

**MINUTES OF THE HOWEY-IN-THE-HILLS TOWN COUNCIL MEETING  
HELD JANUARY 26, 2015**

**Mayor Sears** called the Town Council Meeting of January 26, 2015 to order at 5:45 p.m.

**Cub Scout and Boy Scout Troop No. 254** led the Pledge of Allegiance to the Flag.

**Mayor Pro-Tem Ernest** led the Invocation.

**Present: Mayor Sears, Mayor Pro-Tem Ernest, Councilor Nebel, Councilor Conroy and Councilor Mabry.**

**Also Present: Police Chief Robbins, Police Captain Thomas, Public Services Director Smith, Library Director Hall (left at 6:05 p.m.) and Town Clerk Brasher.**

**PRE WORKSESSION**

**Councilor Nebel** announced the Town was nominated by Lake-Sumter MPO 2015 Horizon Awards for engagement in the planning of SR19.

**Mayor Sears said the** Downtown development meetings are going well and Town Engineer Richardson has been working on a wastewater plan. Discussion ensued.

**Mayor Pro-Tem Ernest said** the Festival Meeting Committee is raring to go.

**Councilor Conroy** said he attended the Planning and Zoning Board Meeting and the Board needs to speak into their microphone as no one could hear. Discussion ensued regarding the Planning & Zoning Board.

**Mayor Sears** passed out a sheet with his 2015 Goals and Objectives which is the backup for Agenda Item No. 11.

**BOARD REPORTS**

**Library Board Minutes** – No comments

**Parks & Recreation Advisory Board Report and Minutes**

**Parks & Recreation Advisory Board Chairman Ernest** announced an organizational Sub-Committee Meeting would be held on February 5<sup>th</sup>.

**Parks & Recreation Advisory Board Chairman Ernest** recommended that the Town Council engage with CTI for with sign design process as they are vetted with the Lake County and the State of Florida. She discussed the proposal provided by CTI and discussed at length other signs that are needed in Town.

**Mayor Sears said** FDOT with be in Town next week so the Town will know where they can and cannot put signs and Parks & Recreation Advisory Board Chairman Ernest will attend the meeting.

David Kilmartin suggested having a digital sign and use an app for the digital sign. Councilor Conroy asked Mr. Kilmartin if he knew of any municipalities that use a digital signs. Mr. Kilmartin said State Parks use digital signs and gave background.

Mayor Pro-Tem Ernest, seconded by Councilor Nebel, moved to approve the proposal from CTI Signs. Motion carried 5-0 with a roll call vote.

**Planning & Zoning Board Minutes** – None submitted

## **TOWN COUNCIL MEETING**

### **NEW BUSINESS**

#### **Agreement with Powell Studio Architecture, LLC for Library Community Room Addition**

Library Director Hall said Mr. Powell was unable to attend this evening but all outstanding items have been addressed by the Town Attorney.

Councilor Nebel, seconded by Councilor Conroy, moved to approve the agreement with Powell Studio Architecture, LLC for the Library Community Room Addition. Motion carried 5-0 with a roll call vote.

Library Director Hall read a letter into record from Lake Hills School thanking the Library for the book donations and the food.

#### **Municipal Separate Storm Sewer System (MS4) Permit**

Town Engineer Richardson gave detailed background on the required permit. She said the elements have to be addressed and everything has to be documented so record keeping is required and gave examples. Mayor Pro-Tem Ernest asked if DFEP recognizes that the SR 19 is the main polluter of Lake Harris. Town Engineer Richardson gave detailed background.

Councilor Mabry asked if the Town can piggy back on the State's Permit and Town Engineer Richardson said the Town is already piggy-backing off the State. Mayor Pro-Tem Ernest voiced his concerns with this permit requirement. Mayor Sears said it is unrealistic to have a large number of baffle boxes to capture the storm water. Town Engineer Richardson said she provided a list to each department so the Town Staff can do their part on the stormwater requirements.

***It was the consensus of the Town Council to remove the street sweeping item off the permit application.***

#### **Consideration and Approval of Interlocal Agreement with Lake County Regarding E 9-1-1 System**

Town Clerk Brasher gave background on this item.

**Councilor Nebel**, seconded by **Councilor Mabry**, moved to approve the Interlocal Agreement with Lake County Regarding E 9-1-1 System. Motion carried 5-0 with a roll call vote.

**Discussion: MPO Technical Advisory Committee Summary and FDOT Project Information Application Form**

**Councilor Nebel** gave detailed background on this agenda item. **No action was taken on this item.**

**Discussion: Retirement Letter from Police Chief Robbins and Process**

**Police Chief Robbins** read into the record, his letter of retirement effective April 30, 2015. The Town Council discussed the hiring process for the new Police Chief. **Councilor Mabry** asked Police Chief Robbins what the process should be. **Police Chief Robbins** recommended Captain Thomas as the new Police Chief and he would like to pin the badge on the new Police Chief. He said this process should be done around the end of March or the first of April.

**Councilor Conroy** said he would like to see a process with an interview which would also include an employment application and resume. He said the Town Council should know his vision for the new Police Chief. **Councilor Nebel** said Captain Thomas should apply for the position and the Town Council will interview him.

**Mayor Pro-Tem Ernest**, seconded by **Councilor Nebel**, moved to accept Police Chief Robbins retirement letter effective April 30, 2015. Motion carried 5-0 with a roll call vote.

**Discussion: Damage to Boat Ramp**

**Mayor Sears** said he made contact with the company who damaged the boat ramp and the individual was not on the same page. He said the individual with the company said there were cracks and it is not a new boat ramp.

**Mayor Sears** said the contractor proposed the following:

- Tear out the concrete and add \$2,000 towards the new concrete or
- Tear out and re-pour the cracks or
- Cover with 3 inches of asphalt or
- Cash contribution of \$4,000

***It was the consensus of the Town Council not to have the boat ramp capped with asphalt or to have the cracked areas torn out and repoured.***

**Councilor Mabry** said the Town has a police report with the damage. **Mayor Sears** asked what the Town Council is looking for. **Councilor Mabry** said replacing the existing four inch of boat ramp. **Public Services Director** said the quotes for a 4" replacement will cost approximately \$14,496.

***Inaudible due to cross conversation.***

***It was the consensus of the Town Council to have the contractor pay ½ of the replacement of the boat ramp.***

**Discussion: Five-Year Budget Forecast**

**Councilor Conroy** said budget is not far off and each Department Director needs to do a five-year budget forecast which includes man power, etc. A lengthy discussion ensued.

**Discussion: Current Projects: Rails To Trails Grant Sarah Maude Nature Preserve and FRDAP Central Park Grant**

A lengthy discussion ensued regarding the status of the grants. **Town Clerk Brasher** gave background on why there were delays with these grants.

**Discussion: Road Projects and Paving Plan**

**Mayor Sears** gave detailed background on this item and discussed W. Central Ave. parking, paving Lakeview Drive, Island Drive and N. Lakeshore Blvd.

**Mayor Sears** discussed the 2013-2014 revenues vs. expenditures but there was \$25,000 set aside for paving. A lengthy discussion ensued regarding the need for the W. Central Ave parking for the Library Community Room Addition. **Mayor Sears** said he asked Transportation Engineer Lassiter to provide a quote for parking needs and after he spoke with Town Planner Harowski, they decided to wait until the DEO Technical Assistance Grant is further along.

***It was the consensus of the Town Council to have this item on each agenda.***

**Discussion: Goals, Objectives and Projects**

**Mayor Sears** presented a list for 2015 at the beginning of the meeting and items will continue to be added and removed.

**PUBLIC HEARING**

**Second Reading and Adoption of Ordinance No. 2015-001, AN ORDINANCE OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA PERTAINING TO THE PAYMENT OF IMPACT FEES; AMENDING CHAPTER 110 OF THE TOWN'S CODE OF ORDINANCES TO PROVIDE LICENSED CONTRACTORS THE OPTION OF DEFERRING THE PAYMENT OF POLICE PROTECTION IMPACT FEES, PARKS AND RECREATION IMPACT FEES, AND WATER IMPACT FEES FOR RESIDENTIAL LAND USES UNTIL PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY; PROVIDING FOR CODIFICATION, SEVERABILITY AND AN EFFECTIVE DATE**

**Mayor Sears** read Ordinance No. 2015-001 by title only.

***The Public Hearing was opened. As no one wished to speak, the Public Hearing was closed.***

*Councilor Nebel, seconded by Councilor Mabry, moved to adopt Ordinance No. 2015-001 pertaining to the payment of impact fees to defer the payment of impact fees until prior of issuance of certificate of occupancy. Motion carried 5-0 with a roll call vote.*

## **DEPARTMENT REPORTS**

### **Code Enforcement/Police Department Report**

**Councilor Nebel** asked about the status of the permit for 301 S. Lakeshore Blvd.

**Police Chief Robbins** gave detailed background. He asked Town Clerk Brasher if the property owner has been in contact and **Town Clerk Brasher** said the property owner spoke under Public Comments at the Planning & Zoning Board Meeting. **Councilor Conroy** said the property owner was asking for direction. Discussion ensued regarding this matter.

### **Finance Report**

**Mayor Sears** said the Town Hall is getting the finance reports out in a timely fashion and the auditor is in Town this week.

**Public Services Report – Mayor Sears** gave details on meters and register heads being changed out.

**Service Order Report – Public Services Director Smith** said he trying to stream line the Service Order and re-read process.

**Town Hall Report – No comments**

### **Safety Committee Report**

**Mayor Pro-Tem Ernest** said the report should have been provided to the Town Council and asked why the report was not presented to the Town Council. He gave detailed background.

**Mayor Sears** said the Safety Committee Report will come back to another Town Council Meeting. **Mayor Pro-Tem Ernest** said safety is his issue. **Police Captain Thomas** said the Safety Committee removed the items from the report they completed or are working on internally. **Mayor Sears** said all items should be included in the Safety Committee Report.

**Mayor Sears** said the Town Council should see the whole list and OSHA items need to be purchased immediately without Town Council approval. A lengthy discussion ensued.

**Captain Thomas** said the departments removed what they have taken care of off of the Safety Committee Report and asked what the Town Council would like to see on the report. Discussion ensued. **Mayor Pro-Tem Ernest** said safety items need to be taken care of or close the item down that is not working properly.

**Parks & Recreation Advisory Board Chairman Ernest** asked for clarification and asked if they need to get the items repaired or if they need to wait until the funding is approved.

**Mayor Sears** said the Safety Committee List will come to the Town Council for discussion. A lengthy discussion ensued regarding safety items. **Mayor Pro-Tem Ernest** said he would rather have the report with items listed even if they are resolved so everyone is aware of the safety concerns.

**Department Director Meeting Report**

**Mayor Pro-Tem Ernest** gave a detailed report on the weekly Department Director Meetings.

**MAYOR AND COUNCIL COMMENTS**

**Councilor Conroy** said the Planning & Zoning Board needs to use their microphone as no one in the audience could hear the items that were discussed.

**Mayor Sears** said the Town needs to give the Planning & Zoning Board more items to Review in the Land Development Code. If anyone has comments or items that need clarified, please send the comments and or items to Town Clerk Brasher.

**Councilor Nebel** had no comments

**Councilor Mabry** had no comments

**Mayor Pro-Tem Ernest** had no comments

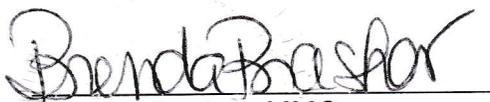
**PUBLIC COMMENTS** – No Public Comments

The meeting adjourned at 7:38 p.m.



Chris Sears, Mayor

**ATTEST:**



Brenda Brasher, MMC  
Town Clerk