

# Town of Havana

## Agenda Request

Date of Meeting: February 24, 2026  
Item Number: 5a  
To: Honorable Mayor and Members of the Council  
From: Kendrah G. Wilkerson, Town Manager  
Subject: Meeting Minutes – Request for Approval

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**Summary:**

Attached for Town Council review and approval are the minutes from the following meeting:

December 16, 2025 – Regular Council Meeting  
January 13, 2026 – Special Council Meeting

**Options:**

1. Approve Consent Agenda item
2. Do not approve
3. Council Direction

**Town Manager's Recommendation:** OPTION 1

**Attachment(s):**

Meeting Minutes

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Motion By: \_\_\_\_\_

# Yes: \_\_\_\_\_

Second By: \_\_\_\_\_

# No: \_\_\_\_\_

# Town Of Havana

## Regular Council Meeting

### December 16, 2025 – 6:00pm

## Meeting minutes

### Call to Order

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

### Roll Call

A roll call confirmed the presence of the following council members including Councilwoman Tabatha Nelson, Group 2, Councilman Matt Wesolowski, Group 3, Mayor Pro Tem Lawrence Reed, Group 5, Mayor Eddie Bass, Group 6 and Councilman Howard McKinnon, Group 7, ensuring a quorum for the meeting. Councilwoman Penny Key, Group 1 and Councilman Landon Seymour, Group 4 were not in attendance.

### Set the Agenda

Councilman McKinnon made the motion to set the agenda. Councilman Wesolowski seconded and motion carried.

### Recognition of Visitors

David Wesolowski – 306 N Main ST, Havana, FL

Mr. Wesolowski states he is curious about what are Havana's guidelines for a citizen led initiative/petition to get something on the ballot for the town charter. He states he knows Gadsden and Quincy handle the elections for the town but believes they just do what the town advises. He inquired what the guidelines are to get something on the agenda for amendments such as with a Citizen led petition. Attorney Finklea shared There is a Charter provision for amending the charter that he would need to review, but statute does allow for citizens. Mr. Wesolowski stated he thinks under FL Statute there is protection for the town if they want to do something via petition to get something on the ballot if the council doesn't want to.

### Consent Agenda Items

Councilwoman Nelson made a motion to approve the Consent Agenda items. Councilman McKinnon seconded and motion carried.

### Old Business

#### Old Elementary School Resolution 2025-14R-12

Ms. Wilkerson, Town Manager, requests approval of Resolution 2025-14R-12 which updates the fines owed by the owners through December 16, 2025, to \$546,015.00. Ms. Wilkerson shared that the owners have cleared up all non-compliance with DEP. However, at this time, no zoning application has been submitted and no permits from Gadsden County have been approved.

Councilwoman Nelson made a motion to update the fines on Resolution 2025-14R-12. Councilman McKinnon seconded, and motion carried.

## New Business

### Code Enforcement Presentation

Ms. Wilkerson shared that at the November 18, 2025, council meeting, Council requested that HPD Code Enforcement do a presentation at the next Council meeting (tonight) to discuss the code enforcement process.

Chief Kenny Lewis shared an overview that included the process of Code Enforcement and that the goal was to work with the citizens to resolve the violations to increase/maintain value of property as well as the environment. He shared some of the challenges which included elderly, costs, and lack of knowledge on the codes. He is willing to provide quarterly updates and hold workshops to help educate the community.

Mayor Pro Tem shared that his concern is that the Town exhibits consistency and fairness. Chief Lewis stated that the records show that most citizens want to do the right thing. He stated they contact the owners to work toward a solution. In some instances when needed, Code Enforcement Officer TJ Crawford finds resources when available to help resolve the deficiencies. Chief Lewis shared that with regards to the owner on 9<sup>th</sup> Avenue, he has refused all contacts and communications. The same response that has been given by the owners of the Old Elementary School.

Mayor Pro Tem Reed stated he does believe that code enforcement is doing a great job but would like to make sure that there are no doors left open for anyone to have legal action against the Town. He stated that it is a big step to put a lien on someone's personal property. Chief Lewis stated that the only citizens that make it to the Town Manager and the Council are those that are non-compliant.

Councilman McKinnon stated he feels the process is fair and that the Town does try to work with citizens. Mayor Pro Tem inquired if it was possible for the Town to go on the property to clean up. Attorney Jody Finklea stated if it is to take care of a nuisance, yes. Chief Lewis stated they have all documentation that proves their attempt to assist has been ignored.

Chief Lewis shared that the Municode is not clear and not easily accessible. He said he would like the council to consider revamping it to be more current and there be education for the community.

David Wesolowski spoke to offer a possible solution of himself and Mayor Pro Tem Reed going to speak to the property owner on 9<sup>th</sup> Avenue to possibly come up with a solution. He stated that the Town has set a precedent with the old elementary school because for all these years the Town has been accessing fines on the lien with no further action.

Councilman McKinnon made a motion to table and discuss at the next meeting. Councilwoman Nelson seconded and motion carried.

### Sewer Update

Ms. Wilkerson shared that on November 25, 2025, the town staff met with members of Talquin to look at current infrastructure and needs to Havana. The Town staff have also met with two certified WW operators to discuss the possibility of future partnership. On 11/28/2025 and also on 12/4/2025, a RFP for management of our WW system was published in the Democrat, and on 12/10/25, a tour of facilities was conducted for any interested parties. There were 12 people in attendance on the tour, four of which were town employees. All proposals received will be opened publicly in Council Chambers on January 7, 2026.

Ms. Wilkerson stated this is an update only.

### CRA Update

Ms. Wilkerson shared that at the presentation of the FY24 audit, council were notified of the requirement that CRA funds be kept in a separate checking account. Staff have requested that our auditor confirm what the starting balance should be before any transfer is made into account. Currently, the staff have not located a CRA plan. The two governing documents and maps located by staff are in the council packet for council review.

Ms. Wilkerson stated that this is an update only.

### Special Events Permits

Ms. Wilkerson shared that the Town has received two special event permits for Council review. Martin Luther King parade permit and a Food Giveaway @ Town Hall. Sponsors of the MLK parade have requested law enforcement for the procession in the Town limits. Gadsden County will need to cover anything outside of Town limits. Any approval by the Council is contingent on required items.

Councilman McKinnon made the motion to approve both Special Events Permits. Councilman Wesolowski seconded, and motion carried.

## Electric Department Bucket Truck Replacement

The Town Manager requested the Council approval to start the process to purchase a new Bucket Truck for the electric department. The item is budgeted at \$50,000/year. Our current bucket truck has required significant repairs and recently stopped working during the hanging of Christmas lights. Since there are no spares, the Town cannot afford to have a breakdown during a power outage.

Electric Superintendent has priced a new truck that will meet our needs at est. \$240,000. The Town can finance this truck for approximately \$50,000 per year for 72 months. He is also working with vendors to try and locate a used truck as an alternative to purchasing a new truck.

Ms. Wilkerson requests Council approval to select and purchase a bucket truck, with the goal to find a suitable used one but if one is not available, to purchase a new truck, and to also authorize the Mayor or Manager to sign any related loan documents to finance the vehicle. A quote from July 2025 of a sample truck/terms that was acquired during the budget process is included in council packet. However, prices have gone up some since then.

Councilman Wesolowski shared that he recommends the Town staff look for a used one. If one cannot be found, then the Town Manager should come back to the Council for approval to purchase a new one. Ms. Wilkerson stated that they have been watching for one with no luck so far. The need for a bucket truck is an urgent need. Mr. Wesolowski inquired as to how long they had been searching for a used truck. Ms. Wilkerson inquired of Councilman Wesolowski as to his hesitation of the Town Manager using her discretion. Councilwoman Nelson proposed the question of do these trucks have to be made or how easy are the servicing limits. Ms. Wilkerson stated that she will get the limit of servicing and share with the Council.

Mayor Pro Tem made the motion to buy a used truck within a few weeks and if that is not possible, then for a new bucket truck to be purchased. He doesn't want to wait too long. Councilman McKinnon seconded and motion carried with a vote of 4 to 1 in favor with Councilman Wesolowski voting against the motion.

Councilwoman Nelson asked if there was any value to sale the old truck. Ms. Wilkerson stated that it could be done at Public Auction, but most others are surpluses for right of way trimming. Councilman McKinnon inquired to the condition of Digger Derrick. The Town Manager stated that it is not used as much. Mr. McKinnon suggested considering for future to replace Digger Derrick due to age. Ms. Wilkerson stated it is functional and used but she will get specs for the future. Councilwoman Key made a motion to approve the consolidated lease agreement. Second made by Mayor Pro Tem Reed and motion carried.

## Grant Award – Resilient Florida Adaption Plan

Ms. Wilkerson requested approval from Council to accept the Resilient Florida – Adaption Plan grant that was applied and approved in the amount of \$305,700. The Vulnerability Assessment was accepted by DEP.

Mayor Pro Tem Reed made the motion to accept the Resilient Florida Adaption Plan grant in the amount of \$305,700. Councilman Wesolowski seconded and motion carried.

## Town Manager Report

Ms. Wilkerson, Town Manager, gave the following updates:

- Dr. Browning – Medical Facility Update – Finishing up the final touches and staff painting the parking.
- Annual Ethics Training Reminder – Last call for annual 4 hours of ethics training requirement. Once completed, please notify the Clerk.
- The Public Safety Complex is coming along. Currently waiting for supplies to be delivered.
- Town Vacancies - Street Department & Town Clerk and another Street Department vacancy will open 12/19 due to retirement of current employee. Reena Alexander, Town Clerk, has agreed to stay part-time as needed until the new Town Clerk is hired.
- Downtown - striping - pending
- Several grant applications are currently pending.

Sewer Update

- RFP Sewer Services – Facilities Tour 12/10/25 & Public Proposal Opening 1/7/26
- SRP Application
- Legislative appropriations requests are at the Capital to replace two lift stations (\$1.7 million)

#### Havana Police Update

- Police Stats

#### Havana Volunteer Fire Department Update

- New Brush Truck – finalizing to get it into rotation
- Fire Stats

#### Upcoming Events

- Town Hall Closed – Christmas Eve @ Noon, 12/25, 12/26
- Town Hall Closed – New Years Eve (12/31 @ Noon)
- Town Hall Closed – New Years Day (1/1)
- MLK Parade – 1/16/26
- Food Giveaway @ Town Hall – 1/24/26

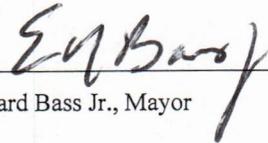
### Recognition of Each Council Member

None

### Motion to Adjourn

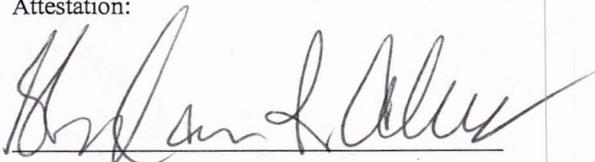
Councilman McKinnon made a motion to adjourn the December 16, 2025, council meeting. Councilman Wesolowski seconded, and motion carried.

Mayor Bass adjourned the meeting at 6:49pm.



Edward Bass Jr., Mayor

Attestation:



Shrylan R. Alexander, Town Clerk

