



Parks & Recreation Advisory Board Meeting

**February 20, 2025 at 6:00 PM
Howey-in the-Hills Town Hall
101 N. Palm Ave.,
Howey-in-the-Hills, FL 34737**

Join Zoom

Meeting: <https://us06web.zoom.us/j/87300373374?pwd=bMUk3dfm4LHNSOyRC88IkNa11B1DOD.1>

Meeting ID: 873 0037 3374 | **Passcode:** 437992

AGENDA

CALL TO ORDER AND ROLL CALL

APPROVAL OF MINUTES

- 1.** Consideration and Approval of the January 09, 2025, Parks & Recreation Advisory Board Meeting Minutes.

OLD BUSINESS

- 2.** Discussion: **Parks Assessment**
- 3.** Discussion: **Staff Parks Update**

NEW BUSINESS

- 4.** Discussion: **Parks Consulting Services Grant Opportunities**
- 5.** Discussion: **Annual Sunshine Laws / Code of Core Values Presentation**
- 6.** Discussion: **Sara Maude Mason Nature Preserve Opening Ceremony**

BOARD COMMENTS

PUBLIC COMMENTS

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: **Parks & Recreation Advisory Board Meeting**

Time: **Feb 20, 2025 06:00 PM Eastern Time** (US and Canada)

Join Zoom Meeting

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Meeting ID: 873 0037 3374

Passcode: 437992

Dial by your location

+1 646 558 8656 US (New York)

+1 346 248 7799 US (Houston)

Meeting ID: 873 0037 3374

Passcode: 437992

Find your local number: <https://us06web.zoom.us/u/kCs0TMXqf>

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.



Parks & Recreation Advisory Board Meeting

**January 09, 2025, at 6:00 PM
Howey-in the-Hills Town Hall
101 N. Palm Ave.,
Howey-in-the-Hills, FL 34737**

MINUTES

CALL TO ORDER AND ROLL CALL

Board Chair Joshua Husemann called the Parks and Recreation Board Meeting to order at 06:00 p.m.

BOARD MEMBERS PRESENT:

Joshua Husemann, Board Chair | Mary Arnold, Board Secretary | Staci Mauro, Board Member

BOARD MEMBERS ABSENT: Meredith Bright, Board Member | Teresa Pileggi, Board Member

STAFF PRESENT:

Morgan Cates, Public Services Director | Brianna Pino, Public Services Administrative Assistant

APPROVAL OF MINUTES

1. Consideration and Approval of the December 12th, 2024, Parks & Recreation Advisory Board Meeting Minutes.

Motion made by Board Member Mauro to approve of the 12/12/2024 Parks and Recreation Meeting; seconded by Board Secretary Arnold. Motion approved unanimously by voice vote.

Voting

Yea: Board Chair Husemann, Board Secretary Arnold, Board Member Mauro

Nay: None

OLD BUSINESS

2. Discussion: **Parks Assessment**

Board Member Mauro advised that the cemetery was in good condition.

Board Secretary Arnold reported that the water fountain behind the library was not operational. Public Services Director Morgan Cates explained it had likely been shut off due to cold weather. Board

Secretary Arnold inquired about the addition of plastic tubing to the swing set, to which Mr. Cates confirmed it would be implemented.

Board Chair Husemann reported that Blevin Park's walkway was muddy, palm fronds were near the entrance, and an irrigation pipe was exposed. Additionally, he noted that the lattice fence had fallen over.

Board Chair Husemann reported that Griffin Park was in good condition but noted broken playground equipment.

3. Discussion: Staff Parks Update

Public Services Director Morgan Cates advised that parks were being maintained as usual by the Public Works staff.

4. Discussion: Sara Maude Mason Boardwalk Project Update

Public Services Director Morgan Cates advised that the Sara Maude Mason Boardwalk Project is 99% completed. There were fallen trees that the Tree Contractor would remove.

NEW BUSINESS

5. Consideration and Approval: Annual Selection of Board Officers (Board Chair and Board Secretary)

Board Member Mauro made a motion to keep Board Chair Husemann as Board Chair; seconded by Board Secretary Arnold. Board Member Mauro made a motion to keep Board Secretary Arnold as Board Secretary; seconded by Board Chair Husemann.

Voting

Yea: Board Chair Husemann, Board Secretary Arnold, Board Member Mauro

Nay: None

6. Discussion: Adopt-a-Bump-Out Update

Public Services Director Morgan Cates informed the Board that four bump-outs have been adopted.

7. Discussion: Capital Improvements Plan (CIP)

Public Services Director Morgan Cates briefed the board on the Town Council's discussion of the Capital Improvements Plan.

BOARD COMMENTS

None

PUBLIC COMMENTS

None

ADJOURNMENT

There being no further business to discuss, a motion was made by Board Secretary Arnold to adjourn the meeting; Board Member Mauro seconded the motion. Motion was approved unanimously by voice vote.

The Meeting adjourned at 06:39p.m. | **Attendees: 5**

Board Chair Joshua Husemann

ATTEST:

Brianna Pino, Public Services Administrative Assistant

Government in the Sunshine

Public Records

Ethics

Gifts

Howey-in-the-Hills P&R Board
February 20, 2025

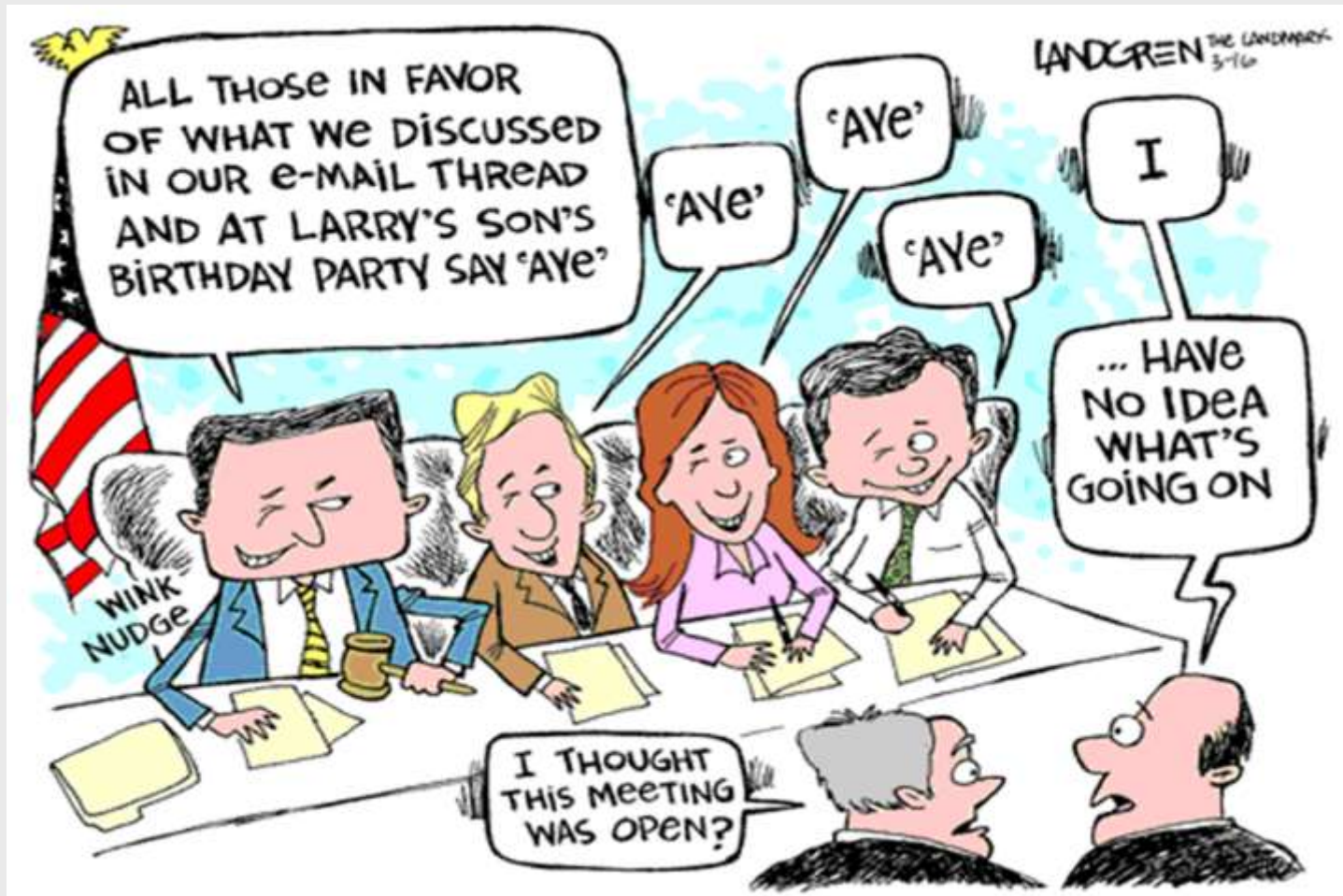


Overview

1. **Government in the Sunshine Law** – *Chapter 286, Fla. Stat.*
2. **Public Records Law** – *Chapter 119, Fla. Stat*
3. **Ethics, Gifts** – *Part III of Chapter 112, Fla. Stat.*



SUNSHINE LAW



SUNSHINE LAW

Applicable to:

- **Advisory boards**
- **Committees**

When such boards or committees have been delegated “**decision-making authority**” as opposed to mere “**information gathering or fact-finding authority**”.

SUNSHINE LAW

Basic requirements:

1. Meetings must be open and accessible to the public.
2. Meetings must be noticed.
3. Written minutes must be taken.

§286.011 Florida Statutes

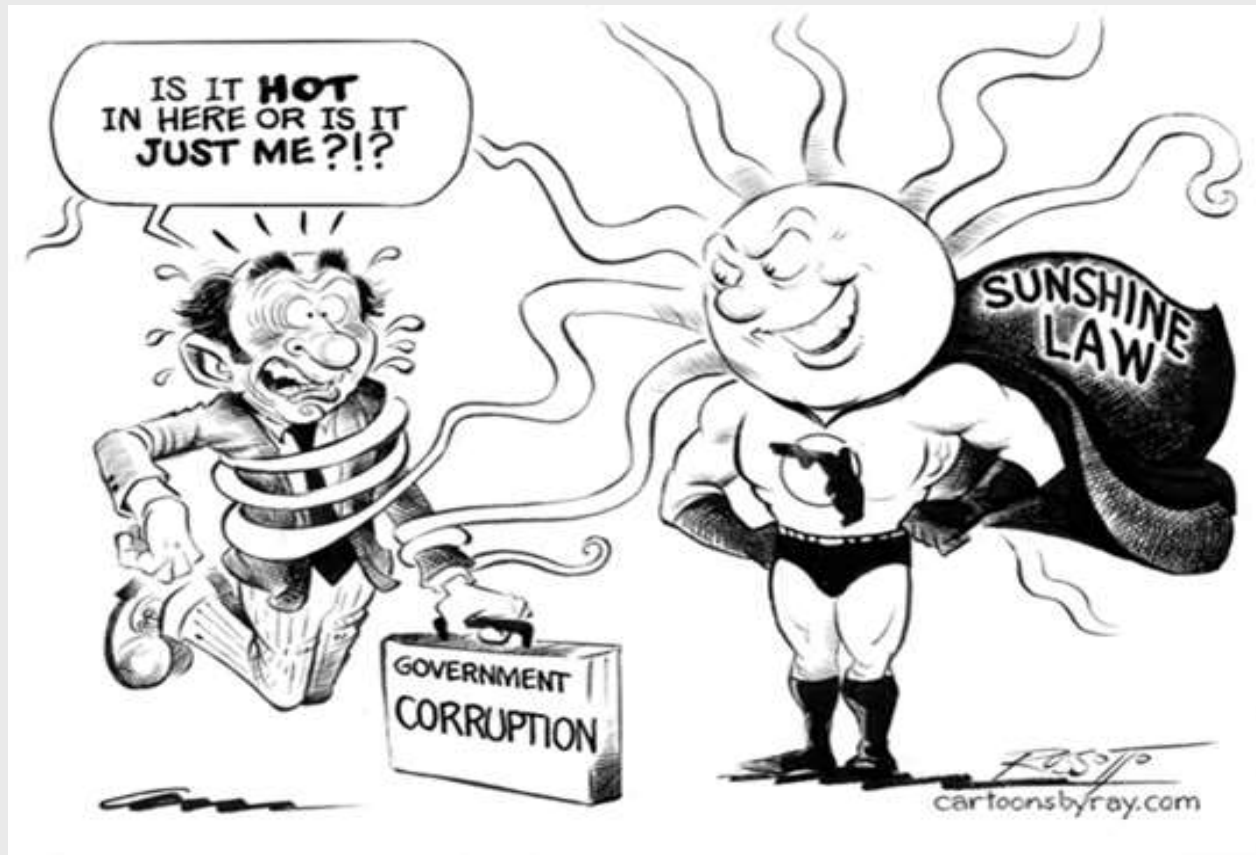
SUNSHINE LAW

Things to remember:

- If 2 or more council/committee members need to discuss council/committee related business, a meeting must be officially noticed.
- Do not call, text or e-mail each other on town related business -- all discussions must be in an open, noticed meeting.
- You cannot have a person act as a “go-between”.
- Whispering and passing notes at a noticed meeting could be considered an unnoticed meeting if discussing town business.
- Once a meeting is adjourned, don't talk about town business on your way out of the room.
- Members of the public must be provided an opportunity to address the council/committee during the decision-making process, and **before** a decision is made.

SUNSHINE LAW

Questions?



PUBLIC RECORDS



PUBLIC RECORDS LAW

Applicable to records of:

- Town employees
- Town Council
- Advisory Boards
- Committees
- **All town records**



PUBLIC RECORDS LAW

Important things to know:

- Every record made or received in connection with town business.
- All elected and appointed officials and town employees must permit inspection and copying of public records.
- NOT limited to traditional written documents.
- Includes **texts** and **emails** made or received in connection with official business.
- Includes YouTube videos, Facebook posts, tapes, photographs, videos and sound recordings.



PUBLIC RECORDS LAW

Important things to know:

- Public records can only be destroyed in accordance with a specific process under state law.
- Public records must be retained for certain periods of time.
- The law applies to communications with residents, members of the public, employees, consultants, contractors and legal counsel and others involving town business, **even if it is on your private computer, laptop or phone**. It is the nature of the record – not the location.
- Purely personal e-mails are not public records, but there is no “expectation of privacy” for communications on a town owned computer.

PUBLIC RECORDS LAW

Important things to know:

- Public records include metadata.
- There is no “unfinished business” exemption – drafts and notes can be a public record.
- A public records request may be verbal, written, e-mailed, by any person at any time for any or no reason.
- You cannot require the requester to provide his or her name, and he or she does not have to say why the records are requested.
- **If you receive a public records request, let the Town Clerk know immediately.**

PUBLIC RECORDS LAW

Statutory exemptions:

The entire record is a public record unless there is an express statutory exemption.

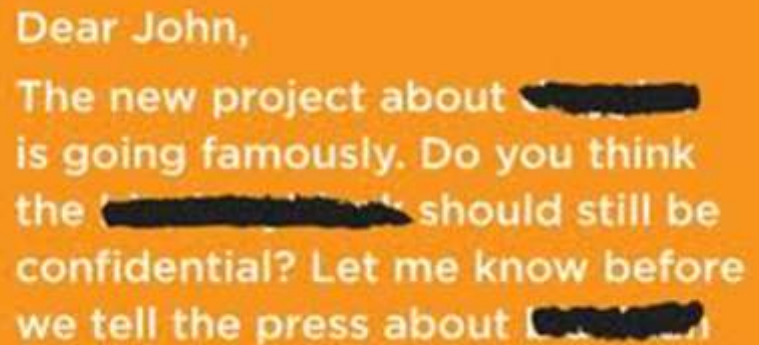
- Exemptions must be **explicitly** provided by statute.
- Exemptions must be **narrowly applied**.
- All exemptions must be **stated in writing** to a requestor.



PUBLIC RECORDS LAW

Statutory exemptions:

- Sealed bids and proposals (for a certain period of time). [119.071(1)(b), Fla. Stat.]
- Information relating to a facility's security system plans. [119.071(3)(a), Fla. Stat.]
- Building plans and drawings depicting the internal layout and structural elements of a building owned or operated by an agency. [119.071(3)(b), Fla. Stat.]
- Many more....



Dear John,
The new project about [REDACTED]
is going famously. Do you think
the [REDACTED] should still be
confidential? Let me know before
we tell the press about [REDACTED]

SUNSHINE AND PUBLIC RECORDS LAW

For violations of the law -

- **The State Attorney or a Grand Jury can be involved**
- **Private parties can sue**
- **Penalties can include:**
 - Jail time – 1 year in jail for a knowing violation
 - Fines -- \$500 for an unintentional violation
 - Attorney's fees
 - Trial
 - Nasty press coverage



PUBLIC RECORDS LAW

Questions?



ETHICS



ETHICS

Basic principle of Ethics in Florida

Legislative Intent – Part III of Chapter 112:

“It is declared to be the policy of the state that **public officers** and **employees**, state and local, are agents of the people and hold their positions **for the benefit of the public**. . . . promoting the **public interest** and maintaining the **respect** of the people in their government must be of **foremost concern**.”

ETHICS

The following is a brief summary of the Ethics Code. If you are in a situation where something may apply to you, please ask!



ETHICS

What to remember:

Do not use your position at the town to secure anything special for yourself, your family, friends, or anyone else.



ETHICS

Caution areas:

- Doing business with the town – you or your family should not do business with the town. *[Sec. 112.313(3), Fla. Stat.]*
- Secondary employment – there cannot be any conflict with your town position. You cannot take a job with a company doing business with the town. *[Sec. 112.313(7), Fla. Stat.]*
- Using information -- Don't use information (now or in the future) which you learned from your town position to gain a special advantage for you or your family or anyone else. *[Sec. 112.313(8), Fla. Stat.]*

ETHICS

Caution areas:

- Honoraria – you cannot accept a payment to speak or write for an organization. Reasonable expenses can be paid. [Sec. 112.3149, Fla. Stat.]
- Nepotism – you cannot hire, promote, or advocate for your relatives to get a job with the town. [Sec. 112.3135, Fla. Stat.]



ETHICS

GENERAL RULE ABOUT VOTING:

- You **must vote** on all Council items.
- *Unless* you have “conflict of interest” or there appears to be a “possible conflict of interest”.
[Sec. 286.012, Fla. Stat.]
- “Abstentions” are not allowed.



ETHICS

VOTING CONFLICTS:

- Must disclose if, on *any* issue, the Council's vote would benefit ... or hurt ...
 - You
 - Your relative
 - Your business partner
 - Your employer
 - Your client/customer
 - The parent company, subsidiary company, or sister company of ...
 - Your employer
 - Your client

ETHICS

VOTING CONFLICTS:

- Must not vote
- Must file Form 8B (with the Town Clerk) within 15 days after the vote
- May participate in the discussion if the conflict is first disclosed (but why would you?)



ETHICS

VOTING CONFLICTS

- **MUST** abstain:
 - conflict of interest
- **MAY** abstain:
 - appearance of a conflict of interest
- If you abstain for either reason, file Form 8B

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS	
LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION
	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on the form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.266 or 163.267, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting, and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

* You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

ETHICS

Penalties (*employees, officers, candidates*):

Impeachment, removal from office or employment, suspension, public censure, reprimand, demotion, reduction in salary level, forfeiture of one-third salary per month for twelve months, a civil penalty up to \$10,000, restitution of any pecuniary benefits received, and triple the value of a gift from a political committee.

ETHICS

Questions?



GIFTS



GIFTS

What is a “gift”?

- money
- real estate
- use of real estate
- tangible personal property
- intangible personal property
- use of personal property
- food or beverages
- membership dues
- transportation
- plants & flowers
- admission tickets (sports, concerts, cruises, theme parks, etc.)
- forgiveness of debt
- a preferential rate or price on a debt, loan, goods or services
- any other thing having value
- any other service having value

GIFTS

Caution areas:

- Taking gifts – taking anything of value for you or your family **over \$100** can be an ethics violation.
[Sec. 112.3148, Fla. Stat.]
- Asking for gifts – don't ask people **working with** or **associated with** town business for anything -- lobbyist, vendor, customer, or anyone doing business with the town. *[Sec. 112.313(2), Fla. Stat.]*

GIFTS

DISCLOSURE OF GIFTS BY YOU:

- Any gift which is accepted AND worth **over \$100**
- Exceptions:
 - Gifts from relatives
 - **Prohibited** gifts (*i.e.*, from lobbyists and vendors)



GIFTS

GIFTS DISCLOSED ... BY LOBBYISTS AND VENDORS:

- All gifts to you worth **over \$25**
- Disclosed quarterly ... by the lobbyist or vendor, not you



FLORIDA COMMISSION ON ETHICS

- Available for advice: ethics / gifts / financial disclosure
- Phone: 850-488-7864
- Website: www.ethics.state.fl.us

Questions?



Parks & Recreation

- **Per Code, Section 49:**
 - **Five members (Must be Town residents)**
 - **Chair & Secretary annually chosen in January**
 - **Two-year terms**
 - **Three member quorum**
 - **Missing three meetings in a calendar year (regardless of notice) is an effective resignation**

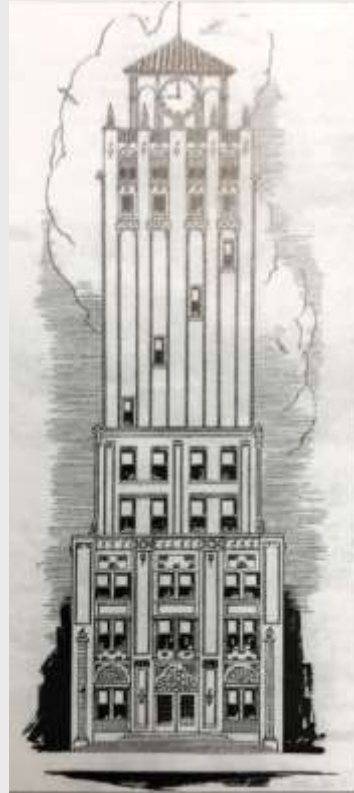
Parks & Recreation

- **What the Parks & Recreation Board is NOT**
 - **The Events Subcommittee**
 - **The Public Works Department**
 - **The Town Council**

Parks & Recreation

- **What the Parks & Recreation Board IS**
 - **A recommending body for development, use, improvement, and creation of parks, parkways, playgrounds, and other recreational facilities of the Town**
 - **A recommending body for rules and regulations of these facilities, as well as rates and charges for facilities**

Questions?





Town of Howey-in-the-Hills

Code of Core Values for Civility and Ethics

It is the policy of the Town of Howey-in-the-Hills to uphold, promote and demand the highest standards of civility and ethics from all of its citizens and officials, whether elected or appointed. Accordingly, members of the Town Council, Boards and Committees should maintain the utmost standards of personal honesty, civility and fairness in carrying out their public duties, avoid any improprieties in their roles as public servants, and never use their Town position or powers for improper personal gain.

Implementation

The Code of Core Values for Civility and Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, the Core Values of Civility and Ethical standards shall be included in the regular orientations for the Town Council, Boards and Committees.

Code of Core Values for Civility and Ethics:

Ethics

I pledge to maintain the highest standards of professional behavior and to comply with the laws, regulations, and policies under which we operate. I shall make no promises or commitments I cannot reasonably expect to fulfill, and I shall maintain appropriate social, ethical, and organizational norms in Town related activities.

Civility

I pledge to help create an atmosphere of respect and civility where individual councilors, department heads, staff, committee and board members, and the public are free to express their ideas and work to their full potential. I pledge to be open, consistent, truthful, and respectful in all communications, written and verbal, as this is vital for reflective and sound decision making for the Howey-in-the-Hills community.

Respect for the Individual

I respect the diversity of councilors, staff, committee members, and citizens, to provide fair and equitable treatment in all areas, and to encourage personal and professional growth. I shall recognize and value individual contributions to the Howey-in-the-Hills community, as the Town's mission and vision are pursued.



Teamwork

I shall work together with others, with mutual respect, to achieve organizational goals, recognizing that unity of purpose and effort leads to increased productivity and greater accomplishments.

Leadership

I shall lead by example, using appropriate interpersonal skills, and shall strive to maximize citizen and staff involvement to further the vision of Howey-in-the-Hills' quality community.

Creativity and Innovation

I shall strive to stimulate and appreciate new concepts and solutions suggested by all, as Howey-in-the-Hills' creative community is enriched. I shall respond efficiently and effectively to the needs of our citizens as well as to changes in our environment.

Stewardship

I shall strive to make a positive contribution to our Town and to enhance the quality of services throughout the Howey-in-the-Hills community and strive for excellence in every phase of our work. I shall work to attain our goals by optimizing the use of our energy, time and resources and consider the impact of all decisions on resources and to recognize the limitations imposed by our environment.



Town of Howey-in-the-Hills

Code of Core Values for Civility and Ethics Attestation Statement

I hereby affirm by signing this Attestation Statement that:

- a. I have received a copy of the Town of Howey-in-the-Hill’s Code of Core Values for Civility and Ethics (the “Code of Core Values”) governing my service on the Town Council or Town Board or Committee;
- b. I have read and understand the Code of Core Values; and
- c. I agree to comply with the Code of Core Values and not engage in any activity in violation of the Code.

I further understand that if I am an appointed member of a Town Board or Committee that my failure to comply with the Code of Core Values may result in (i) my removal from the Board or Committee by the Town Council, or (ii) my removal from a Town Council meeting by majority vote of the other Town Council members.

Signature_____

Date_____

Print
Name_____