



## Town Council Meeting

April 25, 2022 at 6:00 PM

Howey-in the-Hills Town Hall

101 N. Palm Ave.

Howey-in-the-Hills, FL 34737

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### Join Zoom Meeting:

<https://us06web.zoom.us/j/85657928249?pwd=YTZDaFdhNVV6RE9Fakdpa0xMWDZqdz09>

Meeting ID: 856 5792 8249 | Passcode: 903331

Due to COVID-19, the Town of Howey-in-the-Hills is limiting the number of public attendees at meetings to 10 individuals. The Town of Howey-in-the-Hills is also requesting all audience members to wear masks when attending the meeting. The Town encourages everyone who is interested in participating in the meeting to join virtually via ZOOM.

### AGENDA

Call the Town Council Meeting to order  
Pledge of Allegiance to the Flag  
Reading of a Poem by Mr. Jim Steele

### ROLL CALL

Acknowledgement of Quorum

### AGENDA APPROVAL/REVIEW

### 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 April 11, 2022 Regular Town Council Meeting.
- 2.** The approval of the minutes and ratification and confirmation of all Town Council actions at the April 11, 2022 Town Council Mid-Year Budget Workshop Meeting.
- 3.** Consideration and Approval: **Town Council authorizes the Mayor and Town Clerk to pursue the annexation of Town owned parcel** (Parcel Number 35-20-25-0100-000-02301, Alternate Key 1257727)

### PUBLIC HEARING

- 4.** Consideration and Approval: **(First Reading) Ordinance 2022-010 Cemetery Maintenance**

### OLD BUSINESS

## **NEW BUSINESS**

- 5.** Consideration and Approval: **Appointment of Vicky Steele to the Parks & Recreation Board**
- 6.** Consideration and Approval: **Appointment of Jim Steele to the Parks & Recreation Board**
- 7.** Consideration and Approval: **FACC Proclamation**
- 8.** Discussion: **Date Selection for FY 2023 Budget Workshop Meetings**

## **COUNCIL MEMBER REPORTS**

- 9.** Mayor Pro-Tem Conroy
- 10.** Councilor Lehning
- 11.** Councilor Gallelli
- 12.** Councilor Klein
- 13.** Mayor MacFarlane

## **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.*

## **ADJOURNMENT**

### **To Comply with Title II of the Americans with Disabilities Act (ADA):**

Qualified individuals may get assistance through the Florida Relay Service by dialing 7-1-1. Florida Relay is a service provided to residents in the State of Florida who are Deaf, Hard of Hearing, Deaf/Blind, or Speech Disabled that connects them to standard (voice) telephone users. They utilize a wide array of technologies, such as Text Telephone (TTYs) and ASCII, Voice Carry-Over (VCO), Speech to Speech (STS), Relay Conference Captioning (RCC), CapTel, Voice, Hearing Carry-Over (HCO), Video Assisted Speech to Speech (VA-STS) and Enhanced Speech to Speech.

**Howey Town Hall** is inviting you to a scheduled Zoom meeting.

Topic: **Town Council Meeting**

Time: **Apr 25, 2021 06:00 PM Eastern Time** (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85657928249?pwd=YTZDaFdhNVV6RE9Fakdpa0xMWDZqdz09>

Meeting ID: 856 5792 8249

Passcode: 903331

Dial by your location

**+1 646 558 8656 US (New York)**

**+1 346 248 7799 US (Houston)**

Meeting ID: 856 5792 8249

Passcode: 903331

Find your local number: <https://us06web.zoom.us/j/kqozdHlzT>

Please Note: In accordance with F.S. 286.0105: Any person who desires to appeal any decision or recommendation at this meeting will need a record of the proceedings, and that for such purposes may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is based. The Town of Howey-in-the-Hills does not prepare or provide this verbatim record. Note: In accordance with the F.S. 286.26: Persons with disabilities needing assistance to participate in any of these proceedings should contact Town Hall, 101 N. Palm Avenue, Howey-in-the-Hills, FL 34737, (352) 324-2290 at least 48 business hours in advance of the meeting.



## Town Council Meeting

April 11, 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.  
Mayor MacFarlane led the attendees in an Invocation.

### ROLL CALL

Acknowledgement of Quorum

### **MEMBERS PRESENT:**

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

### **STAFF PRESENT:**

Sean O'Keefe, Town Administrator | John Brock, Town Clerk | Rick Thomas, Police Chief | Morgan Cates, Public Works Director | James Southall, Public Utilities Supervisor (via Zoom) | Tom Wilkes, Town Attorney (via Zoom) | Tom Harowski, Town Planner (via Zoom)

### AGENDA APPROVAL/REVIEW

Motion made by Councilor Gallelli 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 April 28, 2022 Town Council Workshop Meeting.
2. The approval of the minutes and ratification and confirmation of all Town Council actions at the April 28, 2022 Regular Town Council Meeting.

3. Consideration and Approval: **Reappointment of Tina St. Clair to the Planning & Zoning Board.**
4. Consideration and Approval: **Annual Selection of Board Chair and Vice-Chair**
5. Consideration and Approval: **RFP 2022-001 Howey Pier Proposal Review** (*PULLED TO NEW BUSINESS FOR DISCUSSION*)

Motion made by Mayor Pro-Tem Conroy to pull item #5 for discussion into New Business and to approve the remainder of 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**

None

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

5. Consideration and Approval: **RFP 2022-001 Howey Pier Proposal Review** (MOVED FROM CONSENT AGENDA)

Mayor MacFarlane asked Town Administrator, Sean O'Keefe, to introduce this topic. Mr. O'Keefe explained the Request for Proposal (RFP) process and that the Town had received 9 proposals. Public Works Director, Morgan Cates, explained how the proposals were ranked. Mr. Cates explained that the top three ranked bids were Qualis General Contractors (\$33,688.14), Signature Construction Inc. (\$74,389.00), and Hottinger Construction LLC (\$92,820.71). Mr. Cates stated that he was skeptical of the quality of lumber that the Town would receive from Qualis General Contractor due to the low price quoted. Mayor Pro-Tem Conroy stated that he was not comfortable with Qualis' proposal due to the inordinately low cost.

Mr. Cates stated that Hottinger Construction LLC was a little different from the other proposals in that they would get their lumber from a supplier in Georgia and the lumber would be kiln-dried so that it could be sealed on both sides without having to wait for the wood to dry out. In addition, Mr. Cates stated that Hottinger Construction LLC had been the vendor that had originally created the Fishing Pier. Mayor Pro-Tem Conroy spoke in favor of Hottinger Construction LLC, stating that they have a reputation for doing good work. Mayor MacFarlane stated that she felt the Town should look at all three of the top ranked bids, but that she believed that Hottinger Construction LLC might be the Town's best option to get the project completed successfully the first time. Councilor Klein stated that he had spoken to Mr. Hottinger and that he was in support of them.

Councilor Lehning stated that he thought the Town should have a Payment Performance Bond for this project, no matter who the Town contracted with. Mayor MacFarlane stated that for large projects, like the Downtown Sewer Project, the Town requires a Performance Bond, but that it was not required for this project.

Mayor MacFarlane opened up Public Comment for this item.

Clay Ormsbee, 301 N Lakeshore Blvd. – Mr. Ormsbee stated that the boat ramp pier had been built 13-years ago and that the fishing pier had been built at least 20-years ago. Mr. Ormsbee stated that he felt

Mr. Hottinger would do the best job and if you needed proof of it, you should look at his work on the boat launch pier.

Peter Tuite, 300 E Croton Way – Mr. Tuite questioned the process of evaluating the proposals.

Motion made by Mayor Pro-Tem Conroy to approve of the Public Works Director and Town Administrator to contract with one of the top three ranked proposals; seconded by Councilor Gallelli. Motion approved unanimously by roll call vote.

**Voting**

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

**Nay:** None

6. Consideration and Recommendation: **Shawn Johnson Planning & Zoning Board Applicant**

Mayor MacFarlane asked Sean O’Keefe, Town Administrator, to introduce this item. Mr. O’Keefe introduced Mr. Johnson to the Town Council and Mr. Johnson explained why he wanted to get involved with the Planning & Zoning Board.

Motion made by Mayor Pro-Tem Conroy to appoint Shawn Johnson to the Planning & Zoning Board; seconded by Councilor Gallelli. Motion approved unanimously by voice vote.

**Voting**

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

**Nay:** None

7. Consideration and Recommendation: **Sheldon Lucien Planning & Zoning Board Applicant**

Mayor MacFarlane asked Sean O’Keefe, Town Administrator, to introduce this item. Mr. O’Keefe introduced Mr. Lucien to the Town Council and Mr. Lucien explained why he would like to serve on the Planning & Zoning Board.

Motion made by Mayor Pro-Tem Conroy to appoint Sheldon Lucien to the Planning & Zoning Board; 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

8. Discussion: **Possible Reconsideration of Future Land Use Policy 1.11.6 (Grid Street Pattern)**

Mayor MacFarlane asked Sean O’Keefe to introduce this item. Mr. O’Keefe explained that this topic was added to the agenda due to requests from Town Councilors. Mr. O’Keefe explained that he was looking for a consensus from the Town Council as to whether the Town should take on the expenses associated with reviewing this item with the Planning & Zoning Board. Town Planner, Tom Harowski, explained the grid street policy and that the Planning & Zoning board could investigate the impact of changing the Town’s rules as it related to requiring developers follow the Town’s current grid street pattern.

Councilor Gallelli stated that she would like the Planning & Zoning board to look into this topic. Mayor MacFarlane questioned Councilor Gallelli about what she thought would be an appropriate cost for investigating this issue. Councilor Lehning stated that he didn’t want the amount of traffic on Lakeshore

Blvd. to increase due to developments having streets interconnected with the old part of Howey. Mayor MacFarlane explained that she was looking for the proposed “scope” of this project, that is, what Town Council wanted the change to be. Mayor Pro-Tem Conroy stated that the Comprehensive Plans should have enough leeway or flexibility so that the Town Council can ensure that appropriate actions are conducted.

Mayor MacFarlane stated that she believed that the consensus from the Town Council was that they would like a minimum amount of effort put into evaluating this topic and that the Town Council did not believe the Comprehensive Plan needed to be changed, but that Land Development Code (LDC) should be changed to be more in line with the Comprehensive Plan. Mayor MacFarlane explained that the LDC should be amended to be more flexible, like the Comprehensive Plan, stating that street grids should be continued when appropriate rather than as a mandatory item.

Mayor MacFarlane opened Public Comment on this issue.

Clay Ormsbee, 301 N Lakeshore Blvd. – Mr. Ormsbee stated it will be a perk to a developer to have access to Lakeshore Blvd. Mr. Ormsbee stated that a developer will want access to Lakeshore Blvd, but the Town did not have to give him access.

Peter Tuite, 300 E Croton Way – Mr. Tuite stated that he did not want any additional traffic in the Old Howey/Griffin Village area of Town. Mr. Tuite stated he believed that turning off Citrus onto SR 19 was a death trap.

9. Discussion: **Possible Reconsideration of Multifamily and Townhouse Parking Requirements**

Mayor MacFarlane asked Sean O’Keefe, Town Administrator, to introduce this item. Mr. O’Keefe explained that this item was added to the agenda based off feedback from the Planning & Zoning Board when they were evaluating the Venezia Townhomes development. The Town’s current code does not require 2-car garages for townhomes and the Planning & Zoning Board would like to visit this issue for upcoming developments. Mr. O’Keefe stated that seemed like the general consensus from Town Council was that Planning & Zoning should investigate this item and there was no disagreement with this statement.

10. Consideration and Approval: **RFP 2022-002 Solid Waste Proposal Review**

Mayor MacFarlane asked Sean O’Keefe, Town Administrator, to introduce this item. Mr. O’Keefe explained that the Town’s contract with WCA/GFL for solid waste services was concluding in September, which is why the Town created this RFP to solicit proposals for a new solid waste contract for the Town. Mr. O’Keefe stated that the Town had received 4 bids and that GFL was essentially tied for the best price, although it would still be an increase of approximately 50%. Mr. O’Keefe stated that bulk pickup would no longer be included with the standard cost.

Terrance Rolle, Operations Supervisor for GFL was available for questions.

Martha MacFarlane opened Public Comment for this item.

Peter Tuite, 300 E Croton Way – Mr. Tuite stated that he thought the Town should not engage in a long contract.

Motion made by Mayor Pro-Tem Conroy accept the GFL Solid Waste Proposal; seconded by Councilor Lehning. Motion passed unanimously by roll call vote.

**Voting**

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

**Nay:** None

Mayor MacFarlane invited Lake County Commissioner, Kirby Smith, to speak, as he was in attendance at the meeting. Commissioner Smith explained that, due to redistricting, he was fortunate enough to have Howey-in-the-Hills added to his district. Commissioner Smith explained that, if the Town needed assistance in the future, that the Town should reach out to him.

## **DEPARTMENT REPORTS**

### 11. Town Hall

Town Clerk, John Brock, gave the Town Hall report for March 2022. Mr. Brock also explained that the Town email accounts had recently been under intensive phishing email attacks. Mr. Brock explained that all of the Town's Boards have now undergone annual Sunshine, Ethics, Public Record and Gifts training, with the exception of the Police Pension Board.

### 12. Police Department

Police Chief, Rick Thomas, gave the March 2022 report. Chief Thomas explained that the Police chaplain was retiring soon. Chief Thomas also explained that the Police Department would be taking part in the National Drug Take Back Day on Saturday, April 30<sup>th</sup> from 10 a.m. to 2 p.m.

### 13. Code Enforcement

Town Clerk, John Brock, stated that the next Special Magistrate hearing would occur on May 25, 2022 at 10 a.m. at Town Hall.

### 14. Public Works

Public Works Director, Morgan Cates, introduced James South, Public Utilities Supervisor. Mr. Southall gave the March 2022 Monthly Utilities report. Mr. Southall stated that Well #3 was currently offline due to needing a new pump. Mr. Cates gave the March 2022 Public Works report. Mr. Cates stated that both James Southall and Azure Botts have passed a Stormwater Inspection training class. Mr. Cates gave the March 2022 Public Works report and an update on the maintenance at Sara Maude Mason Nature Preserve. Councilor Klein asked about the status of the repair of the sidewalk near the Town's Boat Ramp and he stated that he thought that Sara Maude Mason Nature Preserve looked much improved.

### 15. Library

Nothing to report.

### 16. Parks & Recreation Advisory Board / Special Events

Pat Miller, Parks & Recreation Board Member, explained that the Board currently needed one more member.

### 17. Town Attorney

Tom Wilkes, Town Attorney, stated that he would have to postpone a recap of Senate Bill 620 to a future meeting.

### 18. Town Administrator / Finance Manager - Finance and Development Reports



Sean O’Keefe, Town Administrator, stated that, since the Town Council had just concluded a Mid-Year Budget workshop prior to the Town Council meeting, he had nothing to add.

## **COUNCIL MEMBER REPORTS**

### 19. Mayor Pro-Tem Conroy

Mayor Pro-Tem Conroy gave an MPO update and that a cost and feasibility study on SR 19 would be moving forward. Mayor Pro-Tem Conroy also stated that the Town Administrator or Mayor could send MPO Chair ,Mike Woods, a letter requesting completion of the sidewalk project near Venezia and he might be agreeable to getting that done very shortly and at no cost to the Town. Mayor Pro-Tem Conroy asked Lake County Commissioner Kirby to help get N. Buckhill Road paved to assist with the bike trail. Commissioner Smith also stated that a primary focus of him was to expand SR 19 to four lanes.

### 20. Councilor Lehning

Councilor Lehning asked for an update on the possibility of the Town getting its own sewer treatment plant and for an update on the purchase of the land needed for Well #5. Councilor Lehning also stated he would like another meeting on annexation in general; Mayor MacFarlane explained that this meeting would happen in June 2022.

### 21. Councilor Gallelli

Councilor Gallelli asked if there was any progress on recruiting businesses to Howey-in-the-Hills. Councilor Gallelli also stated she had received a phone call from an upset resident about the Adopt-a-bump-out program. Mr. Cates stated that he was creating a maintenance plan for the Bump-outs and that he had recently evaluated the Bump-outs and reached out to the residents that had adopted them this past year.

### 22. Councilor Klein

Nothing to report.

### 23. Mayor MacFarlane

Mayor MacFarlane gave an update on the Easter Egg Dash, scheduled for April 16, 2022 and the Howey Founders Day Event, scheduled for May 10, 2022. Mayor MacFarlane explained that all the residents in Town pay the same millage rate.

## **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.*

Clay Ormsbee, 301 N Lakeshore Blvd. – Mr. Ormsbee stated that he believed that the Bump-outs should not be turned over to the citizens and that all the maintenance should be done by the Town. Mr. Ormsbee also stated that he doesn’t believe that North Lakeshore is maintained well. Mr. Ormsbee also stated that the fees from all the boat ramp keys that have been sold since 2009 should be a sizable amount now and it should be spent to maintain the ramp.

Peter Tuite, 300 E Croton Way – Mr. Tuite stated he was concerned about Commissioner Smith’s comment about 4-laning SR 19 and he was not in favor of SR 19 being 4-laned through Howey-in-the-Hills.

Jim McIlvaine, 23822 N Buckhill Rd - Mr. McIlvaine stated that his children, who are home-schooled, are part of the kids that maintain the Children of Howey Bump Out and he believed this this was a great experience for them.

**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. Motion was approved unanimously by voice vote.**

The Meeting adjourned at 7:57 p.m. | **Attendees: 26**

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Mayor Martha MacFarlane

ATTEST:

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John Brock, Town Clerk



## **Town Council Mid-Year Budget Review Workshop Meeting**

**April 11, 2022 at 5:00 PM  
Howey-in the-Hills Town Hall  
101 N. Palm Ave.  
Howey-in-the-Hills, FL 34737**

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### **MINUTES**

Mayor MacFarlane called the Town Council Meeting to order at 5:00 p.m.  
Mayor MacFarlane led the attendees in the Pledge of Allegiance to the Flag.

### **ROLL CALL**

Acknowledgement of Quorum

### **MEMBERS PRESENT:**

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

### **STAFF PRESENT:**

Sean O'Keefe, Town Administrator | John Brock, Town Clerk | Rick Thomas, Police Chief | Morgan Cates, Public Works Director | James Southall, Public Utilities Supervisor (via Zoom)

### **NEW BUSINESS**

#### **1. Discussion: Mid-Year Budget Review**

Mayor MacFarlane asked Town Administrator, Sean O'Keefe, to introduce this item. Mr. O'Keefe described the purpose of the mid-year budget review, which will assist with the end of the fiscal year review.

Mayor Pro-Tem Conroy asked for an update on non-traditional revenues. Mr. O'Keefe gave an update on the ARPA NEU funding. The first tranche of funding for this was \$297,000, which came in right before the FY 2022 began. Approximately half of this first tranche has been spent on the modular building, there is approximately \$150,000 remaining. The second tranche will come no sooner than 12 months after the first tranche.

Mr. O'Keefe went through the list of items requiring budget amendments. Mr. O'Keefe started with new staff members that would be hired before the end of the fiscal year. The new hires would be a Field Tech (in Public Works), Financial Analyst, and a new School Resource Officer (SRO). With the Field Tech, the cost of this position would be funded by reducing other line items (making this item revenue neutral). The SRO would be funded by a contract with the Lake County School Board when their new fiscal year starts (if the

school board does not fund this position, it would not be created by the Town.) The Financial Analyst would be an unbudgeted line item and would be an overall budget addition.

Councilor Klein questioned the need for a Financial Analyst. Mayor MacFarlane explained the Town's needs and the current status of how financial work in the Town is completed. Mayor MacFarlane explained the projected salary for the person would be between \$50,000 and \$80,000. Councilor Klein explained that he is currently worried about the Town's millage rate and believes that the Town Council should be working to lower the mileage rate for its citizens. Councilor Klein explained he is concerned about overstaffing. Councilor Lehning explained that one of the reasons that the millage rate is so high in the Town is because there is very little commercial in the Town.

Mr. O'Keefe explained the adding of \$10,000 to Cemetery in advance of Memorial Day for maintenance. Parks & Rec. is looking for an additional \$10,000 for maintenance of Sara Maude Mason Preserve, as well as \$90,000 for the Howey Pier project.

Mr. O'Keefe explained that, in Impact Fees, there was a request from Police Chief Thomas to raise the line item for Police Vehicles from \$50,000 to \$170,000. This would add two more vehicles.

Mr. O'Keefe explained that, under Utilities, there was a one-time education reimbursement to cover the cost of the Class-C license for Mr. Southall. There was an overtime increase due to issues with chlorine management that the Town is working on. "Other Contractual Services" was projected too low and needed to be increased as well.

Mr. O'Keefe stated that all the items explained would go into a possible budget amendment that should come before the Town Council during the second Town Council meeting in May.

## **ADJOURNMENT**

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

The Meeting adjourned at 5:57 p.m. | **Attendees: 10**

\_\_\_\_\_  
Mayor Martha MacFarlane

ATTEST:

\_\_\_\_\_  
John Brock, Town Clerk



**Date:** March 28, 2022

**To:** Mayor and Town Council

**From:** Code Enforcement, Azure Botts

**Re:** Consideration and recommendation to amend Section 73-7 of the Town's Code of Ordinances to add text that would prohibit items to be placed on a gravesite.

**Objective:**

Amend section 73-7 "Maintenance," to add text that would regulate/prohibit items that may be placed on a gravesite. The added text is underlined.

**Summary:**

*Currently we do not have any regulations controlling what is placed on a gravesite. All types of items are being placed in the cemetery, which later becomes debris that blows around and deteriorates in the sun. These items also make it difficult to maintain the grounds.*

**Possible Motions:**

*The Town Council has the following options:*

1. The Town Council motions to approve  
OR
2. The Town Council motions to approve with the following conditions  
OR
3. Motion to Deny

**Fiscal Impact:**

There is no fiscal impact.

**Staff Recommendation:**

Staff recommends amending section 73-7 "Maintenance, of the Town's Code of Ordinances.

ORDINANCE NO. 2022-010

AN ORDINANCE OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA,  
PERTAINING TO THE TOWN CEMETERY; REVISING SECTION 73-7 OF  
THE TOWN'S CODE OF ORDINANCES TO IMPOSE CERTAIN  
ADDITIONAL RESTRICTIONS AND REQUIREMENTS PERTAINING TO  
CEMETERY MAINTENANCE; PROVIDING FOR SEVERABILITY,  
CODIFICATION AND AN EFFECTIVE DATE.

*Whereas*, the Taylor Memorial Cemetery is a valuable asset of the Town of Howey-in-the-Hills and its citizens; and

*Whereas*, the proper management and appearance of the Taylor Memorial Cemetery is a vital Town function;

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA:**

**Section 1. Recitals.** The recitals set forth above are true and correct and constitute the legislative findings of the Town Council.

**Section 2. Revisions to the Town of Howey-in-the-Hills Code of Ordinances.** Section 73-7 of the Town of Howey-in-the-Hills' Code of Ordinances is revised as follows:

**Sec. 73-7. - Maintenance.**

- A. The town shall maintain the cemetery grounds.
- B. Upon the use of a right of interment, the owner of the right of interment shall become and remain responsible for the maintenance of any monument installed upon the burial space referenced in the right of interment. This maintenance responsibility shall continue in perpetuity and shall be the responsibility of the owner's heirs and assigns.
- C. No trees or shrubbery of any nature may be planted on individual lots.
- D. Floral designs are only permitted in vases attached or part of an existing marker or monument. Monuments without attached vases are permitted to place a florist saddle to display floral arrangements.
- E. Gravesites
  - 1) No person may plant any flower or shrub on any gravesite or pluck or remove any plant or flower, either wild or cultivated, from any part of the cemetery.
  - 2) No articles are permitted on any grave, lot, or tree.
  - 3) No person may pluck or remove any plant, flower, or item from any gravesite.
  - 4) Flags and other city approved decorations that become tattered, discolored, or unsightly will be removed.
  - 5) The Town is not responsible for theft or damage to anything placed on graves or lots.
  - 6) No "For Sale" signs are allowed on plots. No advertisements in any form are allowed on lots in the cemetery, and the Town reserves the right to remove such signs or advertisements.

- 7) The Town and its agents may enter upon any lot and remove any objectionable thing or any item that may have been placed there contrary to the regulations of the Town. The Town and its agents may remove any dead or damaged tree, shrub, or vine.

**Section 3. Severability.** The provisions of this ordinance are declared to be severable. If any section, sentence, clause or phrase of this ordinance shall for any reason be held invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses and phrases of this ordinance, but they shall remain in effect, it being the legislative intent that this ordinance shall stand notwithstanding the invalidity of any part.

**Section 4. Codification.** The provisions of only section 2 shall be codified in the Town's Code of Ordinances.

**Section 5. Effective Date.** This ordinance takes effect upon its enactment.

**PASSED AND ORDAINED** on May 9, 2022, by the Town Council of the Town of Howey-in-the-Hills, Florida.

**Town of Howey-in-the-Hills, Florida**

By: its Town Council

By: \_\_\_\_\_  
Martha MacFarlane, Mayor

**ATTEST:**

**APPROVED AS TO FORM AND LEGALITY**  
(for the use and reliance of the Town only)

\_\_\_\_\_  
John Brock, Town Clerk

\_\_\_\_\_  
Thomas J. Wilkes, Town Attorney

First Reading held April 25, 2022

Second Reading, Public Hearing and Adoption held May 9, 2022

Advertised April 29, 2022

#47206127 v2



**Date:** April 25, 2022

**To:** Mayor and Town Council

**From:** John Brock, Town Clerk

**Re:** Consideration and Approval: **Appointment of Vicky Steele to the Parks & Recreation Board**

**Objective:**

Appointment of resident to a seat on the Parks & Recreation Advisory Board.

**Summary:**

*[Narrative, potentially several paragraphs, including details on relevant history, agreements and understandings, individual and cumulative costs, and project measurements, as well as roles of project stakeholders.]*

The Town's Parks & Recreation Advisory Board should have 5 members. Currently this board only has two members appointed to it. Appointment to this board would be for a two-year term. The Parks and Recreation board does not current have enough members to have a quorum, so they cannot meet to make a recommendation about appointing Mrs. Steele.

**Possible Motions:**

*The Town Council has the following options:*

1. The Town Council motions to appoint Jim Steele to the Parks & Recreation Board for a two-year term.

OR

2. Motion to Deny

**Fiscal Impact:**

*[Initial and/or Recurring Fiscal Impact, if any. Examples: N/A / There is no fiscal impact. (In-kind agreement) / Fiscal impact associated with this proposal has been included in, and accounted for, in the department's proposed budget for Fiscal Year 2021/2022]*

None

**Staff Recommendation:**

N/A



**TOWN OF HOWEY-IN-THE-HILLS  
APPLICATION FOR BOARDS/COMMITTEES**

**Please Print Legibly**

Name: Vicki Steele Date: 4-18-22

Home Mailing Address: 1003 N Temple Ave Howey

Home Physical Address: same

Florida Drivers License or ID: \_\_\_\_\_

Phone Number: (813) 579-7823 E-mail Address: vlwsteele@yahoo.com

Education: College grad (BA - Education)

Business (Name & Type): N/A

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Position: \_\_\_\_\_

Training or experience related to activities of boards or committees to which appointment is sought:  
Member of Events Committee

Professional Organizations: \_\_\_\_\_

Have you served on a Town Board(s)/Committee(s) in the past?        Yes   X   No

**Name of Boards/Committee(s):**

**Dates Served:**

**Please check Board(s)/Committee(s) that interest you.**

           Cemetery Board

           Historic Preservation Board

\_\_\_\_ Library Board

\_\_\_\_\*\*Police Pension Board

\_\_\_\_ \*\*Planning & Zoning Board

☒ Parks & Recreation Board

Other

**\*\* Florida Commission on Ethics require board members to complete and submit Form 1, Statement of Financial Interests**

*I will attend meetings in accordance with the adopted policies of the Town of Howey-in-the-Hills. If at any time my business or professional interests conflict with the interests of this Board or Committee, I will not participate in such deliberations. References may be secured from the following individuals:*

|   | Name            | Address | Phone Number   |
|---|-----------------|---------|----------------|
| 1 | Tahsiah O'Keefe |         | (832) 721-0417 |
| 2 | Tara Hall       |         | (352) 408-1007 |
| 3 |                 |         |                |

Victoria W. Steele

Signature of Applicant

In completing this application, you are acknowledging that personal information you provide is subject to Florida's Public Records Policy as stated in Chapter 119, Florida Statutes, and Article I, Section 24 of the State Constitution.

**Additional information may be attached to this form.**

FOR TOWN HALL USE

Received by John Brock Date 4/18/2022

Reviewed by Board \_\_\_\_\_

Appointed by Town Council \_\_\_\_\_ Date \_\_\_\_\_



**Date:** April 25, 2022

**To:** Mayor and Town Council

**From:** John Brock, Town Clerk

**Re:** Consideration and Approval: **Appointment of Jim Steele to the Parks & Recreation Board**

**Objective:**

Appointment of resident to a seat on the Parks & Recreation Advisory Board.

**Summary:**

*[Narrative, potentially several paragraphs, including details on relevant history, agreements and understandings, individual and cumulative costs, and project measurements, as well as roles of project stakeholders.]*

The Town's Parks & Recreation Advisory Board should have 5 members. Currently this board only has two members appointed to it. Appointment to this board would be for a two-year term. The Parks and Recreation board does not current have enough members to have a quorum, so they cannot meet to make a recommendation about appointing Mr. Steele.

**Possible Motions:**

*The Town Council has the following options:*

1. The Town Council motions to appoint Jim Steele to the Parks & Recreation Board for a two-year term.
- OR
2. Motion to Deny

**Fiscal Impact:**

*[Initial and/or Recurring Fiscal Impact, if any. Examples: N/A | There is no fiscal impact. (In-kind agreement) / Fiscal impact associated with this proposal has been included in, and accounted for, in the department's proposed budget for Fiscal Year 2021/2022]*

None

**Staff Recommendation:**

N/A

# TOWN OF HOWEY-IN-THE-HILLS

## APPLICATION FOR BOARDS/COMMITTEES

Please Print Legibly

Name: Jim Steele Date: 4/18/22  
 Home Mailing Address: 1003 N. Temple Ave.  
 Home Physical Address: 11  
 Florida Drivers License or ID: \_\_\_\_\_  
 Phone Number: 407-314-8413 E-mail Address: PLP31314@gmail.com  
 Education: some college  
 Business (Name & Type): \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_ Position: \_\_\_\_\_  
 Training or experience related to activities of boards or committees to which appointment is sought:  
board experience  
 Professional Organizations: \_\_\_\_\_

Have you served on a Town Board(s)/Committee(s) in the past?

☒ Yes ☐ No

Name of Boards/Committee(s):

Dates Served:

Library BoardCurrent

Please check Board(s)/Committee(s) that interest you.

☐ Cemetery Board☐ Historic Preservation Board☐ Library Board☐ \*\*Police Pension Board☐ \*\*Planning & Zoning Board☒ Parks & Recreation Board☐ Other

\*\* Florida Commission on Ethics require board members to complete and submit Form 1, Statement of Financial Interests

I will attend meetings in accordance with the adopted policies of the Town of Howey-in-the-Hills. If at any time my business or professional interests conflict with the interests of this Board or Committee, I will not participate in such deliberations. References may be secured from the following individuals:

|   | Name             | Address | Phone Number        |
|---|------------------|---------|---------------------|
| 1 | <u>Tara Hall</u> |         | <u>352-405-1007</u> |
| 2 |                  |         |                     |
| 3 |                  |         |                     |

Jim Steele  
 Signature of Applicant

In completing this application, you are acknowledging that personal information you provide is subject to Florida's Public Records Policy as stated in Chapter 119, Florida Statutes, and Article I, Section 24 of the State Constitution.

Additional information may be attached to this form.

FOR TOWN HALL USE

Received by John Brock Date 4/18/2022  
 Reviewed by Board \_\_\_\_\_  
 Appointed by Town Council \_\_\_\_\_ Date \_\_\_\_\_



## Proclamation

### A PROCLAMATION BY THE TOWN OF HOWEY-IN-THE-HILLS RECOGNIZING THE 50TH ANNIVERSARY OF THE FLORIDA ASSOCIATION OF CITY CLERKS (FACC) AND HONORING THIS ACHIEVEMENT.

**WHEREAS**, the Office of the Municipal Clerk is a time-honored and vital part of local government; and is one of the oldest among public servants; and

**WHEREAS** the Office of the Municipal Clerk provides a professional and essential link between the citizens, the local governing bodies and intergovernmental agencies at the local, state and federal levels along with other essential services; and

**WHEREAS** the Florida Association of City Clerks (FACC) is the professional membership organization for Florida's municipal clerks and others who work within the clerk's office; and

**WHEREAS**, FACC began in 1972 when its founder, the late Robert N. Clark, CMC, City Clerk of Sunrise, saw the need for an organization to bring together like-minded people to unite the voice of all municipal clerks, to share ideas and to assist one another in the work of municipal government; and

**WHEREAS**, FACC celebrates its 50th anniversary in 2022, and a golden anniversary is a momentous occasion worthy of commendation and Florida's cities, towns and villages will all join in observation of this celebratory event; and

**WHEREAS**, municipal clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in educational programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and

**WHEREAS**, FACC is a primary source for the educational programs, seminars, workshops and webinars for educating Florida's municipal clerks and those who serve in the clerk's office, and municipal clerks look to FACC to provide the training needed to obtain their Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) certifications; and

#### **NOW THEREFORE be it resolved by the Town of Howey-in-the-Hills:**

Section 1. That the Town of Howey-in-the-Hills celebrates the 50th anniversary of the Florida Association of City Clerks, and

Section 2. That FACC is commended for 50 years of excellent service provided to the municipal clerks in the State of Florida

The Town of Howey-in-the-Hills, Florida is calling upon each citizen and business to help protect our precious resource by practicing water saving measures and becoming more aware of the need to save water.

Signed this 25th day of April, 2022.

By: \_\_\_\_\_  
Martha MacFarlane, Mayor

Attest: \_\_\_\_\_  
John Brock, Town Clerk