



Town Council Workshop

September 26, 2023 at 1:00 PM

Howey-in the-Hills Town Hall

101 N. Palm Ave.,

Howey-in-the-Hills, FL 34737

MINUTES

Mayor MacFarlane called the Town Council Workshop to order at 1:00 p.m

ROLL CALL

Acknowledgement of Quorum

MEMBERS PRESENT:

Councilor Reneé Lannamañ | Councilor George Lehning | Mayor Pro Tem Marie V. Gallelli | Mayor Martha MacFarlane | Councilor David Miles (via Zoom Phone Call)

STAFF PRESENT:

Sean O'Keefe, Town Manager | John Brock, Town Clerk

NEW BUSINESS

1. Discussion: Town Manager Annual Review

Mayor MacFarlane acknowledged that this was the first time that the Town Council had performed an annual review on a Town Manager. Sean O'Keefe, Town Manager, gave a brief opening statement.

Mayor Pro Tem Gallelli reviewed her comments that she had made in Mr. O'Keefe's review.

Both Councilor Lannamañ and Mayor MacFarlane stated that the Town should create a Mission Statement (as the Town currently does not have one) and a new logo.

Mayor Pro Tem Gallelli asked Mr. O'Keefe what personal goal he had that wasn't given by the Town Council. Mr. O'Keefe stated that he would like to see the Town's Personnel Policy updated.

Councilor Lehning stated that, overall, he believed Mr. O'Keefe had done a good job, but there were times that he needed to be more assertive with his direct reports.

Councilor Lannamañ stated that she had heard that the previous Finance Supervisor had said, "That's not my job," in the presence of Mr. O'Keefe and believes that Mr. O'Keefe should have taken issue with that statement at the time, with more immediate feedback.

Councilor Lannamañ asked about how often staff meetings occur. Mr. O'Keefe stated that he holds bi-weekly Director meetings. Councilor Lannamañ suggested that Mr. O'Keefe hold joint staff meetings with all Town employees every 6 months or once a year.

Councilor Miles stated that he believed Mr. O'Keefe has done a satisfactory job during the past year.

Mayor MacFarlane stated that she had overheard Sean speaking with Mayor Pro Tem Gallelli at a luncheon and Mr. O'Keefe had stated that looking for grants was not in his job description, but she reminded Mr. O'Keefe that looking for grants had been in his Town Administrator job description, and he should still be doing this. Mr. O'Keefe apologized and stated that he may have given a quick answer in a moment and that he was currently working this year's plan for a schedule of grant applications and that grant writing was a team effort.

Mayor MacFarlane wanted to know when the Town had signed away its rights to Lake County for CDBG grants.

Mayor MacFarlane suggested that more team building exercises and sharing of information should be done in the Town.

Mayor MacFarlane stated that, normally, the Police Chief does not report to the Town Manager, but that they report directly to the town or city council. Mayor MacFarlane stated that she believes that this is something the Town Council should look at in the future.

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.

Tim Everline, 1012 N Lakeshore Blvd. – Mr. Everline was concerned about the Town's increase in budget from the previous year. Mr. Everline was concerned about how the Town spent \$300,000 of its ARPA money.

Mr. Everline was concerned that the Finance Supervisor had quit during the last year and that the Town Clerk had received a 19% raise.

Mr. Everline said he thought Mr. O'Keefe was too quiet during meetings.

Mr. Everline stated that he believed meeting packets came out too late and that there had been too much of a delay reviewing and amending the Town's Land Development Code and Comprehensive Plan.

Mr. Everline stated that he doesn't like the Town Planner's vision for the Town.

Jim Steele, 1003 N. Temple Ave. – Mr. Steele stated that he thinks Mr. O'Keefe is a great asset to the Town and is doing a great job.

Mr. Steele stated that, if a department director goes to the Town Council directly (over Mr. O'Keefe's head), this was a bad thing. Mr. Steele said that he hoped this doesn't happen.

Mayor MacFarlane stated that she believed that the Town Council should establish the role of the Town Manager. Mayor MacFarlane stated that, rather than have the Town Manager introduce or explain items during the Town Council Meetings, the subject matter experts, such as the Town Planner, Town Attorney, or Town Engineer, should be introducing the items. The expectation should be that the Town Manager should manage the process.

Mayor MacFarlane stated that she thought the cycle of reviews should be changed so that they are completed right before the budget cycle begins. Mid-year reviews should be completed in October and final reviews should be completed in April.

ADJOURNMENT

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

The Meeting adjourned at 2:00 p.m. | Attendees: 17


Mayor Martha MacFarlane

ATTEST:



John Brock, Town Clerk

