

**MINUTES OF THE HOWEY-IN-THE-HILLS TOWN COUNCIL MEETING  
HELD JUNE 12, 2017**

Mayor Sears called the Town Council Meeting of June 12, 2017 to order at 6:00 p.m.

Boy Scout and Cub-Boy Scout Troop No. 245 led the Pledge of Allegiance to the Flag.

Lieutenant Roman led the Invocation.

Present: Mayor Sears, Mayor Pro-Tem David Nebel, Councilor Scott and Councilor Mabry.

Absent: Councilor Conroy, Excused

Also Present: Director of Public Services Ernest, Library Director Hall, Lieutenant Roman, and Administrative Assistant II Burke

**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.*

**Minutes of the May 22, 2017 Town Council Meeting**

*Mayor Pro-Tem David Nebel, seconded by Councilor Mabry, moved to approve the Consent Agenda as presented. Motion carried 4-0 with a roll call vote.*

**PUBLIC HEARING**

**The Town Council sitting as the Board of Adjustment as set forth in Section 9.03.00 of the Land Development Code to hear and decide on Variance Application for setbacks to allow an enclosed room to be constructed on the footprint of the existing deck at 709 North Lakeshore Boulevard.**

**Mayor Sears read by title.**

**Mayor Sears recused himself due to a conflict of interest.**

***The public Hearing was opened.***

**Janice Conroy, 801 N Lakeshore, said that the sunroom addition would be a tremendous asset to Lakeshore Blvd. She also said that the sunroom would modernize the home.**

**Charles Richardson, 214 E Laurel Ave**, said the addition would look great. He said that the Town Planner Harowski did say that the Variance shouldn't be granted and that should be taken into consideration due to the setback requirements but as a neighbor he agrees that Ann Griffin should be allowed the variance.

**Administrative Assistant II Burke** read Clay and Kathleen Ormsbee's letter that stated their support for the variance.

**Mayor Pro-Tem David Nebel** said that the Town Council should grant the Variance.

**Councilor Scott** asked how much more feet would the sunroom be extended compared to the existing porch. **Mayor Pro-Tem David Nebel** replied two (2) feet.

**Tina St. Clair, Member of the Planning and Zoning Board**, said that the Planning and Zoning Board recommended to the Town Council that the variance be granted as the same dimensions of the existing porch.

***The Public Hearing was closed.***

**Mayor Pro-Tem David Nebel, seconded by Councilor Mabry, moved to approve the variance application for setbacks from the Land Development Regulations for a sunroom located at 709 N Lakeshore Blvd. Motion carried 3-0 with a roll call vote.**

## **NEW BUSINESS**

### **2016 Annual Audit Presentation**

**Mayor Sears** read by Title and then asked Robert Lemmon, Carr, Riggs & Ingram LLC, to present the annual Audit.

**Robert Lemmon, Carr, Riggs & Ingram LLC**, introduced himself and told Administrative Assistant II Burke thank you for helping during the auditing process. He said that there were three finding for the audit.

2016-001 Condition-Generally accepted auditing standards requires that an auditor report a finding when it is necessary for the auditor to assist with the preparation of a government's financial statements. As part of the audit process, we proposed material adjustments to the Town's financial statements. It was also necessary for us to assist with the Town's financial statements. Our proposed adjustments were accepted by management establishing the financial statement to be fairly presented in conformity with generally accepted accounting principles.

Recommendation – The Town should consider and evaluate the costs and benefits of improving internal controls relative to the financial reporting process.

2016-002 Condition – The terms of the Town's State revolving Fund loan requires that the Utility Fund generate pledged revenues equal to or exceeding 1.15 times the debt service due in the fiscal year. For the year ended September 30, 2016, the Town did not meet this requirement.

Recommendation - The Town should monitor the financial operations of the Utility Fund and amend rates as necessary to meet the loan covenants.

2016-003 Condition – The budget was over expanded by approximately \$115,000

Recommendation – Resources were available to cover the over – expenditure; however, the budget position should be closely monitored to ensure that actual expenditures do not exceed budgeted expenditures.

**Mayor Sears** said the Town isn't large enough to have a full time auditor. He then said that he doesn't agree with the 2016-002 condition as the Town defers impact fees until construction is done and if you add the funds that are deferred the Town would have met the 1.15 times the debt service. He then went on to explain that the money over expended was the money for the Sara Maude Nature Preserve and paving that should have been moved from the reserves.

**Mayor Pro-Tem David Nebel** said that he agrees the Town is too small to have a full time auditor.

**Authorization for Mayor Sears to submit a grant application for a DEO Technical Assistant Grant to seek funding for pedestrian and bicycle plan.**

**Mayor Sears** read by title.

**Town Planner Harowski** said that the grant is state funded and doesn't require a match of funds. He said that in the Comprehensive Plan there is a pedestrian and bicycle plan and that getting this grant will help implement that plan to action. He added that the grant had to be turned in by June 23, 2017.

**Mayor Pro-Tem David Nebel, seconded by Councilor Scott moved to approve that Mayor Sears submit a grant application for a DEO Technical Assistant Grant to seek funding for pedestrian and bicycle plan. Motion carried 4-0 with a roll call vote.**

**Discussion: Possible purchase of property located adjacent to the Public Services Facility for storage for residents of Howey-in-the-Hills. (Councilor Scott)**

**Councilor Scott** said that he feels the Town should purchase the property located adjacent to the Public Services Facility for storage for residents of Howey-in-the-Hills. He said that residents could store their boat trailers, boats and recreational vehicles there. He added that the Town would make a profit and would be helping lower code enforcement violations.

**Mayor Sears** said to get a proposal together and present it before the Town Council.

**Discussion: Restriping of State Road 19 by the Florida Department of Transportation (F.D.O.T.) (Councilor Scott)**

**Councilor Scott** said that he had a contact at the Florida Department of Transportation

(F.D.O.T.) and she said that they were looking into restriping State Road 19.

**Discussion: F.D.O.T. to complete sidewalks to extend to the road edge. A representative will discuss this with Town Council at a later date. (Councilor Scott)**

**Councilor Scott** said that he walks around Town and that most of the sidewalks do not go all the way to the edge of the road off of State Road 19. He spoke with his contact at F.D.O.T. about them redoing the sidewalks and she said that she would bring that up at a future meeting.

**Mayor Pro-Tem David Nebel** asked what the pipe was for along State Road 19. **Councilor Scott** replied gas.

**Discussion: Possible Emergency Operations Center (EOC) Grant for Town (Councilor Scott)**

**Mayor Sears** said that the Emergency Operations Center Grant is for Police and Fire Departments. He then gave detailed background on what an Emergency Operations Grant involved.

**Discussion: Length of Service Awards/Bonus for employees with 5, 10, 15 and 20 years of service (Councilor Scott)**

**Councilor Scott** said that he believes Town Employees should be recognized for their years of service.

**Mayor Pro-Tem David Nebel** said that he agrees and that Moore Awards in Tavares does a great job.

**Mayor Sears** said that Town Staff will work on getting that in the Employee Manual.

**Consideration and Approval of purchase of gooseneck microphones for a not to exceed amount of \$2,500**

**Mayor Pro-Tem David Nebel** said that for \$2,500 he would learn to lean forward.

**Mayor Sears** asked if there was a motion to purchase the gooseneck microphones.

**Mayor Pro-Tem David Nebel** replied no.

**Discussion: Process for Town Clerk Position (Mayor Sears)**

**Mayor Sears** said that Town Clerk Brasher had resigned. He said that Administrative Assistant II Burke is working towards her Certified Municipal Clerk Certification. He then added that she had his full support. He said that he has had discussions with

Administrative Assistant II Burke regarding man power in Town Hall and that she believes the current staff could handle the job. He said that he would like for her to continue through the summer and evaluate her performance around Labor Day.

**Mayor Pro-Tem David Nebel** said that he agrees with promoting from within. He said that there is a \$125.00 fee for the certification and that in prior years the Town reimbursed the person after they received their certification.

**Mayor Sears** said that the Town has paid for the books and classes when people have received their water licenses and that the Town is paying for Administrative Assistant II Burke's certification.

**Mayor Pro-Tem David Nebel** said that most of us do not know the Florida Statues or requirements of a city clerk and not knowing that could get a Town in a lot of trouble, but Administrative Assistant II Burke will be learning the duties and statues while working towards her clerk certification.

#### **Discussion: Downtown Sewer Project Update (Mayor Sears)**

**Mayor Sears** said that the Downtown Sewer Project plans went out for bid. Booth, Ern, Straughan & Hiott, Inc. (BESH) had a pre-bid meeting on June 6, 2017. When running the sewer line down Central Avenue the road will be closed for thirty (30) days. In the pre-bid meeting the contractors were told that they aren't allowed to close both work areas at once and when Central Avenue is closed down the businesses customers will be parking in the road right of way on the grass area. A lengthy discussion ensued.

**Carnee Merritt, A Little Bo-tique and Spa Owner**, said that she appreciated the quick response regarding parking.

**Elwis Benson, 406 S Florida Ave**, asked if there would be any blue water lines in the sewer system. **Mayor Sears** replied no. **Mr. Benson** then asked if other people could hook into the sewer system and **Mayor Sears** said yes.

#### **OLD BUSINESS**

##### **Update: Dairian's Certification (Councilor Scott)**

**No Comments**

#### **MAYOR AND COUNCIL COMMENTS**

**Councilor Mabry**-No Comments

**Councilor Scott** said that he wanted to make sure Administrative Assistant II Burke had enough help and volunteered his time.

**Mayor Pro-Tem David Nebel** wished Administrative Assistant II Burke luck.

**Mayor Sears- No Comment**

**PUBLIC COMMENTS**

**Carnee Merritt, A Little Bo-tique and Spa Owner** said that Town Planner Harowski and herself talked about an assisted living facility located at 110 S Palm Avenue awhile back but hadn't heard anything else about it. She then said that she is asking because she had a customer come in and say that she was dropping someone off at the assisted living home.

**Town Planner Harowski said** that the last conversation he had with the gentleman was about him putting in the required parking on the side street. **Mayor Sears** said that he would check into that.

**The meeting adjourned at 7:00 P.M.**

ATTEST:

\_\_\_\_\_  
Chris Sears, Mayor

\_\_\_\_\_  
Dairian Burke  
Administrative Assistant II