

Town Of Havana

Regular Council Meeting

November 18, 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 Penny Key, Group 1, Councilman Matt Wesolowski, Group 3, Mayor Pro Tem Lawrence Reed, Group 5, Mayor Eddie Bass, Group 6 and Councilman Howard McKinnon (via phone), Group 7, ensuring a quorum for the meeting. Councilwoman Tabatha Nelson, Group 2 and Councilman Landon Seymour, Group 4 were not in attendance.

Set the Agenda

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

Recognition of Visitors

Michael Shellman - 901 Circle DR, Havana, FL

Mr. Shellman shared his concern with the information in the Havana Herald showing a \$660K difference in revenue and expense and the increase in millage rates.

Town Manager, Kendrah Wilkerson stated that the difference is not an excess but a transfer to the General Fund that is required in order to cover costs that don't generate revenue.

Mr. Shellman made suggestions to raise taxes or create another tax or fee to cover these costs. Citizens have no control over utilities but it is not fair to the elderly people.

Consent Agenda Items

Mayor Pro Tem Reed requested that Item 5d - 605 E 9th AVE Nuisance - Resolution for Lien 2025-13R-11 be pulled from Consent Agenda items and moved to Old Business for discussion.

Councilman Wesolowski made a motion to move this item to Old Business and to approve the remaining Consent Agenda Items. Councilwoman Key seconded and motion carried.

Old Business

Old Elementary School Resolution 2025-14R-11

Ms. Wilkerson, Town Manager, requests approval of Resolution 2025-14R-11 which updates the fines owed by the owners through November 18, 2025, to \$532,015.00. Ms. Wilkerson shared that the owners have cleared up all non-compliances with DEP. However, at this time, no zoning application has been submitted and no permits from Gadsden County have been approved.

Councilwoman Key made a motion to update the fines on Resolution 2025-14R-11. Councilman Wesolowski seconded, and motion carried.

605 E 9th AVE Resolution 2025-13R-11

Ms. Wilkerson, Town Manager, requests approval of Resolution 2025-13R-11 which updates the fines owed by the owners through November 18, 2025, to \$11,115.00. Ms. Wilkerson is requesting approval of the resolution and for the Town Clerk to record this resolution in the public records of Gadsden County, Florida. There have been no cleanup efforts and no response from the owners. The Police Chief and Code Enforcement Officer had a verbal discussion with Mr. MacDonnell at his residence on 10/1/2025, at which Mr. MacDonnell claims he had received no notices of the liens. Instructions were given to the owner in regards to what is required to clear this up. As of today, no contact has been made with the Town staff nor Code Enforcement.

Mayor Pro Tem Reed shared that he believes code enforcement is doing a great job. However, he questioned if code enforcement and the Town are being consistent and being fair. Councilman Wesolowski mentioned that in other places, the Town staff will go and clean up and charge the owners. Mayor Bass shared that he had spoken to code enforcement and that all other nuisances have been resolved after speaking with owners. Police Chief Kenny Lewis shared that where the owner's wife parks has been mowed. Mr. Reed reiterated that he wants to ensure that the Town is being fair.

Mayor Pro Tem Reed made a motion to table this item without vote until the next council meeting. Councilman Wesolowski seconded and the motion carried.

New Business

FY2024 Audit Presentation & Acceptance

Ms. Wilkerson requested the council's permission to allow auditor, Chris Moran, to present the FY2024 audit report. Upon conclusion, she requests the Town Council to accept the report via motion and vote.

Chris Moran, Moran & Smith LLP, presented that this audit has been the most timely audit in the past several years. He recommended to the Town Council to meet with him individually to review the audit in detail at their convenience. Mr. Moran reviewed the audit and commented that the Town should be proud of the accomplishment as this audit shows the Town in a much better cash position. He did recommend separating the CRA (Community Redevelopment Association) money and bringing it into compliance. This was established in 1996 and should be ready to sunset in 2026. He recommended working with the Town Attorney and deciding what to do. He shared that some municipalities have given the money back to the county. The Town Manager shared that staff have been unable to locate the CRA plan. The ordinances were located but the plan is not in them. She shared it is simple to separate the money but the council would need to vote on a plan in order for her to feel confident and the Town be in compliance. There was a discussion on sewer and Mr. Moran shared that grants keep municipalities going as most are unable to continue raising rates and no way to make a profit. Mr. Moran reiterated that the Town has come a long way over the past few years and is going in the right direction.

Councilman Wesolowski made the motion to accept and approve the FY2024 audit. Councilwoman Key seconded, and motion carried.

Town Manager Evaluation

Ms. Wilkerson shared that the Town Council voted at the October 28, 2025 meeting to complete a written evaluation of the Town Manager and return it to the Town Clerk. The Council provided the following written recommendation to approve an increase and to retroactively compensate the manager for missed salary increases that were approved for Town Staff.

Councilman Wesolowski asked if the Town's budget can afford this recommendation. Ms. Wilkerson stated these funds are budgeted and also recent vacancies have allowed for additional money in the budget. Councilman Wesolowski stated that he feels Ms. Wilkerson has done a great job and an asset to the Town and if the budget allows, he is in agreement. He also stated that going forward the evaluation and discussion should be done before budget meetings. Mayor Pro Tem and other council members all shared compliments of the work that Ms. Wilkerson has accomplished.

Councilwoman Key made the motion to approve the current and retroactive pay increases. Mayor Pro Tem Reed seconded and motion carried.

- Town Vacancies - Street Department currently has a vacancy and an upcoming vacancy mid December due to an employee retiring.
- Downtown - striping is still on the radar
- Several grant applications are currently pending.

Sewer Update

- SRF - 100% funded to fix sewer
- Draft RFP - Sewer Services under review by attorney.
- Legislative appropriations requests are at the Capital to replace two lift stations (\$1.7 million)

Havana Police Update

- Police Stats
- Traffic control for Direct Auto Exchange - Food Giveaway on Wednesday, 11/19/25

Havana Volunteer Fire Department Update

- Waiting on ISO Rating
- Fire Stats

Miscellaneous

- Town Manager is out of the office on Monday, 11/24, to attend funeral
- The governor gave an additional date of Wednesday prior to Thanksgiving. Ms. Wilkerson requested Council's approval to close Town Hall at noon on Wednesday. Council agreed.

Recognition of Each Council Member

Mayor Pro Tem Reed thanked the Town Manager for her work and to keep it up. Councilman Wesolowski stated to keep in mind that he is continuing to request council to be thinking about ways for a Rollback Rate and Budget ideas.

Motion to Adjourn

Councilman Wesolowski made a motion to adjourn the November 18, 2025, council meeting. Councilwoman Key seconded, and motion carried.

Mayor Bass adjourned the meeting at 7:05pm.

E. Bass Jr.

Edward Bass Jr., Mayor

Attestation:

Shrylan R. Alexander

Shrylan R. Alexander, Town Clerk

