

1 TAVARES CITY COUNCIL  
2 MINUTES

3  
4 August 17, 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**

17  
18 John Drury, City Administrator  
19 Robert Q. Williams, 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  
28

29  
30 **I. CALL TO ORDER**

31  
32 Mayor Pfister called the meeting to order.  
33

34 **II. INVOCATION**

35  
36 Chaplain Carlos Colon gave the invocation and led those present in the Pledge of Allegiance.  
37

38 **III. APPROVAL OF AGENDA**

39  
40 **MOTION**

41  
42 Kirby Smith moved to approve the agenda, seconded by Bob Grenier. The motion was  
43 approved unanimously 5-0.  
44

45 **IV. APPROVAL OF MINUTES**

46  
47 **Tab 1) Approval of Minutes – July 6 and July 20, 2016**  
48

49 **MOTION**

50

51 **Kirby Smith moved to approve the minutes of the July 6 and July 20, 2016 City Council**  
52 **meetings, seconded by Bob Grenier. The motion carried unanimously 5-0.**

53

54 **V. PROCLAMATIONS/PRESENTATIONS**

55

56 **Tab 2) Presentation on STEMI STAR Award**

57

58 Chief Keith presented the following presentation:

59

60 ***SUMMARY:***

61

62 *The STEMI STAR award is a project of Florida Hospital Waterman. It recognizes the efforts of*  
63 *the emergency medical service to save lives.*

64

65 *“STEMI” is an acronym for “S-T Elevated Myocardial Infarction”. The “S-T” segment is one*  
66 *particular part of the pattern created by an Electrocardiogram (EKG) tracing. “Myocardial*  
67 *Infarction” is the medical term for a heart attack. The E in STEMI stands for “Elevated”. When*  
68 *the S-T segment of the EKG pattern is elevated, that pattern can indicate that the patient is*  
69 *experiencing a particularly dangerous type of heart attack.*

70

71 *Recognizing that patient survivability of a STEMI patient is directly related to receiving quick and*  
72 *appropriate diagnosis and treatment, Florida Hospital Waterman began this award program to*  
73 *acknowledge the difference first responders make. The process begins with Public Safety*  
74 *Dispatchers, continues on through fire service and Lake EMS first responders, and ends with*  
75 *the medical professionals working at FHW. This process has saved lives, and FHW takes great*  
76 *care to let all those care givers know that they have made a difference for good, in someone’s*  
77 *life. In this particular case, the STEMI patient was a member of the City of Tavares employee*  
78 *family.*

79

80 Chief Keith discussed the importance of partnerships to the City Council and staff. He  
81 recognized individuals from various agencies involved in life saving measures as follows:

82

83 **Florida Hospital Waterman**

84

85 David Ottati, President and Chief Executive Officer  
86 Anita Young, Vice President and Chief Operating Officer  
87 Mike Cording, Director of the Heart Center  
88 Pamela Patterson, Cath Lab Manager  
89 Leslie Sarmiento, Marketing and Communications  
90 Alissa Hudzick, Director of Marketing and Communications  
91 Steve Jenkins, Director of Business Development

92

93 **Lake Sumter Emergency Management System**

94

95 Robert Smith, EMS  
96 Timothy Bayley, EMS

97 Neilia Reilly, EMS  
98 Dr. Desmond Fitzpatrick (Medical Director for Lake County)  
99 Jerry Smith, Executive Director, EMS  
100  
101 City of Eustis  
102  
103 Mayor Michael Holland, City of Eustis (representing the Board of Directors for Lake EMS)  
104 Mike Swanson, Fire Chief  
105  
106 City of Tavares Fire Department  
107  
108 Madison Leary, Firefighter/Paramedic  
109 Shane Lanoue, Engineer/Paramedic  
110 Mike Willis, Firefighter/Paramedic  
111 Helen Vilissov, Administrative Officer  
112  
113 Mr. Cording presented background on how the Stemi Stars program was developed. He  
114 described the Chest Pain Center accreditation program and emphasis on interfacing with first  
115 responders.  
116  
117 Mr. Cording awarded the Stemi Star Certificate to the Tavares Fire Department: Mark Kidd,  
118 Brian Turner and Madison Leary.  
119  
120 Mr. Ottati thanked the firefighters for their service emphasizing that each one if a member of the  
121 larger team of life saving professionals.  
122  
123 Chief Keith recognized Tavares Staff Member Perry Ragan as an Honorary Stemi Star and  
124 thanked him for allowing his story to be shared. He noted that Mr. Ragan’s family was in the  
125 audience.  
126  
127 Mayor Holland thanked the City for its investment in EMS and encouraged the City to continue  
128 its investment in its staff and equipment. He also thanked the EMS crews.  
129  
130 Dr. Fitzpatrick added his appreciation for this recognition.  
131  
132 Mr. Drury commended Chief Keith for advocating and following through with the implementation  
133 of this program. Chief Keith thanked Council for their support.  
134  
135 **VI. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EX-PARTE CONTACTS**  
136  
137 Attorney Williams stated there are two land use items Tabs 3 and Tabs 4 related to the  
138 Whittaker Family Partnership property, north of Slim Haywood Road at SR 19 and Camp Road.  
139 He gave the oath to those present who wished to give testimony.  
140  
141 Attorney Williams asked Council if they wished to disclose any ex parte communications on this  
142 matter. Council had no disclosures.  
143  
144 **VII. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD**

145  
146 Ms. Barnett read the ordinances for adoption by title only:  
147

148 **ORDINANCE 2016-18**  
149

150 **AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE**  
151 **TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2020;**  
152 **PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON**  
153 **APPROXIMATELY 36 ACRES OF LAND CENTRALLY LOCATED**  
154 **APPROXIMATELY 600 FEET NORTH OF SLIM HAYWOOD AVENUE AND**  
155 **1600 FEET WEST OF S.R. 19; FROM COUNTY URBAN LOW DENSITY TO**  
156 **CITY MIXED USE NEIGHBORHOOD; PROVIDING FOR SEVERABILITY AND**  
157 **CONFLICTS; PROVIDING FOR TRANSMITTAL; AND PROVIDING FOR AN**  
158 **EFFECTIVE DATE.**  
159

160 **ORDINANCE 2016-20**  
161

162 **AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE**  
163 **TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2020,**  
164 **PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON**  
165 **APPROXIMATELY 14.18 ACRES OF LAND GENERALLY LOCATED AT THE**  
166 **SOUTHWEST INTERSECTION OF S.R. 19 AND CAMP ROAD; FROM**  
167 **COUNTY URBAN LOW DENSITY TO CITY COMMERCIAL; PROVIDING FOR**  
168 **SEVERABILITY AND CONFLICTS; PROVIDING FOR TRANSMITTAL; AND**  
169 **PROVIDING FOR AN EFFECTIVE DATE.**  
170

171 **VIII. CONSENT AGENDA**  
172

173 None.  
174

175 **IX. ORDINANCES/RESOLUTIONS – ADOPTION HEARING**  
176

177 **Tab 3) Ordinance #2016-18 – Large Scale Comprehensive Plan Amendment – Whitaker**  
178 **Family Partnership – 36 Acres, West of SR 19, North of Slim Haywood Road**  
179

180 Mr. Skutt stated this change in land use will be from Lake County Urban Low to City Mixed Use  
181 Neighborhood. This application was approved by Council on June 15, 2016 for transmittal to the  
182 Florida State Department of Economic Opportunity. The state has responded with no  
183 comments and authorized the City to adopt the ordinance amendment.  
184

185 The Planning & Zoning Board voted unanimously to recommend approval on May 19<sup>th</sup> and staff  
186 recommends approval.  
187

188 **MOTION**  
189

190 **Bob Grenier moved to approve Ordinance #2016-18, seconded by Lisa Johnson. The**  
191 **motion carried unanimously 5-0.**  
192

193 **Tab 4) Ordinance #2016-20 – Large Scale Future Land Use Amendment Whitaker &**  
194 **Family Partnership SW Intersection of SR 19 and Camp Road – 14.25 Acres**

195  
196 Mr. Skutt said this is an adoption hearing for a proposed amendment to amend the designation  
197 of about 14.25 acres from Lake County Urban Low Density to City Commercial. This application  
198 was considered and approved by City Council on June 15<sup>th</sup> for transmittal to the DOE. On July  
199 29<sup>th</sup> the State responded with no comments. The Planning & Zoning Board voted unanimously  
200 to recommend approval and staff recommends approval.

201  
202 **MOTION**

203  
204 **Bob Grenier moved to approve Ordinance #2016-20, seconded by Troy Singer. The**  
205 **motion was approved unanimously 5-0.**

206  
207 **X. GENERAL GOVERNMENT**

208  
209 **Tab 5) Approval of Bid Award – Alfred & Caroline Street Landscaping Project**

210  
211 Mr. Skutt requested authorization to award a bid to Down to Earth Landscaping in the amount of  
212 \$411,252.48 for the landscaping and right of way irrigation for the newly reconstructed Alfred –  
213 Caroline Street one way pair. Under this year’s budget FY 2016, Council approved funds of  
214 \$450,000 to complete the streetscaping. This was to include engineering oversight,  
215 landscaping, irrigation, brick paved crosswalks access and themed furniture. Phase 2, the  
216 streetscaping of Alfred Street was suggested as a priority for the following year.

217  
218 When the contract was put out for bid only two bids were submitted for the Caroline Street work  
219 and both were significantly over budget. It was noted that in both bids the brick paving of the  
220 intersection accounted for over half the costs. On the advice of the landscaping consultant it  
221 was decided to re-bid the project for both streets excluding the brick paving. Three bids were  
222 received and after review by Michael Pape & Associates, it was recommended to award the  
223 contract in the amount of \$411,252.48 to Down to Earth Landscaping LLC for the landscaping  
224 and irrigation of Alfred and Caroline Streets.

225  
226 The total cost for the project is \$473,252.48 with \$62,000 for consulting fees to the landscaping  
227 architect. He said \$450,000 has been allocated in this year’s budget for this project which  
228 leaves \$23,252 over budget. He said there are funds available in the department’s budget  
229 mainly due to staffing vacancies to transfer and cover this deficiency.

230  
231 Vice Mayor Smith questioned the use of oak trees in the design. He said he had spoken to the  
232 Lake County Agricultural Center for information. He said he was told oak trees are not a good  
233 option close to hardscapes (sidewalks, roads, etc.). He discussed options to consider that would  
234 not have as much damage to infrastructure and recommended that a different design be  
235 brought forward. Mr. Skutt said a Horizon Team had met and originally had not picked oak  
236 trees. However he said the landscape consultant had felt it was a conspicuous absence not to  
237 have any oak trees. He did include the root barrier in the specifications.

238  
239 Mr. Drury added that he and Mayor Pfister had participated in the Horizon Team and those  
240 questions were discussed. He said the architect found a few areas that met the distance criteria

241 for an oak tree which will include the barriers.

242

243 Vice Mayor Smith said he was in agreement as long as the root barriers are installed at feet  
244 deep per the studies he has read.

245

246 **MOTION**

247

248 **Bob Grenier moved to approve the award of contract to Down to Earth Landscaping,**  
249 **seconded by Kirby Smith. The motion carried unanimously 5-0.**

250

251 **Tab 6) Agreement with BESH for Planning and Design of Water & Wastewater on Old 441**  
252 **Road from David Walker Road to Merry Road**

253

254 Mr. Hayes requested approval of an agreement with BESH for the planning, design, permitting,  
255 and bidding and construction administration for the extension of the water and wastewater lines  
256 from David Walker Rd. to Merry Rd. in the amount of \$47,190.00.

257

258 Discussion was held regarding extending the lines to Bay Road and it was noted that will be the  
259 goal in accordance with the Interlocal Services Boundary Agreement.

260

261 **MOTION**

262

263 **Kirby Smith moved to approve the work authorization, seconded by Bob Grenier. The**  
264 **motion carried unanimously 5-0.**

265

266 **XI. BUDGET WORKSHOP FY 2016-2017 PROPOSED BUDGET**

267

268 **Tab 7) Budget Workshop for FY 2017 Proposed Budget**

269

270 Mr. Drury summarized the budget presentations that had been made thus far as follows:

271

272 *Previously, all FY2017 Proposed Budgets for the General Fund, Special Revenue Funds,*  
273 *Special Funds, and the Capital Improvement Plan (CIP) were presented to the City Council on*  
274 *June 15, July 6<sup>th</sup>, and July 20<sup>th</sup>. On August 3, Council held its fourth (4) budget workshop.*

275

276 *The City Council has asked good questions at previous workshops, and staff has researched*  
277 *and presented responses to Council. In addition changes have been made to the budget based*  
278 *on the budget workshops. Changes are identified on the attachment titled "Exhibit A – Budget*  
279 *Changes"*

280

281 *An opportunity exists to continue to discuss and deliberate the FY2017 Proposed Budgets at*  
282 *this fifth (5<sup>th</sup>) budget workshop.*

283

284 He then reviewed the changes made to this point:

285

286 1. \$97,737 has been moved from West Main Streetscape to Street Paving

287

288 2. Boo Festival decreased from \$12,000 to \$11,000

289

- 290 3. Freedom Flag Fund re-named to "Fund Balance"  
291  
292 4. Art in the Square budget reduced from \$11,850 to \$7,000  
293  
294 5. Cost to rehabilitate Civic Center bathrooms to be ADA compliant currently at \$0 but has been  
295 flagged as a clean-up item to be considered as soon as cost estimates are provided by  
296 General Contractor  
297  
298 6. Revenues are being adjusted to reflect most current projections  
299  
300 7. Health Insurance and General Liability Insurance adjusted to reflect most current projections  
301

302 Mr. Drury discussed the project needed to make the bathrooms at the Civic Center ADA  
303 compliant. Mr. Thompson suggested a place holder figure of \$38,500. The square footage of  
304 each restroom will be increased.  
305

306 Mr. Drury added that revenue projections continue to be updated and the final budget will  
307 include adjustments based on information from the State of Florida along with final figures on  
308 costs such as health insurance.  
309

#### 310 Art in the Square Budget

311 Councilmember Grenier asked for information on this budget. Ms. Rogers said she had not  
312 formulated the plan in its entirety. She discussed various programs under consideration.  
313 Councilmember Grenier said he wished to keep the budget as it had been recommended  
314 originally.  
315

316 Councilmember Singer asked about events that would bring people downtown and added he did  
317 not wish to decrease the funding.  
318

319 Discussion followed regarding the previous Council action.  
320

321 Vice Mayor Smith said he had discussed previously taking the \$11,850 down to the original  
322 budget from the previous year of \$2,500 or \$3000 and had wanted to move the funds over to  
323 roads. He said he thought had asked about a figure of \$7000 and thought there was a  
324 consensus by Council. He said he still would like to transfer the difference to roads.  
325

326 Mayor Pfister said she would like to keep the budget at \$11,850.  
327

#### 328 **Consensus to leave the Art in the Square Budget at \$11,850.00**

#### 329 ADA Bathrooms

331 Councilmember Johnson said this is a project that has to be done and she was surprised it had  
332 not been done before. Councilmember Singer noted the stalls are too small for a wheelchair and  
333 it needed to be done. Councilmember Grenier spoke in support noting the building was built in  
334 1960. Vice Mayor Smith added that it needs to be done and it should not wait until 2017.  
335

#### 336 **Consensus to move forward on the ADA restroom project.**

337  
338 Mayor Pfister asked for comment from the audience regarding the budget.

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**XII. OLD BUSINESS - None**

**XIII. NEW BUSINESS**

Vice Mayor Smith stated that he believed Oak trees are one of the species in the Land Development Regulations that can be planted as a canopy tree. He asked if the City has a requirement that oak trees be planted with a barrier. Mr. Skutt said that is not a requirement at this time. Vice Mayor Smith asked Council to direct staff to research and bring back a recommendation that the city would require developers who are installing oak trees within six or seven feet of the infrastructure to include root barriers.

Mr. Drury said staff will follow up with this recommendation

**XIV. AUDIENCE TO BE HEARD**

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

Ms. Burleigh said that at a City Council Meeting in August of 1975, the 1975-76 Proposed Budget was balanced at a millage of 4.86 “which will to generate \$654,844.00.” She said cut from the budget was “...a police car, a fire car, and land for a parking lot, and new tennis courts which would have cost \$48,900.”

**XV. REPORTS**

**Tab 8) City Administrator**

Mr. Drury mentioned the September meetings including Rifles, Rails and History. The Code Enforcement Hearing and Planning & Zoning meetings have been cancelled.

Mr. Skutt said the new Publix has received its Certificate of Occupancy.

Ms. Houghton said the Public Hearings on the FY 2017 budget will be held on September 7 and 21 and will begin at 5:05 p.m.

Ms. Rogers introduced Cynthia Plesner the new Library Director.

Chief Keith said the Fire Department roofing project is going well.

Ms. Barnett read the names of the candidates who have qualified to run in the Tavares City Election in November as follows:

Seat 1: Diana Aten, Amanda Boggus, Ben Johnson, and Lisa Johnson

Seat 3: Bob Grenier, Gary Koerner, and Derek Zappitello

Seat 5: Lori Pfister and Melanie Vachon

387 **Tab 9) Council Reports**

388

389 **Vice Mayor Smith**

390

391 • Stated the volley ball courts are almost complete in the Wooton Park West End and are  
392 looking wonderful.

393 • Asked about the work at the retention pond. Mr. Drury said the contractor has run into  
394 more muck than anticipated and he will send an updated schedule.

395 • **History:** On this day in 2008 Olympic Swimmer Michael Phelps became the first  
396 swimmer to win 8 gold medals in a single Olympics. So far his gold medal count is now  
397 23 or 24 as he continues to compete in the Olympics.

398 • Today is “National Love Your Feet Day”

399

400 **Councilmember Singer**

401

402 • Thanked Ms. Houghton for the time she had spent with him and Chief Keith for the tour  
403 of the fire stations. He also thanked Mr. Thompson and Mr. Hayes for meeting with him.

404

405 **Councilmember Johnson**

406

407 • Noted she is excited about the upcoming election and impressed with the number of  
408 people who decided to get involved.

409

410 **Councilmember Grenier**

411

412 • Welcomed Ms. Plesner

413 • Asked for update on the clearing at the area where the Public Works facility will be built.  
414 Mr. Thompson stated that staff is clearing out some of the trees. Staff will be installing a  
415 sign to recognize it as a future site.

416 • Noted his parents, who live in Chicago, have a birthday this week and that he loved  
417 them very much.

418

419 **Mayor Pfister**

420

421 • Thanked the audience for attending. Noted there are some exciting things going on in  
422 Tavares and she hoped those present felt fortunate to be a resident in Tavares.

423

424 **ADJOURNMENT**

425

426 There was no further business and the meeting was adjourned at 5:23 p.m. by Mayor Pfister.

427

428 Respectfully submitted,

429

430

431

432 \_\_\_\_\_  
Nancy A. Barnett, MMC

433 City Clerk