

**HAVANA TOWN COUNCIL**  
**Regular Council Meeting**  
**December 12, 2023 @ 6:00 p.m.**

The council meeting was called to order by Mayor Pro Tem Eddie Bass at 6:00 p.m. Invocation was led by Councilman Reed followed by the Pledge of Allegiance.

**Roll Call:**

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

Member(s) Absent: Tim Loughmiller (Mayor)

**VISITORS: None**

**Approval of Minutes:**

Motion was made by Councilman Bert and seconded by Councilman Wesolowski to approve minutes from the November 28, 2023, council meeting. Motion carried.

**OLD BUSINESS: (None)**

**NEW BUSINESS:**

**1. Appointment of Town Attorney**

Mrs. Wilkerson, Town Manager, requests Council consideration of appointment of Rosena "Sena" Finklea as the new Town Attorney of Havana. Ms. Finklea, of Finklea Law and in conjunction with Jody Finklea, will serve our Town well. For a monthly fee of \$500, the firm will provide an attorney for one meeting a month and up to three (3) additional hours of service. If an attorney is not needed at the meeting, the meeting hour may be substituted for an additional hour of legal service. Any additional work will be billed at the rate of \$150 per hour. Councilman Bert made the motion to appoint Rosena "Sena" Finklea as the Town Attorney of Havana. Councilwoman Key seconded the motion to appoint Mrs. Finklea. Motion carried.

**2. Item moved to January Meeting.**

**3. Renewal of Water Operator Contract**

February 2023, the Town of Havana approved assignment of our water services contract from Southern Water Services, LLC to Southerland Environmental Solutions with no change in terms of which due to expire 12/31/2023. Mrs. Wilkerson requests that the Council approve the extension of the existing contract on an annual basis with (90) days written notice to terminate and with a 3% contractual increase each January. The current contract is \$2900 per month which if contract extension approved will increase on 1/1/2024 to \$2987. Motion was made by Councilman Bert to extend current contract with a 3% annual increase effective 1/1/2024. A second by Councilwoman Nelson and motion carried.

**4. Engineering – Continuing services Bid Award**

Mrs. Wilkerson shared that 2 bids were received from Dewberry Engineers and Alday- Howell. Both engineering companies are duly qualified and submitted complete proposals. Mrs. Wilkerson recommends approving both firms as engineers of record for the Town and for approval for the Mayor to sign related documents to this effect, noting that task orders will be issued for any work to be performed. Councilman Wesolowski made the motion to approve both firms as engineers for the Town and approve the Mayor to sign

any related documents. Councilman Bert seconded the motion to approve. Motion carried.

**5. Havana Volunteer Fire Department – Updated Guidelines CY2024**

Mrs. Wilkerson presented the updated fire guidelines effective 1/1/2024, upon approval by the Council. Previous November changes approved by council are already incorporated into this version. Updates include a Code of Conduct, which provides governance of the behavior of our firefighters. New language is highlighted, removed language is stricken through. Mrs. Wilkerson recommends approving these changes. Councilwoman Nelson made the motion to approve the updated fire guidelines. Councilman Bert seconded the motion to approve. Motion carried.

**6. Fire Pension Investment Fund – Policy Amendment**

By Friday, December 15, 2023, in accordance with section 112.662(4), Florida Statutes, each retirement system or plan must submit a comprehensive report on governance policies concerning vote decisions and adherence to fiduciary standards, including the exercise of shareholder rights.

The Fire Pension Board met on December 8, 2023, and voted to approve the amendment to the policy and further recommend that the Town Council ratify and approve amending the Investment Policy to include updated language as required by 112.662(4), Florida Statutes.

Mrs. Wilkerson asks the Council to approve and ratify this change, amending the Fire Pension Investment Fund Policy to include this additional policy language that is required by law. Councilman Bert made the motion to approve amending the Fire Pension Investment Fund Policy to include this additional policy language that is required by law. Councilman Key seconded the motion to approve. Motion carried.

**7. Special Events Permit – Havana Magnet School**

Applicant Marshall Williams of Havana Magnet School has requested use of the baseball and softball fields at Gus Bert for games between the hours of 4pm and 7pm from 1/8/2024- 3/20/2024. The applicant has provided insurance coverage for the use of the park. Requests of the Town are listed below:

1. Use of Gus Bert for softball and baseball games (2 fields)
2. Mowing the park grass
3. Use of the field lights (HMS will turn off/on)
4. Use of the concession stands

Mrs. Wilkerson recommends approval of the Special Events Permit for Havana Magnet School. Councilman Wesolowski made the motion to approve Special Events Permit for Havana Magnet School. Councilman Reed seconded the motion to approve. Motion carried.

**8. Special Events Permit – Youmas Foundation**

Applicant George Youmas of Youmas Foundation has requested to the use of front steps as Town Hall on 12/23/2023 (Saturday) from 11a-3p for a Christmas Toy/Food Giveaway. The applicant has been informed that approval is contingent on providing proof of insurance coverage. Requests of the Town are listed below:

1. Use of Town Hall Steps
2. Police presence

Mrs. Wilkerson recommends approval of the Special Events Permit for Youmas Christmas Giveaway. Councilman Bert made the motion to approve Special Events Permit for Youmas Christmas Giveaway. Councilman Reed seconded the motion to approve. Motion carried.

**9. Special Events Permit – MLK Scholarship Committee**

Applicant Terrance Roberts of MLK Scholarship Committee has requested permission to have the MLK

Parade, January 15, 2024 from 9a-11a. The route will start at New Jerusalem Church (311 First ST SE) proceeding north on First ST SE to Town Hall. The applicant has been informed that approval is contingent on providing proof of insurance coverage. Requests of the Town are listed below:

1. Cones & Barricades – intersections of 9<sup>th</sup> AVE & 5<sup>th</sup> AVE

Mrs. Wilkerson recommends approval of the Special Events Permit for MLK Scholarship Committee. Councilman Wesolowski made the motion to approve Special Events Permit for MLK Scholarship Committee. Councilman Reed seconded the motion to approve. Motion carried.

**10. Proclamation – Police Chief**

Mrs. Wilkerson respectfully requests that the Town Council honor Chief Smith’s career as our Police Chief.

Mrs. Wilkerson recommends approval of the attached proclamation to honor his service and be read at this time by Mayor Pro Tem, Eddie Bass. Mayor Pro Tem, Eddie Bass read the proclamation and each council member along with Lt. Bui and Lt. Lewis made public comment of their appreciation of Chief Smith and his service to them individually as well as to the community of Havana.

**Report of the Town Manager:**

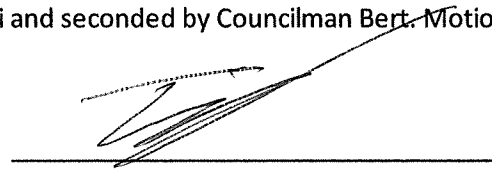
Mrs. Wilkerson expressed her appreciation to Chief Smith for his support as a friend, mentor, advocate, and the entire town.

**Recognition of Council:**

**Motion to Pay the Bills:**

Councilman Bert made a motion to pay the Town bills. A second was made by Councilman Wesolowski and motion carried.

Motion to adjourn was made by Councilman Wesolowski and seconded by Councilman Bert. Motion carried and meeting was adjourned at 6:25 PM.



Timothy Loughmiller Jr., Mayor

ATTEST:

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Shrylan R. Alexander, Town Clerk