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**CITY OF TAVARES  
MINUTES OF REGULAR COUNCIL MEETING  
APRIL 7, 2010  
CITY COUNCIL CHAMBERS**

**COUNCILMEMBERS PRESENT**

Robert Wolfe, Mayor  
Lori Pfister, Vice Mayor  
Sandy Gamble, Councilmember  
Bob Grenier, Councilmember

**ABSENT**

Kirby Smith, Councilmember

**STAFF PRESENT**

John Drury, City Administrator  
Bob Williams, City Attorney  
Nancy Barnett, City Clerk  
Lori Houghton, Finance Director  
Lori Tucker, Director of Human Resources  
Jacques Skutt, Director of Community Development  
Chief Richard Keith, Fire Department  
Chris Thompson, Interim Public Works Director  
Tamera Rogers, Director of Community Services  
Brad Hayes, Director of Utilities  
Joyce Ross, Public Information Officer

**I CALL TO ORDER**

Mayor Wolfe called the meeting to order at 4:00 p.m.

**II. INVOCATION AND PLEDGE OF ALLEGIANCE**

Bernice Odums of St. Johns Free Methodist Church gave the invocation and those present recited the pledge of allegiance.

**III. APPROVAL OF AGENDA**

**MOTION**

1 **Bob Grenier moved to approve the agenda, seconded by Sandy Gamble. The**  
2 **motion carried unanimously 4-0.**

3  
4 **IV. APPROVAL OF MINUTES**

5  
6 **MOTION**

7  
8 **Bob Grenier moved to approve the minutes of March 8, 2010 and March 17, 2010**  
9 **seconded by Lori Pfister. The motion carried unanimously 4-0.**

10  
11 **V. PROCLAMATIONS/PRESENTATIONS**

12  
13 **Tab 2) 2010 Census**

14  
15 Mr. Skutt reminded those present the importance of mailing back the census  
16 questionnaires recently distributed the Census Bureau. He noted that nearly every  
17 government function is influenced by population statistics and projections. He said the  
18 Census 2010 web site gives up to date information on the percentages of  
19 questionnaires that have been filed on a nationwide and regional basis. He said as of  
20 today 62% have been filed nationally and Lake County has returned 66%.

21  
22 **VI) SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EXPARTE**  
23 **CONTACTS**

24  
25 Attorney Williams stated that there were no quasi-judicial matters on the agenda to be  
26 discussed at this meeting.

27  
28 **VII) READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD**

29  
30 Mayor Wolfe noted there are two ordinances under First Reading and at First Reading  
31 no public discussion is held. Those ordinances will be discussed and voted upon at the  
32 next Council Meeting.

33  
34 Ms. Barnett read the following ordinance into the record by title only:

35  
36 **ORDINANCE 2010-05**

37  
38 **AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, REZONING**  
39 **APPROXIMATELY 9.7 ACRES LOCATED ON THE WEST SIDE OF**  
40 **BANNING BEACH ROAD, NORTH OF EAST DELAWARE STREET**



1 **Bob Grenier moved to approve the award of bid to Control Engineering in the**  
2 **amount of \$126,100.00 and to approve the budget amendment for reserve**  
3 **appropriations for Water/Wastewater impacts in the amount of \$58,310.00. The**  
4 **motion was seconded by Sandy Gamble. The motion carried unanimously 4-0.**

5  
6 **Tab 4) Ordinance #2010-05 - Read by Title Only**

7  
8 **Tab 5) Ordinance #2010-06 - Read by Title Only**

9  
10 **RESOLUTIONS**

11  
12 **Tab 6) Resolution #2010-03 – Third Budget Amendment to include Seaplane**  
13 **Marina Enterprise Operations**

14  
15 Ms. Houghton stated this resolution amends the adopted budget for the amendments  
16 that have come before Council since the last resolution and it also includes an  
17 amendment for the Seaplane Base Marina Operation. She said these amounts are in  
18 agreement with the amounts provided to Council in the business plan for the marina.

19  
20 Mayor Wolfe asked if Council had questions and if anyone in the audience had  
21 comments.

22  
23 **MOTION**

24  
25 **Bob Grenier moved to approve Resolution #2010-03, seconded by Sandy Gamble.**  
26 **The motion carried unanimously 4-0.**

27  
28 **Tab 7) Approval of Ranking of Vendors for Citizen Mass Notification System**

29  
30 Ms. Ross stated this was a request to approve the ranking of vendors for the Citizen  
31 Mass Notification System. She said that on October 7, 2009 City Council requested staff  
32 to solicit proposals and approved a \$15,000 budget amendment. She said the system  
33 will enable the City to send messages by email, text messaging, and telephone (land  
34 lines and cell phone). Existing telephone data bases can be utilized or citizens can self  
35 subscribe to the system. This will allow the City to send out not only emergency  
36 messages but other important communications. She reported on the ranking done by  
37 the Ranking Committee, noting that Blackboard Connect was rated #1.

38  
39 Mr. Drury added that the proposed cost is about \$3,000 less than was approved so it is  
40 within the established budget.

1  
2 Mayor Wolfe asked if Council had questions or if anyone in the audience had  
3 comments.

4  
5 **MOTION**

6  
7 **Sandy Gamble moved to approve the selection of Blackboard Connect as the**  
8 **provider for the Mass Notification Services and to authorize staff to negotiate a**  
9 **contract for services, seconded by Bob Grenier. The motion carried unanimously**  
10 **4-0.**

11  
12 **Tab 8) Award of Contract to Malcolm Pirnie for Hydraulic Analysis of Royal**  
13 **Harbor Subdivision**

14  
15 Mr. Hayes advised that this was a request to approve a work authorization with Malcolm  
16 Pirnie to perform an analysis and evaluation of the Royal Harbor Subdivision's water  
17 distribution system in the amount of \$24,468.

18  
19 Previously the city council authorized Malcolm Pirnie to develop a comprehensive  
20 update to the City's Water Hydraulic Model, incorporating new subdivisions and water  
21 distribution mains, and changes to water treatment plant operating conditions since the  
22 City's model was last updated. Malcolm Pirnie completed this update, including new  
23 population and water demand projections for future planning purposes, in November  
24 2009.

25  
26 Now that the updated model provides an adequate representation of the system on a  
27 Citywide scale, the hydraulic conditions in the transmission mains that supply Royal  
28 Harbor are better understood. With this accurate base model in place, the City is now in  
29 position to perform a more focused analysis and evaluation of the Royal Harbor system  
30 itself.

31  
32 Mr. Hayes discussed the scope of work and tasks that will be performed.

33  
34 **Discussion**

35  
36 Councilmember Gamble asked how many year round residents are affected. Mr. Hayes  
37 said he would estimate about 500 people are affected out of the 710. Councilmember  
38 Gamble said he had asked because he was concerned that the analysis would be  
39 incorrect if a majority of persons affected were not present.

1 Mr. Hayes stated that staff had observed the main problem occurs during the summer  
2 months because of irrigation.

3  
4 Mr. Shannon said the analysis is based on information which the city has already done  
5 to some extent. He said a monitoring event was done in September and in February.

6  
7 Vice Mayor Pfister questioned the number of analyses that have been done.

8  
9 Mr. Drury reviewed the history of the decisions that had been made previously. He said  
10 Council requested the engineers about a year and a half ago to make a  
11 recommendation. One option was to install pump stations; another was to do an entire  
12 city wide pressure analysis for the build out of the City. At that time there were several  
13 planned subdivisions and the concern was that if pump stations were installed without  
14 knowledge of the impacts on the entire system this might cause further problems.  
15 Council approved a full analysis city wide which has now been done. This smaller  
16 analysis in Royal Harbor can now be done which will provide a true recommended  
17 solution which will not be affected by other developments in the future.

18  
19 Mr. Hayes added that since the initial authorization to do the city-wide model, some  
20 changes in the water system have taken place which were incorporated into the  
21 hydraulic model in addition to the re-use system that has now been included.

22  
23 Councilmember Grenier asked Mr. Hayes if this will provide the information to cure the  
24 problem. Mr. Hayes confirmed and said he will provide some options to Council in the  
25 future.

26  
27 Mayor Wolfe asked if the audience had comments.

28  
29 Denise Laratta

30  
31 Ms. Laratta said there will be many residents in Royal Harbor who will appreciate that  
32 the city is moving forward on this issue. She said out of 755 lots, 750 are built and the  
33 percentage of seasonal residents is about 30%, however, irrigation is on all year in  
34 every home.

35  
36 **MOTION**

37  
38 **Sandy Gamble moved to approve the work authorization with Malcolm Pirnie to**  
39 **perform the analysis and evaluation of the Royal Harbor Subdivision water**  
40 **distribution system in the amount of \$24,468, seconded by Bob Grenier.**

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**The motion carried unanimously 4-0.**

**Tab 9) Contract with Commercial Seaplane Operator**

Mr. Neron stated that at the March 3<sup>rd</sup> meeting, City Council approved the business plan to operate the marina. The business plan included having contracts with private operators to offer selected aviation and marine related services to the public. The City advertised for interested businesses to submit proposals. A proposal was received from JB Seaplanes to provide seaplane tours, flight training and possible seaplane charter services. The various services would be phased in over several months with full operation by October 2010. The City Attorney has developed a proposed contract which is part of the agenda packet. The service will begin to provide a revenue stream which will help support the operations of the Seaplane Base & Marina. He said there is one minor change to Exhibit A relating to the insurance provision, which is that it will be reduced from 2M to 1M which brings that coverage in line with industry standards. In addition the contract will be amended to state that at such time as seaplane charter tours are to be provided, the insurance provision will be reviewed.

Mayor Wolfe asked if Council had questions and if anyone in the audience had comments.

**MOTION**

**Lori Pfister moved to approve the agreement with JB Seaplane to provide commercial seaplane operations at the Tavares Seaplane Base & Marina with the changes on the insurance to 1M instead of 2M, seconded by Bob Grenier.**

Councilmember Grenier asked Mr. Drury to comment on seaplane charter services.

Mr. Drury said there are two kinds of passenger air service; one falls under Federal Aviation Regulations Part 121 which is a scheduled airline seat; the second falls under 135 Air Charter Operations where an airplane is leased.

**The motion carried unanimously 4-0.**

**Tab 10) Contract with Commercial Boat Operator**

Mr. Neron stated that based on the business plan approved by Council marine related services were advertised and a proposal was received from Air and Sea Promotions

1 LLC to provide boat and bicycle rental services at the Seaplane Base & Marina. The  
2 services will be phased in over a three month period with full operations expected by  
3 July 1, 2010. Mayor Wolfe asked if the insurance would be dropped to 1M. Mr. Neron  
4 said it is a different liability issue and it is not as expensive for boat rental as it is for  
5 seaplanes.

6  
7 Mr. Drury said the goal is to drop to 1M as well with Council's approval.

8  
9 Mayor Wolfe asked if Council had questions. He asked the audience if they had  
10 comments.

11  
12 Don Haven and Roger Kooser of Air Sea Promotions requested that the insurance be  
13 dropped to 1M as they had done a survey with an insurance provider who suggested it  
14 should be 1M with \$250,000 per accident.

15  
16 Mayor Wolfe asked if anyone else in the audience wished to speak.

17  
18 **MOTION**

19  
20 **Lori Pfister moved to approve the agreement with Air Sea and Promotions, LLC**  
21 **with the amendment to the insurance to be 1M, seconded by Bob Grenier. The**  
22 **motion carried unanimously 4-0.**

23  
24 Mr. Drury stated that this vote by Council to privatize this aspect of the marina  
25 operations was a basic economic development strategy which will create jobs and  
26 contribute to the local economy.

27  
28 **Tab 11) Authorization for City Administrator to execute all Dock Leasing**  
29 **Agreements**

30  
31 Mr. Neron said a set of documents have been prepared by the City Attorney for the boat  
32 lease slip rental agreements. This is a request to approve the agreements in form and  
33 then authorize the City Administrator to sign these lease agreements on behalf of the  
34 City as they are submitted. Mayor Wolfe asked if boat owners would have to relocate for  
35 special events. Mr. Neron said that would not be part of the agreement however they  
36 would be encouraged to do so. Mayor Wolfe noted those areas are closed off by the  
37 public during special events. Mr. Drury said one of the piers is designated for the lease  
38 arrangement and the other is for daily rentals and that in addition there are floating  
39 docks available for daily rentals.

1 Vice Mayor Pfister asked about not allowing overnight stays. Mr. Neron said the City's  
2 DEP permit does not allow for live aboards or overnight stays. She asked the price for  
3 leasing space. Mr. Neron said staff is reviewing the market in order not to be  
4 undercutting or below the market rate. She asked about satellite dishes. Mr. Neron  
5 explained that they cannot attach a satellite dish to any of the docks. Councilmember  
6 Pfister asked about the checkout time of noon. Mr. Neron said that would be for the  
7 daily or weekly rental.

8  
9 Mayor Wolfe asked if anyone in the audience had questions.

10  
11 **MOTION**

12  
13 **Lori Pfister moved to approve authorizing the City Administrator to execute all**  
14 **dock leasing agreements for the boat slips at the Tavares Seaplane Base and**  
15 **Marina, seconded by Bob Grenier.**

16  
17 Councilmember Gamble asked if the agreements will be signed at the Woodlea House  
18 and would Mr. Drury be delegating this responsibility. Mr. Drury said that will be the  
19 procedure.

20  
21 **The motion carried unanimously 4-0.**

22  
23 **Tab 12) Sale of Books in Woodlea House**

24  
25 Mr. Drury stated that Councilmember Grenier has written two comprehensive books on  
26 the history of the area and the Woodlea House which the city would like to sell at the  
27 Woodlea House. He said under state law when a board member is selling books he  
28 needs to make disclosure and financial arrangements need to be discussed. He noted  
29 Councilmember Grenier cannot vote on this issue.

30  
31 Mr. Drury said the goal is to sell Woodlea: "Life on the Lake of Dancing Sunbeams" at  
32 the retail store at the marina. Typically there is a 60-40 split. In this case the book retails  
33 for \$20.00. Staff is requesting approval for the books to be sold at a 60-40 split.

34  
35 Attorney Williams said this falls under "doing business with your own agency" which is  
36 not prohibited but has to be approved by vote of the council.

37  
38 Vice Mayor Pfister asked if it would a better arrangement to be on consignment.  
39

1 Mr. Drury said it would make it complicated from an accounting perspective. Staff is  
2 trying to treat every wholesaler equally. The city is proposing to purchase one case of  
3 books at a time for \$12.00 per book and then resell at \$20.00.

4  
5 Attorney Williams said the city is not selling the book because Mr. Grenier is a  
6 councilmember; the book is being sold because of the subject matter and Mr. Grenier  
7 happens to be a councilmember. He said the city is under no obligation to sell the book.

8  
9 Mayor Wolfe asked if anyone in the audience had comments.

10  
11 **MOTION**

12  
13 **Sandy Gamble moved to approve the arrangement with Councilmember Grenier**  
14 **to sell the books in the bookstore at Woodlea, seconded by Lori Pfister. The**  
15 **motion carried unanimously 4-0.**

16  
17 **Tab 13) Approval of Work Authorization with Malcolm Pirnie to provide**  
18 **Stormwater Improvements Funding Administration**

19  
20 Mr. Hayes stated that this was a request to consider the approval of a work  
21 authorization in the amount of \$37,000.00 with Malcolm Pirnie to provide Stormwater  
22 Improvements Funding Administration.

23  
24 Mr. Hayes said the City of Tavares is currently in the process of implementing financial  
25 programs to address numerous utility infrastructure needs within the downtown  
26 Community Redevelopment Area (CRA) boundaries. The scope of utility improvement  
27 includes critical stormwater upgrades necessary to eliminate environmental issues.

28  
29 The City of Tavares, Florida has embraced forward thinking in pursuing a policy of  
30 smart consumption of water. It presently maintains a water reuse facility and is in the  
31 design stage of systems to distribute reclaimed water to present customers and future  
32 users in new developments. In addition, the City has developed a strategy for water  
33 recapture to channel stormwater runoff from the downtown CRA for treatment at the  
34 City's Woodlea Road Wastewater Treatment Facility via a proposed water retention  
35 facility. This will provide an environmental benefit to Lake Dora, while at the same time  
36 increase the available water to a growing customer base.

37  
38 Lake Dora's pollution levels are in excess of maximum contaminant levels during storm  
39 events. This contamination affects quality of life, community vibrancy, and economic  
40 development in the City of Tavares, and also affects the chain of lakes within the Lake

1 County. The proposed solution includes a collection and treatment facility to manage  
2 runoff from the highly impervious downtown area. The expected pollution reduction in  
3 pollution loads to meet EPA requirements in Lake Dora, with phosphorus reduction is  
4 estimated at almost 80%. This project proposes to implement these facilities over the  
5 next two years, for a total expected construction cost of \$7.5 million.

6  
7 On Monday, March 15, 2010 Pirnie staff met with the City of Tavares to discuss the  
8 opportunity to participate in both federal and state funding programs to reduce the costs  
9 of the project to the City and its utility customers. Under this work authorization,  
10 Malcolm Pirnie will provide funding administration services necessary to submit  
11 applications for the project described above.

12  
13 Councilmember Gamble asked how much of the 7.5M dollars are expected in the  
14 grants. Mr. Hayes said the FDEP program is anywhere from 1.5 to 2M; FDEP TMDL is  
15 estimated at over 1M; St. Johns has somewhere in the vicinity of 1M, so the city is trying  
16 to pursue approximately 4.5M.

17  
18 Mr. Drury noted the city is not committing to any funding at this time except for the  
19 \$37,000. He said Councilmember Gamble is correct that there will be grant match  
20 required which will be considered at a later time. He noted that although progress has  
21 been made in stormwater management, the master plan for the stormwater system  
22 conducted recently showed a lot of improvements still needed to be done.

23  
24 Mr. Shannon noted these are only three funding sources which have deadlines coming  
25 up and that staff will continue to look for other sources.

26  
27 Mayor Wolfe asked if anyone in the audience had comments.

28  
29 **MOTION**

30  
31 **Sandy Gamble moved to approve the work authorization with Malcolm Pirnie in  
32 the amount of \$37,000 to provide Stormwater Improvements Funding  
33 Administration and to approve \$37,000 in Reserve Appropriations, seconded by  
34 Bob Grenier. The motion carried unanimously 4-0.**

35  
36 **XI. OLD BUSINESS**

37  
38 None

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40 **XII. NEW BUSINESS**

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None

**AUDIENCE TO BE HEARD**

**Betty Burleigh**

Ms. Burleigh, 214 N. New Hampshire Avenue. Ms. Burleigh said the City Hall clock tower is not showing the correct time. Mr. Drury said this will be addressed.

Ms. Burleigh said there was a lot of debris in the water at one of the events and she asked if a worker could remove the debris in the morning before the events. Mr. Drury said that could be done.

**Denise Laratta**

Ms. Laratta complimented the city on how the Seaplane Base & Marina has turned out and noted the sound system is a great improvement. She commented that she had expected the Woodlea House to be painted more of a silver grey (rather than brown) to appear like a weathered building.

**REPORTS**

**Tab 13) City Administrator**

Mr. Drury noted this weekend is a very special event which has been well publicized and he said he hoped to see everyone there.

**IIV. REPORTS**

**Attorney Williams**

Mr. Williams said he is about two thirds through with Councilmember Grenier's book and it is an excellent local history book.

**Tab 19) City Council**

**Vice Mayor Pfister**

1 Vice Mayor Pfister said she wished to clarify that the pavilion mentioned in the  
2 newspaper today will be built in the coming year (article suggested that it is been built).

3  
4 **Councilmember Gamble**

- 5  
6 • Thanked Mr. Drury and his staff for the photos sent by email regarding the  
7 seaplane so he could share with his family in Tennessee  
8 • Said he would have liked to thank Mr. Kooser who has done a lot to move  
9 forward with his building in time for the event  
10 • Thanked Ms. Barnett for providing his agenda packet in short notice

11  
12 **Councilmember Grenier**

- 13  
14 • Councilmember Grenier thanked the staff for their efforts at the park

15  
16 **Mayor Wolfe**

- 17  
18 • Thanked the staff for their work during the last two events and said although this  
19 will be a demanding weekend coming up he was confident in staff

20  
21 **Adjournment**

22  
23 There was no further business and the meeting was adjourned at 5:57 p.m.

24  
25 Respectfully submitted,

26  
27  
28 Nancy A. Barnett, C.M.C.  
29 City Clerk