

# Town Of Havana

## Regular Council Meeting

### April 22, 2025 – 6:00pm

#### Meeting minutes

#### Call to Order

The meeting was called to order by Mayor Bass at 6:00pm. Invocation was led by Mayor Pro Tem Reed, followed by the Pledge of Allegiance.

#### Roll Call

A roll call confirmed the presence of the following council members including Penny Key, Matt Wesolowski, Mayor Pro Tem Lawrence Reed, Mayor Bass and Tabatha Nelson, ensuring a quorum for the meeting. Councilman Seymour and Councilman McKinnon was not in attendance.

#### Recognition of Visitors

None

#### Request to Approve Minutes

Councilman Wesolowski made motion to approve February 25, 2025 and March 25, 2025 council meeting minutes and Councilwoman Nelson seconded. Motion carried.

#### Old Business

##### Old Elementary School Resolution 2025-14R-04

Ms. Wilkerson, Town Manager, requests approval of Resolution 2025-14R-04 which updates the fines owed by the owners through April 22, 2025, to \$427,515.00.

Councilwoman Nelson inquired if there were any contacts from the owners. Ms. Wilkerson stated that no contact with the owners. The Town staff continue to send the updated resolution monthly. Councilman Wesolowski stated he is okay with updating the resolution. However, he thinks it is time for a plan for the Town to look into foreclosure since they are not coming to the table and the time will come when the fines are too large. Mayor Pro Tem Reed also agreed.

Mayor Pro Tem Reed made motion to approve Resolution 2025-14R-04 with a second from Councilman Wesolowski. Motion carried.

#### New Business

##### Havana CDBG Fair Housing Workshop

Ms. Wilkerson, Town Manager, requested Justin Ford, Dewberry Engineering, to come up to the podium and open the CDBG Fair Housing Workshop.

Mr. Ford came up and opened the workshop. Federal & State laws that prohibit discrimination when it comes to housing such as refusing to rent or sell housing, make housing available, deny dwelling, have different terms and conditions which is all based on discriminating on race, color, sex, national origin, handicap, religion, familial status or handicap. These policies are in place and if the public feels they have been discriminated against or know someone that has been discriminated against in regards to these terms, they can reach out to the Town, the website and HUD. If anyone is interested in these policies and information on how to report, please reach out to Kendrah Wilkerson or the Town staff. Mr. Ford closed his portion of the workshop and asked for any questions.



No questions and the Fair Housing Workshop was officially closed.

### **PUBLIC HEARING – CDBG Small Cities Application**

The public hearing was opened at 6:07pm. Town Manager, Kendrah Wilkerson, shared the Town of Havana has the opportunity to apply for a CDBG Small Cities Grant. A requirement of the grant is that the Town must appoint a Citizen's Advisory Task Force of at least five members to discuss and provide a recommendation on a project for our Town. The CATF met on 4/8/2025 at a hearing facilitated by Justin Ford, PE for Dewberry Engineering and staff from OVID Solutions. At the first public hearing held on 4/8/2025 at 6:00pm, Mr. Ford gave an overview of the CATF discussion and recommendation, which was for neighborhood revitalization with a focus on storm drains, sidewalks, utility infrastructure, and hydrants among other projects. The Town Council approved the CATF recommendation to apply for a neighborhood revitalization project, with instruction for Dewberry to work with staff to determine which projects would potentially qualify. Ms. Wilkerson requested Mr. Ford to come forward and present the project that Havana proposes to apply for, including a breakdown of costs and for methodology behind which projects were selected. After his presentation, the public must be given an opportunity to comment and ask questions as part of the hearing and then she will request a motion to approve the request by resolution.

Mr. Ford shared that 2-weeks ago the committee and council met to approve the CDBG application. This grant is tedious and the team have been out door to door to gather the income surveys and more to do. Citizens have called Town Hall to confirm that they are legit. These funds are intended to benefit low to moderate income families and they have to go to the areas to talk to people and complete surveys to show this. They are far enough along to present the results of a draft application to the council for approval so that the application can be finalized and submitted the May 16<sup>th</sup> deadline. After the last meeting, his team sat down with the Town Manager and staff and discussed some needs of what they could fit into the budget. The top need is South Main ST drainage improvements and the costs is approximately \$900K. Other needs are waterline and fire hydrant improvements. Currently Gay ST & Conyer ST have 2" waterlines and is underserved with service in that area and also no hydrants. This service will be replaced with 6" water main and provide fire hydrants in that area. The fire hydrants improve fire safety in this area which will also help the ISO rating. Also, hydrants on 13<sup>th</sup> AVE as well. All in with administrative and design fees is \$1,327,500. Any questions from council and the public.

Councilman Wesolowski asked would the replacement be patching jobs. Mr. Ford stated that the intention is to minimize any cutting/patches to the roadway but if needed, yes there will be patches. Ms. Pat Dudley-Gregory asked would the Town have any potential liability with the increased pressure to the houses. Ms. Ford shared that there should not be and they will be communicating with the citizens during this process.

Councilwoman Nelson made the motion to close the public hearing. Councilman Wesolowski seconded and motion carried.

Ms. Wilkerson requested a motion allowing the Mayor or Manager to sign the application and also a motion to approve the resolution 2025-05R for Intent to Apply for the CDBG Neighborhood Revitalization Grant.

Councilwoman Key made the motion to allow the Mayor or Manager to sign and submit the application. Councilman Wesolowski seconded and motion carried.

Councilwoman Nelson made the motion to approve Resolution 2025-05R for Intent to Apply. Councilman Wesolowski seconded and motion carried.

### **RFQ – Architect Services (CCNA) – information item only**

The Town Manager stated she has issued an advertisement for request for qualifications for architectural services for the remainder of the Public Safety Complex construction project. The Town has intended to use Joel Sampson for the bidding phase and potentially more of the project but has experienced some struggles getting a task order signed and the advertisement was made to prevent any delays in the project in the event it doesn't work out with Joel Sampson. Informational item but no vote needed.

Councilwoman Nelson asked when it was advertised and any submissions. Ms. Wilkerson stated the first ad ran last Friday and to date no submissions nor questions.

### **Grant Agreement – Public Safety Complex**



Ms. Wilkerson shared that the Town of Havana was awarded a grant in the amount of \$1,000,000 for the construction of a public safety complex. The Town has entered into a contract with Allstate Construction for construction management services for this project. We are currently advertising for subcontractor bidding for this project. Once bidding is complete, the Town will execute an addendum for GMP – Guaranteed Maximum Price.

As we are now under contract with Allstate, the next phase is for the Town to execute a grant agreement. That grant agreement is attached for your review. There is an area of concern in the agreement that should be noted. It is summarized and the grant manager's response is listed also.

2. in section U.3., it says the state can terminate at any time for convenience. The Town requests language giving some certainty that the funds are guaranteed through the end of the project.
  - a. *Correct, the state can terminate at any time. I can assure you; we (DSFM) have never pulled funding from a construction project before. However, the right for us to do so will always exist.*

Though the chances are slim, the granting agency can pull the funds at any time. If Council is ok with the agreement noting the concern mentioned, the Town Manager requests approval of the agreement and authorization for the Mayor or Manager to execute the agreement on behalf of the Town.

Councilwoman Nelson made the motion to approve the agreement and to give authorization for the Mayor or Manager to execute the agreement. Councilman Wesolowski seconded and motion carried.

### Architect Bidding Phase – Task Order

The Town Manager respectfully submits for the council's consideration a Task Order for Administrative Architectural Services (Bidding Phase only) submitted by Joel Sampson to provide as-needed support during the bidding phase of the Public Safety Complex project. Please note that Mr. Sampson has agreed to the wording on this task order, but is still insisting that he be given an order broadening the scope to include the remainder of the project. He has indicated he does not want to do the work piecemeal. As such, he has not fully agreed to this order. However, in order to allow the project to move forward without calling another meeting, and on the chance that he does accept the order as the Town has issued it, the Town Manager is requesting Town Council approval of the order as attached. It is for bidding phase work only, and stipulates that he will only work when requested to do so.

#### **Summary of Terms:**

Hourly Rate - \$125

Work as Requested

Not to exceed 16 hours or \$2000

Councilman Wesolowski made the motion to approve the Task Order and authorize the Mayor or Manager to execute. Councilwoman Nelson seconded, and motion carried.

### Medical Equipment Leases – moved to 5/27/25 Agenda

#### Town Manager Report

3<sup>rd</sup> Street Paving Project – complete and final completion paperwork signed today and submitted.

Lincoln Ave Waterline – supplies being ordered and planning to start project Monday.

Municipal Elections – Tuesday, April 29, 2025.

Mega Reunion – Weekend of April 25-27. They have asked for celebrity judges to judge the tents. Chief Lewis and the manager have agreed and if any council is interested, please let her know.

Electric – Substation repairs will start 2<sup>nd</sup> week of May. Andres Hernandez recently attended Foreman Academy in Orlando. This is a 3 phase and he completed phase 1. Daniel Dungey is scheduled to do the Lineman Apprentice Assessment in September 2025.

Sewer – Appropriations request this year is for Dogwood & 5<sup>th</sup> Ave Lift stations. A loaner pump from NFRW has been wired and installed at Dogwood the bypass pump is a backup.

Sewer Plant – Repairs are needed to some digesters, etc. and permanent fencing in one area is needed. Quotes being received but these repairs may require a budget amendment. DEP is requiring these repairs so discussions and possible amendment to come in the future.

Police – statistics attached and on the table.

Fire – total calls 14 (13 in county – 1 in Town)

Canvassing Board – April 29<sup>th</sup> for the Mayor and Town Manager (packet available of what to expect)

Meeting update - Wednesday, 4/30 @ 6pm – Special Council Meeting – appointment of Seat 1

### Recognition of Each Council Member

None

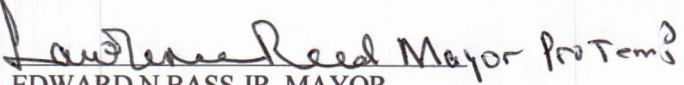
### Motion to Pay the Bills

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 April 22, 2025, council meeting. Councilwoman Nelson seconded, and motion carried.

Mayor Bass adjourned the meeting at 6:29pm.

  
EDWARD N BASS JR, MAYOR

ATTEST:

  
Shrylan R. Alexander, Town Clerk

