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**TAVARES CITY COUNCIL
MINUTES**

March 2, 2016
4:00 P.M.

TAVARES CITY HALL COUNCIL CHAMBERS

COUNCILMEMBERS PRESENT

ABSENT

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

STAFF PRESENT

**John Drury, City Administrator
Robert Q. Williams, City Attorney
Nancy A. Barnett, City Clerk
Bob Tweedie, Economic Development Director
Brad Hayes, Utility Director
Lori Houghton, Finance Director
Lori Tucker, Human Resources Director
Tammy Rogers, Community Services Director
Richard Keith, Fire Department
Jacques Skutt, Director of Community Development
Stoney Lubins, Police Chief**

I. INVOCATION

Pastor Brooks Braswell, First Baptist Church of Umatilla

II. CALL TO ORDER

Mayor Wolfe

III. APPROVAL OF AGENDA

Mayor Wolfe

Mayor Wolfe asked to move Tab 6 until the presenter has arrived which will be later in the meeting.

MOTION

Kirby Smith moved to approve the agenda with the change requested, seconded by Bob Grenier. The motion carried unanimously 5-0.

IV. APPROVAL OF MINUTES

Tab 1) Approval of Minutes for February 17, 2016

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MOTION

Kirby Smith moved to approve the minutes of February 17, 2016, seconded by Bob Grenier. The motion carried unanimously 5-0.

V.PROCLAMATIONS/PRESENTATIONS

Tab 2) Presentation to Andrea Vineyard, Lake County Teacher of the Year

Mayor Wolfe read a proclamation in honor of Andrea Vineyard for being chosen as Lake County Teacher of the Year. Mayor Wolfe and Vice Mayor Pfister presented the proclamation and Lou Buigas from the Waterfront Entertainment District presented a gift of appreciation.

Ms. Vineyard thanked Council for the recognition. She spoke about her career and involvement in Special Olympics for Lake County. She said today is her birthday and today is also the beginning of "Spread the Word to End the Word" which is to teach the community not to see use the "R" word for special needs people.

Councilmember Johnson said she hoped Ms. Vineyard would still be at the high school when her daughter moves from middle school. She said special needs children need more time and patience and she appreciated Ms. Vineyard's dedication to her profession. Councilmember Smith reiterated that he has special needs students in his family and he thanked Ms. Vineyard for her time and commitment.

VI. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EX-PARTE CONTACTS

None.

VII. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Barnett read the following resolution by title only:

RESOLUTION NO. 2016-06

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA ACCEPTING THE PROPOSAL OF WHITNEY BANK d/b/a HANCOCK BANK TO PURCHASE THE CITY'S NOT TO EXCEED \$1,525,000 CAPITAL IMPROVEMENT REVENUE NOTE, SERIES 2016, TO FINANCE THE CITY'S COST OF ACQUIRING AND/OR CONSTRUCTING VARIOUS CAPITAL IMPROVEMENTS INCLUDING, BUT NOT LIMITED TO, A FIRE TRUCK AND BATTALION CHIEF VEHICLE, A CHILLER FOR CITY HALL, STREETSCAPE IMPROVEMENTS TO CAROLINE STREET AND IMPROVEMENTS TO CITY HALL; AUTHORIZING THE EXECUTION AND DELIVERY OF A LOAN AGREEMENT WITH SAID BANK TO SECURE THE REPAYMENT OF THE 2016 NOTE; PROVIDING FOR THE PAYMENT OF THE 2016 NOTE FROM THE CITY'S COVENANT TO BUDGET AND APPROPRIATE NON AD VALOREM REVENUES, ALL AS PROVIDED IN THE LOAN AGREEMENT; AUTHORIZING THE PROPER OFFICIALS OF THE CITY TO DO ANY OTHER ADDITIONAL THINGS DEEMED NECESSARY OR ADVISABLE IN

101 CONNECTION WITH THE EXECUTION OF THE LOAN AGREEMENT, THE
102 2016 NOTE, AND THE SECURITY THEREFORE; AUTHORIZING THE
103 EXECUTION AND DELIVERY OF OTHER DOCUMENTS IN CONNECTION
104 WITH THE 2016 NOTE; . PROVIDING FOR SEVERABILITY;
105 AND PROVIDING AN EFFECTIVE DATE.

106
107 **VIII. CONSENT AGENDA**

108
109 Mayor Wolfe asked if anyone in the audience opposed the items on Consent Agenda.

110
111 Councilmember Smith asked to have Tab 3 under the Consent Agenda moved to the regular
112 agenda (Request to transfer funds from Solid Waste Reserves for Emergency Truck Repair).

113
114 **MOTION**

115
116 **Lori Pfister moved to approve the Consent Agenda, Tab 4 [Amendment of Interlocal
117 Agreement with Lake County relating to Contribution of Funds for Construction of
118 Woodlea sports Complex], seconded by Bob Grenier. The motion carried unanimously 5-
119 0.**

120
121 **Tab 3) Request to Transfer Funds from Solid Waste Reserves Chris Thompson
122 For Emergency Truck Repair**

123
124 Mr. Hayes said the city has a small trash truck to negotiate in the small mobile home parks
125 along with a backup vehicle when that truck is down. Staff had intended on putting this repair for
126 the backup vehicle into the upcoming budget however the truck needs to be put out of service
127 now. Therefore staff is requesting to take the \$25,448.15 out of solid waste reserves. This
128 should make the backup vehicle road worthy and able to function for another five to six years.

129
130 Councilmember Smith asked the reserve balance. Ms. Houghton stated the current balance for
131 this fund is \$1,485,000. Councilmember Smith said he felt it was important to read the balance
132 into the record.

133
134 **MOTION**

135
136 **Kirby Smith moved to approve the request to transfer funds of \$25,448.15 from Solid
137 Waste Reserves into account #402-3401-534.61-11 for emergency repairs to truck #617,
138 seconded by Bob Grenier. The motion carried unanimously 5-0.**

139
140 **IX. ORDINANCES/RESOLUTIONS – PUBLIC HEARING**

141 **(All Ordinances under First Reading are not discussed, unless otherwise noted, until the
142 Second Reading)**

143
144 **No first or second readings.**

145
146 **RESOLUTIONS**

147
148 **Tab 5) Resolution #2016-06 - Approval of RFP and Contract Documents For Capital
149 Financing Loan**

151 Ms. Houghton said this is to authorize a loan with Hancock Bank for the purchase of capital
152 equipment: fire truck, Battalion Chief vehicle, City Hall chiller, Caroline Street streetscape
153 improvements, City Hall improvements, and cost of issuance. She said this board awarded the
154 RFP at the last meeting on February 17th. She reviewed the salient points of the loan.
155

156 **MOTION**

157
158 **Bob Grenier moved to approve Resolution #2016-06, seconded by Kirby Smith. The**
159 **motion carried unanimously 5-0.**
160

161 Attorney Williams discussed the upcoming pre-closing meeting and final closing on March 9th.
162

163 **X. GENERAL GOVERNMENT**

164
165 **Tab 6) Update on Public Outreach Program for Reconstruction of Ruby Street**
166

167 Mr. Hayes stated Ms. Wettstein was present to give an update on the outreach program for the
168 Ruby Street project.
169

170 Ms. Wettstein said the public outreach program is being launched and the first priority will be
171 community meetings March 28th. One will be at 11:30 for business owners and one at 5:30 for
172 local residents. She distributed meeting notices noting the information has been mailed and put
173 on the city web site. She said she had also been in contact with all of the HOA presidents from
174 the large communities and with the media. She said the Chamber is also involved in
175 communications.
176

177 **Tab 7) Appointment of Planning & Zoning Board Member**
178

179 Mayor Wolfe stated he had received one application that had met the deadline and wished to
180 appoint Lou Buigas to the Planning & Zoning Board.
181

182 **MOTION**

183
184 **Kirby Smith moved to approve the Mayor's recommendation, seconded by Bob Grenier.**
185 **The motion carried unanimously 5-0.**
186

187 **Tab 8) Lake County Library Impact Fee Grant Application For Design, Engineering &**
188 **Permitting of the Library Expansion Project**
189

190 Ms. Rogers advised that this grant for \$234,045 would pay for the first phase of the library
191 expansion which is all of the professional design work. She commended Marli Lopez for her
192 excellent narrative for the application which is needed for a successful grant application. She
193 also commended Ms. Rosario for her assistance in the application.
194

195 **MOTION**

196
197 **Lori Pfister moved to approve the request to apply for library impact fees, seconded by**
198 **Bob Grenier.**
199

200 Councilmember Smith asked if a larger amount could be requested. Ms. Rogers said the County

201 will want specifics and the second phase costs are not known as yet.

202

203 **The motion carried unanimously 5-0.**

204

205 **Tab 9) Proposal from DMC for Design/Engineering/Construction Management for Pavilion**
206 **Storage Facility**

207

208 Ms. Rogers advised there is money in the current budget to build an adjacent facility to the
209 existing equipment gazebo for the pavilion. As business continues to grow there is a need to
210 store tables and support items. This is a proposal from the engineering company who will be
211 designing the facility and staff will move forward to bid the project once complete.

212

213 **MOTION**

214

215 **Lori Pfister moved to approve the proposal from Dredging and Marine Consultants to**
216 **provide design, engineering, permitting, bidding and construction management for the**
217 **construction of a storage facility to be built adjacent to the existing equipment gazebo,**
218 **seconded by Kirby Smith. The motion carried unanimously 5-0.**

219

220 Councilmember Grenier asked for clarification on the cost. Ms. Rogers stated it is \$8,500.00.

221

222 **The motion carried unanimously 5-0.**

223

224 **Tab 10) Amendment to State Revolving Loan Agreement for CRA Stormwater Project SW**
225 **350940**

226

227 Ms. Houghton stated this will be Amendment #2. She reviewed the previous actions taken. She
228 said this amendment combines all phases of the Downtown Stormwater project Phase 1, pre-
229 construction, and construction, and adjusts the loan funding amount for construction activities
230 for the grant portion. The disburseable construction portion is now \$1,697,194. It provides a total
231 disburseable amount for the project of \$1,944,610 which includes the preconstruction and the
232 construction portion. It provides for a loan financing rate of .37 per annum rate for the
233 construction disburseable portion of the loan. This provides for an additional estimated loan
234 service fee in the amount of \$33,944.00 for a total amount of \$38,892.00.

235

236 **MOTION**

237

238 **Lori Pfister moved to approve Amendment No. 2 to the FDEP SRF Stormwater Phase 1**
239 **Project Loan No. SW350940, which combines preconstruction and construction and**
240 **adjusts the disburseable loan amount to reflect awarded Stormwater Grants. The motion**
241 **was seconded by Bob Grenier. The motion carried unanimously 5-0.**

242

243 **Tab 11) Authorization for Florida Department of Transportation to Build Retention Pond**
244 **at the Tavares Nature Park**

245

246 Ms. Rogers stated the city has been approached by FDOT who is in the discovery phase of
247 widening SR 19 and will need a location for stormwater runoff. They are looking at three sites
248 with the Nature Park being one of them. The park is a 101 acre site. There are two different
249 sizes (3.71 acres and 6.26 acres) being considered. She said FDOT is aware that the land was
250 purchased through a grant and have a list of parameters to consider.

251
252 Councilmember Smith expressed concern about FDOT's willingness to build an aesthetic pond.
253 He said the pond to be built behind the jail would provide an excellent template for this retention
254 pond. He said he would not be in favor of any retention pond that did not create a gateway
255 feature or was not educational. He said he would not be in favor of approving until he knows the
256 details however would approve going ahead to discuss with FDOT.

257
258 Councilmember Grenier agreed. He asked Attorney Williams if it would remain the city's
259 property. Attorney Williams said it would, but FDOT would have a permanent easement.
260 Councilmember Grenier asked if the city had the right to dictate what the pond would look like.

261
262 Attorney Williams said it is blank slate and the two foremost concerns of staff were that it met all
263 environmental issues and that the pond would be aesthetic in appearance.

264
265 Mr. Drury suggested that a motion to move this request from FDOT forward, would be to work
266 with FDOT to bring back a design.

267
268 **MOTION**

269
270 **Bob Grenier moved to approve staff recommendation for agenda Tab #11, seconded by**
271 **Lori Pfister.**

272
273 Discussion followed about the need to clarify that Council expected to see a design back from
274 FDOT before final approval to construct, as the staff recommendation mentioned construction.

275
276 **Councilmember Smith said his understanding is that the motion is to approve to move**
277 **forward with the FDOT to have them come up with a design to bring back to Council for**
278 **further consideration. Councilmember Grenier concurred.**

279
280 **The motion carried unanimously 5-0.**

281
282 **Tab 12) Request to Create a Bulk Rental Rate at Woodlea Sports Complex for the**
283 **Ballfields**

284
285 Ms. Rogers invited Scott Aldrich to make the presentation. Mr. Aldrich reported that this is to
286 request approval to allow staff to reduce the rates for the baseball/softball rentals for the Nations
287 of Greater Orlando. Mr. Aldrich said the city has worked with Nations about 12 times over the
288 past year to do baseball tournaments in mostly the Woodlea complex. Most of their tournaments
289 are actually held in Seminole County and occasionally they have a need for more fields. This
290 has been done in the past at the normal rate. Recently they approached the city and said if
291 Tavares could match Lake County's rates of \$10.00 per hour, they would make Tavares the
292 host site along with Lake County for the tournaments from June to November. It will occur about
293 once or twice a month.

294
295 Mr. Aldrich reviewed the data he had prepared, noting that the normal rates are \$30.00 an hour
296 for a similar group or a maximum of \$150 per day. Reducing the rate to \$10.00 an hour would
297 match the County and also provide more revenue. They would not rent just one or two fields as
298 in the past: they would rent all nine of the fields—five at Woodlea and four at Stover.

299
300 Councilmember Smith asked if there was a guarantee that they will rent all nine fields. Mr.

301 Aldrich said there is not a guarantee and the County does not have a guarantee in terms of their
302 fee for how many fields.

303
304 Councilmember Smith expressed his concern about future teams wanting a bulk rate.

305
306 Mr. Aldrich stated the conditions could be put into the agreement. Councilmember Smith said
307 five fields should meet the current rental revenue so it should be file fields or more.

308
309 **MOTION**

310
311 **Councilmember Smith moved to approve the bulk rate of \$10.00 an hour per field as long**
312 **as there is a minimum of five fields being rented at a time, seconded by Bob Grenier.**

313
314 Councilmember Grenier said he expected that they would use at least five of the nine fields and
315 he expected that all nine fields would be used.

316
317 Mr. Aldrich noted that this was intended only for June through November of this year for this
318 customer.

319
320 **Councilmember Smith clarified that his motion was for a bulk rate of \$10.00 an hour for**
321 **the rental of five fields or more for anyone [during this time period of June through**
322 **November].**

323
324 Vice Mayor Pfister asked Mr. Aldrich about his thoughts when considering the request. Mr.
325 Aldrich said staff did not wish to rent just one field [at that rate] and nothing had been put into
326 place until staff received feedback from Council. He said another concern had been the
327 preparation of the fields as most of the tournaments start at 9:00 in the morning so this will be
328 an additional workload for the maintenance staff. He said staff discussed this but felt that the
329 potential tourism impact would have a positive economic benefit and would outweigh the
330 negatives.

331
332 **The motion passed unanimously 5-0.**

333
334 **Tab 13) Broad Budget Priorities Fiscal Year 2016-2017** **John Drury**

335
336 Mr. Drury reviewed the individual budgets for each fund that will be developed during the
337 upcoming budget process. He said he had provided recent historical information for Council
338 from the past two years to provide perspective and the minutes from last year when the prior
339 year goals were set. He noted that the city had implemented most of them. He added he had
340 also presented information on future needs of the city.

341
342 Mr. Drury asked Council to touch upon six issues as they discuss their broad budget priorities:

- 343
- 344 • Maintaining or not maintaining a similar level of service
 - 345 • Adding or not adding new programs and services
 - 346 • Employee compensation and benefits
 - 347 • The non-property tax supported operations: utilities, pavilion, garbage collection,
 - 348 seaplane base

- 349 • Capital Projects: The following projects need attention: Public Works Complex; Library
350 Expansion project; and street paving throughout the entire city.

Council Discussion

Councilmember Smith

- 354 • Decrease the millage rate and maintain a similar level of service
355 • Look into having an international trade zone or sub zones within the city and county
356 • Secure at least one manufacturing company that employees 15 or more people
357 • Communication with the owner of the parking lot next to Ruby Street to see if the City
358 can help him to find some investors to sell that property and get the building done
359 • Continue to work on Tavares Square
360 • See a notable increase in youth sports participation; have a campaign to encourage
361 more youth to participate in soccer, baseball, kickball, badminton, or tennis, etc.
362 • Have the new city flag flying on a majority of the city properties
363 • Complete the Master Plan for the Seaplane Base this year
364 • In reference to the five issues: the Library Expansion is already underway and there is a
365 paving plan in place approved two years ago. Mr. Drury responded that there is a
366 program in place that recommends \$700,000 a year to be spent to maintain the roads at
367 the current level of service. Last year the City was able to budget \$100,000. He said he
368 needed to hear whether this level should be increased in the coming budget.
369 Councilmember Smith suggested doing five roads a year. Mr. Drury said the issue is the
370 amount of paving not the number of streets. Councilmember Smith said to spend as
371 much as possible and reduce the millage rate.

Councilmember Johnson

- 372 • Lower the millage rate and keep the same level of service
373 • Recruit businesses for the downtown
374 • Find a different facility for the summer camp; Ingraham Center is too small

Councilmember Grenier

- 377 • Capital projects – keep going on the current projects (library expansion, Public
378 Safety building, Public Works building; continue to work on the street improvements)
379 • Plan for the development on SR 19 and avoid sprawl
380 • Brick pave another alleyway downtown
381 • Plan for future of Squibb Park

Vice Mayor Pfister

- 383 • Millage – ideal for it to drop however is realistic about the needs of the city to provide
384 services
385 • More budgeted for road improvements
386 • Address employee compensation
387 • Continue to work on the library expansion
388 • Address everything that was put off from last year; i.e. landscaping for rest of Alfred
389 Street widening project
390 • Increase Economic Development Director's budget for events
391 • Do more to have cultural activities and the arts
392

393 • Gateway Signs – get finished

394 **Mayor Wolfe**

- 395 • Maintain the same level of service
- 396 • Compensate the employees
- 397 • Try to get \$350,000 in the roads budget
- 398 • Gateway signs – finish up
- 399 • Request more funding from the County for more funding for the parks (Woodlea Sports Complex)
- 400
- 401 • Ensure that the capital projects already approved, such as the Public Safety Complex, continually move forward
- 402
- 403 • Millage – if it can drop some ok but the continued improvements require the taxes to come in for that purpose
- 404
- 405 • SR 19 will provide opportunities for more businesses that may want to relocate

406 Mr. Drury asked Council to consider their collective goals. He asked if there is any issue that
407 three or more Councilmembers do not want to include in the budget.
408

409 Councilmember Smith asked if Councilmember Johnson was asking the staff to find a new
410 existing facility for summer camp. Ms. Johnson replied in the affirmative. Councilmember Smith
411 asked if the City did not have an agreement with the School Board to use their facilities.
412

413 **Consensus to move forward to include all goals in the budget.**

414
415 Mr. Drury said he will be back with a draft budget in two months and will schedule the Public
416 Workshops to go through the budget by line item for each department.
417

418 **XI. OLD BUSINESS**

419
420 **XII. NEW BUSINESS**

421
422 **XIII. AUDIENCE TO BE HEARD**

423
424 Vance Joachim, 12619 Milwaukee
425

426 Mr. Joachim said he looks forward to the development in the Nature Park.
427

428 Mr. Joachim said he wanted to provide an update about the Three Palms Mobile Home Park.
429 He said since the last report five to seven owners have given up the titles to their homes to the
430 owner. Mr. Joachim went on to discuss various actions taken by the owner or not taken by the
431 owner that he believed were unethical or illegal. He discussed complaints he has filed or
432 attempted to file with various agencies. He said he would provide written information to Council.
433

434 **XIV. REPORTS**

435
436 **Tab 14) City Administrator**

John Drury

437
438 Mr. Drury noted this weekend is Rubber Ducky races and the opening for the baseball seasons,
439 and a fishing tournament event. The Chamber of Commerce is opening on Saturday.

440
441 Mr. Drury noted over 1000 people were downtown on a Sunday recently with 40 boats visiting,
442 etc. He said it was impressive to see that many people with no major events going on.
443

444 **City Clerk**

445
446 Ms. Barnett said she was glad to see the Teacher of the Year Award. She said she and Ms.
447 Rogers went to the elementary school that day to read to the kindergarten students which had
448 been a fun experience.
449

450 **Community Services Director**

451
452 Ms. Rogers thanked Council for encouraging staff to seek sponsorships for the baseball teams.
453 She said all teams have a sponsor now thanks to several councilmembers as well. She said the
454 sponsors will be honored at the opening day ceremonies.
455

456 Ms. Rogers showed a new marketing booklet about the Pavilion that had been developed by the
457 sponsors on the back of the brochure.
458

459 **Finance Director**

460
461 Ms. Houghton stated that staff had recently rolled out the Innovative Voice Response System
462 for the customers to pay their utility bills over the telephone with a credit card. They can pay 24
463 hours a day, 7 days a week. This saves staff time and so far there have been no problems.
464

465 **Tab 15) Council Reports**

466 **Councilmember Grenier**

467
468 Councilmember Grenier thanked Ms. Lopez for her work on the library grant.
469 He said in 1915 the Women's Club was formed in Tavares and lasted for 96 years. He said the
470 first library was started by the Women's Club. He mentioned the building on St. Clair Abrams
471 that held the first public library.
472

- 473
- 474 • **Gala** – He said the Pavilion Gala was very enjoyable and he had enjoyed every detail,
475 the souvenirs, the band (British Invasion), and the food.
 - 476 • **Tavares Theater** – He will be attending the play at the Tavares theater this weekend
477 and encouraged others to attend
 - 478 • **Public Meeting for Seaplane Base** – Commended Mr. Tweedie and the teamwork that
479 had gone into the meeting
 - 480 • Will be attending the luncheon of the Daughters of the American Revolution at Osprey
481 Lodge next week and others would be welcome. He said the first president of that
482 chapter was Maude Wakelin.
 - 483 • Stated that the Florida House and Senate had passed the bills to remove the statute of
484 General Kirby Smith that was put in by the Florida residents in the Hall of Statutory in
485 Washington in 1922. He said he has already emailed Senator Hayes to make a request
486 to get the statute to Lake County.

487 **Councilmember Johnson**

489

490 • Stated she was glad to see Zaks reopen this week.

491

492 **Councilmember Smith**

493

494 Councilmember Smith said General Smith had a great military and educational mind and is little
495 known.

496

497 • Babe Ruth Grand Opening is this Saturday at 10:00 a.m. He encouraged everyone to
498 attend.

499 • Rubber Ducky Race was fantastic

500 • Noted today is National Read Across America Day, (AKA Dr. Seuss Day)

501 • On this day in 1776 Americans started shelling the British in Boston

502

503 **Mayor Wolfe**

504

505 Mayor Wolfe stated the employees do a spectacular job on day to day operations. He said he
506 had received a letter from Joshua P. Edmundson, a local attorney, who wrote to commend Fire
507 Department Administrator Helen Vilissov and Utility Supervisor Philip Clark for their excellent
508 customer service. He said it is nice to see the citizens appreciating the work of the employees.

509

510 **ADJOURNMENT**

511

512 There was no further business and the meeting was adjourned at 5:48 p.m.

513

514 Respectfully submitted,

515

516 Nancy A. Barnett, MMC

517 City Clerk

518