



MINUTES OF THE HOWEY-IN-THE-HILLS TOWN COUNCIL  
HELD APRIL 26, 2021

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.  
Mr. Jim Steele read a poem.

**Members Present:**

Martha MacFarlane, Mayor  
Ed Conroy, Mayor Pro-Tem  
Marie V Gallelli, Councilor  
Rick Klein, Councilor  
George Lehning, Councilor

**Staff Present:**

Sean O'Keefe, Town Administrator  
John Brock, Town Clerk  
John Ernest, Public Services Director  
Thomas Wilkes, Town Attorney (virtually)

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

**Guest Presentation:**

Lake County Commissioner Doug Shields  
Lake County Manager Alan Rosen

Commissioner Shields discussed his district and introduced Lake County Manager Alan Rosen.  
County Manager Rosen discussed his position and his eagerness to work together to assist residents of the County.

**CONSENT AGENDA**

1. The approval of the minutes and ratification and confirmation of all Town Council actions at the April 12, 2021 Town Council Meeting.

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

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

**PUBLIC HEARING**

2. 2<sup>nd</sup> Reading – Consideration and Approval: Ordinance 2021-002

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF  
HOWEY-IN-THE-HILLS, FLORIDA, ADOPTED PURSUANT TO

**SECTION 125.01(1)(q), FLORIDA STATUTES, CONSENTING TO THE INCLUSION OF THE TOWN WITHIN THE COUNTY-WIDE MUNICIPAL SERVICE TAXING UNIT FOR THE PROVISION OF AMBULANCE AND EMERGENCY MEDICAL SERVICES, AS ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS OF LAKE COUNTY, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE.**

Mayor MacFarlane explained that this was a continuation of the previous 5-year agreement with Lake County. This continuation would extend the agreement indefinitely with the Town having a clause to opt out in the future if necessary.

Public Comments:

None

**Motion made by Mayor Pro-Tem Conroy for the Town of Howey-in-the-Hills to adopt Ordinance 2021-002; Councilor Gallelli seconded the motion. Motion approved unanimously by roll call vote.**

**Councilor Lehning            YES  
Mayor Pro-Tem Conroy      YES  
Mayor MacFarlane           YES**

**Councilor Klein            YES  
Councilor Gallelli        YES**

**NEW BUSINESS**

**3. Consideration and Approval: SWM GEO Sciences Proposal**

Mayor MacFarlane briefly explained that this proposal would be for the Town to contract with Sara Whitaker to consult with the Well #5 project.

Mayor Pro-Tem Conroy stated that he would like Sara Whitaker to address the council at a future meeting to address our CUP and the Well #5 project status. Mayor MacFarlane committed to getting Ms. Whitaker to come to the first meeting in May to discuss the status of our CUP and the status of Well #5 Project.

Mayor MacFarlane stated that this agreement would be paid for using the money from the St Johns River Water Management Grant.

Public Comments:

None

**Motion made by Mayor Pro-Tem Conroy for the Town of Howey-in-the-Hills to ratify the agreement with SMW GEO Sciences; Councilor Klein seconded the motion. Motion approved unanimously by roll call vote.**

<b>Councilor Lehning</b>	<b>YES</b>	<b>Councilor Klein</b>	<b>YES</b>
<b>Mayor Pro-Tem Conroy</b>	<b>YES</b>	<b>Councilor Gallelli</b>	<b>YES</b>
<b>Mayor MacFarlane</b>	<b>YES</b>		

**4. Consideration and Approval: \$15,000 contract for Kimley-Horn for grant writing/submission for the CDBG-Mitigation General Infrastructure Grant – Public Safety Complex Project**

Mayor Martha MacFarlane stated that this topic had been brought up before council on a previous occasion and withdrawn for 2 different reason; the first was they thought that the grant was not going to be offered and the second was that they had considered having Sean O’Keefe, the new Town Administrator, apply for this grant. They have recently discovered that this CDBG grant was going to being offered this year. Mayor MacFarlane explained that by using Kimley-Horn to write this grant that there would be portions of the grant submission that the Town could use in the future as templates to submit for other grants. Mayor MacFarlane also stated that this grant would be paid for using Police Impact fees and that the Public Safety Complex Project would not include any components of Town Administration buildings.

Mayor MacFarlane stated that she asked a question of Allison Megrath with Kimley-Horn, that had previous be asked by Mr. Llewellyn, which was if Kimley-Horn submits more than one grant application for more than one municipality, do they favor one municipality over another? Mrs. Megrath explained that there is not any favoritism between municipalities that they work just as hard on all submissions, because they want to return customers. Mayor MacFarlane also stated that Mrs. Megrath had said that Kimley-Horn has been successful with getting multiple municipalities awarded the same grant.

Councilor Gallelli asked if there was one grant that would be awarded within the state or are there multiple grants that would be awarded within the state. Mayor MacFarlane explained that there are multiple grants that would be awarded and that this grant had previously been open last year and most of the grants that were awarded last year were in the range of \$10 million with one grant award being for \$16 million. Councilor Lehning asked for a copy of the grant writing proposal from Kimley-Horn and Mayor MacFarlane said it had previously been sent out in March, but she would resend it to him.

Councilor Klein asked Town Administrator Sean O’Keefe what he thought of this proposal. Mr. O’Keefe said that he thought there was a strength to having a professional grant writer create the

Town's grant submission. Furthermore Mr. O'Keefe stated that pieces of the grant submission would be helpful with future grant applications that the Town would want to do. Mr. O'Keefe did say that if the council did not hire Kimley-Horn to write this grant submission that he would be willing to tackle it. Mayor MacFarlane explained that Mr. O'Keefe had other duties that would be taking up his time in the near future. Mayor Pro-Tem Conroy stated that he was in favor of hiring a professional grant writing service for the Town's for bigger grants.

Mayor MacFarlane explained that if we were successful in getting the grant, we would also be using Kimley-Horn as the Grant Administrator. For a grant of this size the administration task would be complex.

**Public Comments:**

Doug & Berniece Hower, 444 Bellissimo Place – Berniece Hower stated that she had looked at a CDBG grant that Lakeland received and that grant was for more than one thing and she was wondering if the Town Grant submission would encompass more than just the Public Safety Complex. Mayor MacFarlane explained that the scope of the grant submission would be the new Police Station, that the scope of the CDBG grant was just for new public safety facilities or hardening existing facilities. Mayor MacFarlane committed to sending Mrs. Hower information of what types of things this grant could be used for.

Doug Hower also stated that grant writing was complex, and he was in favor of the Town hiring professional grant writing services.

**Motion approved unanimously by roll call vote.**

<b>Councilor Lehning</b>	<b>YES</b>	<b>Councilor Klein</b>	<b>YES</b>
<b>Mayor Pro-Tem Conroy</b>	<b>YES</b>	<b>Councilor Gallelli</b>	<b>YES</b>
<b>Mayor MacFarlane</b>	<b>YES</b>		

**5. Consideration and Approval: \$11,000 contract with GatorSkitch Corporation Architects and Planners which will piggyback off the City of Fruitland Park's work with GatorSkitch Corporation Architects and Planners to utilize them for preliminary design of the Town Public Safety Complex.**

Mayor MacFarlane explained that issue had previously been approved by the Town Council and it was being brought back up before Council because previously it had been stated that GatorSkitch would be creating Conceptual Designs for both the new Town Public Safety Complex and for new Town Administration offices. This is incorrect, they would just be creating Conceptual Designs for the new Public Safety Complex which would house the Police Department. Police Impact fees would be used for the \$11,000 contract with GatorSkitch.

Councilor Lehning was concerned that the Council did not have a scope of work or official proposal from GatorSkitch. Councilor Lehning wanted to know the exact deliverables that

GatorSkitch would be providing for the Town. Councilor Klein would like to see a sample of the Conceptual Designs that GatorSkitch created for Fruitland Park.

Mayor MacFarlane, Councilors Lehning and Gallelli suggested that motion to approve of this Piggybacking Agreement be contingent on the Town being furnished with and approving of a sample Conceptual Design that GatorSkitch had created, which will be reviewed by Councilor Lehning.

Public Comment:

None

**Motion made by Counselor Lehning for the Town of Howey-in-the-Hills to spend the Police Impact fees, \$11,000 on the project with Gatorskitch to create a Conceptual Design for the Proposed Town Public Safety Complex contingent on seeing and approving of a sample of GatorSkitch's work; Councilor Klein seconded the motion. Motion approved unanimously by roll call vote.**

<b>Councilor Lehning</b>	<b>YES</b>	<b>Councilor Klein</b>	<b>YES</b>
<b>Mayor Pro-Tem Conroy</b>	<b>YES</b>	<b>Councilor Gallelli</b>	<b>YES</b>
<b>Mayor MacFarlane</b>	<b>YES</b>		

#### **6. Consideration and Approval: Welcome and Informational Brochure**

Mayor MacFarlane explained that Captain Chester with the Police Department had created this brochure for the Town to be given to new residents. Councilor Klein and Mayor Pro-Tem Conroy stated that they approved of the aesthetics of the brochure.

Public Comment:

None

**Motion made by Mayor Pro-Tem Conroy to approve of the design and content of the new Town Welcome Brochure; Councilor Gallelli seconded the motion. Motion approved unanimously by voice vote.**

#### **Old Business:**

None

#### **Council Member Reports:**

**Mayor Pro-Tem Conroy**

Mayor Pro-Tem Conroy wanted to know how the Town Audit was coming along. Mayor MacFarlane stated that it was coming along well, and the financial portion was already completed and the Auditor said that they would be finished by Friday 4/30/21.

#### **Councilor Lehning**

Councilor Lehning wanted to know how the trash pickups with WCA were going. Mayor MacFarlane stated that they were running late due to organizational issues and struggling with being understaffed and that the pickups seem to be doing a little better now. Councilor Lehning wanted to know if the Town was any closer to implementing a Town Noise Ordinance.

#### **Councilor Gallelli**

Councilor Gallelli reminded people that this month's Utility Bills included information about irrigation and waste pickups. She also reminded people about the Founders Day / Citrus Festival at the Howey Mansion this Saturday from 10am to 4pm. There will be many unique vendors. There will be a presentation from LCWA at the May 24<sup>th</sup> Town Council Meeting about Water Conservation during the first 15 minutes of the meeting.

#### **Councilor Klein**

Nothing to report.

#### **Mayor MacFarlane**

Mayor MacFarlane thanked Councilor Klein for his Sara Maude write-up that he submitted. Mayor MacFarlane stated that very soon the Town would need to be looking at Water Rates (which are still at the 2017 rates), WCA (now GFL-Environmental) Sanitation rates for the next year, Wastewater fees, and Impact fees (that were setup in 2008). Mayor Pro-Tem Conroy reminded the Council that the margin on these rates needs to be high enough to pay for expansion of the services and that the town was also responsible for stormwater. Mayor MacFarlane stated that the shop on 106 W Palm has just closed and that anyone who knows someone looking for retail space should be made aware.

#### **Public Services**

Public Services Director, Mr. Ernest said that the Central Ave Alley Wastewater Project would break ground in mid-May.

#### **Parks and Recreation/Special Events**

Fran O'Keefe Wagler announced the following events: Youth Poetry Contest with entries due 4/30/2021, Founder's Day / Citrus Festival on 5/1 from 10am to 4pm (there will be 40+unique vendors), Memorial Day on 5/31/21 at 10am at the Taylor Memorial Cemetery.

#### **Town Administrator**

Town Administrator, Sean O'Keefe stated that he would be complete with a Financial Conditional Analysis by the next Town Council Meeting. Mr. O'Keefe stated that by the end of the week the Town would have a submission for two road projects to take advantage of the transportation impact fee project that the county is doing, these are for county roads just outside of the Town limits that affect the Town residents. The two road projects would be completing the paving of Buckhill from the town limits south to 561 and Number Two Road from town limits to highway 48.


### **ADJOURNMENT**

**There being no further business to discuss, a motion was made by Mayor Pro-Tem Conroy to adjourn the meeting; Councilor Gallelli seconded the motion.**

The Meeting adjourned at 7:15 p.m. | **Attendees: 20**

  
Mayor Martha MacFarlane

ATTEST:

  
John Brock, Town Clerk