

# Town Of Havana

## Regular Council Meeting

### June 24, 2025 – 6:00pm

#### Meeting minutes

#### Call to Order

The meeting was called to order by Mayor Pro Tem Lawrence Reed at 6:00pm. Mayor Pro Tem moved directly to the roll call since invocation and pledge was held at the beginning of the 5:30 zoning workshop meeting.

#### Roll Call

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

#### Recognition of Visitors

None

#### Request to Approve Minutes

Councilman Wesolowski made motion to approve the minutes from May 27, 2025 Regular Council meeting. Councilwoman Nelson seconded and motion carried.

#### Old Business

##### Old Elementary School Resolution 2025-14R-06

Ms. Wilkerson, Town Manager, requests approval of Resolution 2025-14R-06 which updates the fines owed by the owners through June 24, 2025, to \$449,015.00. Ms. Wilkerson reminded council that the foreclosure process update including potential timeline and costs is scheduled for the 7/8/2025 meeting.

Councilwoman Nelson made a motion approve Resolution 2025-14R-06 updating the fines. Councilman Wesolowski seconded and motion carried. Mayor Pro Tem asked Mr. David Wesolowski if he wished to speak and he stated he would wait until the July 8, 2025 meeting.

#### New Business

##### Consent Agenda

Ms. Wilkerson shared that at previous meeting a recommendation was made to add a consent agenda that groups routine, non-controversial items together for collective approval with a single motion and vote. This method streamlines meetings by efficiently handling common issues, saving time for more in-depth discussions. If Council wishes to move forward with a consent agenda, Council may continue to request any item be pulled from Consent and moved to the regular agenda for additional discussion. The meeting procedure would be amended so that at each meeting, the first vote is to set or approve the agenda. At this time, Council may request items be pulled from consent and moved to Old or New Business for further discussion. Once the agenda has been set, Council may make a motion and vote to approve all consent items in one vote. Some suggested consent items for our agenda would be approving minutes, the monthly resolution for fines for the Old Elementary School, and paying the bills. A sample consent agenda is attached showing what the new format would look like.



Councilwoman Nelson made a motion to approve the consent agenda format be added. Councilman Seymour seconded and motion carried.

### Medical Facility Contract

The Town Manager gave the below summary in regards to the Medical Facility Contract. The Town Council previously approved for Dr. Camron Browning to use the Town's medical facility located at 602 5<sup>th</sup> Avenue East. Attached is a contract, drafted and approved by the Town Attorney and agreed to by Dr. Camron Browning, which outlines the conditions of the use of the facility. Included as a part of the contract is a "Schedule A Punch List Items" which outlines the Doctor's requested upgrades and estimated costs of those upgrades.

**Town staff have already completed the following repairs:**

- Pressure washed exterior stairs, sidewalks and exterior HVAC and leisure spaces
- Serviced all HVAC units, replaced filters
- Removed popcorn ceiling finish from lobby ceiling
- Painted lobby and lobby ceiling, along with all lobby trim
- Refurbished and rewired all lobby and hallway lighting for LED bulbs, provided the bulbs

**In addition to the contract, Dr. Browning has made a request for the Town to make the following improvements to the facility as itemized on Schedule A.**

- Repair or replace all sinks/faucets (give priority to those that are difficult to operate)
- Replace all flooring in the facility with laminate or equivalent
- Remove all popcorn ceiling in facility, paint all ceiling in facility
- Remove chipping paint in ceiling of drug test restroom, paint ceiling
- Replace 4 exam room cabinets (Combine two cabinets into one sink/cabinet/counter space)
- Install cement handicap accessible ramp in front of building, attach to existing stairs\*
- Repair or replace front entrance doors with more secure doors that can be locked from inside building
- Rewire remainder of light fixtures – convert to LED and supply the bulbs

(\*Note that the building is currently set up for handicap accessibility through the rear entrance. This request is to add an additional handicap ramp to the front entrance.)

The Town Manager requests that Town Council decide who will be the responsible party for any Schedule A Punch List Items, and if allowance will be made for the items (if any). Note that there is no budget for these repairs, and the Doctor will not be charged rent to use the facilities or equipment. At the time of this writing, Town staff have been unable to source a quote to replace the front entrance doors. Ms. Wilkerson shared an update that a quote from Miller Glass was received today in the amount of \$20K to replace the doors. The Doctor petitioned Gadsden County Board of County Commissioners and was approved for \$200,000 in funding from the County to assist with the establishment of his practice.

Councilwoman Nelson asked the question if the Schedule A Punch Lists is included as a requirement of the Town in the contract. Ms. Wilkerson responded that once the Town Council makes decision on the Punch List and responsible party, then the Schedule A Punch List will become part of the official contract. Ms. Nelson inquired that since it is not included in the budget, where would the funds come from. The manager stated they would need to come from another department and the budget is already extremely lean.

Councilman Wesolowski made the motion to approve the contract only at this time. Councilwoman Nelson seconded and motion carried.

The discussion moved to the Punch List items. Dr. Cameron Browning requested to speak and moved to the podium. Dr. Browning shared the age of the building and no upgrades within the past 20-25 years. He shared that he has worked in the past as a AHCA surveyor and he is familiar with the requirements to pass inspection. Dr. Browning shared his requests for upgrades are not egregious. He discussed different items of concerns including the safety concern with regards to the front door as it can only be locked from the outside. He shared that he has already purchased an electronic medical records system (Dr. Newberry was paper based) and other items needed. He will be purchasing new furniture to improve the first impression as everyone knows a first impression is a lasting impression. Dr. Browning shared that a quality environment is needed to provide quality care.



Mayor Pro Tem inquired as to if there is somewhere we can pull money from for this. The Town Manager shared that there is not really anywhere. Projects that could have been pulled, have already been completed as we are late in the budget year. Ms. Wilkerson confirmed that these repairs are not unreasonable. However, the condition of this building is not unique for Havana. There has not been a lot of extra money in the past for building renovations. The Town is providing a building and expensive medical equipment at no cost to the doctor.

Councilman Wesolowski inquired from the doctor as to the money he will be receiving from the county and the use of it. Dr. Browning stated he made a funding request from the county to provide care for the citizens of Havana. It has not been funded at this time. However, Dr. Browning shared that the funds were allotted to provide indigent care to citizens with no insurance or minimal coverage. Councilman Wesolowski asked for confirmation that these funds could not be used for the building and Dr. Browning confirmed that the statement was correct. Much discussion was made in regards to finding the funds for the punch list items. Some suggestions were for the Town to take a loan and the doctor make payments to pay back, looking into grants, fundraising, etc. Dr. Brown reiterated that he does not think it is fair that it is his responsibility to make these upgrades. Dr. Browning shared that if he needed to wait to open his practice until upgrades are made, he is willing to do that. Mayor Pro Tem shared that many citizens here in Town are waiting on the new doctor to open and need healthcare. Both the Town Manager and Dr. Browning both share the same concerns with the need of the citizens and desire to provide care. Both also shared to use their own time to complete work within the facility. Dr. Newberry provided care at the end of his career out of two (2) exam rooms and shut the doors on the other. Councilman Wesolowski inquired if renovations took longer would he be willing to wait until they are completed. Dr. Browning shared upon request from Councilwoman Nelson as to the priorities and he shared it would be the ceilings, plumbing, faucets and a safe locking mechanism. After much discussion among the Town Council and Dr. Browning about the condition of the building, needs in order to provide care, who should be responsible and finding the financial means to pay for these, the decision was to be tabled until the next meeting.

Mayor Pro Tem asked David Wesolowski to come forward if he would like to speak on this subject. David Wesolowski, 310 N Main ST, shared that there are some options. He stated that the Town has to decide how bad do we want a doctor. He shared that there are other options such as working with citizens and people that do this work for a living to get other quotes that would be less. He shared that he feels that the \$80K could probably be accomplished around \$20K. He also mentioned getting some citizens together to work on a fundraising campaign to get citizens and companies to come together for this. Mr. Wesolowski stated that whether the Town does it for the doctor or not, it needs to be done. He is willing to help with the fundraising personally. His last comment was that the last quote he got from the Town for concrete was \$1000 and he got the work done with a private crew for \$250 and he feels there are other options in order to accomplish this.

The Town Manager requested from the council a motion and vote as to what they want to do at this point. She mentioned that if they desire to table and look into other options as David had some really good ideas, and to look at possible local citizens that are willing to donate services or other means to get these punch list items taken care of.

Councilman Seymour made the motion to table and brainstorm other options and come back to the table. Councilman Wesolowski seconded and motion carried.

### Medical Equipment Contract Discussion

Ms. Wilkerson shared that the Town of Havana provided the following equipment for use by Dr. Newberry; Dexascan (USDA Grant), X-Ray (Financed through CCB) and Ultrasound (USDA Grant). Two of these agreements are still active and specify annual lease payments to be made by Dr. Newberry to the Town of Havana. Ms. Wilkerson has discussed the matter with the former Town Manager and he indicated that the Town Council at that time was in agreement to give Dr. Newberry funding annually for his practice to pay for a nurse practitioner and the lease payments were made out of that funding. Essentially, the Town would give him the lease agreement funding and then he would deposit the check and write a check back to the town for that same amount.

Ms. Wilkerson requests Council clarification as to any additional requirement for Dr. Newberry to pay any part of this agreement, which is still active. If not, the Manager requests Council approval to formally terminate the X-Ray Lease Agreement with no additional monies owed by Dr. Newberry. As Dr. Browning will be taking over use and maintenance of the x-ray equipment, he will also need to sign a lease agreement. Does Council wish to



require Dr. Browning to pay any lease payments toward the use of the equipment? If not, the Manager requests Council approval to work with the Town Attorney to draft, negotiate and have the mayor execute a lease agreement strictly for the use and care of the equipment. She recommends either no costs or low cost to Dr. Browning and to keep in mind this is all contingent that Dr. Browning accepts the contract for the use of the facility.

Councilman Wesolowski shared that the Town should terminate and allow the Town Manager and the Attorney to work up an agreement for Dr. Browning. Ms. Wilkerson asked for confirmation as to if the Council desires no cost or minimal cost. The Town Attorney made a comment that there probably should be a minimal cost such as \$10/year for adequacy and consideration purposes but it can be worded for the doctor to use and perform upkeep. Also, a reminder that in previous action, the Council approved the agreement but not the punch list. Therefore, Dr. Browning will not be able to enter into the agreement until the punch list discussion is completed.

Councilwoman Nelson shared the costs of each of these pieces of equipment. Ms. Wilkerson also shared that the Town purchased the X-Ray equipment thru a loan at Capital City Bank and that the residents of the Town helped pay for this. The other two items were purchase thru USDA grants.

A motion was made by Councilman Wesolowski to terminate the agreements with Dr. Newberry and for the Town Manager and the Attorney to work together to draw up an agreement for Dr. Browning to pay a minimal cost for the use and upkeep of the equipment. Councilwoman Nelson seconded and motion carried.

### Code Enforcement Presentation

Ms. Wilkerson shared that this is an informational item only and that Chief Kenny Lewis and Code Enforcement Specialist TJ Crawford have prepared a short presentation for Council to explain our Code Enforcement Process and to discuss our Town's focus and strategy on tackling code violations town-wide. Chief Lewis shared an outline of the process for code enforcement. In the past the Town have been re-active code enforcement department and currently working toward being more pro-active. The goal is to clean up the Town but not to harass. This is not a monetary value process but to encourage citizens to take pride in the Town. The goal is not to make money or harass people but to educate and encourage citizens to take pride in their property and community. The chief shared that TJ Crawford has other duties along with code enforcement including dispatch supervisor and evidence analyst. Chief Lewis opened it up for any questions.

Councilwoman Nelson inquired as to the response from the citizens. Chief Lewis stated that so far it has not been bad. He shared that in some circumstances the property owners do not live here in Havana. They are trying to educate owners as to the process. TJ Crawford shared that it has been a communication and educating process and most are receptive and want to comply. Chief Lewis shared that in the situations of no response or negative response, they will follow the process as outlined. Mayor Pro Tem inquired as to how they target people. Chief Lewis shared that they do not target people. TJ stated that he has been riding the roads all over town making notes in order to try and keep track due to the volume of violations and under the guidance of the Town Manager and the Chief of Police. He is also willing for any council member to come and ride with him or contact him with any questions. Mayor Pro Tem inquired if a citizen has to complain. TJ stated that if he sees a violation he can follow up on it but also on any citizen complaints as well. Chief Lewis shared that prior to now, code enforcement was in a folder. Currently they are entering into the CADD system for easier access and reference. Mayor Pro Tem stated his request is that the Town be consistent and fair. Chief Lewis and TJ stated that a lot of time the response from the person dictates the resolution and timing. Councilwoman Nelson inquired as to how it will be handled if there is a citizen that cannot physically or financially afford it, how will these be handled. Chief Lewis stated nothing so far has come up but it has been discussed. Someone suggested community service hours. However, the Town will not take on the responsibility of monitoring these individuals. If an individual wants to take on this responsibility, they are not against it.

### Rate Resolution – Water/Sewer Rates – MOVED TO JULY 29, 2025 MEETING



### Schedule FY26 Budget Hearings

Ms. Wilkerson shared that the Town must schedule our first and final public budget hearings on a different date than those of both the Gadsden County School Board and the Gadsden County Board of County Commissioners. Hearings must be held after 5pm. The second hearing must take place within 15 days of the final hearing. The second hearing must be held 2-5 calendar days after the advertisement appears in the newspaper.

The Gadsden County School Board has selected 9/4/25 for their final Budget Hearing. GCSBOCC has selected 9/16/25 and 9/30/25 for their first and final hearings, respectively.

The Town Manager requests Council approval to schedule either Option A or Option B, noting that there will not be any other "mid-month" meeting in addition to two Public Hearings for Budget and our regular meeting scheduled for 9/30/2025.

#### Option A

- Request to schedule 1<sup>st</sup> Public Hearing to Adopt the Tentative Millage Rate and Tentative FY26 Budget: **September 8, 2025 @ 6:00 PM**
- Request to schedule Final Public Hearing to Adopt the Tentative Millage Rate and Tentative FY26 Budget: **September 22, 2025 @ 6:00 PM**

#### Option B

- Request to schedule 1<sup>st</sup> Public Hearing to Adopt the Tentative Millage Rate and Tentative FY26 Budget: **September 15, 2025 @ 6:00 PM**
- Request to schedule Final Public Hearing to Adopt the Tentative Millage Rate and Tentative FY26 Budget: **September 29, 2025 @ 6:00 PM**

Ms. Wilkerson noted that the Budget Hearings are important for all council members to attend if possible and depending on the millage discussion, if there is an increase there could be a requirement.

Councilman Wesolowski made the motion to approve Option B of dates September 15, 2025 and September 29, 2025 for the budget hearings. Councilman Seymour seconded and motion carried.

### Florida Recovery Obligation Calculation (F-ROC) – Opt In

Ms. Wilkerson shared that items 08, 09, 10 are examples of good items for consent agenda items in the future if council is interested. The Town Manager shared that the Florida Division of Emergency Management has created a program called Florida Recovery Obligation Calculation (F-ROC) which is designed to streamline the public assistance process with the goal of a quicker recovery for applicants. It is a requirement to complete the Opt-In annually if interested and she is requesting the council's approval to opt-in this year.

Councilman Wesolowski made a motion to approve the F-ROC opt-in for this year. Councilwoman Nelson seconded, and motion carried.

### Establish New Accounts – Capital City Bank

The Town Manager is requesting the council's approval to open a new account at Capital City Bank for the donations to the Public Safety Complex for equipment and furnishings in order to segregate these funds. Ms. Wilkerson is also requesting approval to move two accounts to Capital City Bank or whichever financial institution offers the best return rate on the Town's money. Capital City Bank is requesting approved minutes in order to open the accounts.

Councilman Wesolowski made a motion to approve the new accounts. Councilman Seymour seconded and motion carried.

### FDOT Highway Maintenance Contract – Resolution 2025-06R

The Manager requests Council approval to execute the attached contract with FDOT for highway maintenance on State Roads 63, 159 and 12 which includes mowing, litter removal, sweeping and edging. This town staff



have been performing these duties for years. The three (3) year contract will be for October 1, 2025-September 30, 2028.

Councilman Wesolowski made a motion to approve Resolution 2025-06R. Councilman Seymour seconded and motion carried.

### Lincoln Avenue – Waterline Extension - Increase

The Lincoln Avenue waterline project has been completed. During this project, there is a portion of the water main that was not part of the original scope that is a 2" instead of a 6" main. Don Harrison, Street Supervisor, did all of the legwork and reached out to NWFWM for approval to give us additional \$7500. Approval was received and Ms. Wilkerson is asking for approval to do a change order for the original contractor, WSN Construction, to go ahead and finish this extra length for an additional \$7500.

Councilman Seymour made a motion to approve and accept the additional funding for the project and also for the change order to be completed. Councilwoman Nelson seconded and motion carried.

### Town Manager Report

Ethics Training Reminder for all council members. Must be completed yearly. Please notify the clerk when completed.

Financial Disclosure for all council members is due 7/1/2025.

Fire Department & Waterworks Building - signs are installed and look great. Original Fire Department sign will go into the Fire Department side if the department is ok with this.

Vacancies –Water Technician

3<sup>rd</sup> Street MSCOP - Complete

Lincoln Water Upgrade - Complete

Substation Repairs – Bank B Transformer Repairs – Started 06/23/2025

WWTP – Digester and Equalization Tank repairs are Required

WWTP – Digester Inspection – Inspection completed 6/4, Report & Quote pending for the repairs that are required. Permanent Fencing completed.

Police – statistics attached and on the table.

Fire – total calls 26 (24 in county – 2 in Town)

Fire ISO inspection on 6/17/2025. Inspection went well. Punch list items were purchased all items and the inspector allowed the information to be submitted before he completed his report. Ms. Wilkerson publicly thanks the community for their generosity and all of the VFD for their hard work to accomplish this. Currently waiting on the results but she feels confident that it is going to be a significant improvement.

### Motion to Pay the Bills

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

### Recognition of Council Members

Councilwoman Nelson shared that the fire department sign looks great. She also would like to thank the Town Manager and the Clerk for all the hard work to keep the Town running. Excited and anxiously waiting for the ISO results

Mayor Pro Tem is excited and ready to break ground. Ms. Wilkerson shared that the project is at the County now. There will be a public ground breaking coming soon.

David Wesolowski, 310 N Main ST, requested to speak and it was allowed by Mayor Pro Tem Reed. Mr. Wesolowski shared that he wanted to know what it would take to get on the agenda to discuss zoning and the council to repeal the business tax licensing. He stated he thought he was going to speak at the zoning workshop



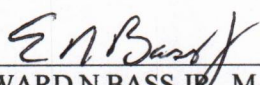
but he did not know it would not be allowed. Mr. Wesolowski shared that according to Reena no business tax licenses have been denied and the Town has a moratorium on the internet cafes. He feels that repealing the business tax license which would be a small move monetarily on the budget but would send a huge message that the Town of Havana wants businesses. Every year the Town increases rates and millage rates and the Town should look into other avenues to get income.

Councilman Wesolowski inquired to the Town Manager as to when and how the zoning process will be discussed. The Town Manager shared that all items discussed at the workshop will be on the next meeting's agenda and it is up to the Town Council to discuss and decide what if any needs to be amended. The Town Attorney, Jody Finklea, confirmed that this is an ordinance and an amendment to the ordinance is required in order to make changes. If at the meeting, council would like changes made, the council can instruct the Town Manager and the Town Attorney to come up with the ordinance to be voted on.


### Motion to Adjourn

Councilwoman Nelson made motion to adjourn the June 24, 2025, council meeting. Councilman Seymour seconded, and motion carried.

Mayor Pro Tem Reed adjourned the meeting at 7:20pm.

  
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EDWARD N BASS JR., MAYOR

ATTEST:

  
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Shrylan R. Alexander, Town Clerk

