

**CITY OF TAVARES
MINUTES OF REGULAR COUNCIL MEETING
AUGUST 5, 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

Pastor Brooks Braswell, Umatilla First Baptist Church, gave the invocation and led those present in the Pledge of Allegiance.

Mayor Smith advised that there were hearing devices available by the front door. He asked for those who wished to speak on a specific item in the agenda to please fill out the Request to Speak forms and turn into the Fire Chief or City Clerk. He asked that cell phones be muted or turned off.

III. APPROVAL OF AGENDA

MOTION

1 **Robert Speaks moved to approve the agenda as submitted, seconded by Bob Grenier. The**
2 **motion carried unanimously 5-0.**

3
4 **IV. APPROVAL OF MINUTES**

5
6 **Tab 1) Minutes of July 15, 2015 Regular Council Meeting**

7
8 **MOTION**

9
10 **Robert Speaks moved to approve the minutes of July 15, 2015 as submitted, seconded by**
11 **Bob Grenier. The motion carried unanimously 5-0.**

12
13 **V. PROCLAMATIONS/PRESENTATIONS**

14
15 **Tab 2) Presentation by All Star Tavares Babe Ruth Coaches**

16
17 Ms. Rogers recognized the three head coaches of the Tavares Babe Ruth 9 and Under League,
18 Coach Michael Hunsinger and Assistant Coaches Travis Gould and Randall Smith. She also
19 acknowledged Scott Aldrich and Carl Simple, Tavares employees who are responsible for
20 coordinating the baseball program.

21
22 Coach Smith stated it was a privilege and honor to coach the boys' team. He said the team of 12
23 boys showed unity and purpose and achieved the goal of being the undefeated District 11
24 Champions, the State of Florida runner up and Southeast Regional Quarter finalists. He thanked
25 the City for supporting their efforts to carry the City's name on this historical run and for
26 welcoming them to the meeting for recognition. Coach Smith then presented the team's trophies
27 to the City.

28
29 Ms. Rogers noted that Randall Smith was recently hired to work at the pavilion.

30
31 **VI. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EX PARTE**
32 **COMMUNICATIONS**

33
34 None.

35
36 **VII. READING OF ALL ORDINANCES/RESOLUTIONS** - None

37
38 **VIII. CONSENT AGENDA**

39
40 Mayor Smith asked if any audience member wished to speak against an item on the Consent
41 Agenda.

42
43 **MOTION**

44
45 **Robert Speaks moved for the approval of the Consent Agenda [Update re: Simply Married**
46 **Program; and Proposal from DMC for Design, Engineering and Permitting for Woodlea**
47 **Field Sports Lighting], seconded by Bob Grenier. The motion carried unanimously 5-0.**
48

1 **XI. GENERAL GOVERNMENT**

2
3 **Tab 5) Authorization to Enter into a Contract with Tamco for Federal Funding Application**
4 **for Phase II of the Downtown Stormwater Project**

5
6 Mr. Hayes summarized the work that has been done in the downtown CRA. Phase I is presently
7 in progress and the planning is being done for the Phase II portion. This will complete the CRA
8 north of Alfred to Inn on the Green and from SR 19 to Fred Stover fields. Due to a larger and
9 more pervious area this phase will be more costly to construct but will provide significant
10 protection to the existing street and sidewalk infrastructure. The area is prone to flooding which is
11 attributed to undersized stormwater collection systems.

12
13 **MOTION**

14
15 **Lisa Johnson moved to approve the work authorization with Tamco-BV, LLC in the amount**
16 **of \$40,000, seconded by Bob Grenier. The motion carried unanimously 5-0.**

17
18 **Tab 6) Approval of Acknowledgement Sign for Pavilion on the Lake**

19
20 Ms. Rogers stated this is a request to install a plaque acknowledging Mr. Leo G. Coven for his
21 contribution of building the original pavilion over the lake. She noted Ms. Barnett had distributed a
22 revised version to City Council with the date of 1914 rather than 1912 for the construction of the
23 pavilion. The plan is to install the plaque at the front door on the first column to the right of the
24 main door.

25
26 Mayor Smith recognized Betty Burleigh. Mrs. Burleigh stated she had a concern about the year
27 as she believed it was 1913 rather than 1914. She read from the 1913 minutes of the Tavares
28 Improvement Association reflecting that by July all that was left to construct was the building itself
29 and that Mr. Coven said it would be done in “two months.” Therefore, Ms. Burleigh said it would
30 have had to be completed in 1913. She said, however, she has no proof of use of the building in
31 1913 but according to Carl Duncan’s autobiography, in May 1914 there a high school graduation
32 was held in the pavilion.

33
34 Vice Mayor Grenier discussed the documentation he has that reflect a chronological order
35 outlining the construction and events in the pavilion. He said 1913 was fine as that was when the
36 construction began.

37
38 Mr. Drury suggested that Vice Mayor Grenier could provide his information to the Historical
39 Society and the Historical Society could vote as a Board on a recommendation to the City Council
40 as to which date should be on the plaque. Vice Mayor Grenier suggested the wording of
41 “Construction began in 1913 and the Pavilion opened in 1914” if not cost prohibitive. Ms. Smith
42 said the Historical Society does not know when it was opened.

43
44 Mayor Smith recommended to table this agenda item until the next meeting.

45
46 **MOTION**

47

1 **Lori Pfister moved to table this item until the correct date is available, seconded by Bob**
2 **Grenier. The motion carried unanimously 5-0.**

3
4 **Tab 7) Appointment of Representative to the Florida League of Cities**

5
6 Mayor Smith stated the annual conference of the Florida League of Cities will be held August 13-
7 15, 2015 in Orlando for which he has a conflict. He asked if another councilmember would like to
8 attend to represent the City.

9
10 Councilmember Pfister indicated she would attend.

11
12 Mr. Drury noted there are 13 resolutions and one amendment and council direction is needed to
13 authorize Councilmember Pfister to vote in the affirmative for those resolutions. He said he had
14 reviewed the resolutions and he recommended that council vote in the affirmative. He reviewed
15 some of the resolutions.

16
17 **MOTION**

18
19 **Robert Speaks moved to approve an affirmative vote by Councilmember Pfister on the 13**
20 **resolutions and one amendment at the annual conference of the Florida League of Cities,**
21 **seconded by Lori Pfister.**

22
23 **The motion carried unanimously 5-0.**

24
25 **Tab 8) Discount Program for Pavilion on the Lake for Tavares Schools**

26
27 Ms. Rogers reviewed a proposed policy to allow a discount for the public school organizations.
28 The policy would offer a 25% discount one time per year per school by a group selected by the
29 school principal.

30
31 Mayor Smith recognized Sharon Couture of the Band Boosters.

32
33 Ms. Couture stated she is from Howey in the Hills, however her children attend Tavares schools.
34 She said she was present on behalf of the Tavares music program which is a combined program
35 for the high school and middle school. She thanked Ms. Rogers and Mr. Drury for their assistance
36 on this process. She said their proposal to the City was to waive the rental fee for a signature
37 fundraising event that would benefit both the high school and the middle school's programs. She
38 said her hope is that eventually this event might grow into a jazz festival. She commended the
39 City for the pavilion and its successful bookings.

40
41 Ms. Couture said although they appreciated the offer of the discount, that she believed that each
42 group's request should be considered on its own merit. She requested that the Tavares music
43 program proposal to waive the fee for the fundraising event be considered separately from the
44 policy amendment. She said the proposal should be considered differently than a regular event or
45 fee based event such as a prom. She said this would be an investment to showcase the assets of
46 the schools and would also be an attraction to potential businesses moving into the city.

47

1 Councilmember Pfister said if it is a fundraiser (especially for an arts program), the City needs to
2 take ownership of their schools and she would be willing to waive the fee.

3
4 Mayor Smith said he felt the request should have been agendaized so that the full costs could be
5 reviewed. Mr. Drury noted Council could bring back the item on fundraisers, and could have two
6 programs: the one under consideration for the 25% reduction, and a separate program for
7 waivers for fundraisers.

8
9 **MOTION**

10
11 **Lori Pfister moved to deny the policy/plan being recommended regarding the discount,**
12 **seconded by Bob Grenier.**

13
14 Vice Mayor Grenier asked for clarification on the principal making the recommendation. Mr. Drury
15 said the staff's thinking was that there are a lot of clubs and booster groups and the principal
16 would have knowledge on which group should be eligible to receive the discount. The policy was
17 being recommended to facilitate the decision. Vice Mayor Grenier asked if Council approved this
18 policy could the list be reviewed occasionally by Council.

19
20 Mr. Drury said it could be complaint driven or staff could do an annual report to the Council
21 showing the revenues and expenses, the number of discounts given, and why.

22
23 Councilmember Pfister suggested that the 25% be given to any Tavares public school club.

24
25 Mr. Drury noted he did not know how many legitimate clubs exist and the city would want to make
26 sure they are legitimate or have some level of endorsement by the school.

27
28 Mayor Smith asked the cost of running the pavilion per hour. Ms. Rogers said staff is working on
29 that number. Discussion following on cost of renting the pavilion. Mayor Smith said he would like
30 to know the cost per hour including the wear and tear and maintenance of the building,
31 employees' time, electric, etc. He said he did not agree with having the principal pick one group
32 as he thought it would put the principal in an awkward position. He questioned the fiscal impact
33 on the agenda summary as being "de minimis" because of the lost revenue.

34
35 Mr. Drury discussed the annual impact based on the proposed policy (\$1800). Mayor Smith
36 suggested only allowing the school group to rent it during the week.

37
38 Mr. Drury said staff needs to know what kind of policy Council is looking for: free, discounted, all
39 clubs at all schools, role of principal in approving it, etc. Discussion followed whether this should
40 only be for public schools versus including private schools.

41
42 **The motion carried 5-0 to deny the policy.**

43
44 **MOTION**

45
46 **Lori Pfister moved to re-write the policy to include all public schools, Monday through**
47 **Thursday at 25% discount, for clubs approved by the principal (the principal providing a**
48 **list), seconded by Bob Grenier.**

1
2 Vice Mayor Grenier said he wanted clarification on the motion.
3

4 **Lori Pfister stated that she wanted a list of clubs (from the principal) and if the club is on**
5 **the list as a legitimate club and wants to have a dinner, an awards banquet, an arts show**
6 **(not a fundraiser), etc., the club could approach the person booking the pavilion and if that**
7 **date is available, it could be booked at a 25% discount, as long as the club is legitimate,**
8 **Monday through Thursday only.**
9

10 Mr. Drury commented that instead of regulating whether they can fundraise or not fundraise, it
11 would be easier to not put any restrictions.
12

13 Councilmember Pfister stated she wanted to approach the fundraisers differently and her motion
14 was not meant to address fundraisers. She said if a club wanted to do a fundraiser it needed to
15 be presented separately.
16

17 Mr. Drury asked to clarify the motion as follows: **All Tavares public schools, for clubs**
18 **approved by the principal, Monday through Thursday, if the room is available would**
19 **receive a 25% discount. Councilmember Pfister responded in the affirmative.**
20

21 Mayor Smith asked if there should be a limit on how far out the facility could be booked; i.e. 8
22 months, or one year. Ms. Rogers suggested one year.
23

24 Vice Mayor Grenier asked if anyone schedules weddings Monday through Thursday. Ms. Rogers
25 responded in the affirmative. He noted that if the facility is booked by a discounted club, then it
26 would not be available to a full paying bridal party. Ms. Rogers stated the policy is to do a
27 courtesy hold to anyone for seven days. Within that period the contract must be signed and a
28 deposit must be made or the date will be released and re-sold. The same policy would apply
29 under this scenario.
30

31 **Councilmember Pfister added an addendum to her motion, that it would have to be exactly**
32 **business as usual, deposit made in a timely manner, etc.**
33

34 Mr. Drury said the revised policy would be brought back as follows: one year limit on booking
35 ahead, business as usual, including but not limited to deposits and reservations.
36

37 Councilmember Pfister suggested that a club should only be entitled to the use of the pavilion
38 once a calendar year. Discussion followed. Councilmember Pfister added that that issue could be
39 re-addressed if needed at another time.
40

41 **Vice Mayor Grenier said the motion is to approve just having another policy written. Vice**
42 **Mayor Grenier re-affirmed that he seconded the motion.**
43

44 **The motion carried unanimously 5-0.**
45

46 Mayor Smith said the revised policy will come back to Council for consideration.
47

48 Councilmember Pfister said she wished to address the fundraiser request.

1 Mr. Drury noted that the public sometimes does not understand why some discussions take time
2 which is due to the Sunshine Law that does not allow public officials to speak outside a publicly
3 noticed meeting. He said once full discussion has been held on the issue of fundraising requests,
4 another policy will be provided at a separate meeting for consideration.

5
6 **AUDIENCE TO BE HEARD**

7
8 **Betty Burleigh, 214 N. New Hampshire Avenue**

9
10 Ms. Burleigh stated the headlines in 1975 stated the Tavares Police Department acquired a
11 speed gun. “Acting Chief Al Hodges said ‘we don’t want to write tickets, just want people to slow
12 down. The police will be mostly giving warnings until people get used to the speed gun but if the
13 speed is too excessive or in a school speed zone they will be given a ticket, no warning.’”

14
15 **XI. FISCAL YEAR 2016 BUDGET WORKSHOP – FIVE YEAR CAPITAL PLAN**

16
17 **Tab 13) Budget Workshop – Presentation and Discussion of Five Year Capital Plan**

18
19 Mr. Drury reviewed the navigation and organization of the Five Year Capital Plan. He went over
20 the capital items by function (Table 1), by funding source (Table 2), and by function in further
21 detail (Table 3)

22
23 **REQUEST TO SPEAK**

24
25 Mayor Smith recognized Randall Hokenson to speak. Mr. Hokenson (468 King Way, Tavares)
26 said he has lived in Fox Run for the past nine years and the roads in Fox Run have not been re-
27 done. He said the City has done some patching but the roads are in terrible condition. He said he
28 did not see Fox Run listed on the Five Year Capital Plan.

29
30 Mr. Drury replied that about four years ago the City inventoried all of its roads and developed a
31 data base with that information. The following year the City budgeted to have each road
32 evaluated and assigned a grade between 1 and 7. The next step was to develop an annual
33 budgeted program. The plan was to budget about \$700,000 per year to tackle the road upgrade
34 program which is about nine million in arrears because for the last 15 to 20 years the roads have
35 not been repaved. This year there is \$100,000 budgeted and staff will come to Council to
36 determine which roads to be paved in terms of their condition.

37
38 Mr. Thompson stated in the next two weeks, the city will be spending \$37,000 in the Fox Run
39 subdivision to overlay the entrance and the intersections going down Fox Run Blvd. and some
40 stretches on Myakka. Discussion followed on some of the streets that were repaved during the
41 stormwater project some years previously.

42
43 Mayor Smith recommended that Mr. Hokenson meet with Mr. Drury and the staff to discuss the
44 plan in more detail.

45
46 **Robert Banta, Wekiva Road, Fox Run**

47

1 Mr. Banta said Mr. Hokenson. had expressed many of his concerns. He said he has been
2 president of the Fox Run Homeowners since January. Mr. Banta said his concern is how the
3 process for repairing roads is handled and that they have received different information on this
4 from the city. He said the belief is that Fox Run has been on a list for repairs to its roads before
5 but has not seen any results. He said they are glad to hear something is going to happen in the
6 next few weeks. He asked how the city deals with roads that are in need of repair when the
7 funding is inadequate.
8

9 Mr. Drury said the points are well made. He discussed the repaving projects that the city has
10 undertaken compared to other cities he has been involved with but acknowledged that the roads
11 are an issue in some of the subdivisions.
12

13 Mr. Banta reiterated his concern about the process. Mr. Drury said the HOA director can write a
14 letter asking when the roads are planned to be repaved and the city will respond in writing which
15 will provide a record. He welcomed Mr. Banta to meet with him and to make his request in writing.
16

17 Mr. Thompson noted Mr. Banta will be notified when the upcoming repairs will be done. The plan
18 is for August 17th but this will depend on the weather. Mr. Banta asked for a copy of the list that
19 shows how the roads are ranked. Mr. Drury said that will be provided.
20

21 **Vance Joachim – Lake County Resident/Writer of Fiscal Ranger Blog**

22

23 Mr. Joachim said he had two comments for council consideration. 1) With regard to the sales tax
24 renewal, he recommended not bonding because of the risk of overspending in the first few years
25 and 2) regarding the CDBG grant, he had sent out an email earlier regarding a County CDBG
26 grant that requires them to comply with the Fair Housing standards which is a rule that has just
27 been issued by HUD that is very onerous and could affect the City in the future when it accepts a
28 CDBG grant. Mr. Joachim also complimented the City on the presentation of its financial
29 information.
30

31 **Capital Plan Discussion**

32

33 Councilmember Pfister asked about Page 6, under Public Buildings, “City Hall Security Program.”
34 Mr. Drury advised that this is funding to improve the layout of the offices at city Hall for security
35 reasons. He noted the project will be bid out.
36

37 **Tab 10) Previous Council Workshop: Flagged Items**

38

39 Mr. Drury noted at the July 1 and 15th meeting, Questions and Answers were flagged and
40 information provided in the backup material. The last flagged item was the issue of the
41 beautification of Alfred and Caroline Street. Staff is recommending that the City do half the project
42 this year; i.e. to do the streetscape and landscape for just Caroline Street would be about
43 \$450,000 and over a 10 year period the debt service would be about \$55,000 depending on the
44 market next year. One of the possible funding resources would be the excess revenues
45 anticipated from the state which could be appropriated to a small debt service of about \$450,000
46 to do the half of the streetscape and then the following year Alfred Street could be considered.
47

1 Councilmember Pfister said she felt it was important to finish this project and she thought this
2 would be a fair way to accomplish it.

3
4 **XII. OLD BUSINESS**

5
6 **Tab 11) Update on Hanging Flower Basket Program**

7
8 Mr. Thompson reported that the program began earlier this year with a prototype Seaplane
9 themed double plant hanger filled with flowers. There has been positive public support. Funding
10 was acquired from Economic Development in the amount of \$6700 for the purchase of the
11 hangers, baskets, and planting materials for Phase 1; Phase II will be another \$6500 for 16
12 additional locations. Mr. Thompson noted he had provided a map that shows the present and
13 future locations. He said the landscape specialist, Tracy Anderson, is the staff member who
14 envisioned this project and carried it out.

15
16 Mayor Smith he loves the program but was disappointed that it did not include Caroline and
17 Alfred Street. He said if it is continued on those streets it will help out with the beautification of the
18 road and will help bring downtown further out.

19
20 Councilmember Speaks said he was glad to see that the baskets will be placed on West Main
21 Street.

22
23 **Tab) Request for Update by Councilmember Johnson on Parking for Main Street**
24 **Businesses during Events**

25
26 Mr. Tweedie stated he had met with Chief Lubins to discuss a program. Five areas and six events
27 have been identified: Dragonboat Races, Classic Raceboat Regatta, Sunnyland Boat Show,
28 Planes, Trains & BBQ; and the two Seaplane Fly-Ins which are the largest contributors to the
29 traffic and parking issues on Main Street. Portable sign stanchions with weighted bases will be
30 purchased with “two hour parking only” notations which will be deployed prior to the event in the
31 morning when barricades are placed. The Police Department will video the area at the beginning
32 and will then make routine patrols throughout the event.

33
34 **XIII. NEW BUSINESS**

35
36 Ms. Johnson said that Mt. Dora has a safe driving rewards program and that she would like
37 Council to direct the staff to investigate this program for use in Tavares. She said the police in Mt.
38 Dora are stopping citizens who are doing well and this would be an opportunity to build up the
39 morale for the Tavares Police Department.

40
41 Mr. Drury said staff can come back with a program for Council consideration. Councilmember
42 Pfister said she did not like to copy other programs and she thought the Police in Tavares were
43 doing a great job. Mayor Smith said he would agree if it did not take too much staff time.

44 **Consensus for staff to look at this program and bring back information to Council.**

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

47
48 **XV. REPORTS**

1
2 **Tab 14) City Administrator**

3
4 Mr. Drury said he had nothing to add other than the meetings coming up. He thanked
5 Councilmember Pfister for agreeing to attend the Florida League of Cities annual conference.

6
7 **City Clerk**

8
9 Ms. Barnett reminded those present of the Red Gala in September put on by the Chamber of
10 Commerce. Vice Mayor Grenier said he would not be attending due to a conflict.

11
12 **Economic Development**

13
14 **Finance Director**

15
16 **Public Communications Director**

17
18 Ms. Ross announced this was her last Council Meeting due to her decision to retire and that she
19 had turned in her resignation. She extended her thanks to the Council and all the staff members
20 for her positive experience during the past five years.

21
22 **Community Services Director**

23
24 **City Attorney**

25
26 Attorney Williams congratulated Ms. Ross noting that when she was hired Mr. Drury had advised
27 the Council to give her a year and they would see the wisdom of the decision to have a Public
28 Communications Director. He said Ms. Ross has been a joy to work with and the fact that
29 Tavares has been in the paper so frequently with such good press has been due to her work.

30
31 **Tab 15) City Council**

32
33 **Councilmember Pfister**

34
35 Councilmember Pfister thanked Ms. Ross. She noted she had been a naysayer originally about
36 the position and she was wrong. She said Ms. Ross had done a spectacular job.

37
38 **Vice Mayor Grenier**

- 39
40
- 41 • Thanked Ms. Ross and congratulated her on her retirement plans.
 - 42 • Noted in the last few weeks the Council has had positive feedback about the Fire
43 Department and the Police Department, and Public Works on how they are serving the
44 citizens. He said it is important to remember that the City is here to serve the residents
45 and the staff is aware of that.
 - 46 • Recently attended the 107th birthday party for Anita Doebler, a Tavares resident in a local
47 facility. He said Ms. Doebler had great stories and is a wonderful person.
- 48

- Attended the Tavares theater at Bridges this past Friday and encouraged everyone to attend. He said he saw Steel Magnolias and it was a wonderful production.
- Thanked Mr. Thompson for the continued efforts to improve Squibb Park.
- This Friday is Purple Heart Day. He said he is writing a new book on Central Florida's World War II veterans which has been very inspiring to him. Two weeks ago he interviewed Bill Cumbaa in Leesburg who received two Silver Stars and three Purple Hearts for his service.

Councilmember Speaks

Councilmember Speaks wished Ms. Ross best wishes on retiring. Councilmember Speaks reiterated the comments of Vice Mayor Grenier on commending the staff.

Councilmember Johnson

Councilmember Johnson congratulated Ms. Ross on her retirement. She thanked the City and staff for the swift cleanup after the storm microburst that occurred recently downtown.

City Clerk

Ms. Barnett said in addition to work as Communications Director, Ms. Ross has been an excellent staff trainer, and the best she has ever worked with in that capacity.

Mayor Smith

Mayor Smith told Ms. Ross she would be missed and he hoped she would stay long enough to train the next Public Communications Director. He said it had been an honor to get to know her professionally and she had done a fantastic job.

Mayor Smith noted that today in 1861 the United States levied its first income tax at 3% to anyone who made more than \$800.00 per year.

Adjournment

There was no further business and the meeting was adjourned at 6:01 p.m.

Respectfully submitted,

Nancy A. Barnett, City Clerk, MMC