

HAVANA TOWN COUNCIL
Regular Council Meeting
September 26, 2023 @ 6:00 p.m.

The council meeting was called to order by Mayor Loughmiller at 6:00 p.m.

Invocation was led by Chief Smith followed by the Pledge of Allegiance.

Roll Call:

Member(s) Present: Tim Loughmiller (Mayor), Eddie Bass (Mayor Pro Tem),
Tabatha Nelson, Lawrence Reed, Matthew Wesolowski,
Penny Key, Nick Bert, and Kendrah Wilkerson (Town
Manager)

Member(s) Absent: N/A

VISITORS: N/A

Approval of Minutes:

Motion was made by Councilman Bert and seconded by Councilwoman Nelson to approve minutes from the September 13, 2023, First Budget Hearing Meeting. Motion carried.

OLD BUSINESS: N/A

NEW BUSINESS:

1. Ordinance 402 - Moratorium on Electronic/Simulated Gaming
(2nd Reading)

Mrs. Wilkerson, Town Manager, requested for the Clerk to read the ordinance by title only. Ordinance was read by title only by Mr. Green, Town Clerk. Mrs. Wilkerson requested the council to either approve the final reading and the adoption of Ordinance 402, do not approve the ordinance, or give direction on how the Town may proceed.

Councilman Bass motioned to approve the Ordinance 402 as proposed and Councilman Reed seconded. Motion carried.

2. Ordinance 403 - Amending Ordinance 387, CBD (Central Business District Boundary Line (1st Reading)

Mrs. Wilkerson, Town Manager, requested for the clerk to read the ordinance by title only. Ordinance was read by title only by Mr. Green, Town Clerk. Mrs. Wilkerson, introduced Ben Chandler, Transportation Planning Manager with Apalachee Regional Planning Council (ARPC), to present. Mr. Chandler recommends removing the two residential homes and two vacant lots on the south side of 6th Avenue East which include the addresses of 117 E 6th Avenue, E 6th Avenue, 107 E 6th Avenue, E and E 6th Avenue (addresses from east to west). Mrs. Wilkerson requested council to either approve the first reading and adoption of Ordinance 403, do not approve the ordinance or give direction on how the Town may proceed.

Councilman Bert motioned to approve the Adoption of Ordinance 403, amending Ordinance 387, Central Business District Boundary Map. Councilman Bass seconded. Motion carried.

3. Resolution 2023-03R-4: Water / Sewer Rate Increase

Mrs. Wilkerson, Town Manager, presented the need to raise sewer rates beyond the 5% already approved to cover required debt service increases, contractual services increases and unforeseen infrastructure expenses. The Town is preparing to bid out the Lift Station Construction Project. In the meantime, we must continue to repair and upgrade our wastewater system to get our consent order from FDEP canceled. We will have increased debt service this year relating to rebuilding the treatment plants. Mrs. Wilkerson requested a 15% increase in water/sewer rates effective 10/1/2023 to cover already approved contractual increases and to provide a start on funding anticipated debt services increases. Mrs. Wilkerson requested council to either approve Resolution 2023-03R-4: Sewer Rate Increase, do not approve the resolution or give direction on how the Town may proceed.

Councilman Bass motioned to approve Resolution 2023-03R-4: Sewer Rate Increase effective October 1, 2023. Councilman Bert seconded. Motion carried.

4. *Appointment of Town Clerk*

Mrs. Wilkerson, Town Manager, gave report that Havana's Town Clerk, Fred Green, Jr. gave notice of resignation effective 9/30/2023. In May, eight potential candidates were interviewed by Town Manager & Interim Clerk, Sheila Evans for the positions of Town Clerk/Finance Manager. Ms. Reena Alexander was selected to fill the Finance Manager role. Since that time, she has stabilized many areas under finance and has been actively learning many of the Clerk functions as well. Mrs. Wilkerson is requesting that Town Council approve the appointment of Mrs. Reena Alexander to the position of Town Clerk of Havana, effective October 2, 2023, denial of appointment or give direction on how to proceed.

Councilman Bert motioned to approve appointment of Mrs. Reena Alexander to the position of Town Clerk, effective October 2, 2023. Councilman Bass seconded. Motion carried.

5. *Approval of Town Festival -Party in the Park*

Mrs. Wilkerson, Town Manager, gave report that the Town has been working on a grant to revitalize the Walking Park with the addition of restrooms, picnic facilities and new playground equipment. In order to recognize these achievements, the Town Manager is requesting that the town host our very own festival called Party in the Park in the spring of 2024, as a means of a grand re-opening of the park. The festival will be open to the public, free of charge and family focused. We currently have \$25K ear-marked for the festival and the Town Manager will work with volunteers and HMS to coordinate and run the festival if approved. Mrs. Wilkerson is requesting that Town Council approve the Town Festival - Party in the Park (or other name if any ideas) in the Spring of 2024, denial of request or give direction on how to proceed.

Councilman Bass motioned to approve the Town Festival in the Spring of 2024. Councilman Wesolowski seconded. Motion carried.

6. *Special Events Permit - Trunk or Treat*

Mrs. Wilkerson, Town Manager, presented a special-events permit for Trunk or Treat, Tuesday, October 31, 2023, 4:00PM - 7:00PM was submitted by Terrance Roberts, applicant. Mr. Roberts is requesting the use of the Walking Park for the event, block one lane of traffic on 6th AVE (park side / safety) and cones and barricades as needed for safety of trick or treaters. This event will not create an expense to the town. Terrance Roberts, 362 Frances DR, stated that they are expecting 60-70 trunks set up

along the walk and this would create a safe environment for the trick or treaters. Mrs. Wilkerson is requesting that Town Council approve the Special Events Permit for Trunk or Treat, denial of Permit or give direction on how to proceed.

Councilman Bert motioned to approve Special Events Permit for Trunk or Treat. Councilman Wesolowski seconded. Motion carried.

6. Addendum Special Events Permit - Pumpkin Fest

Chief Smith presented that Main Street has requested the closure of the crosswalk on 7th AVE east side to Hwy 27 for the Pumpkin Festival. They are expecting over 100 vendors.

Councilman Bass motioned to approve the requests for closure for Pumpkin Fest. Councilman Bert seconded. Motion carried.

Public Hearings

- Item #07 - Lot Split: 106 N Main Street - minutes attached.***
- Item #08 - Lot Split: Circle Drive - minutes attached.***

Report of the Town Manager:

Public Safety Report presented. HPD responded to 126 calls. HVFD responded to 17 calls and zero were structure calls and all 17 of these calls were in the county.

Motion to Pay the Bills:

Councilman Bert made the motion to pay the Town bills. Councilman Bass seconded. Motion carried.

Recognition of Council:

Motion to adjourn was made by Councilman Bass and Seconded by Councilman
Wesolowski. Motion carried and meeting was adjourned at 7:49 PM.



TIMOTHY LOUGHMILLER, JR, MAYOR

ATTEST:



Shrylan R. Alexander, Town Clerk