

Town Of Havana

Regular Council Meeting

March 25, 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 Howard McKinnon, ensuring a quorum for the meeting. Councilman Seymour and Councilwoman Nelson was not in attendance.

Recognition of Visitors

Karen Kent – 102 E 5th AVE

Ms. Kent shared the following concerns:

Garbage cans being left in the road on 5th AVE

Suggests signs at the beginning and end of town – NO JAKE BRAKES

Are the street gutters at the corner of 5th AVE the responsibility of the Town or the customer?

Gave a photo of the cables that were left in her front yard. Ms. Wilkerson requested which cable co.?

Request to Approve Minutes

None

Old Business

Old Elementary School Resolution 2025-14R-3

Ms. Wilkerson, Town Manager, requests approval of Resolution 2025-14R-3 which updates the fines owed by the owners through March 25, 2025, to \$413,515.00

Councilman Wesolowski made motion to approve Resolution 2025-14R-3 with a second from Councilwoman Key. Motion carried.

New Business

Fire Pension Board Appointment

Ms. Wilkerson, Town Manager, reviewed the requirements of the Board of Trustees for the fire Pension Trust Fund. In October 2024, Town Council appointed Kenny Lewis to replace Tim Loughmiller, who left the Pension Board. Town Council needs to appoint one trustee to the Board, who will serve a two-year term effective April 1, 2025. This appointment will fill the seat currently held by the Town Manager. The HVFD selected two board members who were accepted at the February 2025 Pension Board Meeting. Those two members are Dan Solomon and John Donohue. Ms. Wilkerson provided a breakdown of pension board members for the council and suggestions to fill this seat.

Motion made by Councilman Wesolowski to reappoint Ms. Wilkerson to the Board of Trustees. Seconded by Councilwoman Key and motion carried.

MGAG Voting Delegate

Ms. Wilkerson shared that the Town of Havana is a member of and purchases natural gas from Municipal Gas Authority of Georgia (MGAG). As such, we are able to vote on the Election Committee (to select board members) and also to nominate someone to sit on the board as a Small Non-Georgia member.

Voting Delegate changes to current selection must be made via Resolution. Current voting delegate is Kendrah Wilkerson, Town Manager and current alternate is Tim Loughmiller, former Mayor. Ms. Wilkerson strongly recommends that the Council select a voting delegate and an alternative.

MGAG's Board has a Small Non-Georgia Member position which has a term limit of three years. Councilman McKinnon previously held this seat and his term expired in 2023. If Council desires, they may nominate someone to sit on the Board as the Small Non-Georgia Member. This is optional.

Ms. Wilkerson requests approval of Resolution 2025-04R and authorize the mayor to sign all supporting documentation.

Councilman McKinnon made the motion to name Mayor Bass as alternate. Councilman Wesolowski seconded and motion carried. Councilman McKinnon made the motion to name Kendrah Wilkerson as voting delegate. Councilwoman Key seconded and motion carried.

Equipment Donation – Speed Trailer

Chief Kenny Lewis coordinated the donation of an old non-working Speed Trailer to Monticello Police Department. The Used Equipment Donation Agreement, signed by both parties has been provided in the council packet and the estimated value is approximately \$100 as the sign is currently non-functional.

Medical Equipment Leases – Moved to 4/22/2025 Agenda

CDBG Citizens Advisory Task Force

Ms. Wilkerson shared that the Town of Havana intends to apply for a CDBG grant for improvements in Havana. A requirement is to establish a Citizens Advisory Task Force to provide recommendation as to the project that Havana applies for. The CATF will meet on 4/8/2025 at 5pm. Council is not required nor expected to attend. The first public hearing for this grant will be held on April 8, 2025 at 6pm, which is Havana's selected additional meeting date. Council will attend the public hearing.

Ms. Wilkerson reviewed the requirements for the Task Force members and shared a list of the candidates who have applied to participate on the board. A list of interested candidates that have submitted an application is included as well as those individuals who expressed interest but as of today, have not submitted an information form. Ms. Stacy Henderson has submitted an application.

Ms. Wilkerson requests Town Council input and recommendations for appointment of any other potential members. It is critical that we have at least three (3) members that are low/moderate income.

Special Events Permit – Community Fair (Commissioner Simpkins)

Commissioner Alonzetta Simpkins has requested to partner with the Town to host a family friendly community fair in the walking park. Sprout & Shout will be held on April 19, 2025, 9am-3pm and will provide community resources, health resources, and activities for the kids. The event will potentially have tents, booths, bouncers, and water slides and is intended to be fully family friendly. She is requesting to host the event under the Town's standard insurance policy. This event will be no cost to the Town.

Councilman Wesolowski made the motion to approve the special events permit for Sprout & Shout. Mayor Pro Tem Reed seconded, and motion carried.

CY25 Elections & Canvassing Board

The 2025 Annual Election for Council Seats will be held on April 29, 2025 at the Havana Public Library from 7am to 7pm. Candidates that qualified for Seats 1, 2, and 3 are attached. Seat 1 had no qualifier. Seat 3 qualifier was current Councilman Wesolowski. Seat 2 had two qualifiers and will require a vote. The Town of

Havana will need to select two members for the Canvassing Board. These individuals will need to be available the evening of 4/29/2025 from 5pm to 9pm (estimated) for oversight and certification of the electoral process. Ms. Wilkerson reviewed the duties and also shared that if there are any cure ballots, board members will need to reconvene at Supervisor of Elections to review the cure ballots and complete the ballot audit count.

Councilman Wesolowski made the motion to appoint Kendrah Wilkerson, Town Manager and Mayor Eddie Bass to the canvassing board. Councilman McKinnon seconded, and motion carried.

Ms. Wilkerson requested, Jody Finklea, Town Attorney, to come to the podium and share the steps that the Council will need to take to fill the Seat 1 vacancy. Mr. Finklea stated that after the election, the mayor must appoint someone to fill the vacancy within ten (10) days and this appointment must be voted and approved by majority vote (excluding Mayor). Ms. Wilkerson made the suggestion to hold a special meeting @ 6pm on April 30, 2025.

Councilman McKinnon made the motion to hold a Special Meeting on April 30, 2025 @ 6pm to fill the vacancy of Seat 1. Councilman Wesolowski seconded and motion carried.

Town Manager Report

3rd Street Paving Project – repairs will start Monday, 3/31/2025 and repairs must be completed before payment. The milled asphalt went to the Town at the depot.

Lincoln Ave Waterline – North Florida Rural Water is amending the project with one more change and should start next week.

Parking – Grassy lot outside of museum along the fence will add approximately 10 more parking spaces downtown and the millings from 3rd ST will be used to complete.

Spring Cleaning – Town staff will be working to do some spring cleaning at the Neighborhood Medical Clinic, down town, Town Hall and at the walking park.

New Employees – Daniel Dungey (Electric/Gas) & Jena Payne (Water)

HMS Pancake Breakfast – 3/29/2025 at Off the Rails

Cigar Days – 4/9/2025

Community Sprout & Shout – 4/19/2025

April Meetings:

4/8 @ 5pm – Citizen Advisory Task Force (Council does not attend)

4/8 @ 6pm – Public Hearing for CDBG (Annexation process will start over due to newspaper misprint)

4/22 @ 6pm – Regular Council Meeting

4/30 @ 6pm – Special Council Meeting – appointment of Seat 1

Sewer Update – Lift Stations at top of the list in Appropriations & Case closure on the Consent Order with DEP

Forestry Grant – 50% HVFD match

Firehouse Subs Grant – Jaws for City Truck

ISO update – currently reviewing all paperwork, hydrants flushed quarterly and annual flow tests

HVFD – March calls 33 (29 County -1 structure and 3 Town)

HPD – event stats are provided in the packet and also on the table for citizens information.

Recognition of Each Council Member

None


Motion to Pay the Bills

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


Motion to Adjourn

Councilman Wesolowski made motion to adjourn the March 25, 2025, council meeting. Mayor Pro Tem Reed seconded, and motion carried.

Mayor Bass adjourned the meeting at 6:31pm.


EDWARD N BASS JR, MAYOR

ATTEST:


Shrylan R. Alexander, Town Clerk

