

Town Of Havana

Mid-Month Council Meeting

May 14, 2024 – 6:00pm

Meeting minutes

Call to Order

The meeting was called to order by Mayor Tim Loughmiller, Jr., 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 Mayor Tim Loughmiller, Jr., Penny Key, Tabatha Nelson, Nick Bert, Lawrence Reed, Matt Wesolowski and Mayor Pro Tem Eddie Bass, ensuring a quorum for the meeting.

Recognition of Visitors

No visitors.

Request to Approve Minutes

No Meeting Minutes.

Old Business

None.

New Business

Havana Main Street – Presentation by Janice Eakin, President

Ms. Janice Eakin, President, acknowledged present board members. Ms. Eakin gave a presentation of the history, purpose, accomplishments, and importance of Havana Main Street to the Town of Havana. They will be resurrecting the Downtown Improvement Committee. Open House for the Slappey Building will be June 15, 2024 @ 11am. The renovated Slappey Building will be home to the Main Street Office, welcome center and three rental offices.

Observance of Juneteenth

Ms. Wilkerson requested the council's approval to close the Town Hall on 6/19/2024 and give all employees a paid holiday in observance of Juneteenth. Juneteenth is a federal observed holiday but not a state holiday.

Motion made by Councilman Bass to close the Town Hall and give the employees a paid holiday in observance of Juneteenth. Seconded by Councilman Reed and motion carried.

Updated Planning Services Agreement – Apalachee Regional Planning Council

Ms. Wilkerson requests approval of the amended agreement between the Town of Havana and Apalachee Regional Planning Council for planning services. The agreement is for dates 10/1/2023-9/30/2024. The rate of compensation increases from \$65/hour to \$75/hour for the period of April 2024-September 2024 with additional mileage reimbursement of \$0.4450/mile. Ms. Wilkerson met with Director Rietow and does not anticipate this hourly increase trend to continue.

Councilman Bert made the motion to approve the amended agreement for effective dates of October 2023 – September 2024. Councilman Bass seconded and motion carried.

Town Audits - RFP

At the November 2021 council meeting, approved a three fiscal year term with James Moore & Co. to provide audited financial statements for the Town. FY 2022 audit has not been completed due to auditor staffing. James Moore & Co. anticipate finalizing within the next week. This delay has caused a loss of revenue this month. James Moore & Co have no interest in completing FY 2023 audit due to a change in partnership. Ms. Wilkerson requests the council's approval to terminate the agreement with James Moore & Co and put the Audit out for bid.

Councilman Bert made the motion to terminate and put out for bid. Councilwoman Nelson seconded and motion carried.

Generator Grant – Florida Commerce Required Policies

Florida Commerce, Division of Community Development, requires the Town to have the following policies passed by Resolution:

Resolution 2014-05R	Americans with Disability
Resolution 2024-06R	Affirmative Action and Equal Opportunity Employer
Resolution 2024-07R	Fair Housing Act

Our Town Attorney rewrote our current policies for the Resolutions to be passed for our Generator Grant.

Councilman Bass made the motion to approve Resolution 2014-05R, Resolution 2014-06R and Resolution 2024-07R. Councilman Bert seconded, and motion carried.

ARPA Project Replacement: Backhoe Seals > Mower Engine

At our last council meeting, the Town Council approved using ARPA funding to purchase a new mower. At that time, both vendors that provided quotes indicated immediate delivery. After reaching back out to issue PO, the vendor stated delivery mid-August. Order has been placed for a new mower. Ms. Wilkerson is requesting approval to replace the ARPA-budgeted/approved backhoe seal project of \$4,000 and replace the engine in the mower. Engine replacement can be completed in less than two weeks.

Councilman Bass made motion to use the \$4,000 to replace the mower engine. Councilwoman Key seconded, and motion carried.

Approval of Special Events Permit – Juneteenth Ceremony

Havana Coalition for Change has applied for a special event permit to host Juneteenth Ceremony on the front steps of Town Hall on June 15, 2024, from 10am-2pm. Insurance is not required as the Town is partnering for this event and the Town Hall front steps are open to the public.

Ms. Wilkerson requests approval of the special events permit.

Councilman Bert made motion to approve the Juneteenth Ceremony special events permit. Councilwoman Key seconded, and motion carried.

Approval of Special Events Permit – Trunk or Treat

Havana Coalition for Change has applied for a special event permit to partner with the Town to host Trunk or Treat in the Community Park on October 31, 2024, from 4p-7p. This event provides a safe location for our local community youth to trick or treat and has been held without issue for a few years. Additional insurance is not required as the Town is partnering and HPD and HVFD will be on hand to ensure the safety of the event. HCFC has requested the use of cones for the event.

Ms. Wilkerson requests approval of the special events permit.

Councilwoman Key made motion to approve the Trunk or Treat special events permit. Councilman Bass seconded, and motion carried.

Town Manager Report

Ms. Wilkerson has been contacted by the Tax Commissioner, Dale Summerford, in regard to the liens against the Old Elementary School Property. He stated that if the Town is interested in forgiving some or all of the lien it may increase bids. Ms. Wilkerson will be placing on the May 28, 2024 agenda to formally discuss and vote on forgiving some or all of the lien with the guarantee that the property will be brought up to code and kept to code. Currently the opening bid is at \$40K.

The Street Department have been paving & patching roads. One more asphalt load and will be caught up.

Auditor onsite 5/6/2024-5/8/2024 and returning 5/20/2024-5/24/2024 to finalize FY2022 audit.

Police Chief interviews scheduled for May 28, 2024.

Electric Department have been providing mutual aid in Tallahassee due to recent tornado damage. Great experience for our team as well as they enjoy helping others. The Town will turn all expenses in to the City of Tallahassee and they will reimburse the Town and seek Mutual Aid reimbursement.

Police Department – Health Havana every Friday in the Community Park at 7:30am. Ashley Engle will be attending this Friday to do a story. Everyone is invited to come out and walk and enjoy some coffee, fruit, donuts and socializing with LT Bui, Town Staff and community.

Fire Department – Donations exceeded \$45K and equipment ordered.

900 Circle Dr (Shed) – The Town was notified of a shed that was placed at 900 Circle Dr by concerned citizens. The owner was notified that a zoning application was required and has since been submitted the application. The Town is waiting for the Apalachee Regional Planning Council's recommendation.

Councilman Bert was personally thanked by Town Manager, Ms. Wilkerson, for his years of support, mentorship, friendship and always willing to ask the hard questions. Councilman Bert stated it has been an honor to serve the citizens of Havana and feels good about the future of the Town of Havana.

Recognition of Each Council Member

Each council member had the opportunity to contribute remarks or raise issues. Councilwoman Key values the Town of Havana and the outpouring of support from the citizens for the HVFD. Councilwoman Nelson inquired if the festival scheduled for May 25, 2024, was still scheduled. No advertisement. Ms. Wilkerson will follow up with Allen Speed regarding status. Councilman Wesolowski thanked Ms. Wilkerson and the staff for the paving/patching of the streets. Each member of the council thanked Councilman Bert for his service.

Motion to Pay the Bills

Councilwoman Key made motion to pay the Town bills. Councilman Bass seconded and motion carried.

Motion to Adjourn


Councilman Wesolowski made motion to adjourn the May 14, 2024, council meeting. Councilman Bert seconded, and motion carried.

Meeting was adjourned by Mayor Loughmiller @ 6:57pm.



Mayor

ATTEST:



Shrylan R. Alexander, Town Clerk

