

# Town Of Havana

## Regular Council Meeting

### September 24, 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, Matt Wesolowski, Tabatha Nelson, Lawrence Reed, Penny Key, Mayor Loughmiller and Mayor Pro Tem Eddie Bass, ensuring a quorum for the meeting.

#### Recognition of Visitors

#### Request to Approve Minutes

Motion Made by Councilman Wesolowski to approve council minutes for July 30, 2024 and August 13, 2024 Budget Workshop minutes. Seconded by Councilman Seymour and motion carried.

#### Old Business

##### Old Elementary School Resolution 2024-14R-7

Ms. Wilkerson, Town Manager, requests approval of Resolution 2024-14R-9 which updates the fines owed by the owners through September 24, 2024, to \$322,515.00. As mentioned in the August meeting, Town Council requested the Manager send written notice to the property owner with the updated lien amount and request a plan, including a deadline, to correct all deficiencies. The certified notice has been sent but the owner had not signed for it, nor responded to email correspondence.

The Town Manager gave an update on the estimated costs for safety measures and/or remediation. Also, presented an estimate to completely tear down building, repair storm drains and leveling of property. These estimates are over the approximate \$250K that was mentioned at the last meeting.

Ms. Wilkerson requests council approval of Resolution 2024-14R-9 updating the fines. She also requests direction as to whether council wishes to move forward with any other measures at this time.

Councilman Bass made motion to approve Resolution 2024-14R-9 and to hold off moving forward with any other measures at this time. Councilman Seymour seconded. Motion carried.

#### New Business

##### Ordinance No.404 – Simulated Gambling Devices & Internet Cafes

The Town Council has issued a moratorium on simulated gambling devices and internet cafes. Additionally, Town Council has requested an ordinance be introduced to permanently prohibit these devices and establishments from our Town limits.

Ms. Wilkerson is presenting Ordinance No.404 for Town Council review. She states all legal reporting requirements for this ordinance have been met and a business impact statement related to this issue was posted on the Town's website on 8/30/2024. With Council's approval she requests the Town Clerk to read the Ordinance by title only. Ms. Alexander, Town Clerk, read Ordinance No. 404 by Title Only – First Reading.

After discussion, she wishes to move forward with the approval of the Ordinance.



Motion made by Councilman Bass to approve the first reading of Ordinance No. 404. Seconded by Councilman Wesolowski and motion carried.

### Ordinance No. 405 – Police Chief Residency Requirement

The Town Manager, Ms. Wilkerson, presents Ordinance No. 405 providing for the Town Council to exercise discretion in regard to the residence of the Chief of Police. Previous ordinances required both the Town Manager and Chief of Police to live within the town limits. The Town Council has already passed an ordinance allowing discretion in regard to the residence of the Town Manager.

All legal reporting requirements for this ordinance have been met and a business impact statement related to this issue was posted on the Town's website on 8/30/2024. With the Council's approval, Ms. Wilkerson request the Town Clerk to read Ordinance 405 by Title Only. Ms. Alexander, Town Clerk, read Ordinance 405 by Title Only – First Reading.

After council discussion, Councilman Bass made the motion to approve the First Reading of Ordinance 405. Councilman Wesolowski seconded, and motion carried.

### Meeting Dates – November & December

Ms. Wilkerson requests that Town Council approve moving the dates of two regularly scheduled CY2024 council meetings to accommodate holidays. Requesting to move the November 26, 2024 meeting to November 19, 2024 and also the December 31, 2024 meeting to December 17, 2024 and both meetings will be held on a Tuesday at 6:00pm. Meetings will be properly advertised and will be on social media.

Councilman Seymour made the motion to approve the date changes for the November & December meetings. Councilwoman Key seconded, and motion carried.

### Fire Pension Board – Detailed Accounting Report & Appointment of new member

Ms. Wilkerson is presenting the following two issues:

Issue 1 – Havana's Summary Plan Description requires that the Town Council and all plan participants (fire fighters) receive a detailed accounting report of all administrative expenses paid from the Fire Pension Fund. The Detailed Accounting Report is presented for review.

Issue 2 – The Fire Pension Trust Fund is administered by a Board of Trustees which acts as the administrator of the Plan. The Board consists of 5 Trustees, 2 of whom are appointed by the Town, 2 of whom are Firefighters who are elected by a majority of the members of the Plan (Firefighters) and a 5<sup>th</sup> Trustee who is chosen by a majority of the first 4 Trustees. Each Trustee serves a two-year term. All current members have been serving since April 2023.

Ms. Wilkerson shared that due to ongoing work scheduling conflicts, current Town Council appointee Tim Loughmiller has been unable to participate in the Board meetings. As attendance is critical to maintaining the health of the pension fund, at the September Pension Board Meeting the FPB voted to request that Town Council appoint a replacement member with greater availability to sit on the Pension Board. Suggested replacements were provided in council packet.

Councilwoman Nelson recommended Wade Nelson (Asst Chief) to be appointed.

Councilman Bass made the motion to appoint Asst Chief Wade Nelson to the Fire Pension Board. Councilman Seymour seconded, and motion carried.

### MSCOP Paving Grant – Alday Howell Task Order for CEI

Ms. Wilkerson submitted for Council's consideration the MSCOP Paving Grant Task Order submitted by Alday-Howell to complete the construction engineering & inspection (CEI) deliverables of this project as required by FDOT. Alday Howell is already under contract to provide engineering services to the Town. Dewberry Engineering completed the design phase of this project so a different engineering firm must to the CEI. Task Order fee - \$19,135.

Mayor Loughmiller inquired about DOT and Ms. Wilkerson stated they are the funding source. The bid order will be presented at the October Council meeting.

Councilman Bass made the motion to approve the CEI Task Order for Alday Howell. Councilman Wesolowski seconded, and motion carried.

### Town Hall – Operating Hours (Close for Lunch)

The Town Manager presented that the staff requests Council's approval to close Town Hall each business day from 1pm-2pm to allow all staff to take an uninterrupted meal break. Due to limited staffing during lunch, this



is when the front desk has only one person. In order to provide the best possible service, we need both cashiers working at the front desk during peak lunch hours. In exchange and to prevent the clerk and finance specialist from running the cash drawers, Town Hall must close to allow staff to take a meal break. If approved by Town Council, Town Hall will post notice on social media, Town Hall doors, front counter and also include an insert in the utility bill, giving 30 days before making the change effective November 1, 2024.

Councilwoman Nelson request and insert to stand out and not at message at the bottom of the bill. She also requests that a box with envelopes available for drop box payments.

Councilman Wesolowski made a motion to approve Town Hall Hours change to reflect lunch closure from 1pm – 2pm daily. Councilman Reed seconded, and motion carried.

### Resolution 2024-09R – Declaring Havana a Local State of Emergency

The Town Manager shared that the Governor declared a State of Emergency on 9/23/2024 and Gadsden County is declaring today at 5:30 if approved. Ms. Wilkerson recommends approval for the Town of Havana to declare a Local State of Emergency.

Councilman Bass made the motion to approve Resolution 2024-09R declaring Local State of Emergency for the Town of Havana. Councilman Wesolowski seconded, and motion carried.

### Town Manager Report

Commissioner Input Meeting for District 2 cancelled and to be rescheduled. Healthy Havana has been cancelled this week also due to weather.

Ms. Wilkerson states for the record that at the County Meeting it was stated that it was over an hour when Havana was on scene at a call and this is inaccurate information. Havana was on scene in 9 minutes on record. It was also stated at the meeting that trucks responded without water and this was also an inaccurate statement. Greenshade did have some operational issues with their truck. Greenshade will be joining EVOC training. Quincy was first on scene.

OMI/Jacobs – response from OMI/Jacobs is presented and will be discussed at a later date.

Hazel Baker Community Center will be closed the remainder of the week for Town use in order to feed people.

Town Hall will be closed Thursday due to weather and Friday is TBD. Town staff planning to stay overnight Thursday.

Sand bag station is at the Community Park and again, thanks to Councilman Reed for suggesting this in the past and it has been well received.

No request for Mutual Aid at this time. However, will reassess after the storm passes.

Will continue to update on social media.

### Recognition of Each Council Member

Councilwoman Nelson thanked the Town Manager for coordination.

Councilman Reed has been approached by the community about opening the Magnet School for a shelter. Ms. Wilkerson stated Gadsden Emergency is responsible for shelters. Last information she received in regards to the Magnet School is funding for a generator and installation in the future. Ms. Wilkerson will reach out to Tashonda Whaley to check on status. Councilman Reed asked if County Commission could help and per Ms. Wilkerson it falls under the Sheriff Dept.

Councilman Wesolowski has been approached by citizens in regards to the Medical Group property. Councilwoman Nelson stated she was told by Board that it would get taken care of and now they are not responding. Lt. Bui contact Matt Thro last week and Matt stated it would be taken care of. Ms. Wilkerson stated the Town will move forward with next steps.

Councilman Bass asked if the New Police Station was any closer to being put out for bid. Ms. Wilkerson shared that the specs had to be changed and it is with the architect waiting approval.

### Motion to Pay the Bills

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

Motion to Adjourn

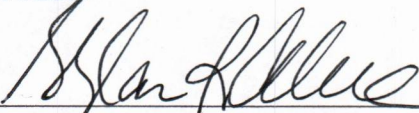
Councilman Wesolowski made motion to adjourn the September 24, 2024, council meeting. Councilman Bass seconded, and motion carried.

Mayor Loughmiller adjourned the meeting at 6:41pm.



EDWARD N BASS, JR

ATTEST:



Shrylan K. Alexander, Town Clerk

