

1 TAVARES CITY COUNCIL
2 MINUTES

3
4 October 5, 2016
5 4:00 P.M.
6 TAVARES CIVIC CENTER

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 Lori Houghton, Acting City Administrator
19 Nancy A. Barnett, City Clerk
20 Lori Houghton, Finance Director
21 Lori Tucker, Human Resources Director
22 Richard Keith, Fire Department
23 Jacques Skutt, Director of Community Development
24 Chris Thompson, Director of Public Works

25
26 **I. CALL TO ORDER**

27
28 Mayor Pfister called the meeting to order. She noted that the meeting's relocation from City Hall
29 to the Civic Center has been posted at the door of City Hall.

30
31 **II. INVOCATION**

32
33 Pastor Brooks Braswell of Umatilla Baptist Church gave the invocation and led those present in
34 the Pledge of Allegiance.

35
36 **III. APPROVAL OF AGENDA**

37
38 **MOTION**

39
40 Bob Grenier moved to approve the agenda, seconded by Kirby Smith. The motion was
41 approved unanimously 5-0.

42
43 **IV. APPROVAL OF MINUTES**

44
45 **Tab 1) Approval of Minutes – City Council Meeting of August 17, 2016**

46
47 **MOTION**

49 Kirby Smith moved to approve the minutes of the August 17, 2016 City Council meeting,
50 seconded by Troy Singer. The motion carried unanimously 5-0.

51
52 **V. PROCLAMATIONS/PRESENTATIONS**

53
54 **Storm Preparations**

55
56 Chief Keith thanked the participants for their flexibility in moving from City Hall to the
57 Civic Center. He then discussed the upcoming hurricane with the unknown impacts to
58 the area. He reviewed the shelters that will be open.

59
60 Mayor Pfister noted that she had met with the department heads and participated in a
61 conference call with Mr. Drury who was out of town. She asked the audience members if
62 they had questions.

63
64 **Tab 2) Proclamation in Recognition of Alexander Netwal and Troop 233 for Eagle Scout**
65 **Project**

66
67 Mayor Pfister said she would like to defer this item until a future meeting at City Hall when slides
68 can be presented.

69
70 **MOTION**

71
72 Kirby Smith moved to table the presentation, seconded by Bob Grenier. The motion
73 carried unanimously 5-0.

74
75 **Tab 3) Presentation by Director of Tavares Chamber of Commerce**

76
77 Mr. Berry discussed the Upcoming Chamber Annual Red Gala and invited those present to
78 attend. He also mentioned the political Hob Nob and fundraiser in Eustis for Emergency Medical
79 Services to benefit the schools. He said there had been an additional six new members join the
80 Chamber last month.

81
82 **VI. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EX-PARTE CONTACTS**

83
84 Ms. Barnett swore in those who wished to speak on Tab 9 – Resolution 2016-17 – Variance for
85 Accessory Building.

86
87 **VII. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD**

88
89 Ms. Barnett read the following ordinances and resolution by title only:

90
91 **ORDINANCE 2016-28**
92
93 **AN ORDINANCE OF THE CITY OF TAVARES AMENDING THE**
94 **BOUNDARIES OF THE CITY BY ANNEXING APPROXIMATELY 3 ACRES OF**
95 **LAND LOCATED ON THE NORTHWEST INTERECTION OF DAVID WALKER**
96 **DRIVE AND DORA AVENUE; REZONING SAID PROPERTY FROM LAKE**

97 COUNTY COMMUNITY FACILITY DISTRICT (CFD) TO CITY OF TAVARES
98 GENERAL COMMERCIAL (C-1); SUBJECT TO THE RULES, REGULATIONS
99 AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL;
100 PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

101
102 **ORDINANCE 2016-29**

103
104 AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE
105 TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2020,
106 PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON
107 APPROXIMATELY 3 ACRES OF LAND GENERALLY LOCATED ON THE
108 NORTHWEST INTERECTION OF DAVID WALKER DRIVE AND DORA
109 AVENUE; FROM LAKE COUNTY OFFICE TO CITY OF TAVARES
110 COMMERCIAL; PROVIDING FOR SEVERABILITY AND CONFLICTS;
111 PROVIDING FOR TRANSMITTAL; AND PROVIDING FOR AN EFFECTIVE
112 DATE.

113
114 **ORDINANCE 2016-27**

115
116 A PLANNED DEVELOPMENT ORDINANCE OF THE CITY OF TAVARES,
117 FLORIDA, REVOKING AND REPLACING PORTIONS OF EXPIRED PLANNED
118 DEVELOPMENT ORDINANCES 94-20 AND 2006-05 AS THEY PERTAIN TO
119 APPROXIMATELY 155 ACRES OF UNDEVELOPED LANDS GENERALLY
120 LOCATED WEST OF MOUNT HOMER DRIVE, WESTERLY TO AND
121 PARTIALLY SURROUNDING LAKE HERMOSA, ADOPTING A NEW
122 PLANNED DEVELOPMENT ORDINANCE THAT WOULD ALLOW AND
123 PROVIDE GOVERNING REGULATIONS FOR THE DEVELOPMENT OF A
124 MIXED-USE URBAN VILLAGE, PROVIDING THE BOUNDARY AND LEGAL
125 DESCRIPTION TO WHICH THIS PLANNED DEVELOPMENT IS APPLICABLE;
126 SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED
127 BY THE CITY OF TAVARES COUNCIL; PROVIDING AN EFFECTIVE DATE.

128
129 **ORDINANCE NO. 2016-32**

130
131
132 AN ORDINANCE OF THE CITY OF TAVARES AMENDING CHAPTER 15,
133 PENSIONS AND RETIREMENT, ARTICLE IV, POLICE OFFICERS' PENSION
134 TRUST FUND, OF THE CODE OF ORDINANCES OF THE CITY OF TAVARES;
135 AMENDING SECTION 15-97, PRIOR POLICE SERVICE; PROVIDING FOR
136 CODIFICATION; PROVIDING FOR SEVERABILITY OF PROVISIONS;
137 REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING
138 AN EFFECTIVE DATE.

139
140 **RESOLUTION 2016-17**

141
142 A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, GRANTING A
143 VARIANCE TO THE CITY OF TAVARES LAND DEVELOPMENT
144 REGULATIONS, SECTION 8.8 (D), ACCESSORY USES AND STRUCTURES,
145 BY ALLOWING AN ACCESSORY STRUCTURE TO BE CONSTRUCTED

146 WITHIN A SIDEYARD IN A RESIDENTIAL DISTRICT, AT PROPERTY
147 LOCATED AT 404 NORTH DISSTON AVENUE; SUBJECT TO THE RULES,
148 REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES
149 COUNCIL; PROVIDING AN EFFECTIVE DATE.
150

151 **VIII. CONSENT AGENDA**

152
153 **Tab 4) Appointment to Technical Advisory Committee of the Metropolitan Planning**
154 **Organization**

155
156 **MOTION**

157
158 **Bob Grenier moved to approve the Consent Agenda Tab 4 [appointment of Antonio**
159 **Fabre, Planning Coordinator, to the Technical Advisory Committee of the MPO],**
160 **seconded by Kirby Smith. The motion carried unanimously 5-0.**
161

162 **IX. ORDINANCES/RESOLUTIONS**

163
164 **Tab 5-8 – Ordinances Read for First Reading Only**

165
166 **Tab 9) Resolution #2016-17- Variance to Allow Accessory Building in Side Yard at 404 N.**
167 **Disston**

168
169 Mr. Skutt presented the summary for this resolution as follows:
170

171 *This is a variance application from Jessica Cougler to construct an accessory residential structure in the*
172 *exterior side yard of her property located at 404 North Disston Avenue. The owner of the property desires*
173 *to build a 144 square foot detached covered deck beside their existing home. The subject property is a*
174 *corner lot and the existing home is configured in a manner so that there is a limited rear yard and a*
175 *substantial side yard. The proposed side yard setback of this accessory structure is greater than 12.5 feet*
176 *which is the minimum exterior side yard setback for accessory structures located in rear yards on corner*
177 *lots. The City's Land Development Regulations allow accessory structures only in a rear yard within a*
178 *residential district.*
179

180 *The property's exterior side yard is fenced from street view and due to the existing home's setbacks, this*
181 *side yard functions as a rear yard to the house. It is staff's opinion that this variance is appropriate*
182 *considering the existing conditions. A building permit issued by the City's Building Department will be*
183 *required for the proposed structure.*
184

185 Mr. Skutt noted that the Planning and Zoning Board had recommended approval and staff
186 recommended approval.
187

188 **MOTION**

189
190 **Kirby Smith moved to approve Resolution #2016-17, seconded by Lisa Johnson. The**
191 **motion carried unanimously 5-0.**
192

193 **X. GENERAL GOVERNMENT**

194
195 **Tab 10) Historic Monument to Commemorate Alleyway Dedications in Wooton Park –**

246 **Tab 11) Bid Award – Wooton Park Boat Ramp**

247
248 Mr. Tweedie stated this will be the new boat ramp for the western side of Wooton Park. He
249 provided background on the project. He noted that the initial bids in February came in over
250 budget therefore staff reduced the scope, modified the design and did a re-bid in July with two
251 bid alternates for the parking area.

252
253 He said there were two (2) bids received as follows:

Bidder	Base Bid	Base Bid Plus Option 1	Base Bid Plus Option 2	Total Bid
ConstructCo Inc.	\$385,850	\$701,701	\$873,378	\$873,378
Villages Construction Inc.	\$747,700	\$1,197,700	\$1,277,700	\$1,277,700

255
256
257 The Project Engineer Avcon Inc. has reviewed the bid submittals and recommends the low
258 bidder ConstructCo Inc. as the lowest and responsible bidder. He stated that staff recommends
259 awarding the bid to ConstructCo with Option 1 and authorizing the City Administrator execute
260 the contract. Staff will continue to look for additional funding to increase the parking area.

261
262 Discussion followed regarding options for the parking area and materials. Mr. Tweedie
263 confirmed that there may be a potential grant for a pervious parking surface.

264
265 **MOTION**

266
267 **Kirby Smith moved to approve the award of bid to ConstruCo, seconded by Troy Singer.**
268 **The motion carried unanimously 5-0.**

269
270 **Tab 12) Award of Proposal for Fire Assessment Update**

271
272 Ms. Houghton presented the following summary:

273
274 *On August 14, 2016, RFP No. 2016-0020 was issued to secure proposals from Consulting Firms to conduct a Study*
275 *for update and valuation of the Fire Assessment Assessable Budget and related Fire Assessment Fee and to provide*
276 *an updated Fee Schedule for the Fee.*

277
278 *The RFP was advertised in the Orlando Sentinel on August 14, 2016, the City Website, and Demand Star Web*
279 *Portal for Bid opportunities.*

280
281 *All responses to the RFP issued were due back to the City on or before September 15, 2016. A bid opening was*
282 *held on September 15, 2016 at 2:00 pm in the City Council Chambers at City Hall.*

283
284 *On September 30, 2016, the Selection Committee consisting of the City Administrator, the Finance Director, and the*
285 *Fire Chief met to review, rank and rank responses to RFP 2016-0020. The City received two responses to the*
286 *advertised RFP. The two responding firms are as follows:*

- 288 • *Government Services Group, Inc.*
289 • *Burton & Associates*

290
291 *The Selection Committee recommends award of the RFP to Government Services Group. The firms were ranked*
292 *for 1. Expertise & experience, 2. Approach to tasks to be performed, 3. Quality, professionalism, and conciseness of*
293 *RFP, 4. References, 5. Cost of Services, and 6. Previous successful implementation.*
294

295 Ms. Houghton stated the contract was budgeted in Fiscal Year 2016 and will be carried forward
296 to Fiscal Year 2017 budget. She stated that the city is required by statute to update the fire
297 assessment and rolls.

298
299 **MOTION**

300
301 **Kirby Smith moved to approve the contract with General Services Group for the Fire**
302 **Assessment Update, seconded by Bob Grenier. The motion carried unanimously 5-0.**
303

304 **XII. OLD BUSINESS**

305
306 None.

307
308 **XIII. NEW BUSINESS**

309
310 None.

311
312 **XIV. AUDIENCE TO BE HEARD**

313
314 Marion Harrison of Peninsula Drive stood to speak. She discussed recent radioactive toxic
315 waste [on the west coast] that has been reported as going into the aquifer. She asked how she
316 could test her well water. She asked what the city is doing to make the water safe.

317
318 Mayor Pfister responded that Ms. Harrison could have her well water tested by the Lake County
319 Health Department and that the City has mechanisms in place to verify the City's water supply is
320 safe.

321
322 **XV. REPORTS**

323
324 **Tab 8) Acting City Administrator**

325
326 Ms. Houghton reminded citizens to continue to check the news and the city's web site regarding
327 hurricane updates.

328
329 Mr. Skutt stated he has received approval from the FDOT to construct the westerly feature at
330 the Chris Daniels Pond.

331
332 **Tab 9) Council Reports**

333
334 **Councilmember Singer**

335
336 Councilmember Singer thanked the Police Department and Fire Department for their quick

337 response in clearing City Hall [due to anonymous called re: bomb threat] and said he hoped the
338 person responsible would be located. He thanked the audience for relocating and the staff for
339 their assistance.

340

341 Vice Mayor Smith

342

343 Vice Mayor Smith said he liked the change in venue. For his history report, Vice Mayor Smith
344 said on this day in 1970 the Public Broadcasting System was established. He added that today
345 is "Do Something Nice Day."

346

347 Councilmember Johnson

348

349 Councilmember Johnson advised those present to be safe for the storm.

350

351 Councilmember Grenier

352

353 Councilmember Grenier discussed the Rifles, Rails and History event and stated that at the next
354 Council Meeting a presentation will be made.

355

356 Mayor Pfister

357

358 Mayor Pfister stated that Rifles, Rails, and History was a great event and she looked forward to
359 having it back next year.

360

361 **ADJOURNMENT**

362

363 There was no further business and the meeting was adjourned at 5:20 p.m. by Mayor Pfister.

364

365 Respectfully submitted,

366

367

368

369 _____
Nancy A. Barnett, MMC

370 City Clerk