



MINUTES OF THE HOWEY-IN-THE-HILLS TOWN COUNCIL
HELD MARCH 22, 2021

Mayor MacFarlane called the Town Council Meeting to order at 6:00 p.m.
Mayor MacFarlane led the Pledge of Allegiance to the Flag.
Mr. Jim Steele read a poem.

Members Present:

Martha MacFarlane, Mayor
George Lehning, Councilor
Marie V Gallelli, Councilor
Rick Klein, Councilor

Staff Present:

Rick Thomas, Police Chief
John Brock, Town Clerk
Thomas Harowski, Town Planner (virtually)
Thomas Wilkes, Town Attorney (virtually)

Members Absent:

Ed Conroy, Mayor Pro-Tem (Excused absent – Attended via Zoom partway through the Meeting)

Roll Call was performed, and it was determined that a quorum was present.

CONSENT AGENDA

1. The approval of the minutes and ratification and confirmation of all Town Council actions at the March 8, 2021 Town Council Meeting.

Motion made by Councilor Gallelli to approve the minutes; Councilor Lehning seconded the motion. Motion approved by roll call vote.

Councilor Lehning	YES	Councilor Gallelli	YES
Council Klein	YES	Mayor Pro-Tem Conroy	ABSENT
Mayor MacFarlane	YES		

PUBLIC HEARING

2. Consideration and Approval (Second Reading): Ordinance 2021-01

AN ORDINANCE OF THE TOWN OF HOWEY-IN-THE-HILLS,
FLORIDA AMENDING THE CAPITAL IMPROVEMENTS ELEMENT IN
CHAPTER 8 OF THE TOWN'S COMPREHENSIVE PLAN BY
UPDATING THE FIVE-YEAR SCHEDULE OF CAPITAL
IMPROVEMENTS TO INCLUDE ESTIMATED CAPITAL
IMPROVEMENTS FOR FISCAL YEAR 2020-2021 THROUGH FISCAL
YEAR 2024-2025 PURSUANT TO THE REQUIREMENTS OF CHAPTER
163 OF THE FLORIDA STATUTES; PROVIDING FOR CONFLICT,
CODIFICATION, SEVERABILITY AND AN EFFECTIVE DATE.

Mayor Martha MacFarlane introduced Thomas Harowski, Town Planner, and asked him to give a review of the Ordinance. Mr. Harowski spoke about the Ordinance and about how this was part of an annual activity that was required to stay in compliance with the state planning requirements. The Ordinance updates the 5-year Capital Improvement Program (CIP) within the Comprehensive Plan. Mr. Harowski explained that since the last Town Council Meeting, there was a list of potential projects that the town wanted to undertake, and these have been updated on the attached spreadsheet to include the projects mentioned during the last meeting. Some of the projects that were added into the CIP are a Water Master Plan Study, a new Town Hall design, replacement of the three Town Markers, replacement and creation of Central Park Basketball Court and Pickleball Court, and Central Lake Bike Trails extension through the Town.

Mayor MacFarlane asked what was required after adoption of the Ordinance. Mr. Harowski said that once the Ordinance was adopted it simply needed to be filed with the state and that he would do that for the Town.

Town Clerk, John Brock read the Ordinance 2021-001 out to the meeting attendees.

Public Comment:

None

Motion made by Councilor Lehning for the Town of Howey-in-the-Hills to Adopt Ordinance 2021-001; Councilor Klein seconded the motion. Motion approved by roll call vote.

Councilor Lehning	YES	Councilor Klein	YES
Mayor Pro-Tem Conroy	ABSENT	Councilor Gallelli	YES
Mayor MacFarlane	YES		

NEW BUSINESS

3. Consideration and Approval: Piggybacking off the City of Fruitland Park's work with GatorSkitch Corporation Architects and Planners to utilize them for design purpose in relation to a Town Public Safety Complex Project

Mayor MacFarlane briefly explained that the City of Fruitland Park was in the process of building a Town Safety Complex similar to what the town was trying to do. The Town has an opportunity to Piggyback off the Town of Fruitland Park's work and get a discounted rate from GatorSkitch Corporation for preliminary design work. The cost to the Town for this design work was approximately \$11,000, which would come out of Police Impact Fees.

Mayor MacFarlane asked Police Chief Rick Thomas to speak about the Town Safety Complex. Chief Thomas explained what the Town Safety Complex project was and explained some of the process that would go into creating the conceptual plans for the project. The Town Safety

Complex conceptual plans would include a new Police Department Building and Town Hall. This complex will also include a Fire Department Building and the Lake County Fire Department would buy approximately 2 acres of the Town's 8 acres for their portion of the complex.

Councilor Lehning had questions about how competitive the \$11,000 price is for the market and if Fruitland Park had bid out this project.

Public Comment:

Janice McLain, 109 S Lakeshore Blvd. - Ms. McLain wanted to know if citizens would have any input on what the plan for the Downtown would look like.

Myron Lewellyn, 508 Bellissimo Pl. – Mr. Lewellyn wanted to know if approval of the Town Safety Complex would be on a future ballot for public approval. Mayor MacFarlane explained that would be a Town Council approval item.

Motion made by Councilor Gallelli for the Town of Howey-in-the-Hills to spend the Police Impact fees, \$11,000 on the project with Gatorsketch to create a Conceptual Design for the Proposed Town Safety Complex; Councilor Lehning seconded the motion. Motion approved by roll call vote.

Councilor Lehning	YES	Councilor Klein	YES
Mayor Pro-Tem Conroy	ABSENT	Councilor Gallelli	YES
Mayor MacFarlane	YES		

4. Consideration and Approval: Securing Kimley Horn grant writing services for the purposes of applying to a CDBG Grant.

Mayor MacFarlane asked to defer/postpone this item due to the hiring of the new Financial Manager/Town Administrator who would be coming on-board on April 19th. The remainder of the Council agreed to postpone this item for later consideration.

5. Consideration and Approval: Creating an RFB to replace the three Town Markers.

Martha MacFarlane, Mayor explained that the current Town Markers are falling apart. The Town is looking to do a simple replacement of these markers and the signs on them. Parks & Rec had also asked if the Town could revisit a design that was given from CTI signs, this was not decided upon. Mayor MacFarlane was looking for confirmation from the council for going forward with an RFB for the simple replacement of the existing Town Markers.

Public Comment:

None

Motion made by Councilor Lehning to allow for the Town of Howey-in-the-Hills to move forward with a Request for Bid (RFB) on a project to repair/replace the three Town Markers; Councilor Klein seconded the motion. Motion approved unanimously by roll call vote.

Councilor Lehning	YES	Councilor Klein	YES
Mayor Pro-Tem Conroy	ABSENT	Councilor Gallelli	YES
Mayor MacFarlane	YES		

6. Discussion: Possible Parking Ordinance for addressing / citing unattended vehicles parking in “No Parking” areas.

Mayor MacFarlane briefly explained the discussion topic of addressing and citing unattended vehicles parking in “No Parking” areas. The current Parking Ordinance that the Town has references how many vehicles or trailers can be parked on a resident’s property. The Town does not have a way of addressing unattended vehicles parked in “no parking” areas, there is no enforcement of that. Recently there have been some relevant complaints. One of these complaints is that people have been using the Town boat ramp without a boat ramp permit and parking their vehicles without stickers at the boat ramp. Currently we have no way of enforcing the boat ramp permit. The other recent parking request has been from the Venezia HOA asking the Town to mark their streets with “No Parking” signs, this is outside the scope of this discussion because the HOA governs those streets and must enforce their own rules.

One suggestion that was discussed, was putting up “Tow Away” signs at the boat ramp and contracting with a Tow Service to tow vehicles and trailers without permits. Councilor Klein recommended doing something to eliminate cars parking in the trailer area and to grade the area to the right of the ramp (which is “mucky”) so that more trailers can park there as well.

Mayor Pro-Tem Conroy called in over Zoom and suggested that Council ask for advice from Police Chief Thomas about this issue. Chief Thomas said that the Town Council had in the past chosen not to implement a citation system. If the Town did move to citation system, any citations that were opposed would go before a County Court and with Covid they are so backed up that it may take a year for hearings. Mayor Pro-Tem Conroy suggested a “Courtesy” Ticket/Warning that could be placed on un-stickered vehicles/trailers at the ramp. Furthermore, Mayor Pro-Tem Conroy recommended that we do this for 6 months and document how many notices are given out and how people respond to these warnings.

Chief Thomas stated that there is an issue with people not affixing the permit stickers on their trailers, putting them in the wrong place, or just leaving them in their glove boxes.

Public Comment:

Donna Klein, 701 N Lakeshore Blvd – Mrs. Klein was originally told that they were only allow one sticker for their trailers and now she has discovered that additional stickers are available for \$5. She thinks this is a great thing. She recommended putting instructions for the placement of the permit stickers on a separate piece of paper and giving that out with the sticker (not just give verbal instructions).

Doug Hower, 444 Bellissimo Pl – Mr. Hower recommended using a boot system rather than a tow system.

Old Business:

7. Discussion/Report: Update on CDBG-CV Grant Application.

Mayor MacFarlane explained that the Town did submit a grant request for \$3.35 million for the creation of Well #5. This was the pre-application, and Florida DEO will let us know whether this is accepted and if the Town will go forward with a full application.

Council Members:

Councilor Lehning

Councilor Lehning wants to know if the Town knows anything more about the recovery act and the \$496,000 that has been earmarked for the Town. Mayor MacFarlane explained that this is being split into 2 payments, one in this fiscal year and one in the next. Councilor Lehning also wanted to know if there was any additional information about the Journey M Ranch, which there was not.

Councilor Gallelli

Councilor Gallelli thanked everyone that attended the LCWA event and wanted to thank people that have been adopting and working on the bump-outs. Councilor Gallelli was interested in the Town looking into additional ways to get information out to its residents such as emails, texts, or social media. Chief Thomas explained that the Police Department had submitted a grant request for a mobile electronic message board, and we were waiting to see the response.

Councilor Gallelli was interested in encouraging a Farmers Market in downtown Howey, even if it was just once a month.

Councilor Klein

Councilor Klein had a question about whether the Town has a problem enforcing Codes and Ordinances and if there is still a need for creating a committee to update the Town's Ordinances and Codes to make them clearer.

Mayor Pro-Tem Conroy

Mayor Pro-Tem Conroy said that he has spoken with LCWA and St. John River Water Management District and that they had agreed to Zoom into a council meeting or attend live in person and spend 15 minutes educating the Council Members and meeting attendees on various issues. He suggested that we use the first 15 minutes of the 2nd meeting of the month. He wanted to encourage the Mayor to invite these people to attend.

Mayor Pro-Tem Conroy also suggested that the Mayor send out a copy of the last year's Audit to the 3 new Councilors and the new Clerk so that they could become familiar with what is in the Audit and how it is written.

Mayor MacFarlane

Mayor MacFarlane stated that she has made a lot of progress with Jen Bolling on drafting an ordinance about Water Conservation, which will help with the approval of the Town's CUP. We should have an ordinance and documentation of irrigation requirements completed in the next week or so, and this will help with Code Enforcement of water issues.

Mayor MacFarlane explained that there were 2 commercial plots associated with the Reserves project and the owners have decided that they are interested in developing those areas. The developer indicated that they wanted to submit plans to place a Commercial Storage Area in one of the plots.

The Mayor also gave an update on Flagship Developer, the developer for Venezia and Talichet. They are interested in developing an area zoned for Villas and they are going to move forward with that.

Public Comments


Fran O'Keefe Wagler, 408 W Central Ave – Mrs. Wagler spoke about events that were coming to Howey, including: Grand Opening of LEC 3/26/21, Community Shred Event at the library (hosted by St. Clair Realty and Friends of the Library) on 3/27/21, Easter Egg Dash at the Howey Mansion on 4/3/21, Founder's Days Citrus Festival on 5/1/21, Memorial Day event at the Town Cemetery on 5/31/21.

Pam Jones, from Congressman Daniel Webster's Office – Ms. Jones will be at the library LEC Grand Opening representing Congressman Webster and thought the Town Council did a good job with using Zoom for the Town Council Meeting.

ADJOURNMENT

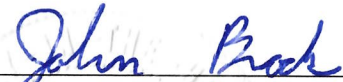
There being no further business to discuss, a motion was made by Councilor Gallelli to adjourn the meeting; Councilor Klein seconded the motion.

The Meeting adjourned at 7:43 p.m. | **Attendees: 27**



Mayor Martha MacFarlane

ATTEST:



John Brock, Town Clerk