

# Town Of Havana

## Regular Council Meeting

### November 19, 2024 – 6:00pm

#### Meeting minutes

#### Call to Order

The meeting was called to order by Mayor Bass at 6:00pm. Invocation was led by Pastor Julius Harris from New Jerusalem Missionary Baptist Church, 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, Howard McKinnon, Mayor Bass and Mayor Pro Tem Reed, ensuring a quorum for the meeting.

#### Recognition of Visitors

Karen Kent, 102 E 5<sup>th</sup> Avenue – Ms. Kent shared her concern about trucks coming into town off Highway 12. She stated that she walks and there are times they come very close to the sidewalk and they also stay in outside lane instead of moving to the inside lane. She inquired if it is possible to have signs placed in the area. Mayor Bass asked Chief Lewis to look into this. Chief Lewis did state that there are signs at the north and south ends of town but none in the middle around 9<sup>th</sup> Avenue/Highway 12. Chief Lewis will look into this.

#### Request to Approve Minutes

None

#### Old Business

##### Old Elementary School Resolution 2024-14R-11

Ms. Wilkerson, Town Manager, requests approval of Resolution 2024-14R-11 which updates the fines owed by the owners through November 19, 2024, to \$349,515.00. 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 and it has been returned unclaimed. An additional letter has been mailed via standard USPS to registered agent on file.

Councilwoman Nelson made motion to update resolution with current fines. Councilman Wesolowski seconded and motion carried.

Mayor Pro Tem Reed inquired what the options are for the Town other than continuing to update the fines. Attorney Finklea stated that the fines should be an incentive to the owner. The attorney stated that the Town can update liens to an injunction to foreclose or take any means to make safer and add costs to the lien. However, both of these will cost money. Mr. Finkley did state that the law firm of Ausley & McMullen no longer represent the owner. The owner will not return calls to the realtor at this time.

Councilwoman Nelson stated that maybe it would help if the Town mails a letter monthly to the owner with the updated fines. Ms. Wilkerson, Town Manager, stated that she would continue to send letter to the owner via USPS mail.

## New Business

### Sealed Bid Auction Update (11/7/2024)

Ms. Wilkerson, Town Manager, reported that the town staff coordinated a sealed bid auction which took place at Town Hall on 11/7/2024. All bidders were required to submit their bids for each item in a sealed envelope. All bids were opened on 11/7/2024 at noon in Council Chambers and high bidders were announced at that time. Mayor Bass attended the bid opening.

The manager provided a list of all items that were considered surplus and though the estimated value of the items individually did not reach the statutory threshold of \$5,000 which would require public auction, staff thought it was in the Town and community's best interest to offer items publicly and locally via this method. Sale total was \$17,222.17 and has been paid and deposited in the Town's account. Each department will receive the funds in their budget for items sold.

Ms. Wilkerson stated no action was required. All council members were pleased with this update.

### Project Award – Lincoln Avenue Water Line Placement – Postponed

The Town Manager, Ms. Wilkerson, shared that no bids were received on 11/14/2024. This project has been readvertised in the Tallahassee Democrat with a new bid opening date of 12/12/2024. Awarding this contract will take place at the December council meeting.

### Medical Facility – Physician Update

The Town Manager, Ms. Wilkerson, reported that citizens are voicing concerns that Havana will not have a physician by December 31, 2024. Town staff have reached out to multiple local health care organizations as well as the FSU School of Medicine to advertise our facility in hopes of creating interest in a provider setting up a practice here in Havana.

Staff have received three official letters of interest which have been provided to Dr. Newberry for review. Staff are also working with Dr. Newberry to draft a questionnaire to get additional information from serious candidates, along with a list of questions for an eventual interview.

Ms. Wilkerson inquired of council if they would be interested in allowing a local practice to put nurse practitioner in facility to staff it temporarily until permanent solution may be reached. Mayor Pro Tem Reed inquired as to who the interested candidates are. Ms. Wilkerson shared that currently they are Neighborhood Medical Center, Resident graduating in June 2025 that has local ties to Havan and a Nurse Practitioner that is close in age to Dr. Newberry that currently has a practice in Hosford.

Councilman Wesolowski stated that maybe the Town should look at a temporary solution until the candidate graduates from residency in June 2025. Mayor Bass shared that the Vanlandingham's had offered for temporary replacement until one is found. Mayor Pro Tem Reed shared the importance of keeping the practice open for the citizens locally that cannot go elsewhere for healthcare. Councilwoman Nelson shared that maybe the Hosford candidate and the new grad could team up together. Ms. Wilkerson stated that at this time, she was not sure of the candidate in Hosford interests or plans.

After council discussion, Councilman McKinnon made motion for staff to work on an interim solution in order to keep the practice open. Second made by Councilwoman Key and Councilman Wesolowski and motion carried.

### Holiday Closure Requests

Ms. Wilkerson shared that Town Hall will be closed for the following dates; November 28 & 29 for Thanksgiving, December 25 for Christmas and January 1 for New Year's Day. She is requesting Council's approval for Town Hall to close at noon on December 24 (Christmas Eve) and December 31 (New Year's Eve) to allow staff extra time with their loved ones. Ms. Wilkerson did update that Governor Desantis had approved for the state agencies to close Wednesday, November 27.

Councilman McKinnon shared that normally the Governor will give extra days. Mayor Pro Tem Reed shared to close Christmas Eve and all council members supported extra days for staff to be with family.



Councilwoman Nelson made the motion for Town Hall to close for the following dates; Wednesday November 27 for Thanksgiving, Tuesday, December 24 for Christmas Eve and Tuesday, December 31 for New Year's Eve. Mayor Pro Tem Reed seconded and motion carried.

Ms. Wilkerson stated that notices will be posted on Town Hall doors as well as social media for all customers.

### Town Manager Report

Ms. Wilkerson, Town Manager gave the following update:

- Generator installation complete.
- Comcast – extending fiber for internet throughout Havana.
- Lincoln Avenue Project – previous discussed.
- Town Hall closures for holidays.
- Town Manager -Vacation week of Thanksgiving.
- Community Park Playground Installation: 12/2-12/7
- December Meeting Date: 12/17/2024 @ 6pm

### Sewer Update

Currently reviewing alternate funding opportunities for the two most critical lift stations: Dogwood Avenue & 5<sup>th</sup> Avenue

Florida Rural Water Association (FRWA) is doing a flow analysis to confirm if 5<sup>th</sup> ST lift station pumps are sufficient.

New monitoring well to be drilled 11/18-11/19 (Spray Fields/DEP requirement)

Surplus blowers have been donated to Town of Cross City since their last one went down. Picked up 11/18/2024.

### Police Department

Healthy Havana continuing and is huge success and fun for all.

Calls for service provided in packet and at the meeting for all interested.

HPD Construction Project – RFQ (Request for Qualifications) will close on 12/12/24 @ noon.

### Fire Department

Total calls 10/25-11/19 (No structure fires)

11 County & 1 Town

### Recognition of Each Council Member

Mayor Pro Tem Reed asked when the new PD project would start. Ms. Wilkerson stated as soon as the RFQ closes the Town will request official bids from all qualified Construction Management Contractors.

### Motion to Pay the Bills

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

### Motion to Adjourn

Councilman Wesolowski made motion to adjourn the November 19, 2024, council meeting. Mayor Pro Tem Reed seconded, and motion carried.

Mayor Bass adjourned the meeting at 6:34pm.

EN Bass  
EDWARD N BASS, JR

ATTEST:

Shrylan R. Alexander  
Shrylan R. Alexander, Town Clerk

