

1 TAVARES CITY COUNCIL
2 MINUTES

3
4 JULY 20, 2016

5 4:00 P.M.

6 TAVARES CITY HALL COUNCIL CHAMBERS

7
8 **COUNCILMEMBERS PRESENT**

ABSENT

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

15
16 **STAFF PRESENT**

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

29
30 **I. INVOCATION**

31
32 Former Mayor Sandy Gamble and Pastor, Church of God of Prophecy, gave the
33 invocation and led those present in the Pledge of Allegiance.

34
35 **II. CALL TO ORDER**

36
37 **III. APPROVAL OF AGENDA**

38
39 Kirby Smith moved to approve the agenda, seconded by Bob Grenier.

40
41 Mayor Pfister said that she would like to move the Budget Workshop to be heard after City
42 Council Reports as the last item of business on the agenda.

43
44 Kirby Smith moved to approve the agenda with changes [move the budget portion of the
45 meeting to the end], seconded by Bob Grenier. The motion carried unanimously 4-0.

46
47 **IV. APPROVAL OF MINUTES**

49 **Tab 1) Approval of Minutes - Deferred**

50

51 **V. COUNCIL ORGANIZATIONAL BUSINESS**

52

53 **Tab 2) Submittal by the Mayor of the Recommended Individual to Fill the Council**

54 **Vacancy**

55

56 Mayor Pfister said that she has appointed Troy Singer to fill the vacancy for City Council, Seat
57 #4. She said that she has known Mr. Singer for twenty years and he has the same vision for the
58 city as Council. She noted Mr. Singer's resume, biography, and contact information was
59 provided to Council in the agenda packet.

60

61 Attorney Williams noted that under the City Charter, the Mayor makes the appointments to fill
62 vacancies. He said that a majority consent would be needed to approve the appointment.

63

64 Councilmember Smith said that he has known Mr. Singer for over thirty-five years and cannot
65 think of a better person to represent the City and Council. He said that Mr. Singer has a vision
66 and passion for both family and community.

67

68 Councilmember Grenier said he had an opportunity to speak with Mr. Singer and believes he
69 has the same vision to continue to move forward.

70

71 Councilmember Johnson said that he knows Mrs. Singer as their children have attended school
72 together. She noted her support.

73

74 **There was a consensus of support for Troy Singer to be appointed to the Tavares City**
75 **Council, Seat #4.**

76

77 Mr. Singer was sworn in by Chief Lubins.

78

79 **Tab 3) Election of Vice Mayor**

80

81 Mayor Pfister asked for nominations.

82

83 Councilmember Johnson nominated Kirby Smith for Vice Mayor; Bob Grenier nominated himself
84 for Vice Mayor. There were no other nominations.

85

86 **Mayor Pfister called for a vote for Kirby Smith as Vice Mayor. Lisa Johnson, Troy Singer**
87 **and Kirby Smith voted for Kirby Smith as Vice Mayor in a 3-2 vote as follows:**

88

89 **Lori Pfister: No**
90 **Kirby Smith: Yes**
91 **Bob Grenier: No**
92 **Lisa Johnson: Yes**
93 **Troy Singer: Yes**

94

95 Mayor Pfister congratulated Vice Mayor Smith.

96

97 **Tab 4) Approval of Check Signatures**

98
99 Ms. Houghton said this agenda item is to reaffirm who will sign checks for city business. Staff
100 recommends approval of the Mayor, Vice Mayor, City Administrator and Finance Director as
101 those designated to sign checks. She noted this is consistent with past policy and that city
102 disbursements (checks) will utilize one signature from the Mayor or Vice Mayor and one
103 signature from the City Administrator or Finance Director.
104

105 **MOTION**

106
107 **Bob Grenier moved to approve staff's recommendation, seconded by Lisa Johnson. The**
108 **motion carried unanimously 5-0.**
109

110 **VI.PROCLAMATIONS/PRESENTATIONS**

111
112 **Tab 5) 2016 Election Proclamation**

113
114 Mayor Pfister read the 2016 Election Proclamation in its entirety:
115

116 ***PROCLAMATION***
117 ***BY ORDER OF THE MAYOR OF THE CITY OF TAVARES***

118
119 **NOTICE OF ELECTION**

120
121 **The 2016 City Election will be held on Tuesday, November 8, 2016 in**
122 **conjunction with the General Election, at the City Hall Council Chambers,**
123 **First United Methodist Church, Lake County Agriculture Center, Lake**
124 **Frances Estates Clubhouse, Tavares Masonic Lodge, Imperial Terrace, and**
125 **Royal Harbor Social Hall, for the purpose of electing three non-partisan**
126 **Councilmembers to Seat 1, Seat 3, and Seat 5 to serve at large for 2016-2018.**
127

128 **Voters must be registered with the Lake County Supervisor of**
129 **Elections on or prior to October 11, 2016 at 5:00 p.m.**
130

131 **Nominations to Seat 1, Seat 3, and Seat 5 shall be by petition signed**
132 **by at least twenty-five (25) qualified electors of the City of Tavares and must**
133 **name the individual and the specific Council seat sought. A candidate may**
134 **qualify for only one seat. The petition must be filed with the City Clerk by**
135 **Noon at City Hall for the City of Tavares on or before the 15th day of August,**
136 **2016 along with all required election documents. Election packets may be**

137 **obtained from the City Clerk during usual office hours.**

138

139 **Dated this 20th day of July, 2016.**

140 **Lori Pfister, Mayor**

141

142 **VII. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EX-PARTE CONTACTS**

143

144 Attorney Williams welcomed Councilmember Singer. He noted that Seat #4 is a temporary
145 appointment and would not be included in the upcoming election unless the seat is permanently
146 vacated by Mr. Wolfe prior to the election qualifying deadline (August 15, 2015 at 12:00 noon).

147

148 Attorney Williams said there are three quasi-judicial land use items on the agenda; Tab 8)
149 Ordinance 2016-24 – Amendment to the PUD for Florida Hospital, Tab 9) Ordinance 2016-25 –
150 Small Scale Future Land Use Amendment for Florida Hospital, and Tab 10) Ordinance 2016-26
151 – Transmittal of the Large Scale Future Land Use Comprehensive Plan Amendment for Florida
152 Hospital.

153

154 Attorney Williams reviewed the quasi-judicial rules of procedure and ex-parte communication
155 disclosure for land use matters. He asked if any Councilmembers have had ex-parte
156 communications to disclose. There were none. Those present to provide testimony on Tabs 8,
157 9 and 10 were sworn in by Attorney Williams.

158

159 **VIII. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD**

160

161 Ms. Barnett read the following ordinances by title only:

162

163

ORDINANCE 2016-24

164

165 **A PLANNED DEVELOPMENT ORDINANCE OF THE CITY OF TAVARES,**
166 **FLORIDA, AMENDING AND REPLACING ORDINANCES 94-15, 99-09, 2003-**
167 **24 IN THEIR ENTIRETY, ALL RELATED TO THE FLORIDA WATERMAN**
168 **HOSPITAL, BY RESTATING AND ADOPTING AN UPDATED MASTERPLAN**
169 **FOR THE FLORIDA WATERMAN HOSPITAL PROPERTIES, BY RESTATING**
170 **THE BOUNDARY AND LEGAL DESCRIPTION TO WHICH THIS PLANNED**
171 **DEVELOPMENT IS APPLICABLE; AND BY RESTATING THE GOVERNING**
172 **DEVELOPMENT REGULATIONS TO BE APPLIED TO THIS PLANNED**
173 **DEVELOPMENT; SUBJECT TO THE RULES, REGULATIONS AND**
174 **OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL;**
175 **PROVIDING AN EFFECTIVE DATE.**

176

177

ORDINANCE 2016-25

178

179 **AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE**
180 **TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2020,**
181 **PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON**
182 **APPROXIMATELY 5.78 ACRES OF LAND GENERALLY LOCATED NORTH**
183 **AND ADJACENT TO FLORIDA WATERMAN HOSPITAL, ADDRESSED AS**

184 2250 WATERMAN WAY FROM HIGH DENSITY RESIDENTIAL TO
185 COMMERCIAL; PROVIDING FOR SEVERABILITY AND CONFLICTS;
186 PROVIDING FOR TRANSMITTAL; PROVIDING FOR AN EFFECTIVE DATE.
187

188 **ORDINANCE 2016-26**
189

190 **AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE**
191 **TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2020,**
192 **PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON**
193 **APPROXIMATELY 59.3 ACRES OF LAND GENERALLY LOCATED NORTH**
194 **OF FLORIDA WATERMAN HOSPITAL, FRONTING ONTO LAKE EUSTIS**
195 **DRIVE AND ANN ROU ROAD; FROM A MIX OF LANDS DESIGNATED AS**
196 **HIGH DENSITY RESIDENTIAL, LOW DENSITY RESIDENTIAL AND MEDIUM**
197 **DENSITY RESIDENTIAL ALL TO MIXED USE COMMERCIAL; PROVIDING**
198 **FOR SEVERABILITY AND CONFLICTS; PROVIDING FOR TRANSMITTAL;**
199 **AND PROVIDING FOR AN EFFECTIVE DATE.**
200

201 **1X. CONSENT AGENDA**
202

203 Vice Mayor Smith asked to have Tab 6 pulled for discussion.
204

205 **MOTION**
206

207 **Bob Grenier moved to approve Tab 7 [Tab 7) Increased Transfer from General Funds to**
208 **Seaplane Base Fueling System], and pull Tab 6, seconded by Kirby Smith. The motion**
209 **carried unanimously 5-0.**
210

211 **Tab 6) Termination of Lease Agreement with Niche Development for Ruby Street Parking**
212 **Lot**
213

214 Vice Mayor Smith noted the lease termination will save the city and citizens approximately \$500
215 per month with approximately \$2682.00 going back into reserves. He asked Council to
216 appropriate the money to roads in the FY2017 budget. Mr. Tweedie confirmed that the current
217 lease is set to expire September 30, 2016.
218

219 Attorney Williams said this is a budget allocation motion to take the savings line item into a
220 budget for roads/road repairs in FY2016/2017 instead of reserves.
221

222 **MOTION**
223

224 **Kirby Smith moved to terminate the lease and move the \$2682.50 savings to the Road**
225 **Budget in FY2016/2017 instead of Reserves FY2016/2017, seconded by Bob Grenier. The**
226 **motion carried unanimously 5-0.**
227

228 **X. ORDINANCES/RESOLUTIONS – PUBLIC HEARING**

229 **(All Ordinances under First Reading are not discussed, unless otherwise noted, until the**
230 **Second Reading)**
231

232 **First Reading**

233

234 None.

235

236 **Second Reading**

237

238 **Tab 8) Ordinance 2016-24 – Amendment to Planned Development for Florida Hospital**
239 **Development – 137 Acres – 1000 Waterman Way**

240

241 Mr. Skutt provided the following presentation:

242

243 *Ordinance 2016-24 is a Planned Development Ordinance that amends and*
244 *restates in its entirety the PD Ordinances and zonings that presently apply to the*
245 *Florida Waterman Hospital property on Highway 441.*

246

247 *The Planned Development Ordinance and regulations that presently govern*
248 *Florida Waterman Hospital were originally passed in 1994. Since that date, the*
249 *hospital has substantially expanded its land holdings and service interests. The*
250 *Florida Waterman Hospital desires to update these governing regulations to*
251 *conform to its current growth and expansion plans.*

252

253 *The hospital has assembled approximately 137 acres of land bounded by*
254 *Highway 441 to the south and Lake Eustis Drive to the north. The property, that*
255 *includes the site of the Florida Waterman Hospital, encircles Lake Etowah. Much*
256 *of the northern part of this property is vacant. Florida Waterman desires to*
257 *develop a host of ancillary medical facilities that are generally viewed as either*
258 *commercial or residential in nature, but which will all be supportive of or*
259 *accessory to the main hospital use. These allowable uses are listed in the*
260 *proposed ordinance. Except for allowances for increased building height, the*
261 *development regulations generally coincide with the city's commercial*
262 *specifications for lands bearing a Commercial Future Land Use designation and*
263 *to the city's mixed use specifications for lands bearing a Mixed Use Commercial*
264 *Future Land Use designation. The ordinance exhibits a conceptual plan, that*
265 *shows the location of proposed uses. To provide flexibility to the plan, the*
266 *ordinance also exhibits an equivalency matrix, which will permit the interchanging*
267 *of uses to alternate uses to the extent that impact on city services will be similar.*
268 *Future Land Use amendments that will consolidate existing designations into*
269 *either Commercial or Mixed Use Commercial are being considered concurrently*
270 *with this ordinance.*

271

272 *The approval of this PD ordinance and the development it proposes is in step*
273 *with the "Medical Village" concept promoted by the City of Tavares as a key*
274 *economic driver and will essentially accomplish this goal.*

275

276 *At its June 16 meeting, the Planning & Zoning Board voted unanimously to*
277 *recommend approval of Ordinance 2016-24 and staff recommends approval.*

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279 Mayor Pfister asked for questions and comments.

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MOTION

Kirby Smith moved for approval of Ordinance 2016-24, seconded by Bob Grenier. The motion carried unanimously 5-0.

Tab 9) Ordinance 2016-25 – Small Scale Future Land Use Amendment for 5.7 Acres to Increase Commercial Property – Florida Hospital – 1000 Waterman Way

Mr. Skutt provided the following presentation:

Ordinance 2016-25 is an application for a Future Land Use Map amendment from High Density Residential to Commercial for 5.78 acres of property generally located north of Florida Waterman Hospital (Daycare Facility). Ordinance 2016-25 proposes a small scale amendment to the Future Land Use Map 2020 of the Comprehensive Plan.

At its June 16 meeting, the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2016-25. Staff recommends that City Council moves to approve Ordinance 2016-25.

Mayor Pfister asked for questions and comments.

MOTION

Bob Grenier moved to approve Ordinance 2016-25, seconded by Lisa Johnson. The motion carried unanimously 5-0.

RESOLUTIONS

None.

XI TRANSMITTAL HEARING

Tab 10) Ordinance 2016-26 – Large Scale Future Land Use Comprehensive Plan Amendment – Florida Hospital Development – 59 Acres – 1000 Waterman Way

Mr. Skutt provided the following presentation:

Ordinance 2016-26 is a transmittal hearing for an application for a Large Scale Future Land Use Map amendment from a mix of lands designated as High Density Residential, Low Density Residential and Medium Density Residential to all Mixed Use Commercial for 59.3 acres of property generally located north of Florida Waterman Hospital. He said that this amendment covers all of the remaining land owned by the hospital. Ordinance 2016-26 proposes a large scale amendment to the Future Land Use Map 2020 of the Comprehensive Plan.

The subject property is 59.3 acres in size, located generally north of the existing

328 *Florida Waterman Hospital. This ordinance would amend the current Future Land*
329 *Use Designation from a mix of High Density Residential, Low Density Residential*
330 *and Medium Density Residential all to Mixed Use Commercial designation. He*
331 *the designation is appropriate for the mixed uses that have been proposed by the*
332 *planned development ordinance that Council just approved. Since this is a Large*
333 *Scale Amendment over 10 acres in size, Council must first approve the*
334 *transmittal of the amendment to the State for review and comment before*
335 *adopting the change.*

336
337 *At its June 16 meeting, the Planning & Zoning Board voted unanimously to*
338 *recommend approval of Ordinance 2016-26. Staff recommends that City Council*
339 *moves to approve the transmission of Ordinance 2016-26 to the Department of*
340 *Economic Opportunity for consideration.*

341
342 Mayor Pfister asked for questions and comments.

343
344 **MOTION**

345
346 **Bob Grenier moved to approve the transmittal of Ordinance 2016-26, seconded by**
347 **Kirby Smith. The motion carried unanimously 5-0.**

348
349 **XII. GENERAL GOVERNMENT**

350
351 **Tab 11) Fox Run Stormwater System – Perpetual Maintenance Agreement**

352
353 Mr. Hayes made the following presentation:

354
355 *Mr. Hayes said this is a request to authorize execution of agreement with Fox*
356 *Run Subdivision that would provide for the emergency construction repair of the*
357 *subdivision's internal stormwater system in return for the Home Owners*
358 *Association agreeing to take over the system and maintain it in perpetuity.*

359
360 *Fox Run was originally constructed by a private developer that years later was*
361 *turned over to the City. This development was constructed in a low lying/wet*
362 *area.*

363
364 *In 1984, the owners approached the City for a letter to provide to St. Johns Water*
365 *Management District to show acceptance by the City of the responsibility of the*
366 *operation and maintenance of their stormwater system. The City Administrator*
367 *Brenda Von Hartmann provided that letter.*

368 *This community has had storm drainage problems for many years. Over the*
369 *years the City has worked with the community to resolve some of these issues*
370 *making in service repairs and carrying out other rehabilitation projects of the*
371 *drainage area and stormwater swale system. The immediate problem is that the*
372 *main stormwater conveyance pipe that runs between the homes and discharges*
373 *stormwater into two retention ponds has failed which is causing depressions in*
374 *the ground and the appearance of small sinkholes. These metal pipes have*
375 *reached their useful life and need to be replaced.*

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The proposal is to slip line the existing pipes. Staff originally intended to budget this work over the course of a couple of years, but because of the long distances of the existing pipe runs and the associated costs for mobilization, staff believes it would be cost effective and prudent for the City to do the entire project in one contract. The cost to complete this project is estimated at \$302,497.00. Due to the emergency nature and appearance of the sink holes near the pipe and homes, staff will be recommending that the City piggyback on an existing stormwater contract between Shenandoah Construction and Collier County Florida and proceed with the project immediately to do the project this current fiscal year. (See next Agenda Summary - Tab #12)

As a general rule, subdivisions are responsible for their internal stormwater systems and the city takes care of the external city-wide systems, thus the City Attorney has recommended that upon completion of this project that the Fox Run HOA assume responsibility for operation and maintenance of their entire stormwater system and has prepared an agreement with the Fox Run Homeowners' Association to formalize their acceptance. The attorney for Fox Run has indicated concurrence with this arrangement.

Although the city could assess the homeowners for all or some portion of this repair, staff has not recommended an assessment. Staff recommends approval of the agreement with the Fox Run Homeowners Association for the acceptance and perpetual maintenance of the Fox Run stormwater system upon completion of the rehabilitation project to slip line the existing stormwater conveyance pipe to be funded by the City of Tavares.

Mayor Pfister asked for questions and comments.

Vice Mayor Smith said he is in support of this project and asked for confirmation that the city will not repair until an agreement has been executed. Mr. Hayes confirmed.

Attorney Williams said that the Fox Run Homeowners Association has not had its Board meeting to approve the agreement to date, but that it is implicit upon Council's approval of the next agenda item (emergency repairs construction contract) that the City will not spend the money unless they agree to take over the perpetual maintenance.

Attorney Williams noted this is an anomaly that occurred in 1982-1983 when SJRWMD regulations were coming into place. He said all subdivisions that have been approved since the 1980's require HOA's to have perpetual existence formed to take care of stormwater. Attorney Williams noted that in this instance a former City Administrator signed a letter agreeing to accept the maintenance. He said the improvements could be made over a period of time or through an assessment program, but staff recommends that the improvements be made now as long as the agreement is made that Fox Run Homeowners Association accept perpetual maintenance of stormwater.

MOTION

424 **Kirby Smith moved to approve the agreement with Fox Run Homeowners Association**
425 **and the acceptance of perpetual maintenance for Fox Run stormwater, seconded by Bob**
426 **Grenier. The motion carried unanimously 5-0.**

427
428 **Tab 12) Fox Run Stormwater System – Emergency Repairs Construction Contract**
429

430 Mr. Hayes made the following presentation:

431
432 *Mr. Hayes said this item is to consider the approval of the proposal from*
433 *Shenandoah Construction to slip line the existing failed 52” corrugated internal*
434 *stormwater piping system between the ponds and discharge point of the Fox Run*
435 *Subdivision in the amount of \$302,497.00.*

436
437 *Due to the emergency nature of repairing the failed stormwater conveyance pipe*
438 *in Fox Run Subdivision, staff solicited a proposal from Shenandoah Construction*
439 *which is a piggy back contract between Shenandoah and Collier County who*
440 *went out for bids for stormwater improvements. Shenandoah has provided*
441 *previous stormwater repair services to the City.*

442
443 *Once the Perpetual Maintenance Agreement has been executed by the Fox Run*
444 *Homeowners Association (discussed in Tab 11) the City will develop a contract*
445 *with Shenandoah based on the Collier County Contract in the amount not to*
446 *exceed \$302,497.00 which is based on the length of pipe that needs to be slip*
447 *lined and the Collier County proposal to do that work. Staff recommends Council*
448 *approve the proposal from Shenandoah Construction in the amount of*
449 *\$302,497.00 and authorize the City Administrator to execute a contract in an*
450 *amount not to exceed \$302,497.00.*

451
452 Mayor Pfister asked for questions and comments.

453
454 **MOTION**

455
456 **Bob Grenier moved to approve staff recommendation [Council approve the**
457 **proposal from Shenandoah Construction in the amount of \$302,497.00 and**
458 **authorize the City Administrator to execute a contract in an amount not to exceed**
459 **\$302,497.00.], seconded by Lisa Johnson.**

460
461 Mayor Pfister asked for further discussion.

462
463 Vice Mayor Smith said it was recommended by Council to move to approve this item but
464 do not disburse any funds until after a signed contract has been obtained. Attorney
465 Williams said Councilmember Grenier can agree that is included in the motion and Mr.
466 Grenier confirmed.

467
468 **The motion was carried unanimously 5-0.**

469
470 **Tab 13) Award Bid/Proposal for Financing of Public Safety Complex**
471

472 Ms. Houghton made the following presentation:
473

474 *Ms. Houghton said the item before Council is to consider acceptance of Loan*
475 *Proposal from Florida Community Trust Bank for the Public Safety Complex*
476 *project. The project costs include costs to acquire, design, engineer, bid,*
477 *oversee, construct, and to fund related improvements of the project.*
478

479 *On February 3, 2016, the City of Tavares City Council adopted Resolution No.*
480 *2016-03, expressing the intent of the City of Tavares to issue debt to design,*
481 *permit, acquire, install and construct a City owned and operated Public Safety*
482 *Complex and related improvements.*
483

484 *RFP 2016-0014 for Non-Bank Qualified financing in the amount of \$11,200,000*
485 *with pledge of Infrastructure Sales Tax Revenues was issued on June 10, 2016*
486 *for the project.*
487

488 *RFP responses were due on June 28, 2016. The City received one response*
489 *from Florida Community Bank on June 28, 2016.*
490

491 *The bid was reviewed by staff, and the City's Financial Advisor, Mark Galvin of*
492 *First Southwest. Staff recommends awarding the bid for RFP 2016-0014 to*
493 *Florida Community Bank. The bid is as follows:*
494

- 495 • *Florida Community Bank*
- 496 • *Loan Amount: \$11,200,000 (includes capital project costs and cost of*
497 *issuance)*
- 498 • *Rate – 2.95%*
- 499 • *Term – 16 Years – Maturity is October 1, 2032*
- 500 • *Prepayment Penalty - none*
- 501 • *Pledge of Infrastructure Sales Tax Revenues*
- 502 • *Semi-annual loan payments*
503

504 *Staff recommends Council to move to Approve award of RFP Bid #2016-0014 to*
505 *Florida Community Bank for non-bank qualified debt in the amount of*
506 *\$11,200,000 pledged with Infrastructure Sales Tax Revenues for a term of 16*
507 *years at a rate of 2.95%, and direct staff to work with the City's Financial Advisor*
508 *and Bond Council to bring back debt resolution and agreement for Council*
509 *Approval at the next Council meeting.*
510

511 Ms. Houghton said that Mark Galvin, First Southwest, is available for questions.
512

513 Mayor Pfister asked for questions or comments.
514

515 Attorney Williams noted the city received only one proposal and staff elected not to rebid
516 because it is not a favorable type of loan as it is not bank qualified loan, it has an unusual
517 payment schedule with 16 year financing which meets the city's needs, and the rate has been
518 negotiated below 3% by Mr. Galvin and which is right on the market. Attorney Williams said he
519 concurred with staff to move forward.

520
521 Vice Mayor Smith noted the payment will come from the infrastructure penny sales tax in 2018
522 and asked if it will come out of the current infrastructure sales tax and then roll over into the new
523 infrastructure sales tax that was approved. Ms. Houghton confirmed.

524
525 **MOTION**

526
527 **Kirby Smith moved to award the RFP Bid #2016-0014, seconded by Bob Grenier.**
528 **The motion carried unanimously 5-0.**

529
530 **Tab 14) Approval to Plan a Cornerstone Laying and Groundbreaking Ceremony for the**
531 **Proposed Public Safety Facility**

532
533 Chief Keith congratulated Mayor Pfister and thanked Councilmember Singer for his service to
534 the community.

535
536 Chief Keith provided the following presentation:

537
538 *Chief Keith thanked the Council for the award of bid for the financing of the*
539 *Public Safety Facility. Chief Keith said this item is to authorize staff to plan a*
540 *Masonic Cornerstone Laying and Ground Breaking Ceremony for the proposed*
541 *Public Safety Facility around November 2016, and authorizing one or two*
542 *members of City Council to assist in planning of the ceremony. He provided a*
543 *PowerPoint presentation and video of the Masonic cornerstone ceremonies and*
544 *traditions. Chief Keith noted that two City Council members, Bob Grenier and*
545 *Kirby Smith, are both active members of Masonic Lodges. Staff would like to*
546 *have both of these community and civic leaders involved in the planning and*
547 *implementation of the cornerstone laying ceremony. The meetings would be*
548 *conducted as “public” meetings and advertised appropriately. In doing so,*
549 *Council Member Smith and Council Member Grenier can participate equally.*

550
551 *Chief Keith said that staff recommends Council move to authorize Staff to plan a*
552 *ground breaking and cornerstone laying ceremony for the Public Safety Facility,*
553 *with the planning meeting(s) being “public” meetings with appropriate*
554 *advertisement and the recording of minutes, authorizing City Council Member*
555 *Kirby Smith and City Council Member Bob Grenier to work together and with*
556 *Staff to plan the cornerstone laying ceremony.*

557
558 Mayor Pfister asked for questions or comments.

559
560 Attorney Williams said the Sunshine Law prohibits two councilmembers from meeting to discuss
561 items that may come before Council for a decision. He said staff recommends that these
562 meetings be declared as public meetings to be noticed and minutes taken to ensure the city
563 meets all Sunshine Law requirements and is fully transparent.

564
565 Vice Mayor Smith thanked Chief Keith and said he and Tavares Masonic Lodge 234 are
566 honored.

568 Councilmember Grenier said he would be honored to participate with Vice Mayor Smith.

569

570 **MOTION**

571

572 **Councilmember Singer moved to make the meetings public and give Vice Mayor Smith**
573 **and Councilmember Grenier an opportunity to participate, seconded by Kirby Smith.**

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

575

576 **Tab 15) Approval of Interlocal Agreement with Lake County for Transfer of Jurisdiction of**
577 **Camp Road to the City of Tavares & Approval of Developer's Agreement with**
578 **Shantiniketan**

579

580 Attorney Williams said the Shantiniketan site plan approval and development work have begun
581 which involves the excavation of huge amounts of sand not needed at the site. Shantiniketan
582 would like to sell the sand which has a significant value. This came to the city's attention when
583 they started selling the sand and running trucks over the county roads to Slim Haywood, Lane
584 Park Cutoff and Camp Road. The county was concerned about the truck damage to the roads.
585 The City has had meetings with the county staff, attorneys and engineers and have come up
586 with a proposal/plan that will benefit all. The plan is for the county to turn over jurisdiction of
587 Camp Road to the city which is currently an unpaved county road. The transfer agreement that
588 is before Council is scheduled to go before the County Commission on August 3, 2016. As part
589 of the city taking over Camp Road, the city has prepared a developers agreement with the
590 Shantiniketan developers whereby they agree as a condition of being able to sell all of that
591 excavated sand and haul it from the site, that they would take certain steps to improve Camp
592 Road. In the short term they would improve Camp Road by stabilizing, grading and keeping it
593 open and passable and in better than the current condition. Then in the long term after about
594 18 months (through December 2017) they would have to haul the sand off and then pave Camp
595 Road to city standards.

596

597 Attorney Williams said Shantiniketan will provide security up front to ensure they will complete
598 the paving. He said one of the local churches (Friendship CME Church/Pastor Watkins) is on
599 Camp Road and has been seeking to get the road paved for a long time so this would keep the
600 road open and passable for the church and others that use Camp Road during the period of
601 construction. At the end of construction the road will be paved to city standards. All of the cost
602 is on the developer and no dollars will be spent by the city. Before Council today is the actual
603 transfer agreement to transfer Camp Road to the City of Tavares. The second part will be a
604 developer's agreement with Shantiniketan.

605

606 Mr. Drury said the actual project for repaving would be from the Shantiniketan property out to
607 SR19 and not be the entire Camp Road which goes to Lane Park Cutoff. Attorney Williams
608 noted the city will still own the entire road.

609

610 Mayor Pfister asked for questions and comments.

611

612 Councilmember Singer asked what would have been the cost to the city to pave that portion of
613 Camp Road. Attorney Williams said he is unsure of the cost but that it is .5 miles. He said there
614 will be a base and sub base and will be a significant expense. He said the developer will have
615 to provide engineered plans under the agreement as well as a construction estimate. Once staff

616 has reviewed then the developer will provide a bond to make sure the city is covered.

617

618 **MOTION**

619

620 **Bob Grenier moved to approve the Interlocal Agreement with Lake County for transfer of**
621 **jurisdiction of Camp Road, seconded by Kirby Smith. The motion carried unanimously 5-**
622 **0.**

623

624 Mayor Pfister noted item XIII. Budget Workshop has been moved to be heard last on the
625 agenda.

626

627 **XIV. OLD BUSINESS**

628

629 None.

630

631 **XV. NEW BUSINESS**

632

633 None.

634

635 **XVI. AUDIENCE TO BE HEARD**

636

637 Mayor Pfister said she received a request to speak from Mr. Dan Sperry.

638

639 Dan Sperry, 1025 Mansfield Road, noted his concern about the weed and grass growth at the
640 home and lots that are both adjacent to his home as well as the surrounding vacant lots in a
641 neighboring subdivision. He said that he and some of his neighbors are concerned about
642 snakes. He said there is also a truck filled with wood and trash frequently parked in an
643 easement.

644

645 Chief Lubins said that he will check on the case status for the properties. Mr. Drury said that
646 after the city goes through due process and determines that there is a violation of city codes it
647 can mitigate after the property owner has been notified.

648

649 Councilmember Grenier asked of the property owner reimburses the city; Mr. Drury confirmed
650 and noted property can be liened for code violations.

651

652 Mayor Pfister thanked Mr. Sperry and said the city will get back with him.

653

654 Betty Burliegh, 214 N New Hampshire Ave, commended Chief Lubins on the newsletter and
655 congratulated Councilmember Singer.

656

657 Ms. Burleigh gave a presentation on the many duties and accomplishments of Captain Luckock
658 who has been an employee of the city for 31 years and has the longest tenure in the fire
659 department.

660

661 Captain Luckock said he is honored and privileged for the years he has been allowed to be a
662 part of the City.

663

664 **XVII. REPORTS**

665

666 **Tab 17) City Administrator**

667

668 Attorney Williams noted that Captain Luckock recently assisted one of his employees in putting
669 a car seat in the back of her van for a grandchild. He said she was very appreciative and he
670 thanked Captain Luckock.

671

672 Each staff member present congratulated and welcomed Councilmember Singer to the City
673 Council.

674

675 Chief Keith thanked Captain Luckock.

676

677 Ms. Novack noted candidate election packets are available in the City Clerk's office.

678

679 Mr. Drury said he has enjoyed getting to know Mr. Singer over the past week and is glad that he
680 will be serving the community. Mr. Drury noted the great and varied items and discussions held
681 during the meeting and said the city is constantly moving forward.

682

683 Attorney Williams said he received an email from an attorney who has petitioned on behalf of
684 the Peninsula to de-annex 18 to19 homes from the city. He said the petition will come before
685 Council within the next 6 months following completion of a study that is required by state
686 statutes. Staff will make a recommendation to Council whether or not the property meets the
687 criteria for de-annexation at that time and according to law. Attorney Williams said that if any of
688 the Councilmembers wish to meet with the petitioner (Ben Johnson) and his attorney (Jimmy
689 Crawford), it is fine and there would be no violation as it is not a quasi-judicial matter. He said
690 Council would be welcome to meet them at his office if they would prefer.

691

692 **Tab 18) Council Reports**

693

694 **Vice Mayor Smith**

695

- Suggested Councilmember Singer meet with Attorney Williams to review the Sunshine Law. Attorney Williams said he will meet with Councilmember Singer at his convenience and noted Mr. Singer has been a past member of the Planning and Zoning Board. Attorney Williams noted the state requirement for elected officials to take a 4 hour ethics training course.

696

697

698 Attorney Williams noted the state requirement for elected officials to take a 4 hour ethics
699 training course.

700

- In 1969 the Apollo II moon lander landed on the moon; today is National Moon Day.

701

702 **Councilmember Singer**

703

- Thanked Mayor Pfister. Councilmember Singer said that he is honored and humbled to serve on Council and he has his family's full support. Councilmember Singer said he would like to bring the voice of the citizens to the board and invited those present to contact him if they would like to discuss any concerns. He would like to see the direction that the city has been going to continue.

704

705

706

707

708

709 **Councilmember Johnson**

710

- Welcomed Councilmember Singer and said she looks forward to serving with him.

711

712 Councilmember Grenier

- 713
- Welcomed Councilmember Singer.
 - Congratulated Captain Luckock.
 - Asked Chris Thompson to meet with him to order the sign for the wounded warrior.
 - Said the Lake County Historical Museum is going through major overhaul and urged everyone to stop by to see the changes. He noted the trowel that the Mason Grand Master used for the County Administration Building Groundbreaking Ceremony is on display at the museum.
- 719

720

721 Mayor Pfister

- 722
- Encouraged Council to use the tablets that have been provided instead of paper agenda's.
 - Thanked the residents that contacted her during the transition. She said she was impressed with their willingness to serve.
- 726

727 **Mayor Pfister adjourned the meeting at 5:46 for a break; Mayor Pfister reconvened the**
728 **meeting at 5:57 p.m.**

729

730 **XIII. BUDGET WORKSHOP**

731

732 Mr. Drury provided the following presentation:

733

734 *Previously at the June 15th and July 6th City Council meetings the City's General*
735 *Fund, Enterprise Funds and Special Funds budgets were presented to Council.*

736

737 *At this third budget workshop, the Five Year Capital Plan will be delivered,*
738 *presented and discussed as well as the setting of the maximum tentative millage*
739 *rates. Two additional Council budget workshops are scheduled for August 3 and*
740 *August 17th to discuss all budgets followed by two Public Hearings on the budget*
741 *on September 7th 2016 and September 21, 2016 at which final millage rates will*
742 *be set.*

743

744 *As it relates to the setting of the Tentative Maximum Millage Rates the following*
745 *relevant information is provided:*

746

747 1. *The FY 17 draft budget calls for General Fund millage rate increase of .4834*
748 *mills from 6.6166 mills to 7.1000 mills and a Debt Service millage rate*
749 *decrease of .0378 mills from .4068 mills down to .3680 mills.*

750 2. *The impact of the General Fund millage rate increase plus the debt service*
751 *millage rate decrease on a homesteaded property valued at \$150,000 is as*
752 *follows:*

753

754 *General Fund millage increase of .4834 = \$48.34 per year increase (\$4.03 per*
755 *month)*

756 *Debt Service millage decrease of (.0388) = (\$3.78) per year decrease (\$.32 per*
757 *month)*

758

759 *Total net millage increase = \$44.46 per year (\$3.71 per month) - with homestead*
760 *exemption*

761
762 *3. Millage Rate valuation:*

- 763 • *One (1) mill is equal to approximately \$738,314 in city revenues*
- 764 • *A half (1/2) is equal to approximately \$369,157 in city revenues*
- 765 • *One Quarter mill (¼) mill is equal to approximately \$184,578 in city revenues*

766
767 Mr. Drury said that the Tentative Maximum Millage Rate is set to allow the Property Tax
768 Collector to notify all of the citizens what the upcoming years maximum taxes will be. This is
769 provided by the Tax Collector as a TRIM notice. Once the Tentative Maximum Millage Rate is
770 set, the Council can come down on the millage rate but cannot go higher.

771
772 Mr. Drury noted the Five Year Capital Improvement Program has been provided. He said there
773 have been quite a few cuts in order to provide a balanced budget with a de Minimis millage
774 impact and that met the Council's broad goals provided in February 2016. He asked Council to
775 look at those projects at this time and decide whether you want to move forward with them or
776 not.

777
778 Ms. Houghton provided a review of the Five Year Capital Improvement Budget in order to orient
779 the Council with the document. She asked Council to contact her with any questions they have
780 after going through their review of the budget document.

781
782 **Setting of the Tentative Maximum Millage Rate**

783
784 Vice Mayor Smith suggested that the Maximum Tentative Millage Rate be set at 7.1000 mills for
785 the General Fund and .3680 mills for Debt Service.

786
787 Councilmember Grenier concurred.

788
789 **MOTION**

790
791 **Kirby Smith moved to set the Maximum Tentative Millage Rate to 7.1000 mills and the**
792 **Debt Service Millage Rate to .3680 mills, seconded by Bob Grenier.**

793
794 Mayor Pfister asked for further discussion.

795
796 Councilmember Singer inquired about the process of adding in programs and items that have
797 been cut from the budget. Mr. Drury said that if you wish to put an item back in then
798 something(s) of equal value will have to be removed. Mr. Drury reviewed the reason for the
799 TRIM notice requirements. Mayor Pfister noted that by the time the budget gets to Council it
800 has been cut to the bare minimum.

801
802 **The motion carried unanimously, 5-0.**

803
804 Vice Mayor Smith said he would like to review some of his questions/answers from the July 6,
805 2016 budget meeting and make recommendations.

806

807 Question #3 regarding Building Inspectors – Vice Mayor Smith thanked Staff for the comments
808 and is in agreement.

809
810 Question #4 regarding West Main Street Budget – Vice Mayor Smith requested \$97,737 be
811 added to the \$175,000 road budget. He said he would like the façade program to remain in the
812 budget.

813
814 Councilmember Grenier said he concurs with the allocation if the façade program remains and
815 noted that West Main Street is a major Gateway to the City. Mr. Drury said he would need
816 agreement from three Councilmembers to make the change. Vice Mayor Smith,
817 Councilmember Grenier and Mayor Pfister agreed.

818
819 Question # 5 regarding Digital Upgrade of Wayfinding Sign – Vice Mayor Smith thanked staff for
820 the clarification.

821
822 Question # 6 regarding Nextel Phone – Vice Mayor Smith asked where the money would be
823 going. Mr. Drury said the contract is for the entire city and the money was allocated.

824
825 Question # 7 regarding Liability Insurance – Vice Mayor Smith thanked staff for their answer.

826
827 Question # 8 regarding Light Up Main Street – Vice Mayor Smith said he is in agreement.

828
829 Question #9 regarding Youth Specialist Position for the Library – Vice Mayor Smith thanked
830 staff for the information and said he is in agreement.

831
832 Councilmember Grenier noted his support for the position.

833
834 Question # 12 regarding Caroline Street Maintenance Project – Vice Mayor Smith asked Mr.
835 Thompson if he feels the entire \$23,000 included in the budget will be used due to the timing of
836 the project. Mr. Thompson said the number is based on projections from what the city has spent
837 on Main Street for the same length but he does not have an exact quote. Mr. Skutt said the bids
838 should come in the first of August and the 2nd meeting in August Council will be provided with
839 options to choose from for the Caroline Street project. Mr. Drury said that once the project is
840 done we will go out for proposals for landscaping maintenance; Mr. Thompson confirmed.

841
842 Vice Mayor Smith asked if the bids came in at a lesser amount could the money then be re-
843 appropriated to roads. Mr. Drury confirmed. Vice Mayor Smith said he is in agreement.
844 Councilmember Grenier said he is in agreement.

845
846 Question # 13 regarding Boo Festival – Vice Mayor Smith recommended a 25-50% increase
847 over last year to \$7000, moving \$4500 to roads. Mr. Drury noted this is a signature event for
848 the city and discussion was held regarding staff's recommendation. Ms. Rogers noted the
849 budgeted amount is a placeholder. Mr. Drury said that staff will live within the budget that
850 Council sets.

851
852 Councilmember Grenier said he would like to put a hold on this item and would like staff to
853 provide more information on the event including a punch list from the previous year;
854 Councilmember Johnson concurred. Councilmember Singer said he agrees with staff but would

855 like more information on the event. Mayor Pfister said she is in support of keeping the entire
856 budgeted amount and said she is a firm believer in giving back to the community.

857
858 Mr. Drury said the item will be flagged for further discussion at an upcoming budget meeting.
859

860 Question #14 regarding Arts and Culture – Vice Mayor Smith said he would like to set the
861 budget at \$7000, moving the remainder to the Roads Program. Discussion was held regarding
862 expanding the Limelight program. Vice Mayor Smith, Councilmember Grenier and
863 Councilmember Johnson noted their support for changing the budgeted amount to \$7000 with
864 the remaining amount being allocated to the Road Program.
865

866 Question # 15 regarding Maintenance for the Freedom Flag Pole - Vice Mayor Smith asked to
867 change the wording of 'Reserve'. Ms. Houghton said the accounting term is either 'Reserve
868 Fund' or 'Fund Balance,' Mr. Drury said staff will change the name to 'Fund Balance.'
869

870 Question # 17 regarding Commemorative Pins – Vice Mayor Smith asked if there is a program
871 for employment anniversaries. Mr. Drury said that the commemorative pin is a program where
872 each department embedding the logo into what they do. He noted it is a different program than
873 the employee awards that are given each year and where the employees are given milestone
874 employment anniversary pins. Vice Mayor Smith said he is in agreement with the cut.
875

876 Mayor Pfister asked for any further comments or topics for discussion.
877

878 Councilmember Grenier asked if the cut list that was provided has changed from previous
879 versions Council has received. Mr. Drury said it is the same cut list. He said flagged items will
880 come back for discussion and after the upcoming budget workshops the cut list will be updated.
881

882 ADJOURNMENT

883
884 There was no further business and the meeting was adjourned at 6:49 p.m.
885

886 Respectfully submitted,
887

888
889

890 _____
891 Susie Novack, MMC/FCRM
Deputy City Clerk