

1 TAVARES CITY COUNCIL
2 MINUTES

3
4 July 6, 2016
5 4:00 P.M.

6 TAVARES CITY HALL COUNCIL CHAMBERS

7
8 **COUNCILMEMBERS PRESENT**

ABSENT

9
10 Robert Wolfe, Mayor
11 Lori Pfister, Vice Mayor
12 Bob Grenier, Councilmember
13 Lisa Johnson, Councilmember
14 Kirby Smith, Councilmember

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16 **STAFF PRESENT**

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18 John Drury, City Administrator
19 Sandy Minkoff, Acting City Attorney
20 Nancy A. Barnett, City Clerk
21 Lori Houghton, Finance Director
22 Lori Tucker, Human Resources Director
23 Richard Keith, Fire Department
24 Jacques Skutt, Director of Community Development
25 Stoney Lubins, Police Chief
26 Brad Hayes, Director of Utilities
27 Chris Thompson, Director of Public Works

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30 **I. INVOCATION**

31
32 Glen Chaudoin, minister from First Baptist Church of Tavares gave the invocation and led those
33 present in the Pledge of Allegiance.

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35 **II. CALL TO ORDER**

Mayor Wolfe

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37 Mayor Wolfe asked if there were changes to the agenda. Mr. Drury asked to add Tab 3A –
38 Tavares Chamber Monthly Update.

39
40 **III. APPROVAL OF AGENDA**

Mayor Wolfe

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42 **MOTION**

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44 Kirby Smith moved to approve the agenda with said change, seconded by Lisa Johnson.
45 The motion carried unanimously 5-0.

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47 **IV. APPROVAL OF MINUTES (Tab 1 - Deferred)**

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V. PROCLAMATIONS/PRESENTATIONS

Tab 2) Observance of the Passing of Mayor Eugene Glenn (“Doc Glenn”)

Mayor Wolfe read a proclamation observing the passing of former Mayor Eugene Glenn.

WHEREAS, Dr. Eugene W. Glenn moved his family to Tavares in 1962 when he became the first dentist in the City of Tavares and became known as “Doctor Glenn”;

WHEREAS, Dr. Glenn served on City Council from 1968 to 1970 and then as Mayor of Tavares from 1970 to 1995;

WHEREAS, Dr. Eugene W. Glenn, passed away in Tavares on June 27, 2016;

WHEREAS, the City wishes to honor and recognize Dr. Glenn for his leadership and gift of service to the community;

WHEREAS, Dr. Glenn offered encouragement and recognition to his fellow elected officials and city staff with whom he served;

WHEREAS, on April 5, 1995, when Dr. Glenn retired from the City Council, he was given a plaque in appreciation for his counsel and guidance during his tenure as Mayor;

NOW, THEREFORE, BE IT RESOLVED that I, Robert Wolfe, Mayor of the City of Tavares in observance of the passing of Dr. Eugene W. Glenn express gratitude for the life of Dr. Eugene W. Glenn and express the City’s condolences to his family and friends.

Mayor Wolfe noted Dr. Glenn’s role in the growth of the city and said he will be missed.

Tab 3) Award to Residents of Fox Run Mobile Home Park and Lake Frances Estates

Chief Lubins reported that these communities have provided much needed support to at risk children of Tavares Elementary School for the past five years. He said their charity provides backpacks, school supplies, and other useful items through community fundraisers. He commended the two communities for their civic involvement. He said this approach ties into the Police Department’s mission statement that states “Work in Partnership with the community, protect life and property, solve neighborhood problems and enhance the quality of life in the City.”

Donna Short, Guidance Counselor, and Carol Peppers, Assistant Principal spoke and expressed their appreciation to the residents. Mary Ann Benny from Lake Frances Estates and Betty Pierce from Fox Run were presented trophies of appreciation for their communities’ service by Chief Lubins assisted by Lieutenant Payne, Community Relations Officer for the Police Department.

Ms. Benny and Ms. Pierce spoke on behalf of Lake Frances and Fox Run.

Tab 3A) Update from Tavares Chamber of Commerce

99 Mr. J. Scott Berry, Interim Director, reported on the Chamber's Kid Zone event at the July 4th
100 event which was free to all children thanks to the sponsorship of Duke Energy. He discussed
101 their upcoming events and speakers at the luncheons.

102
103 **SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EX-PARTE CONTACTS**
104

105 (Mayor Wolfe asked the audience to complete the Request to Speak forms if they wished to
106 speak on anything on the agenda.)

107
108 Attorney Williams said there were no quasi-judicial ordinances on the agenda.

109
110 **VII. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD**
111

112 Ms. Barnett read the following ordinances on second reading by title only:

113
114 **ORDINANCE 2016-25**
115

116 **AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE**
117 **TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2020,**
118 **PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON**
119 **APPROXIMATELY 5.78 ACRES OF LAND GENERALLY LOCATED NORTH**
120 **AND ADJACENT TO FLORIDA WATERMAN HOSPITAL, ADDRESSED AS**
121 **2250 WATERMAN WAY FROM HIGH DENSITY RESIDENTIAL TO**
122 **COMMERCIAL; PROVIDING FOR SEVERABILITY AND CONFLICTS;**
123 **PROVIDING FOR TRANSMITTAL; PROVIDING FOR AN EFFECTIVE DATE.**
124

125 (Ordinance #2016-26 was also read by title, by the Clerk in error. See below)
126

127 **VIII. CONSENT AGENDA**
128

129 Mayor Wolfe asked if anyone in the audience objected to Tabs 4 [Interlocal Agreement for
130 Distribution of Library Funds] or Tab 5 [Ruby Street Construction – Authorization to Proceed].
131

132 **MOTION**
133

134 **Lori Pfister moved to approve the Consent Agenda (Tabs 4 and 5) seconded by Bob**
135 **Grenier.**
136

137 **The motion passed unanimously 5-0.**
138

139 Attorney Williams noted that the Clerk had not read the title of Ordinance #2016-24 which was
140 on the agenda for first reading. Mr. Skutt stated that the Clerk had read Ordinance #2016-26
141 which is a Large Scale Future Land Use Amendment scheduled for the July 20th City Council
142 meeting.
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144 Ms. Barnett read Ordinance #2016-25 by title only:
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146 **ORDINANCE 2016-24**

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A PLANNED DEVELOPMENT ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING AND REPLACING ORDINANCES 94-15, 99-09, 2003-24 IN THEIR ENTIRETY, ALL RELATED TO THE FLORIDA WATERMAN HOSPITAL, BY RESTATING AND ADOPTING AN UPDATED MASTERPLAN FOR THE FLORIDA WATERMAN HOSPITAL PROPERTIES, BY RESTATING THE BOUNDARY AND LEGAL DESCRIPTION TO WHICH THIS PLANNED DEVELOPMENT IS APPLICABLE; AND BY RESTATING THE GOVERNING DEVELOPMENT REGULATIONS TO BE APPLIED TO THIS PLANNED DEVELOPMENT; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING AN EFFECTIVE DATE.

Mr. Drury reminded the audience members that by Council policy the ordinances on First Reading are read by title only but will be fully discussed at the second reading.

IX. ORDINANCES/RESOLUTIONS – PUBLIC HEARING

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

FIRST READING – Read by title only

SECOND READING - none

X. GENERAL GOVERNMENT

Tab 8) Designation of Parking Spot for Combat Wounded Veterans in Wooton Park

Mr. Drury advised that at Councilmember Bob Grenier’s prompting during the last Council Meeting, Council requested that the Board be provided some time to take a look at an appropriate spot in Wooton Park for this parking space. Mr. Drury said he included the article that Councilmember Grenier handed out previously about the program done in Eustis.

MOTION

Kirby Smith moved to allow staff to designate a spot for the Purple Heart Wounded Warriors somewhere in downtown Tavares, seconded by Lori Pfister.

The motion carried unanimously 5-0.

Tab 9) Community Health Center Request for Use of City Property for Mobile Imaging Unit

Mr. Tweedie stated the Community Health Center opened their downtown clinic across from City Hall in July of 2015. Their purpose is to provide affordable medical, pediatric, dental and pharmacy care for underserved clients. The Center has requested to use city property for this mobile unit for one time per month initially.

195 Discussion followed regarding options for locations and visibility to the clients.

196

197 **MOTION**

198

199 **Lisa Johnson moved to have the mobile unit bus put on Tavares Square, seconded by**
200 **Kirby Smith.**

201

202 Councilmember Smith noted he would want to wait for the information regarding any weight
203 bearing issues to ensure there would be no damage to the field.

204

205 Mr. Drury said if the motion passes, staff will ensure that the field can accommodate the weight
206 of the unit. He said if it does not accommodate the unit, Council would need to pick an alternate
207 site.

208

209 Mr. Drury noted there is roadway with a driveway that has handicap access recently constructed
210 by Public Works (near the previous Clerk’s building) that would be an option and should not
211 present any issues.

212

213 **The motion failed unanimously 5-0.**

214

215 **MOTION**

216

217 **Kirby Smith moved to approve the request of Community Health Centers to place a**
218 **diagnostic mobile mammography unit on the area of roadway adjacent to the Tavares**
219 **Square next to the new ADA ramp (as suggested by Mr. Drury), seconded by Bob**
220 **Grenier.**

221

222 **The motion carried 4-1 as follows:**

223

224 Robert Wolfe	Yes
225 Lori Pfister	No
226 Bob Grenier	Yes
227 Kirby Smith	Yes
228 Lisa Johnson	Yes

229

230 **Tab 10) Babe Ruth League vs. Little League International – Information**

231

232 Mr. Aldrich said staff had prepared a report for Council on the differences between the two
233 organizations. He said he had found in his research that there are not a lot of substantial
234 differences between the two leagues. He said they both provide support from a national level,
235 both let all children play, and they set rules but also allow the local league to develop their own
236 rules as needed. He said the main difference is in who is allowed to play in the league and it is
237 based on where the children live. Babe Ruth has an open boundary which means that a child
238 living in a certain area can go to another area and play baseball or softball in Babe Ruth. In
239 Little League, a child that lives in one area must play in that area’s designated boundary. He
240 noted if the city changed to Little League, it might change its participant numbers, as the city
241 currently allows children to play from any surrounding area.

242

243
244 Vice Mayor Pfister thanked Mr. Aldrich for his report; she said it answered all her questions.
245
246 Councilmember Johnson thanked Mr. Aldrich for the information and agreed she would not want
247 to see the city's participation numbers be affected.
248

249 **Tab 11) Budget Workshop**

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251 Mr. Drury reviewed the previous presentations that had been made. He said at this workshop
252 the Enterprise and Special Funds will be presented, after which Council will have the
253 opportunity to discuss the previously presented General Fund budget as well as these funds.
254

255 He said the enterprise funds include: Water, Wastewater, Reclamation, Stormwater, Solid
256 Waste, and the Seaplane Base/Marina. *(The Pavilion is presented as a Special Revenue*
257 *Fund).*
258

259 The Five Year Capital Plan will be delivered, presented and discussed at the July 20, 2016
260 budget workshop, and the maximum tentative millage rate will be set at that budget workshop.
261 Two additional Council budget workshops are scheduled for August 3 and August 17th to
262 discuss all budgets followed by two Public Hearings on the budget on September 7th 2016 and
263 September 21, 2016.
264

265 Mr. Drury said he had included some attachments. Exhibit A is a high level summary of the
266 Enterprise Funds and Special Funds. Exhibit B is the orientation of the budget book. He noted
267 the city does zero based budgeted versus percentage based budgeting. He said there are three
268 Table of Contents: the first is by numerical order, the second by alphabetical order, and the
269 third by department. He said the proposed budget has been posted on the city's web site.
270

271 Mr. Drury added he had also included questions from the previous workshop. Exhibit C lists the
272 questions asked, the research by staff, and the answers.
273

274 In addition he said Ms. Houghton has provided the power point in hard copy and added color to
275 the list of budget cuts (about 8 million dollars). He said Council can at any time direct staff to put
276 the budget cuts back into the budget which then could be further discussed as to effect and
277 funding source.
278

279 **Presentation by Finance Director**

280
281 Ms. Houghton said the projects had been updated since the last meeting. She noted the
282 following completed projects: Tavares Square project; Gateway Sign for Florida Hospital
283 Waterman; development of passenger service from the Seaplane Base; library expansion; Boo
284 Festival; inaugural Limelight project; and the Sunset View project (construction complete); and
285 water and sewer line replacements in the downtown area. She said projects in progress are: the
286 Master Plan implementation for the downtown; Seaplane Base master; Ruby Street stormwater
287 project; Caroline Street Streetscape; Police and Fire Public Safety Facility (design almost
288 completed); and the Wooton Park project—volleyball court, boat ramp, and Tav-Lee Trail.
289

290 Ms. Houghton mentioned the surrounding projects that will help the tax base: new Publix, new

291 meat processing plant, additional phase for Shantiniketan; multi-family complex near the
292 hospital; and expansion of the Medical Village for Florida Hospital.

293
294 Ms. Houghton said the city's population has increased by 51.7% since 2008 and has added
295 almost 1500 new water accounts to the utility billing system since the previous year and to date
296 7899 water accounts; 7339 Sewer accounts, and 7361 Stormwater accounts.

297
298 Ms. Houghton reviewed the structure of the Enterprise Funds and services provided. She
299 discussed the revenues and expenditures of each fund. She presented transfers to the General
300 Fund, renewal and replacement and the FRS debt service fund. The debt service has increased
301 due to several projects coming to completion.

302
303 Mayor Wolfe said a request to speak had been received by Bill Stomp of Royal Harbor.

304
305 Mr. Stomp discussed various issues on the budget and requested that the city begin to do long
306 range planning to make improvements to the US 441 and SR 19 medians and consider
307 including that in this year's budget.

308
309 Councilmember Smith had the following questions:

- 310
- 311 • Page 79 – 5153410 – questioned the need for two building inspectors in 2017
 - 312 • Page 80 – 5156425 – West Main Street budget of \$133,000 and would all of West Main
313 Street be done. Discussed need for street paving.

314
315 Ms. Houghton said the \$133,000 has been reduced to \$97,737 through budget cuts.

316
317 • Page 80, 5156425 – Digital upgrade of wayfinding sign. There were two for \$20,000
318 but then did a budget cut of \$10,000. Asked if there would be one digital wayfinding
319 sign. Mr. Drury confirmed.

320 • Page 96, 5154110 – Questioned the \$144 for a Nextel phone for a vacant position.
321 On same lines – Page 96 5194510 – Why is there liability insurance for the Public
322 Communications position that is currently vacant? Ms. Houghton said the amounts
323 will be reallocated but it will not change the total.

324 • Page 140 and Page 181 –On Page 140 & 141 – 5414822 – Light Up Main Street.
325 Asked for clarification on the total amount as it is divided between General Services
326 and Community Services.

327 • Page 156 –Youth Specialist for the library. Asked for information on the duties of a
328 Youth Specialist person and the costs, and could the library do without that position
329 Mr. Drury noted staff will provide this information.

330 • Page 162 – 5716425 – Questioned the expenditure when there is a grant available.
331 Ms. Houghton responded that the costs have been budgeted and offset by the
332 revenues section showing the grant.

333 • Page 169 in 2014-15 the actual budget had \$18,800 in overtime for Public Works.
334 Asked Mr. Thompson if this year's budget for \$10,000 is enough and if so what has
335 changed and what will be done to ensure not going over budget.

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- Page 170 – 5723410 –Maintenance contract of \$23,500 for the beautification or the maintenance on Caroline Street. The question is Caroline Street hasn't started yet and will include Caroline Street and Alfred Street and will probably not be until September/October and little maintenance until March or April of 2017. Do we need that amount in the 2016-2017 budget or can it be deferred to 2017-2018 and use that money for roads?
 - Page 183 – 572-4860 –Unbelievable Festival. It is budgeted for \$13,000 when the entire event was done for \$5,000 last year. Why the increase?
 - Page 183 – 5725230 - \$11,850 for art and culture. What are the ideas for expanding art and culture and could those funds be moved to roads.
 - Page 195 – Fund 105 –Noted that SECO/Duke Energy are giving grants but there appear to be none from the hospital. He asked if Mr. Drury to contact the hospital about providing a donation. Mr. Drury responded that the city refrains from soliciting money from the private sector and not for profits, and if it is done, it is only by Council direction.
 - Page 233 – 389900 – Maintenance for the Freedom Flag pole. It is being appropriated out of Reserves. Why? Mr. Drury said staff will respond on that and notes it is a different fund. He said the City should ask the County to contribute as they also get recognition for the Freedom Flag.
 - Page 263 – Road improvements – Noted it shows zero. He said he would have liked to see some roads identified and then shown them cut. Mr. Drury discussed the road study that calls for \$700,000 to be appropriated every year just to catch up and then \$500,000 a year to maintain. He said Mr. Thompson requested the amounts for the roads but he had brought it down to \$175,000.
 - Five year capital plan is empty. Mr. Drury said it is being presented at the next meeting and will be provided before that meeting.
 - Every department had commemorative pins cut. He asked for information about that program.

364

365 Vice Mayor Pfister spoke in support of the Library Youth Specialist position as she has seen the

366 number of youth using the library and believes there is a need.

367

368 **XII. OLD BUSINESS**

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370 **XIII. NEW BUSINESS**

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372 **XIII. AUDIENCE TO BE HEARD**

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374 Betty Burleigh presented information on the history of the jails and the jail keepers in Tavares in

375 an article she had come across by Sue Nunes, the founder of the Tavares Historical Society.

376

377 Vance Jochim expressed concerned about the increase of 40% in councilmember healthcare

378 costs and the costs to the taxpayers.

379

380 Mr. Drury explained that the cost depends on whether a councilmember takes single coverage

381 or family coverage or no coverage. He said the City pays its share of councilmember insurance
382 the same as for the employees.

383
384 **XIV. REPORTS**

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386 **Tab 14) City Administrator**

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388 Mr. Drury noted the upcoming groundbreaking for Ruby Street which is Friday at 10:00 a.m. He
389 said next Thursday is the new Howey Bridge Meeting regarding the removal of the current
390 bridge and construction of the new bridge across SR 19. The state will be taking public
391 comment from 5:00 to 7:00 p.m. at Adventure Christian Church.

392
393 **Economic Development Director**

394
395 Mr. Tweedie reported there is progress on the work in the west end of Wooton Park. Last week
396 some concrete slabs were removed and there is currently work underway to vacate a well to
397 make way for the volleyball courts (two or three weeks for completion).

398
399 Mr. Tweedie said in terms of the boat ramp, the consultants are currently continuing their value
400 engineering and the bids should go out to bid by the end of the month. The bids should be ready
401 in September and a construction schedule will be provided subsequent to the bid award. He
402 said FDOT has agreed to construct the Tav-Lee Trail and restrooms subsequent to the city's
403 recent request. Construction should begin in about June 2017 on that project.

404
405 **Community Services**

406
407 Ms. Rogers thanked everyone for coming out to the July 4th event and commended her staff.
408 She presented a trophy to Councilmember Grenier and his troops for the "Most Patriotic" parade
409 entry.

410
411 **Community Development Services**

412
413 Mr. Skutt said the Caroline Street streetscaping project went out for bid in June which included
414 the landscaping, irrigation, and brick paving on the crosswalks. He said two bids were received
415 and both were comparable but both significantly over budget. He said staff has met with the
416 landscape consultant to review the costs. The cost of brick paving the intersections ended up
417 accounting for about half the total costs of that project. The consultant recommended that the
418 city bid out separately the landscaping and the irrigation from the brick paving.

419
420 Staff did re-bid the project for the landscaping of Caroline Street and also Alfred Street and will
421 bring back a report with options.

422
423 **Tab 15) Council Reports**

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425 **Vice Mayor Pfister**

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427 Vice Mayor Pfister commended staff on the parade and festivities for July 4th. She thanked the
428 residents of Fox Run and Lake Frances Estates and the Police Department for joining together

429 and contributing to the students which also helps the city take ownership of its schools.

430

431 Limelight

432

433 Vice Mayor Pfister asked if staff could consider a once a month Limelight event. She said she
434 noticed the elderly especially enjoyed attending the previous event. She thought it was a great
435 project and having a monthly event would hopefully not be too costly.

436

437 Councilmember Grenier

438

- 439 • Commended Ms. Rogers and her staff for the great job on the 4th of July. He said
- 440 receiving the “Most Patriotic Award” was fun and he would share with his colleagues.
- 441 • Mentioned the new gazebo on the lawn outside City Hall
- 442 • Thanked Council for agreeing to designate the Wounded Warrior parking space
- 443 • Recently returned from visiting his parents in Chicago and enjoyed the time with them
- 444 • Noted it was sad to hear of Mayor Glenn’s passing. He said he had taped an interview
- 445 with Mayor Glenn some years ago.
- 446 • Stated that Saturday morning at 9:00 he will conducting a wellness walk tour around
- 447 historic Tavares

448

449 Councilmember Johnson

450

451 Councilmember Johnson noted how much work had gone into the planning and execution of the
452 July 4th event by staff. She thanked the entire staff for all their work. Ms. Rogers noted Mr.
453 Aldrich is responsible for coordinating the event and is very detailed.

454

455 Councilmember Johnson added that the city does an excellent job with the summer camp
456 program and thanked the staff.

457

458 Councilmember Smith

459

460 Councilmember Smith asked for information on commemorative pins that was included in the
461 budget cuts.

462

463 Councilmember Smith commended Mr. Aldrich on his presentation. Councilmember Smith said
464 he had received feedback from various individuals regarding the July 4th event. He asked Ms.
465 Rogers to extend his appreciation to all of the front line staff who assisted in the event.

466

467 Councilmember Smith said today is National Fried Chicken Day. He said on this day in 1997 the
468 Mars Rover rolled onto Mars.

469

470 Mayor Wolfe

471

472 Mayor Wolfe commended the staff for their work on July 4th. He said he had attended Mayor
473 Glenn’s funeral which was a celebration of his life.

474

475 ADJOURNMENT

476

477 There was no further business and the meeting was adjourned at 6:28 p.m.
478

479 Respectfully submitted,

480

481

482 Nancy A. Barnett, MMC

483 City Clerk