



Town Council Meeting

July 25, 2022 at 6:00 PM

**Howey-in-the-Hills Town Hall
101 N. Palm Ave.,
Howey-in-the-Hills, FL 34737**

MINUTES

Mayor MacFarlane called the Town Council Meeting to order at 6:00 p.m.
Mayor MacFarlane led the attendees in the Pledge of Allegiance to the Flag.

Motion made by Councilor Lehning to allow Councilor Gallelli to participate and vote via Zoom due to extenuating circumstances; seconded by Mayor Pro Tem Conroy. Motion approved unanimously by voice vote.

ROLL CALL

Acknowledgement of Quorum

MEMBERS PRESENT:

Councilor George Lehning | Councilor Marie V. Gallelli (via Zoom) | Councilor Rick Klein | Mayor Pro-Tem Ed Conroy | Mayor Martha MacFarlane

STAFF PRESENT:

Sean O'Keefe, Town Administrator | John Brock, Town Clerk | Morgan Cates, Public Works Director | Tom Wilkes, Town Attorney (via Zoom) | Azure Botts, Code Enforcement Officer

AGENDA APPROVAL/REVIEW

Motion made by Mayor Pro-Tem Conroy to approve the meeting's agenda; seconded by Councilor Klein. Motion approved unanimously by voice vote.

Voting

Yea: Councilor Lehning, Councilor Gallelli, Councilor Klein, Mayor Pro-Tem Conroy, Mayor MacFarlane

Nay: None

CONSENT AGENDA

Routine items are placed on the Consent Agenda to expedite the meeting. If Town Council/Staff wish to discuss any item, the procedure is as follows: (1) Pull the item(s) from the Consent Agenda; (2) Vote on the remaining item(s); and (3) Discuss each pulled item and vote.

1. The approval of the minutes and ratification and confirmation of all Town Council actions at the July 11, 2022 Town Council Meeting.

2. The approval of the minutes and ratification and confirmation of all Town Council actions at the July 13, 2022 Town Council Budget Workshop Meeting.

Motion made by Mayor Pro-Tem Conroy to approve all items on the Consent Agenda; seconded by Councilor Lehning. Motion approved unanimously by voice vote.

Voting

Yea: Councilor Lehning, Councilor Gallelli, Councilor Klein, Mayor Pro-Tem Conroy, Mayor MacFarlane

Nay: None

PUBLIC HEARING

3. Consideration and Approval: (Second Reading) **Ordinance 2022-015 - Code Enforcement Citation**

Martha MacFarlane, Mayor, read Ordinance 2022-015 by title only:

AN ORDINANCE OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA, PERTAINING TO CODE ENFORCEMENT; REVISING CHAPTER 8 OF THE TOWN'S CODE OF ORDINANCES TO AUTHORIZE THE TOWN TO USE A CODE ENFORCEMENT CITATION PROGRAM; DESIGNATING CODE ENFORCEMENT OFFICIALS; PROVIDING FOR PROCEDURES, INVESTIGATION OF VIOLATIONS, AND THE ISSUANCE OF CITATIONS; PROVIDING FOR THE PAYMENT OF FINES, COURT HEARINGS AND ADOPTING A SCHEDULE OF CIVIL PENALTIES AND FINES; PROVIDING FOR SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.

Mayor MacFarlane asked Code Enforcement Officer, Azure Botts, if she had anything that she would like to add. Officer Botts explained the process that Code Enforcement goes through when working with property owners.

Mayor MacFarlane opened Public Comment for this item only. Seeing as there was no comment, Mayor MacFarlane closed Public Comment.

Motion made by Mayor Pro-Tem Conroy to approve Ordinance 2022-015; seconded by Councilor Klein. Motion approved unanimously by roll-call vote.

Voting

Yea: Councilor Lehning, Councilor Gallelli, Councilor Klein, Mayor Pro-Tem Conroy, Mayor MacFarlane

Nay: None

OLD BUSINESS

None

NEW BUSINESS

4. Discussion: **Parks & Recreation Board Plan for Parks Expansion in FY23**

Mayor MacFarlane asked Public Works Director, Morgan Cates, to introduce and explain this topic. Mr. Cates read the Parks and Recreation Board's plan to expand the parks. This plan included recommending park expansions in Central Park to include adding sunshade over swings, adding electrical outlets and water misting fans to the covered seating area, expanding the basketball court to regulation size, replacing the water fountain with a new dog-friendly fountain, and adding a kid-sized basketball court. Other expansion plans included creating a new expanded entrance off Lakeshore Blvd. for Sara Maude Mason Nature Preserve, creating a design plan for Pine Park (Venezia Park), repairing

some of the Town's finger piers, and continuing the repair of the Sara Maude Mason Nature Preserve boardwalk.

Mayor MacFarlane said that adding a pickleball court on the Central Park Basketball area would be oriented east-west, which would not be optimal. Mayor MacFarlane also suggested that the Town needed to reach out to Mission Inn about utilizing their courts for a Town League.

Councilor Klein recommended against adding water misters to the Central Park, stating that maintenance on the misters would be high. Mayor MacFarlane recommended against adding power outlets to the Central Park gazebo, stating that people would not be careful with the outlets and would pull them out.

Pat Miller, Parks and Recreation Board Member - Mrs. Miller asked about covering the chains on the swing sets in Central Park and Griffin Park. Mr. Cates stated that this would be done.

5. Consideration and Approval: **Resolution 2022-002 Establishing Fees for Grove Square**

Martha MacFarlane, Mayor, read Resolution 2022-002 by title only:

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA; AMENDING THE TOWN OF HOWEY-IN-THE-HILLS' FEE SCHEDULE TO ADOPT A GROVE SQUARE RENTAL FEE SCHEDULE; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Mayor MacFarlane asked Public Works Director, Morgan Cates, to introduce and explain this item. Mr. Cates stated that during the July 14th, 2022 Parks and Recreation Board Meeting, recommendations were made to establish fees for Grove Square to include: \$200.00 per month for food trucks/trailers (exclusive of water/electric); \$20.00 per day for food trucks/trailers (inclusive of water/electric); \$20.00 per day per vendor for future artisan stall spaces. Mr. Cates recommended running a food truck on a trial basis for a month, seeing how much water and electricity it uses, before setting prices.

Mayor MacFarlane did not want the Town to be locked into a price for the food truck spot rental fee and was concerned about the Resolution forcing the Town to charge. Mayor MacFarlane wanted the Town Manager to be able to adjust the fees for the first 12 months as he sees fit and asked Town Attorney, Tom Wilkes if this was possible. Mr. Wilkes said that this would be completed simply by making a motion and not passing a Resolution.

Motion made by Councilor Lehning to instruct the Town Administrator to charge appropriate fees for the use of Grove Square as he sees fit until the Town Council adopts a more appropriate Resolution; seconded by Mayor Pro Tem Conroy. Motion approved unanimously by voice vote.

Voting

Yea: Councilor Lehning, Councilor Gallelli, Councilor Klein, Mayor Pro-Tem Conroy, Mayor MacFarlane

Nay: None

6. Consideration and Approval: **Resolution 2022-003 Proposed Maximum Millage Rate**

Martha MacFarlane, Mayor, read Resolution 2022-003 by title only:

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA, PERTAINING TO THE MILLAGE RATE FOR 2022; SETTING THE GENERAL TOWN MILLAGE RATE OF AD VALOREM TAX NECESSARY TO FUND THE TOWN'S TENTATIVE BUDGET FOR FISCAL YEAR 2022-2023 AS REQUIRED BY SEC. 200.065(2)(a)

OF FLORIDA STATUTES; SETTING THE DATE, TIME AND PLACE OF THE FIRST PUBLIC HEARING ON THE TAX LEVY AND BUDGET FOR FISCAL YEAR 2022-2023; PROVIDING FOR OTHER RELATED MATTERS AND AN EFFECTIVE DATE.

Mayor MacFarlane asked Town Administrator, Sean O'Keefe, to explain this item. Mr. O'Keefe explained that setting a maximum millage rate and setting a date and time for the Town's tentative millage/budget hearing was necessary to complete prior to August 1st. Mr. O'Keefe said that the maximum millage rate should remain the same as the previous year's rate of 7.5 mills and that the hearing should be scheduled for Thursday, September 8, 2022 at 5:05 p.m.

Mayor MacFarlane opened Public Comment for this item only. Seeing as there was no comment, Mayor MacFarlane closed Public Comment.

Motion made by Councilor Lehning to approve of Resolution 2022-003; seconded by Mayor Pro-Tem Conroy. Motion approved unanimously by roll-call vote.

Voting

Yea: Councilor Lehning, Councilor Gallelli, Councilor Klein, Mayor Pro-Tem Conroy, Mayor MacFarlane

Nay: None

7. Consideration and Approval: **Appointment of Town Councilor Vacancy**

Mayor MacFarlane introduced and explained this item. Mayor MacFarlane explained that the Town had not had anyone apply to be the interim Town Councilor, filling the seat that Mayor Pro Tem Conroy would be resigning from after this meeting. Mayor MacFarlane stated that someone had asked if they could fill Mayor Pro Tem Conroy's seat, even though they would not be eligible to run for his empty seat due to not meeting the residency requirement.

DEPARTMENT REPORTS

8. Town Hall

Town Clerk, John Brock, gave his report. Mr. Brock reminded the audience that there would be three Town Councilor seats up for election this year, seats 1, 2, and 3, and that the Election Qualifying Window would begin at noon on August 8th. Mr. Brock also reminded everyone that the final day of the Election Qualifying Window was at noon on Friday, August 19th and that if anyone had any questions to see him. Mr. Brock also reminded the audience that the Charter referendum was coming up for vote on August 23rd and that there would be an informational meeting for Town residents to explain the Charter referendum at the Town's library at 6:00 p.m. on July 26th.

9. Town Administrator / Finance Manager - Finance and Development Reports

Town Administrator, Sean O'Keefe, stated that the borders for the Town playground areas and new picnic tables had arrived in Town and would soon be set up. Mr. O'Keefe said that there had been an FGUA kickoff meeting earlier in the day for staff and representatives from FGUA and Kimley Horn. Mr. O'Keefe also reminded everyone that there would be a Budget Workshop meeting on Wednesday July 27th at 2:00 p.m.

COUNCIL MEMBER REPORTS

10. Mayor Pro-Tem Conroy

Mayor Pro- Tem Conroy stated that it had been a fun 9 years serving on Town Council and thanked Mayor MacFarlane.

11. Councilor Lehning

Councilor Lehning explained that he noticed the Town's electronic sign was missing a hyphen on the sign. Councilor Lehning also said he wanted to know what was going on with annexation. Mr. O'Keefe stated that there are some issues with the Town's current ISBA agreement and the Town was trying to get it updated to make annexation easier.

Councilor Lehning asked if there was any new news about Thompson Grove. Mr. O'Keefe explained that there was nothing new. Councilor Lehning suggested perhaps hiring a consultant or trying to get someone for free to assist the Town on getting more commercial tenants in Downtown and creating a Walkable Downtown area.

12. Councilor Gallelli

Councilor Gallelli thanked Ed Conroy for all of his years of service. Councilor Gallelli asked how extensive the fiber optics were going to be installed in Town. Mr. Cates explained that the installation of fiber from Centurylink was fairly extensive, and the fiber could be used for data. Councilor Gallelli also asked what was entailed in creating a Chamber of Commerce in Howey.

13. Councilor Klein

Councilor Klein stated that he would not be seeking reelection for the next term, but he would be finishing his term. Councilor Klein suggested that the Town Council should restore the old pay rates for the Town Councilor's salaries. Mayor MacFarlane stated that the Town Councilor pay could be talked about in the next Budget Workshop.

14. Mayor MacFarlane

Mayor MacFarlane had nothing to report.

PUBLIC COMMENTS

Any person wishing to address the Mayor and Town Council and who is not on the agenda is asked to speak their name and address. Three (3) minutes is allocated per speaker.

Doug Hower, 444 Bellissimo Place – Mr. Hower stated that everyone should have received their new voter registration cards and that Howey was now a split precinct, but both precincts would be voting at the Howey library annex. Mr. Hower stated that everyone can go to Lakevotes.gov to see their sample ballots. Also, the Lake County Supervisor of Elections has begun using BallotTrax to track citizen's vote by mail ballots for them.

Banks Helfrich, 9100 Sam's Lake Road, Clermont FL – Mr. Helfrich stated that he would open up his farm to visitors on Sunday, July 31st.

Pat Miller, 201 S Lakeshore Blvd. - Mrs. Miller thanked Ed Conroy for his service to the Town.

ADJOURNMENT

There being no further business to discuss, a motion was made by Councilor Lehning to adjourn the meeting; Councilor Gallelli seconded the motion. Motion was approved unanimously by voice vote.

The Meeting adjourned at 7:22 p.m. | **Attendees: 20**

Mayor Martha MacFarlane

ATTEST:

John Brock, Town Clerk

DRAFT