cleanup Day was a huge success and the Town Manager thanks everyone for their help. Calls for Service was provided at meeting for public if interested.

Fire Department – Fire hose has been delivered. Chief Lewis attended EVOC Instructor Training class (6/25/2024-6/26/2024) and this will alleviate scheduling issues for HVFD going forward. EVOC is required for Fire Certification. Total Calls (6/16-6/17) were County (11) and Town (4).

Recognition of Each Council Member

Councilman Reed requested the council to allow him to rescind his resignation until a later date. The council approved.

Motion to Pay the Bills

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

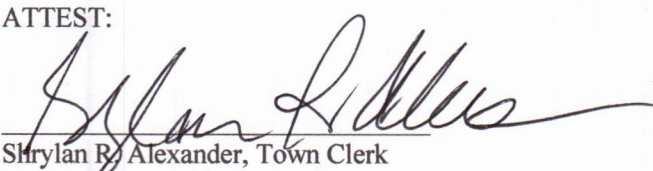
Motion to Adjourn

Councilwoman Nelson made motion to adjourn the June 28, 2024, council meeting. Councilman Bass seconded, and motion carried.

Mayor Loughmiller adjourned the meeting at 6:37pm.


TIMOTHY LOUGHMILLER, JR, MAYOR

ATTEST:


Shrylan R. Alexander, Town Clerk