

**CITY OF TAVARES  
MINUTES OF REGULAR COUNCIL MEETING  
JULY 1, 2015  
CITY COUNCIL CHAMBERS  
4:00 p.m.**

**COUNCILMEMBERS PRESENT**

**ABSENT**

Kirby Smith, Mayor  
Bob Grenier, Vice Mayor  
Lori Pfister, Councilmember  
Lisa Johnson, Councilmember  
Robert Speaks, Councilmember

**STAFF PRESENT**

John Drury, City Administrator  
Nancy Barnett, City Clerk  
Robert Q. Williams, City Attorney  
Chris Thompson, Public Works Director  
Tammy Rogers, Community Services Director  
Mike Fitzgerald, Community Development  
Stoney Lubins, Police Chief  
Richard Keith, Fire Chief  
Bob Tweedie, Economic Development Director  
Joyce Ross, Public Communications Director  
Lori Tucker, Human Resources Director

**I. CALL TO ORDER**

Mayor Smith called the meeting to order at 4:00 p.m.

**II. INVOCATION AND PLEDGE OF ALLEGIANCE**

Councilmember Speaks gave the invocation and led those present in the Pledge of Allegiance.

Mayor Smith noted the hearing devices available at the entrance table and requested that cell phones be silenced. He asked those who wished to speak to Council for items on the agenda to fill out the form provided on the table at the entrance to Council Chambers.

**III. APPROVAL OF AGENDA**

Mayor Smith asked if there any changes to the agenda. Mayor Smith requested to add two “Audiences to be Heard” sections for future agendas when there is a budget workshop: One after the General Government section and one after the Budget Section.

**MOTION**

1  
2 **Bob Grenier moved to approve the Mayor’s suggestion, seconded by Lori Pfister. The**  
3 **motion carried unanimously 5-0.**

4  
5 **IV. APPROVAL OF MINUTES**

6  
7 **Tab 1) Minutes of June 17, 2015 Regular Council Meeting**

8  
9 **MOTION**

10  
11 **Lori Pfister moved to approve the minutes of June 17, 2015 as submitted, seconded by**  
12 **Lisa Johnson. The motion carried unanimously 5-0.**

13  
14 **V. PROCLAMATIONS/PRESENTATIONS - None**

15  
16 **VI. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EX PARTE**  
17 **COMMUNICATIONS**

18  
19 Attorney Williams noted there is Transmittal Hearing on the agenda that requires an opportunity  
20 for public comment.

21  
22 **VII. READING OF ALL ORDINANCES/RESOLUTIONS**

23  
24 Ms. Barnett read the ordinances by title only:

25  
26 **ORDINANCE 2015-10**

27  
28 **AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE CITY**  
29 **OF TAVARES COMPREHENSIVE PLAN, CHAPTER 6, INTERGOVERNMENTAL**  
30 **COORDINATION ELEMENT, INCORPORATING THE ADOPTED INTERLOCAL**  
31 **SERVICE BOUNDARY AGREEMENT (ISBA) BETWEEN THE CITY OF TAVARES**  
32 **AND LAKE COUNTY; REPEALING CONFLICTING ORDINANCES; PROVIDING**  
33 **FOR SEVERABILITY; SUBJECT TO THE RULES, REGULATIONS AND**  
34 **OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING**  
35 **FOR AN EFFECTIVE DATE.**

36  
37 **ORDINANCE 2015-12**

38  
39 **AN ORDINANCE AMENDING THE BOUNDARIES OF THE CITY OF TAVARES BY**  
40 **ANNEXING UNDER THE TERMS AND CONDITIONS OF THE INTERLOCAL**  
41 **SERVICE BOUNDARY AGREEMENT BETWEEN THE CITY OF TAVARES AND**  
42 **LAKE COUNTY APPROXIMATELY 46.80 ACRES OF VACANT NON-CONTIGUOUS**  
43 **PROPERTIES GENERALLY LOCATED ON THE SOUTH SIDE OF OLD US**  
44 **HIGHWAY 441, EAST OF DAVID WALKER ROAD; REZONING THE PROPERTIES**  
45 **FROM COUNTY R-1 (RURAL RESIDENTIAL) AND COUNTY R-2 (ESTATE**  
46 **RESIDENTIAL) TO CITY RMF-2 (MULTI-FAMILY RESIDENTIAL) WITH**  
47 **CERTAIN CONDITIONS; SUBJECT TO THE RULES, REGULATIONS AND**



1 amendment request is considered to be in compliance with the City's Comprehensive Plan and at  
2 its June 18<sup>th</sup> meeting, the Planning & Zoning Board voted unanimously to recommend approval  
3 and staff recommends approval.  
4

5 **MOTION**

6  
7 **Bob Grenier moved to approve the transmittal of Ordinance #2015-13 to the State**  
8 **Department of Economic Opportunity for review, seconded by Robert Speaks. The motion**  
9 **carried unanimously 5-0.**

10  
11 **XI. GENERAL GOVERNMENT**

12  
13 **Tab 6) Request for Reduction in Impact Fees – Cagan Management Group**

14  
15 Mr. Tweedie noted this item was a request to reconsider an impact fees reduction by Mr. Cagan  
16 of Cagan Management Group. He said that Mr. Cagan presented this request at the last Council  
17 Meeting for a then planned 516 unit apartment complex off Huffstetler Drive. At that meeting Mr.  
18 Cagan requested that Council consider directing staff to recalculate the impact fee reduction  
19 based on a 240 unit complex.  
20

21 Mr. Tweedie stated the recalculation had been provided to Council. The total impact fee revenue  
22 for the 240 unit complex would be \$352,440 versus \$1,057,442 in impact fees for the full rate. Mr.  
23 Cagan had stated that the lower rate would have been applicable in 2013 had he started his  
24 project at that time. Mr. Tweedie noted there was additional information that has been provided  
25 Mr. Cagan to Council for this meeting.  
26

27 Mr. Tweedie said staff recommendation is still to not approve this request although staff does  
28 approve of the project and he noted Mr. Cagan was in the audience to present and to answer any  
29 questions.  
30

31 Mayor Smith asked if during the meeting [with staff] with Mr. Cagan was there any indication of  
32 his willingness to pay something up front. Mr. Tweedie answered that he did not state that in the  
33 meeting.  
34

35 Mayor Smith said that Denise Laratta had requested to speak.  
36

37 **Denise Laratta**

38  
39 Ms. Laratta said her position remained the same as the previous meeting. She said the City has a  
40 policy and should stay with that policy which is to pay 100% of the impact fees.  
41

42 Mayor Smith asked Council if they wished to discuss the request further.  
43

44 **MOTION**

45  
46 **Lori Pfister moved that Council not approve the request, seconded by Bob Grenier. The**  
47 **motion carried unanimously 5-0.**  
48

1 **Tab 7) Approval of Work Authorization to Develop Utility Master Plan for US 441 Corridor**  
2 **and Dead River Road**

3  
4 Mr. Hayes said the ISBA provides for the boundary lines for the city's future. This request is to  
5 begin the process of reviewing the utility service so that staff can begin planning for future needs.  
6 He noted the City issued a Request for Proposals for consultants in 2014 for various disciplines  
7 and created a Library for professional firms. The procurement manager takes requests from staff  
8 and identifies qualified professionals from that library. Staff then negotiated a Scope of Work, time  
9 line, and fee to conduct the work. For this project Parson Brinckeroff was selected to conduct a  
10 Utility Study from the Dead River to the Leesburg line at CR 473 including the properties back  
11 down to Dead River Road. The master study will include data and hydraulic criteria and will  
12 calculate potential water and wastewater flows in order to know what will be needed for future  
13 services.

14  
15 **MOTION**

16  
17 **Lori Pfister moved to approve the work authorization with Parson Brinckeroff in the**  
18 **amount of \$49,000, seconded by Robert Speaks. The motion carried unanimously 5-0.**  
19

20 **Tab 8) Infrastructure Occupancy Interlocal Agreement with the City of Leesburg to Grant**  
21 **License for Cable to Occupy the City's Fiber Structure**

22  
23 Mayor Smith stated he had a conflict with voting on this item as it is a direct conflict with his  
24 current employment. He then passed the gavel to Vice Mayor Grenier.

25  
26 Ms. Houghton stated this is a request from the City of Leesburg to execute an Interlocal  
27 agreement to allow them to occupy the City of Tavares conduit cable along west Caroline Street  
28 for fiber optic connectivity to the Lake County Library System. As a member of the Lake County  
29 System, the City of Tavares is connected to that network of services. The City owns some conduit  
30 cable in the ground that is currently not being used. The initial term of the agreement is for 10  
31 years and there is no monetary cost to the City for this agreement.

32  
33 Vice Mayor Grenier asked if Council had questions.

34  
35 **MOTION**

36  
37 **Lori Pfister moved to authorize the City Administrator to execute an Infrastructure**  
38 **Occupancy Interlocal Agreement with the City of Leesburg, seconded by Robert Speaks.**  
39 **The motion carried unanimously 4-0 with Mayor Smith abstaining.**

40  
41 **Vice Mayor Grenier passed the gavel back to Mayor Smith.**

42  
43 **Tab 9) Fiscal Year 2016 Goals for City Administrator**

44  
45 Mr. Drury noted that each councilmember has done a performance evaluation of the City  
46 Administrator and identified goals individually. The goals are now being brought back to the City  
47 Council to be reviewed as a whole. Mr. Drury requested that Council go through the goals and  
48 identify whether Council is in agreement with all of the goals.

1 Mayor Smith reviewed the list of each Councilmember's goals and asked for confirmation. After  
2 review of each goal, the following list was approved:

- 3
- 4 • Continue Economic Development initiatives in the 19/561/448 corridors with a balance
- 5 between commercial, light industrial, residential, and green space
- 6 • Choose items from the Master Plan that can be reached economically
- 7 • Maintain vision of "Building on a Historic Foundation"
- 8 • Redevelop Clerks Building Site
- 9 • Passenger Service from Seaplane Base to other Florida locations with definitive scheduled
- 10 commercial flights "to and from" Tavares
- 11 • Continue with achievable current year goals:
- 12 • Re-develop Clerks Building city block
- 13 • Seaplane passenger service
- 14 • Develop signature fall event
- 15 • Way finding program
- 16 • Ruby Street re-construction
- 17 • Grow Tavares Library
- 18 • Continue on current year goals
- 19 • Begin work in 2015 on Wooton Park West End.
- 20 • Ensure Wooton Park's shoreline is maintained in a clean style
- 21 • Begin "sprucing up" any and all City buildings located along the Alfred/Caroline Street
- 22 corridor
- 23 • Assist in the collaboration between the School Board and the County for the Fred
- 24 Stover/Woodlea Sports Complex sale and build out
- 25 • Create a CRA for Old Hwy 441 from Disston Avenue to Bay Road and start implementing
- 26 improvement plan
- 27 • Continue in being creative and aggressive in getting our Brand out to others
- 28 • Finish Alfred Street Project (streetscape and lighting)
- 29 • Restart talks on Golden Triangle Fire District
- 30 • Sell Clerk's building in 2015-2016
- 31 • Street resurfacing (get it kicked off and budget money)
- 32 • Work on getting vacant buildings filled
- 33 • Continue to seek income producing revenues +10%
- 34 • Look to hold expenses to a minimum -10%
- 35 • Complete Wooton Park Expansion
- 36 • Secure funding/grants for Phase III of Pavilion (Seaplane/Boat Dock Area)
- 37 • Secure Grants for Woodlea Sports Complex from Lake County

- 1 • Develop Funding program for Public Safety Complex
- 2 • Install Gateway signs at the Chris Daniels Fountain Park and Florida Hospital Water
- 3 property
- 4 • Upgrade Ruby Street (sidewalks, lighting, and brick pavers)
- 5 • Performing/Cultural Center
- 6 • Develop necessary parking for the Pavilion
- 7 • Continue to work with County on paying their fair share of fire protection
- 8 • Have a section of Wooton Park “West End” completed for public use
- 9 • Have City Flags installed at city buildings (where appropriate) and for sale in Prop Shop
- 10 • Implement Street repaving plan in 2015
- 11 • Increase retail community in Downtown

12  
13 **Tab 9A – AUDIENCE TO BE HEARD**

14  
15 Vance Joachim, Lake County resident

16  
17 Mr. Joachim commended the City Council and staff for providing the handout for the budget and  
18 printout for the goals. He discussed the renewal of the infrastructure sale tax and his concern  
19 about bonding out the tax revenue. He said the County just received a consultant study on impact  
20 fees that said the residential impact fees should go down but there should be a substantial  
21 increase in the commercial rates. He said he agreed with the City voting down the impact fee  
22 reduction. He also commended City Council for always being gracious when having discussions.

23  
24 Betty Burleigh, 214 New Hampshire Avenue

25  
26 Ms. Burleigh discussed a historical poster that advertised the 4<sup>th</sup> of July in Tavares at “courthouse  
27 square.” She said as follows: In 1947 there was a headline that stated “20 years ago on July 4<sup>th</sup>  
28 (which would have been 1927) “when the routing of the highway through the County it was  
29 proposed that the road to Mt. Dora and Orlando should start not from Eustis but at some point  
30 mid-way between Tavares and Eustis. A young man, J.J. Haley, spoke up ‘why consider  
31 Tavares? They have only three people and six chickens.’ Ms. Burleigh said this remark was  
32 reported in the paper and Tavares rose to the challenge. “The entire community rallied and  
33 invited the whole county for a “glorious July 4<sup>th</sup> celebration and barbeque. Huge full sheet posters  
34 were distributed all over the county. A 12 x 16 foot flag was made by some of the women to fly  
35 during that event and between 2,000 and 3,000 people attended. They consumed more than  
36 1,000 lbs. of barbeque, pork, and beef and enormous quantities of bread and coffee. Fun was  
37 provided for everyone, A grease pole, wheel barrow and bag races, baseball games were held,  
38 plus there were honored speakers—Governor Jennings, Senator Butler, and Representative  
39 Alexander St. Clair Abrams. The holiday was a complete success and Mr. Haley was known as  
40 ‘six chicken Haley’ till the day he died.”

41  
42 Ted Wicks, Wicks Engineering Services

43

1 Mr. Wicks stated he had a procedural complaint noting the Mayor had extended the courtesy to  
2 the general public to comment yet did not extend the right to Mr. Cagan to address Council on the  
3 hard work he had done to put the proposal together.  
4

5 Mayor Smith said there is a law now that mandates that the public fill out a form to make  
6 comment. He said since there were no questions for Mr. Cagan he would have had to fill out a  
7 form to be included in the general comment section.  
8

## 9 **XI. FISCAL YEAR 2016 BUDGET WORKSHOP**

### 10 **Tab 10) Budget Workshop – General Fund Presentation**

11 Mr. Drury presented the overall summary of the General Fund budget including the format of the  
12 budget and where to find specific items. Ms. Houghton reviewed each General Fund  
13 department's budget and operations.  
14  
15

#### 16 Audience Comment

#### 17 Denise Laratta, Royal Harbor

18  
19 Ms. Laratta commended Mr. Drury's review of the budget format but stated she felt the budget  
20 contained too many pages. She then asked the following questions.  
21  
22  
23

- 24 • Why does the city continue to donate to the Renaissance Faire? What is the payback to  
25 the city?
- 26 • What is planned for the Sister City activities? Mr. Drury said staff will bring back all of the  
27 plans for that item. A placeholder for \$12,500 has been put into the budget. He said he  
28 envisioned a visitation to the Sister City as part of that plan. In addition he said the city  
29 would like to continue expanding the Sister City program to other Sister Cities that have  
30 seaplanes and aviation. Ms. Laratta said rather than doing another visitation she thought  
31 there should be additional activities such as a student exchange. Mr. Drury said there  
32 have been some behind the scene activities in terms of cultural and student and business  
33 exchange. The mayor has been active in corresponding with the Sister City and reaching  
34 out to the Rotary Club and Chamber in Taipei.
- 35 • Is the Wooton Park memorial intended for the alleyways with the biographies? Mr. Drury  
36 answered that was the plan to have one memorial in Wooton Park with a biography of  
37 each individual who is honored on the alleyways with possibly a map showing how to find  
38 the alleyways. Ms. Laratta asked the cost. Mr. Drury said \$10,000 has been budgeted.  
39 Ms. Laratta said she would rather see that money devoted to the Alfred Street  
40 Streetscape.
- 41 • Employee Fitness program: She said she has been involved with companies who do this  
42 but her experience has been that people sign up but do not follow through and she  
43 suggested there should be some result that has to be shown.
- 44 • Ms. Laratta asked how much money would be available if the millage rate stayed the  
45 same without reducing it. She said that might be another source of funding for finishing  
46 the Alfred Street project.  
47

48 Vance Joachim – Lake County resident

1  
2 Mr. Joachim asked the total budget figure. Mr. Drury answered \$36,441,272. Mr. Joachim  
3 discussed the Sheriff's Budget and noted they do not publish a detailed budget. He commended  
4 the City for being transparent and being upfront. He suggested that in the future the city should  
5 consider budgeting for on line videotaping of the council meetings and to budget more for the  
6 library expansion. He said Tavares has one of the least funded libraries even though it is the  
7 county seat.

8  
9 Mr. Joachim noted it was stated that the benefits were going up 15% and he asked if the  
10 employees were going to be asked to contribute. Mr. Drury said the city and the employees will  
11 both contribute more money for health care. He said on the HMO plan the employee's  
12 contribution will go up 7.5%; on the PPO care the employee will pay 60% more. He said the City  
13 is encouraging employees to consider the HMO plan. He said whatever the city pays for the  
14 HMO, will be the same as for the PPO plan. Mr. Joachim commended the city for having that  
15 approach.

### 16 **Council Questions**

#### 17 **Mayor Smith**

- 18  
19  
20
- 21 • Fire truck pumper: what were the repair costs for 2014-2015 in relation to how much  
22 downtime that occurred and what was done when the truck was down. Ms. Houghton said  
23 so far \$11,000 has been spent on repairs and the pumper has been out of service at least  
24 a few times. Chief Keith said he could not say how many times it has been out of service  
25 as many times it goes out of service for a few hours. He said there are three trucks total;  
26 two pumpers and one ladder truck. The ladder truck is the newest (2007) and has  
27 mechanical issues. The one that will be replaced is in theory the reserve truck for when  
28 one of the trucks go out of service. He said it is also difficult to track the cost as it is  
29 repaired in-house and any invoice is just for parts. He discussed the issue of the need for  
30 loaner trucks that have also been utilized. He commended Charlie Pell and his staff in the  
31 vehicle maintenance department.
  - 32 • What are our employee salaries compared to surrounding communities? Ms. Houghton  
33 said she would be distributing a report to Council that shows several different positions  
34 with starting salaries.
  - 35 • On page 16, there is Capital Outlay and Other reference—he asked for an explanation.  
36 Ms. Houghton said that page is laid out to show the different types of expenditures. The  
37 first column is personal services which includes wages and benefits; then materials and  
38 supplies (the operational cost); then capital outlay which may include capital item,  
39 transfers, or debt service, or community grants would be included there.
  - 40 • Page 50 – the capital lease went up when it was running steady for the two previous  
41 years. He said he noticed there are chillers but they are not the replacement chillers for  
42 the City Hall. He asked for information on those chillers which could be provided later.
  - 43 • Page 79 – Asked for information on Quorum Services? Ms. Houghton said Quorum  
44 Services do all of the building inspections through the Community Development  
45 Department.
  - 46 • Page 245 – Line 572-34-10 – What is the rate study for and what are the benefits. Ms.  
47 Houghton said this is the rate study for the General Government impact fees which

1 include Parks and Recreation, Police Impacts, and Fire Impacts. The last study was done  
2 in 2005. She added Water and Wastewater Impact Fees are done every five years.

- 3 • Page 359 – 543-46-16 – He asked if the costs for the fueling system with new hoses, was  
4 due to FAA safety requirements. Mr. Tweedie answered in the affirmative.
- 5 • Page 353 – 512-81-10 – Miscellaneous grants – set at \$2500. He said he thought \$1000  
6 was supposed to roll over into that \$2500 to make it \$3500 total. Ms. Houghton said that  
7 was correct and it would be added when the update is done.
- 8 • Mayor Smith asked that a dollar amount be presented for the millage rates. Ms. Houghton  
9 said she will prepare that for the next meeting.

10  
11 Vice Mayor Grenier

- 12
- 13 • He said Mr. Drury had included a cut list and noted that if there were some tweaks to the  
14 budget, some of those cuts could move back into the budget.
- 15 • The \$1000 that was mentioned for the community grants is already in the budget.
- 16 • He asked what is the “Holiday Festival.” Ms. Houghton said that is the Christmas holiday.  
17 Mayor Smith asked if the description could be changed to “Christmas.”

18  
19 Councilmember Pfister

- 20
- 21 • Said she has objected to the funds for the Renaissance Faire and there are other needs  
22 that this money could be used for; i.e. a façade program.
- 23 • Noted she has several questions which she will bring forward at next meeting.
- 24 • Discussed the need for improved library services and cultural programs

25  
26 **XII. OLD BUSINESS**

27  
28 Mayor Smith asked for an update on the Wooton Park expansion grant at the next meeting.

29  
30 Councilmember Pfister asked about the orange ribbons on the City Hall trees. Mr. Thompson said  
31 a state forester has inspected the trees and made a recommendation on which trees needed to  
32 be thinned out and removed. He said it is a safety issue.

33  
34 Mr. Drury said staff will provide a report on the problem with the trees and the replacement of the  
35 trees that are being removed. He said after Council has received the report it can be agendized if  
36 needed. Ms. Pfister said she would not question the report but she wanted to be sure there is  
37 money in the budget to replace the trees after removal. Mr. Drury confirmed and a complete  
38 report will be provided. Vice Mayor Grenier asked if city staff would be removing the trees. Mr.  
39 Thompson confirmed noting they have the equipment to do so.

40  
41 **XIII. NEW BUSINESS**

42  
43 **City Administrator**

44  
45 **XIV. AUDIENCE TO BE HEARD**

46  
47 **XV. REPORTS**

1 **Tab 14) City Administrator**

2  
3 **City Clerk**

4  
5 **Fire Chief**

6  
7 Chief Keith said the ISBA had been discussed earlier and part of the agreement is the closet unit  
8 fire response. He said today at 3:00 p.m. the Tavares Fire Department made their first response  
9 as the closest unit.

10  
11 **Finance Director**

12  
13 Ms. Houghton noted the annual report is on the web site and she will be scheduling the auditors  
14 to attend a future meeting.

15  
16 **Economic Development**

17  
18 **Human Resources Director**

19  
20 **Public Works Director**

21  
22 **Finance Director**

23  
24 **Community Services Director**

25  
26 Ms. Rogers reminded everyone of the upcoming July 4<sup>th</sup> event.

27  
28 **Tab 15) City Council**

29  
30 **Councilmember Pfister**

31  
32 Councilmember Pfister congratulated Chris Thompson for receiving an award. She said  
33 yesterday on June 30, 1953 the very first Corvette rolled off the assembly line. She said only 300  
34 were made and they cost only \$3200.

35  
36 **Vice Mayor Grenier**

37  
38 Vice Mayor Grenier extended congratulations to Mr. Thompson. He said (in reference to the  
39 previous chickens in the downtown issue) he had heard recently that Actor Robin Gosling is  
40 fighting against penned up chickens. He said today 152 years ago was the first battle of the Battle  
41 of Gettysburg which lasted three days, July 1-3. He said in addition, today Actress Olivia de  
42 Havilland is 99 years old.

43  
44 **Councilmember Speaks**

45  
46 Councilmember Speaks congratulated Chris Thompson and also commended Ms. Houghton and  
47 all the department heads on the budget preparations.

48

1 **Councilmember Johnson**

2  
3 Councilmember Johnson thanked Ms. Houghton for the budget presentation. She mentioned the  
4 beautiful hanging baskets that are being installed in the downtown. She commended the  
5 employees for their work in getting the city ready for the 4<sup>th</sup> of July celebration. She wished  
6 everyone a happy 4<sup>th</sup> of July.

7  
8 **Mayor Smith**

9  
10 Mayor Smith said that the beginning of the closest unit response by the Fire Department is very  
11 significant and it is the first time the County will be paying some of their fair share for fire service  
12 by the City.

13  
14 Mayor Smith said in 1200 sunglasses were invented in China.

15  
16 **Adjournment**

17  
18 There was no further business and the meeting was adjourned at 6:29 p.m.

19  
20 Respectfully submitted,

21  
22  
23 \_\_\_\_\_  
24 Nancy A. Barnett, City Clerk, MMC