

# Town Of Havana

## Regular Council Meeting

### October 28, 2025 – 6:00pm

#### Meeting minutes

#### Call to Order

The October 28, 2025 Regular Council meeting was called to order by Mayor Eddie Bass at 6:00pm. Invocation was led by Councilman Howard McKinnon, followed by the Pledge of Allegiance.

#### Roll Call

A roll call confirmed the presence of the following council members including Group 1 - Councilwoman Penny Key, Group 2 - Councilwoman Tabatha Nelson, Group 6 - Mayor Eddie Bass, Group 7 - Councilman Howard McKinnon and Group 3 - Councilman Matt Wesolowski. Group 4 - Councilman Landon Seymour and Group 5 - Mayor Pro Tem Lawrence Reed were not in attendance. 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

Mrs. Edna Hall Whitehead- 6972 FL/GA HWY and also business owner in the Town of Havana & Gadsden County – Ms. Whitehead shared the success of the Town of Havana citizens, businesses and out of town citizens and businesses contributions during the fundraising for Dr. Cameron Browning and the Medical Center. She shared that for the past 90 days, many hours have been spent fundraising to meet the needs for the improvements at the Medical Center in order that Dr. Browning could open up his medical practice to provide services for the citizens of the Town of Havana. She thanked the Town Council for investing in the Town to find a doctor to provide the medical care that is needed for the Town of Havana.

Fundraising totals reached over \$44K in addition to the Go Fund Me (David Wesolowski) of over \$13,400 and the generous donation of new cabinets in excess of \$50K by Corry Cabinets a local business. She complimented the Town of Havana citizens for always meeting the needs that are presented. The financial need goal has been met and the improvements are coming along. There will be an event to celebrate this great achievement once opened.

#### Consent Agenda Items

Motion was made by Councilman McKinnon and seconded by Councilwoman Nelson to approve the consent agenda items. Motion carried.

#### OLD Business

#### No. 6a – Old Elementary School – Resolution 2025-14R-10

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 \$522,015.00 as of today. The Town Manager noted that the cleanup efforts are in a holding pattern as FDEP is working with the owners/contractors due to asbestos and no permits.

Councilwoman Nelson made the motion to approve Resolution 2025-14R-10 updating the fines. Councilman McKinnon seconded and motion carried.

## NEW Business

### No. 7a – Apalachee Regional Planning Council (ARPC) Contract Renewal

Ms. Wilkerson requested council's approval of the ARPC contract renewal effective 10/1/2025. The primary planner rate increased from \$78 to \$79 per hour and the planning analyst rate from \$40.07 to \$50 per hour. The total annual contract amount remains unchanged at \$20,000.00. She also noted that it is our understanding that Justin Stiehl has accepted a position with the county.

Councilwoman Nelson made the motion to approve the renewal of the Apalachee Regional Planning Council contract for 10/1/2025-9/30/2026. Councilwoman Key seconded and motion carried.

### No. 7b – Town Manager Evaluation

The Town Manager requested guidance on how the council would like to proceed with conducting a performance review so that consideration may be given for a salary increase. Ms. Wilkerson shared that the Manager's contract states that an adjustment of salary must be considered and approved by the Town Council. She shared that since being hired in May 2022, four budgets have been adopted but no performance review has been completed and no increase has been proposed and approved. A sample performance evaluation is in the council packet that may be used or if council wishes, they may do something different.

Councilman McKinnon requested confirmation from Jody Finklea, Town Attorney, that this is in line with the manager's contract. Mr. Finklea stated it is in line and should follow adoption of the budget. Councilman McKinnon stated that contractually, the Town is obligated to conduct a performance review and a decision be made. Several of the council inquired as to how this should be conducted. Mr. Finklea shared that it can be done together and with discussion but only in a public meeting or completed independently and presented to clerk. Councilwoman Key recommended using the current evaluation form and submitting to the clerk and if a different process is desired for next year, then during budget, the process can be finalized.

Councilman McKinnon made the motion to use the current performance evaluation form and turn completed evaluations into the Town Clerk by 11/11/2025. Seconded by Councilman Wesolowski and motion carried.

### No. 7c – Resolution 2025-03R-3 Amended Rate Resolution

The Town Manager presented that at the September meeting, a resolution was discussed and approved for 1.25% Electric Base and KWH increase. There was a typo found on the resolution, noting the electric rates were consistent with a 1.5% increase. Ms. Wilkerson is requesting approval of the amended resolution to correct the rate for electric to 1.25%. No change has been made to customer rates at this time.

Councilwoman Nelson made the motion to approve and adopt the amended resolution, 2025-03R-3. Seconded by Councilman Wesolowski and motion carried.

### No. 7d – November & December Council Meeting Dates

The Town Manager requests the Town Council consideration and approval to move the November and December Council Meeting dates due to the holidays. Ms. Wilkerson requests that November Meeting be held on 11/18/2025 @ 6:00pm and December Meeting be held on 12/16/2025 @ 6:00pm.

Councilman Wesolowski made motion to approve the recommended dates for the November and December council meetings. Seconded by Councilwoman Key and motion carried.

### No. 7e – Manager Vehicle Replacement

The Town Manager is requesting council's approval to start the process to purchase a new Manager vehicle. This item is budgeted at \$650/month for 11 months of this fiscal year. The intent is to find a small used newer SUV with low miles such as Honda CRV, Ford Edge or Toyota Rav 4. The request is for approval for the manager to select and purchase and to authorize the Mayor or Manager to sign any related loan documents for

financing. The current vehicles are not reliable for the monthly trips to FMPA meeting in Orlando and the Town Manager has currently been using her personal vehicle.

Councilman McKinnon made motion to approve the Manager to find a manager's vehicle and for the Mayor or the Town Manager to sign any loan documents. Seconded by Councilwoman Nelson and motion carried.

### No. 7f – Holiday Closure Requests

The Town Manager is requesting council's approval to close Town Hall for additional time for the holidays. The request is for closure of Town Hall at noon on 12/24/2025 Christmas Eve and also Friday, 12/26/2025 for Christmas. Also, requesting closure at noon on 12/31/2025 New Year's Eve so that the Town staff may have extra time with their families during the holidays.

Councilwoman Nelson made motion to approve the additional time off for Town staff during the holidays. Seconded by Councilman Wesolowski and motion carried.

### Town Manager Report

Ethics Training reminder

PSC construction is going well. They have had a project manager change and in holding briefly waiting on windows delivery.

Street Department vacancy and another one as of 12/19/2025 due to retirement.

Park Fence in process. Waiting on more materials. Councilman Wesolowski inquired about posts being loose and also that the bottom is about 1 ½ ft from ground which defeats the purpose of trying to keep the small children in the play area and safe. Ms. Wilkerson will do a site visit and follow up with staff in regards to this.

Downtown striping – issues with paint but in the works.

Grant applications update.

Sewer – WWTP – Digester & Equalization Tank repairs and inspection completed. Received letter from FDEP outlining repair due 8/31/25. Special Funding discussion – SRF Meeting has been postponed. The Town Attorney is reviewing the draft RFP for Sewer Services. We are currently waiting on a response to the 1.7 million request for appropriations funding for the two lift stations.

Police Department – Ms. Wilkerson publicly thanked Chief Lewis for his huge success in obtaining grant funding for some major items and upgrades for the department. Chief Lewis shared some items that have already been purchased and also shared future funding and future items to be purchased. Items include drones, sign and speed trailers, AEDs, medical bags for officers, hearing protections, etc. Chief Lewis is excited about the funding and possible grant funding in order to advance the department. It has been a long time coming. Councilman McKinnon mentioned licensing for the drones and also the important factor that they can play in accessing hurricane damage after the storms. Several other council members shared their appreciation to the Chief for all that he is doing.

Police stats on the table.

Fire report included in packet, a used truck from Forestry will be discussed with the VFD and the Town has been unofficially told that the ISO recommendation has been approved but waiting on letter stating what the new rating will be.

Upcoming Event packet is provided for council in the packets. Ms. Edna Whitehead shared that the Annual Fall Bazaar is 11/22 from 8:30-12:00 at Hazel Baker Community Center.

### Council Members Report

Councilman McKinnon expressed his gratitude for the fundraising success for the Medical Center. Councilman Wesolowski shared that he will be reminding everyone of the need to work toward a roll back rate next year, looking for ways to save and better rates for the Town's monies over the next year as a push back to the county and the Town of Havana citizens deserve better. Councilwoman Nelson would like to see the highlights of the

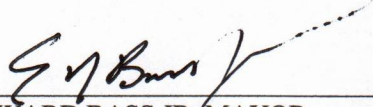
grants throughout the year. Mayor Bass stated that it is a tough situation as the Town is a small town with big town problems. We have a small tax base and our rate is lowest in the county.

Ms. Edna Whithead stated that currently there are 7-10 empty buildings in the Town, non-profit businesses do not share in tax base and that the downtown has been working hard to bring people into the tax base. Ms. Reva Marshall mentioned that there was a post on Facebook for responses to a Senior Housing development and over 100 positives were received. Ms. Whitehead shared that it would be a huge asset to the Town and maybe some marketing or a contractor that is willing to help.

### Motion to Adjourn

Councilman Wesolowski made motion to adjourn the October 28, 2025, regular council meeting. Councilwoman Nelson seconded, and motion carried.

Mayor Bass adjourned the meeting at 7:03 pm.

  
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EDWARD BASS JR, MAYOR

ATTEST

  
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Shrylan R. Alexander, Town Clerk

