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**CITY OF TAVARES
MINUTES OF REGULAR COUNCIL MEETING
NOVEMBER 18, 2009
CITY COUNCIL CHAMBERS**

COUNCILMEMBERS PRESENT

ABSENT

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

STAFF PRESENT

John Drury, City Administrator
Bob Williams, City Attorney
Nancy Barnett, City Clerk
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
Chief Stoney Lubins, Police Department

CALL TO ORDER

John Drury called the meeting to order at 4:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Mark Andrews, Pastor of Bridges, gave the invocation and those present recited the pledge of allegiance.

SWEARING IN OF NEW COUNCILMEMBERS

Mr. Drury announced that Sandy Gamble and Kirby Smith would be sworn in by Chief Stoney Lubins.

1 Chief Lubins gave the oath of office to Sandy Gamble and Kirby Smith.

2
3 **ELECTION OF MAYOR**

4
5 Mr. Drury stated the floor was open for nominations for mayor.

6
7 Councilmember Gamble nominated Robert Wolfe. There were no further nominations
8 and the nominations were closed.

9
10 **VOTE ON MAYOR**

11
12 **Robert Wolfe was voted unanimously 5-0 to be Mayor.**

13
14 **ELECTION OF VICE MAYOR**

15
16 Mayor Wolfe asked for nominations for Vice Mayor.

17
18 Councilmember Smith nominated Lori Pfister to be Vice Mayor. There were no further
19 nominations and the nominations were closed.

20
21 **VOTE ON VICE MAYOR**

22
23 **Lori Pfister was elected unanimously 5-0 to be Vice Mayor.**

24
25 **APPROVAL OF AGENDA**

26
27 **MOTION**

28
29 **Robert Grenier moved to approve the agenda, seconded by Kirby Smith. The**
30 **motion carried unanimously 5-0.**

31
32 **Tab 1) APPROVAL OF MINUTES**

33
34 **Motion**

35
36 **Robert Grenier moved to approve the City Council minutes of November 4, 2009,**
37 **seconded by Kirby Smith. The motion carried unanimously, 5-0.**
38

1 Councilmember Smith asked the audience if they could hear sufficiently. Discussion
2 followed. Mr. Drury noted that the speakers are very sensitive to the level of input and
3 stated that the city would look into replacing them in the next budget year.

4
5 **Tab 2) DESIGNATION OF BANK FOR OFFICIAL DEPOSITORY**

6
7 Ms. Houghton reported that the City has utilized SunTrust Bank as the official
8 depository for the city for the past several years. SunTrust is a State of Florida
9 Authorized Depository and provides collateral of U.S. Treasury Securities (specifically
10 designated) for all City of Tavares Deposits.

11
12 Staff will be developing a Request for Proposals (RFP) during the upcoming fiscal year
13 for a new five year contract. During the RFP development staff will also look at various
14 banking options to enhance efficiencies and customer service delivery.

15
16 Ms. Houghton explained that the city goes through an RFQ (Request for Qualifications)
17 process developing a scope of services. The city will be requesting efficiencies,
18 economies of scale in banking services, and technology that will enhance the city's
19 services. That RFQ is scheduled to go out in January. Staff recommends approval of
20 the current depository which is SunTrust Bank.

21
22 **MOTION**

23
24 **Sandy Gamble moved to approve SunTrust Bank to be the official depository,**
25 **seconded by Robert Grenier. The motion carried unanimously 5-0.**

26
27 **Tab 3) DESIGNATION OF THOSE AUTHORIZED TO SIGN CITY CHECKS**

28
29 Ms. Houghton stated that staff recommended approval of the Mayor, Vice Mayor, City
30 Administrator and Finance Director as those designated to sign checks. This is
31 consistent with the past policy of the city. City disbursement checks will utilize either one
32 signature from either the Mayor or the Vice Mayor and one signature from either the
33 City Administrator or the Finance Director.

34
35 **MOTION**

36
37 **Kirby Smith moved to have the Mayor, Vice Mayor, City Administrator, and**
38 **Finance Director to be authorized to sign checks, seconded by Robert Grenier.**
39 **The motion carried unanimously 5-0.**

1 **Tab 4) SUNSHINE LAW/ETHICS PRESENTATION**

2
3 Attorney Williams gave a presentation on the Sunshine Law and Ethics Law. He
4 advised if Council has a question on any of these topics to call him for an opinion.

5
6 He stated that the three major areas are 1) open public meetings, 2) public records, and
7 3) ethics in government.

8
9 Open Public Meetings

10
11 All business by elected members must be conducted in a public forum which has to be
12 open to be the public, noticed, and minutes have to be taken. All discussion regarding
13 any matter that may come before Council must take place at that public meeting. He
14 said the Clerk's office is responsible for noticing the meeting and publishing the agenda.
15 Attorney Williams added that the prohibition against talking outside of meetings involves
16 all types of communication including telephones, email, etc.

17
18 Public Records

19
20 Attorney Williams stated that public records have a very broad definition and can be
21 written records, emails, tape recordings, videos, machine data on a computer, etc. He
22 noted there are retention requirements and Ms. Barnett is responsible for retaining
23 public records. He noted that most public records are created and maintained by the
24 City. He said there are two areas where it can affect Council. He discussed email as a
25 public record and gave examples of the difference between personal and public email.
26 He said public record email is subject to disclosure and retention. He noted there are
27 penalties if public records are destroyed. He discussed litigation that has occurred with
28 regard to email and the maintaining of private email accounts. Attorney Williams
29 discussed the current system where councilmembers have maintained personal email
30 accounts. He said if Council continues with a private email address, if they send or
31 receive anything to do with public business they are required to copy the City Clerk with
32 all communications. He noted that it is a difficult burden and is why some cities have
33 provided individual members their own email on the city's server. He said that has been
34 his recommendation and the City Clerk's recommendation in the past.

35
36 Mr. Drury stated some emails will have a short retention and therefore may not need to
37 be kept if they are considered to be transitory. He said some councilmembers have
38 been forwarding their emails to the Clerk for filing and this system has worked. He said
39 further discussion can be held on whether to keep this system wherein Council will

1 continue to forward what they consider to be public records or whether to establish a
2 city email account.

3
4 Attorney Williams added it is correct that is what has been done up to now is legal but
5 that it puts the burden on the councilmember to copy Ms. Barnett on those public record
6 emails.

7
8 Ethics in Government
9

10 Attorney Williams stated that ethics law is addressed in F.S. Chapter 112. One issue is
11 regarding voting. He said that each councilmember must register a vote on any issue
12 that comes before them unless that person has a conflict of interest. Conflicts of interest
13 are set by statute; it generally involves a monetary or economic interest—if a vote will
14 inure to the councilmember’s benefit or to the benefit of his or her spouse, children,
15 parents, or brothers and sisters, (possibly a neighbor) then that has to be disclosed and
16 the councilmember cannot vote. He suggested that if any councilmember believes they
17 have a conflict of interest they should discuss with himself, Mr. Drury, or the City Clerk.
18 He noted that Ms. Barnett will prepare a conflict of interest form which will be filed for
19 the record. He added that if Council relies on his advice they are in compliance with the
20 law even if his advice turns out to be incorrect.

21
22 Attorney Williams also discussed “Honest Services Fraud” and distributed an article on
23 this topic to each councilmember. He said this is a federal law where the courts have
24 interpreted some mail fraud and cable fraud statutes to say that honest services fraud is
25 a “scheme or artifice to deprive another of the intangible right of honest services.” He
26 said it is vague and has been argued at the Supreme Court level, however, it has been
27 utilized by federal prosecutors and it is a serious issue.

28
29 **READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD**
30

31 Ms. Barnett read the following resolution into the record by title only:
32

33 RESOLUTION 2009-19
34

35 A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AMENDING
36 THE 2010 FISCAL YEAR ADOPTED BUDGET FOR THE CITY OF
37 TAVARES, REPRESENTING ADJUSTMENTS TO THE ADOPTED
38 BUDGET, AND PROVIDING FOR A REPEALER, SEVERABILITY AND
39 AN EFFECTIVE DATE
40

1 **Tab 4 and 5) CONSENT AGENDA**

2
3 Mayor Wolfe asked if any councilmember wished to pull an item from the Consent
4 Agenda or if any audience member wished to object to any item on the Consent
5 Agenda.

6
7 **MOTION**

8
9 **Robert Grenier moved to approve the Consent Agenda [Donation of Halloween
10 Props to Tavares Chamber and Interlocal Agreement with City of Leesburg for
11 Street Light Maintenance on U.S. 441], seconded by Sandy Gamble. The motion
12 carried unanimously, 5-0.**

13
14 **PROCLAMATIONS/PRESENTATIONS**

15
16 **Tab 6) Evaluation and Appraisal Report Update**

17
18 Mr. Skutt said he wished to present a brief video that had been prepared by the City's
19 consultant. He said the City has contracted with PDG (Planning Design Group) to
20 prepare the Evaluation and Appraisal Report for the new Comprehensive plan. Staff will
21 place a link on the city's web site to this interactive video. It is a state requirement that
22 local governments do an evaluation of their Comprehensive Plan every seven years and
23 the city's is due next summer. It is important to obtain citizen participation during the
24 process. Numerous public meetings will be held over the next several months. The use
25 of the internet and this interactive video will allow access to the public to provide
26 feedback.

27
28 Mr. Drury stated that staff had presented this video to Council for information and he
29 noted that the Planning & Zoning Board would be viewing it tomorrow. He asked that
30 the actual water taxis be included in the photo, and to add the blue way trails with
31 canoes in the Transportation element. In the narrative it should include a data base that
32 would allow someone to register and be notified of a public meeting.

33
34 Mayor Wolfe asked if anyone in the audience wished to comment on the video.

35
36 Council consensus was that the narrator on the video should be more upbeat.

37
38 **Tab 7) Resolution #2009-19 – Fiscal Year 2009-2010 First Budget Amendment**

1 Ms. Houghton stated this ordinance represents increases to the adopted and now
2 revised budget for Fiscal Year 2010. The increases represent prior year encumbrance
3 rollovers. She noted that a complete listing of all account numbers had been provided to
4 Council which includes the adopted budget and the amount of the revision. In addition
5 at the back of the packet it includes a listing of those encumbrances. Staff recommends
6 approval of the resolution to roll the prior year encumbrances into the current year
7 budget.

8
9 Mayor Wolfe asked Council if they had questions and if anyone in the audience had
10 comments.

11
12 **MOTION**

13
14 **Sandy Gamble moved to approve Resolution #2009-19, seconded by Robert**
15 **Grenier. The motion carried unanimously 5-0.**

16
17 **Tab 8) Hiring of Public Communications Coordinator**

18
19 Mr. Drury stated this item is to seek Council's support for developing a public
20 coordinator position.

21
22 Mr. Drury stated that he believed the city was in need of a Public Information
23 Coordinator to handle the following new initiatives in addition to coordinating existing
24 public outreach programs: He listed a few of those initiatives:

- 25
26 1. Coordinating the new public call out, email, text messaging system
27 2. Coordinating the new call in emergency hot line system
28 3. Coordinating the new Tavares Brand implementation program
29 4. Managing the Web Page and its content regularly
30 5. Managing the City News Letter
31 6. Managing press releases from all the departments
32 7. Managing media coverage of Council and city work, programs and initiatives
33 8. Managing city outreach programs with citizens, business community, home
34 owners associations, chambers of commerce's, other governmental agencies
35 and not for profits.
36

37 The city's practice for the past decade has been for each department, in addition to their
38 primary duties, to handle a portion of the city's public information and outreach
39 programs. For example, the Community Services Director (Parks, Recreation, Library,
40 Cultural Affairs, and Community Events) puts together the city news letter. The City

1 Administrator handles media coordination, the Police Chief manages the web page, the
2 Administrator's Executive Administrative Assistant handles the branding initiatives, the
3 Economic Development Department coordinates various special event press releases,
4 the Water Department coordinates boil water notices etc.

5
6 As this city continues to grow it is important to continuously update the public and do so
7 in a constant form and manner where the public gets all of the necessary information
8 they need quickly, accurately and in the form that best suits their personal
9 communications style (news letter, newspaper, TV, Radio, e-mail, web page, text
10 message, phone call, u-tube, face book, blog etc....) The most efficient way to do this
11 for a city this size is to have one person to act as a clearing house for the dissemination
12 of public information that is true, accurate, informative and in a content format that is
13 received well by its customer base.

14
15 It is for this reason that the City Administrator is recommending that the city hire a
16 Public Information Coordinator. The city would go through its normal full recruitment
17 process. The cost would be:

18
19 Salary \$48,000
20 Benefits \$14,000
21 Work Station Construction \$5,500
22 Computer/Phones \$1500
23 Annual budget \$15,000
24 Total: \$63,000 (\$84,000 per year at 9 months for FY2010 –January-September)

25
26 Source of funds would be

- 27 • Police Department - \$11,173 (Savings on personnel changes and open positions
28 this year)
- 29 • Finance Department - \$6,927 (Savings on open position)
- 30 • Administrator Dept - \$6,927 (Savings on Admin Assist)
- 31 • Com Redev – TIF - \$10,417 (Savings on IBI Contract Completion)
- 32 • Water/Wastewater - \$23,207 (Savings on open positions)
- 33 • Community Services - \$4,349 (Transfer Newsletter Budget)

34
35 Mr. Drury said the estimated start date of the new position would be January 1, 2010.

36
37 Council Discussion

38

1 Councilmember Smith asked if the position were in place would the city gain revenue to
2 sustain the person's position and/or would the person bring extra businesses into the
3 city.

4
5 Mr. Drury said it would difficult to measure directly but by getting the word out that the
6 Tavares community is business friendly (and is moving in a positive direction) to all of
7 the media, it will encourage investors to come to the community. In addition, when the
8 City applies for grants, recent media stories are attached including editorial opinions
9 about the city, Granting agencies will reward additional points to those entities where
10 there appears to be community support.

11
12 Councilmember Grenier said those would be the two areas that would be helpful to
13 base judgment in the next budget year. Mr. Drury said if Council sees improved public
14 relations articles and positive feedback from the citizens on being notified in a more
15 timely manner, this will provide a basis for comparison.

16
17 Councilmember Grenier asked about some of the sources for savings. Mr. Drury
18 discussed the current open positions and the savings from hiring at a later time.

19
20 Councilmember Smith asked if the person would work with other departments. Mr.
21 Drury answered in the affirmative, noting the person will attend staff meetings.

22
23 Discussion followed regarding the work station for the new position and the salary
24 range. Mr. Drury stated he would form a committee to assist in the hiring process.

25
26 Mayor Wolfe asked for audience comment

27
28 Denise Laratta, Royal Harbor Subdivision

29
30 Ms. Laratta stated she believed this position was important to the City of Tavares. She
31 asked about the cost of the position and the difference in salary between the accountant
32 position and the public relations position. Mr. Drury said one was an assistant
33 accountant position and one is a more management position. Ms. Houghton said the
34 savings are for two months for the finance position. Ms. Laratta said she still questioned
35 the salary level for this position considering the budget issues facing the city.

36
37 Norb Thomas, 1601 N. New Hampshire Avenue

38
39 Mr. Thomas stated he could understand the need for the position but he was concerned
40 about adding a position seven weeks into the budget process. He noted the position

1 was currently being handled by different people in the city. He said he believed it was
2 important to look at these issues during the budget process.

3
4 Charlotte Hope, Fox Run resident

5
6 Ms. Hope commented that she believed the city is moving forward positively and this
7 position would coordinate all the activities and would be a great management tool.

8
9 Colleen McGinley, Executive Director of the Tavares Chamber

10
11 Ms. McGinley said she thought it was an excellent idea especially with the new
12 branding and the need to work with the other Chambers.

13
14 Mayor Wolfe closed public comment.

15
16 Mayor Wolfe said he believed the city needed to invest in itself and he thought it was a
17 great idea.

18
19 Councilmember Smith said he felt the position was needed and that this would be
20 helpful to the staff.

21
22 Councilmember Grenier said he thought it was a good salary and would bring in a good
23 quality person. He said he agreed with Mr. Thomas in some areas but because of the
24 fact that it was created within a budget that was approved and that the new
25 communications system was just approved by City Council, along with the new brand,
26 he would be supporting the position.

27
28 Councilmember Gamble said this will provide Mr. Drury the time to find some additional
29 funds in the budget to ensure that the job stays in the next year's budget.

30
31 Vice Mayor Pfister said she felt the position was needed although she was a little
32 concerned about the money. She asked if the salary could be cut by \$10,000 and still
33 hire someone who is capable. She said she felt there were many people who would
34 accept a salary underneath \$40,000.

35
36 Mr. Drury said he was confident that hiring someone at a better salary would bring in a
37 better quality of person and he believed that Council would be happy with the results if
38 the position is given a chance. Councilmember Gamble discussed the salary range. Mr.
39 Drury affirmed that the position would be offered in a salary range.

1 **MOTION**

2
3 **Kirby Smith moved to approve the Public Information Coordinator position to**
4 **begin January 1, 2010, seconded by Sandy Gamble.**

5
6 Councilmember Grenier asked Attorney Williams if the issue of continuing to fund the
7 position next year would need to be included in the motion.

8
9 Attorney Williams noted that Council controls the budget ultimately which funds the
10 positions.

11
12 **The motion carried unanimously 5-0.**

13
14 **GENERAL GOVERNMENT**

15
16 **Tab 9) Strategy Plan for Prescribed Burn at the Tavares Nature Park**

17
18 Ms. Rogers introduced Ron Concoby of Eco-Logic Restoration Services who has been
19 contracted to do the periodic burns at the Tavares Nature Park. She noted a small burn
20 will be conducted initially and letters have been sent to all the residents in the area.

21
22 Mr. Concoby showed a power point presentation and reviewed in detail the methods
23 and procedures that will be followed. He said the City and residents will be notified of
24 the exact date for the burn.

25
26 Council had questions regarding the season and affect on wildlife. Mr. Concoby said
27 winter burns are preferred rather than summer because fuels are preheated by the
28 temperature.

29
30 Councilmember Smith asked Chief Keith his opinion. Chief Keith said the Fire
31 Department has reviewed the plan and is satisfied.

32 **Tab 10) Consulting Services for the USDA Loan with Malcolm Pirnie for the Water**
33 **& Wastewater Upgrades in the CRA**

34
35 Mr. Hayes said the objective is to approve the Engineers Joint Contract Document
36 Committee (EJCDC) between USDA, City of Tavares and Malcolm Pirnie. This
37 document is part of the application process for a potential \$15,438,945 Grant/Loan for
38 the Water and Wastewater Infrastructure System Upgrades in the CRA section of
39 Tavares.

1 The City is applying to the U.S Department of Agriculture Rural Development program
2 for a mix of grant and loan funds to improve the water and sewer infrastructure within
3 the CRA area downtown. Much of these systems – water distribution and wastewater
4 collection pipes – dates back to the early 1900's, and includes clay and galvanized
5 steel piping that are beyond their expected service life. As a result, these pipes need to
6 replaced, and in some cases, upgraded to provide sufficient capacities to enable the
7 redevelopment of the CRA in accordance with the City's vision.

8
9 The cost of the project is approximately \$15.5 million, of which nearly half could be
10 funded by grant, with the balance in the form of a low interest loan to be repaid over a
11 forty-year period, minimizing the cost impact to the City. Included in this estimate are
12 contracts for the various services necessary to enable this funding, and ultimately to
13 complete the project. These include financial, engineering, legal, administrative, and
14 construction agreements. Two of these agreements – legal and engineering services –
15 are required to be in place at the time the application is submitted to USDA.

16
17 While this contract is an agreement between the City and Malcolm Pirnie to perform the
18 necessary engineering services, the Engineer will not proceed with this work until
19 issued an official Notice-to-Proceed from the City. Should the funding not materialize, or
20 if the City chooses not to accept the conditions of the grant/loan agreement with USDA,
21 this contract will be voided.

22
23 Mr. Hayes said that Scott Shannon from Malcolm Pirnie was present if Council had
24 questions.

25
26 Mayor Wolfe asked if Council had questions or if any member of the audience wished to
27 comment.

28
29 **MOTION**

30
31 **Sandy gamble moved to approve the contract document (Engineers Joint
32 Contract Document Committee) between the USDA, Tavares, and Malcolm Pirnie,
33 seconded by Kirby Smith. The motion carried unanimously 5-0.**

34
35 **Tab 11) Legal Services Agreement of USDA-RD Grant Application for
36 Replacements and Upgrades of the Water/Wastewater Distribution and Collection
37 Systems in the Downtown CRA District.**

38
39 Ms. Houghton said part of the requirements for securing the grant award presented by
40 Mr. Hayes is that a legal services agreement with Mr. Williams be in place utilizing the

1 RUS Bulletin 1780-7 format which has been provided. In order to get the application in
2 timely the agreement was required to be executed and ratified within a certain period of
3 time.

4
5 Staff recommends approval.

6
7 Mayor Wolfe asked if Council had questions and if the audience wished to speak.

8
9 **MOTION**

10
11 **Robert Grenier moved to approve and ratify USDA-RD RS Bulletin 17780-7 Legal**
12 **Services Agreement as prepared, seconded by Sandy Gamble. The motion**
13 **carried unanimously 5-0.**

14
15 **Tab 12) Fiscal Year 2010 City Council Goals**

16
17 Mr. Drury stated that it was appropriate to establish annual Council goals for the City
18 Administrator to achieve during the Fiscal Year. It is recognized that Council members
19 may want to spend some time developing those goals over the next several weeks and
20 therefore no action is required at this meeting. An opportunity is presented for Council to
21 review and discuss the Goals that were developed in October by individual Council
22 members.

23
24 Council members are encouraged to share additional goals with Council at this meeting
25 and over the next several weeks provide any additional goals to the City Administrator
26 for inclusion into an upcoming Council meeting agenda after which Council will vote to
27 establish the FY 2010 Council goals.

28
29 Goals should be broad based and not too task oriented, for example a goal might be to
30 “Implement the Brand” over the next year compared to a task which would be to
31 “change the city letterhead to reflect the brand. Another goal could be to improve upon
32 the city’s communication, outreach and information sharing program with its citizens
33 compared to the tasks of “to procure a reverse 911 communications outreach software
34 program”.

35
36 Below are the collective Goals (in no particular order) that were established this October
37 by individual Council Members. These have not been voted upon by Council. Council is
38 encouraged to pair them down or add to them.

- 39
40 1. Replace School Bus Barn with Public Safety Facility

- 1 2. Develop plan for replacement of Public Works Complex
- 2 3. Continue to redevelop the down town
- 3 4. Re-orient buildings on Ruby Street to face Waterfront
- 4 5. Complete Seaplane Marina Project
- 5 6. Maintain Fiscal Efficiencies
- 6 7. Implement green initiatives
- 7 8. Include city informational booths at city events
- 8 9. Obtain grants
- 9 10. Increase Tax base
- 10 11. Update Land Development Codes
- 11 12. Purchase the Major Alexander St. Clair Abrams House and turn into a tourist
- 12 attraction
- 13 13. Relieve traffic congestion on Alfred Street
- 14 14. Develop a Water Reclamation Facility
- 15 15. Make improvements to Squibb Park
- 16 16. Develop a premier waterfront destination capitalizing on seaplanes and water
- 17 related activities
- 18 17. Be a model city on best practices in urban renewal, fiscal-environmental
- 19 stewardship, conservation, economic development and brand emersion
- 20 18. Implement the brand
- 21 19. Develop a joint use Public Safety Complex
- 22 20. Develop a joint use Fleet Maintenance and Public Works Complex
- 23 21. Develop a partnership with Lake County on Parks and recreation programs

24
25 Mr. Drury said his recommendation was that Council discuss the goals and make any
26 comments, and at the next meeting he said he would put the goals on the agenda. He
27 said this will provide a means for Council to measure his performance.

28
29 Councilmember Kirby said that two or three of them seemed to be the same but just
30 worded differently; i.e. 3, 5, and 16, which all have to do with the downtown
31 redevelopment. Mayor Wolfe noted that each councilmember had compiled a list. Mr.
32 Drury said he would consolidate those items. Vice Mayor Pfister and Councilmember
33 Grenier stated they felt #3 was a separate issue (continue to redevelop the downtown).

34
35 Councilmember Smith said he would like to add a goal. He said he would like to see the
36 services that are provided to the citizens become self supporting.

37
38 Mr. Drury suggested that if Council has additional goals to submit them to him and he
39 would put them on the agenda.

40

1 Councilmember Gamble asked about the relief of traffic congestion on Alfred Street.
2 Mayor Wolfe said he felt that was difficult to put as a goal as it has to do with the
3 County's policies and actions.

4
5 Mr. Drury said he did not envision these goals being completed in a year but that he
6 would update Council on what has been done on that goal throughout the year.

7
8 Councilmember Pfister asked about the initiation of the freight village. Mr. Drury said he
9 would add that as a goal.

10
11 Mayor Wolfe said this will be further discussed at the next meeting.

12
13 **Tab 13) Horizon Project Teams**

14
15 Mr. Drury reported on the Horizon projects that he has developed wherein one
16 councilmember is invited to participate on the team. He said these are projects that are
17 generally multi year in nature, require a lot of investigation, planning and different
18 options. The teams report back to Council when progress is made and/or Council
19 decisions are required. He presented the following active teams and new ones that are
20 open to Council participation, and a list of previous teams that have been completed or
21 are being run by staff.

22
23 **Existing Active Teams**

- 24
25 1. Special Events Project Team (Robert Wolfe, Bill Neron and Cecilia Smith)
26 2. Seaplane/Marian Project Team (Lori Pfister, Bill Neron, John Drury)
27 3. Branding Project Team (Nancy Clutts, Tamera Rogers, Jennifer Dempsey, Alisha
28 Sullivan) – Lori Houghton recently added to this team.
29 4. Community Back Yard (Lori Pfister, Tamera Rogers, John Drury)
30 5. Alfred Street-Carolina Street one way pair (Lori Pfister, Jacques Skutt)
31 6. School board Bus Barn gateway (Robert Wolfe and John Drury)

32
33 **Proposed Teams**

- 34
35 1. Public Safety Complex (Richard Keith, Stoney Lubins, and Nancy Barnett) Note:
36 Norb Thomas was on this one.
37 2. Public Works Complex (Chris Thompson and John Drury)
38 3. City Comprehensive Plan Update (Jacques Skutt, Alisha Sullivan, Bill Neron)
39 4. Commuter Rail (John Drury, Bill Neron, Lori Houghton)
40 5. Tavares Sports Park Complex (John Drury, Tamera Rogers)

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Completed Teams/Staff Run

1. CRA Master Plan, Land Development Regulations, Water Regulations, Green Initiatives, Public furniture, Government affairs, Capital Improvement Plan, Community Resource Officer Program,

Mr. Drury said he wanted to receive feedback from Council as to their interest in participating on any of the teams. Mayor Wolfe said he would like to participate on the Public Safety Complex. Councilmember Grenier said he would like to be on the Public Works Complex team. Councilmember Gamble said he would be interested in the Sports Park Complex. Councilmember Smith said he would serve on Commuter Rail.

Tab 14) Board Representation Update

Mr. Drury stated a list had been provided of all the boards to which the Mayor appoints representatives. He said Mayor Wolfe will be reviewing this list and at the next meeting would be making appointments for those that require reappointment or where there was a vacancy. He said this was an opportunity for the Council to share if they wished to be any of the boards.

Mayor Wolfe noted the following would need to be appointed or reappointed:

Florida League of Cities Legislative Committee,

Lake Community Action Committee (Councilmember Grenier noted he had already indicated he would be willing to remain on this board);

Lake County League of Cities, MPO (Councilmember Smith stated he would be interested and Vice Mayor Pfister asked if someone else would be the alternate);

Bicycle/Pedestrian Committee (Mr. Drury noted this position did not need to be a councilmember);

MPO – Citizens Advisory Committee (Mayor Wolfe will contact Mr. Clutts)

Myregion.Org and Congress of Mayors

Police Pension Board (Mr. Hope has indicated he would be willing to be reappointed).

1 Councilmember Gamble said he would be willing to continue on the School Facilities
2 and Siting Committee.

3
4
5 **OLD BUSINESS**

6
7 None.

8 **NEW BUSINESS**

9
10 None

11
12 **AUDIENCE TO BE HEARD**

13
14 Norb Thomas stated that he was remiss at the last meeting and that he wished to
15 mention two people in particular. One was Mr. Drury. He said that Mr. Drury had done
16 an excellent job and it had been a pleasure to work with him the entire time he had been
17 in Tavares. He said the second person was Nancy Barnett. He said that Ms. Barnett has
18 been able to put the entire agenda on line and he appreciated that accomplishment.

19
20 Denise Laratta, Royal Harbor

21
22 Ms. Laratta suggested that the wording should be changed for goals. She said goals
23 should be long term and for things that will take longer than a year, objectives should be
24 for the year, and activities would be tasks that go into making those objectives happen.

25
26 **REPORTS**

27
28 **Tab 15) City Administrator**

29
30 Mr. Drury said he had provided a list of upcoming meetings but that the employee
31 holiday event was not confirmed for December 5th. He noted that the city will be hosting
32 the next Tri City Golden Triangle Meeting. He said while doing some research it was
33 discovered that in 1922 there was discussion about having the cities meet and set up
34 three boroughs however that suggestion was never acted upon. The issue of
35 collaboration came up again in recent years and three meetings have been held. The
36 city will host another Golden Triangle meeting in about a year. Councilmember Pfister
37 asked if one member could represent the city. Mr. Drury said that all seven
38 councilmembers from Mt. Dora and five from Eustis have been attending in the past
39 along with Tavares' councilmembers but that that suggestion could be brought up.

1 There was discussion of the pros and cons of having this as a meeting of all
2 councilmembers or having a representative only.

3
4 **Bill Neron**

5
6 Mr. Neron said that recently the City received the Kenzie Award for the Downtown
7 Master Plan prepared in conjunction with the IBI Group. In addition he stated
8 Congressman Grayson's office has notified the city of being granted a \$500,000
9 earmark for the public safety complex. He said that Cecilia Smith was influential in
10 accomplishing this earmark.

11
12 Mr. Drury added that the water taxis operated successfully this past weekend between
13 Mt. Dora and Tavares during the Green Fair.

14
15 **Tammy Rogers**

16 Ms. Rogers stated that Stover and Woodlea sport complexes will be closed for
17 maintenance from 11/23 to January 1, 2010. The structures will be painted at Stover.

18
19 In addition she noted staff had provided some "tent" cards that show the upcoming
20 events which will be provided to local restaurants. She said that Scott Aldridge had
21 spent the past month doing fundraising from the local businesses to support the
22 upcoming light up event. She said she will be sending Council an email to ascertain
23 their interest in being in the parade or being a judge.

24
25 **Lori Houghton**

26 Ms. Houghton stated that in the previous years when the economy was better the
27 donations had been less so this was a particularly positive reflection on the community
28 this year.

29
30 Ms. Houghton said congratulations to Mr. Smith and welcomed back Mr. Gamble. She
31 said she would meet with the new Mayor and Vice Mayor after the meeting to obtain
32 authorized signatures.

33
34 **Jacques Skutt**

35 Ms. Skutt suggested Ms. Rogers be the voice on the EAR video.

36
37 **Attorney Williams**

38 No report.

39
40 **Vice Mayor Pfister**

1 No report.
2

3 **Councilmember Gamble**

4 Councilmember Gamble said at the next council meeting he would like the topic of the
5 starting time of council meetings to be on the agenda. He said he would like to suggest
6 a 5:00 p.m. starting time as this would be helpful to the business owners. He said if
7 possible he would like to at least change it to 4:30 p.m. so he would have time to go
8 home first before the meeting.
9

10 Councilmember Gamble asked about the dugouts and if it would be a neutral color. Ms.
11 Rogers said they had sent the principal the color chips but had not heard a response as
12 yet. She said the plan is to incorporate their logos on the dugouts. She said staff is
13 trying to get murals painted on the back of the dugouts which would be sold to
14 businesses for sponsorships.
15

16 Councilmember Gamble said that in the future, if some monitor speakers could be
17 placed at the dais it would be helpful in order to hear the speakers better at the podium.
18

19 Councilmember Gamble said he is excited about being back on Council and
20 appreciates the support of the voters.
21

22 **Councilmember Greiner**

23 Councilmember Grenier discussed the mayors' pictures noting that Nancy Clutts' picture
24 should be included on the back wall.
25

26 Councilmember Grenier discussed the award given to Doris Ragan recently at the
27 County (Lake County Women's Hall of Fame).
28

29 **Councilmember Smith**

30 Councilmember Smith thanked the voters of Tavares for allowing him the opportunity to
31 serve on council and he hoped to do a good job.
32

33 **Mayor Wolfe**

34 No report.
35

36 **Adjournment**

37 There was no further business and the meeting was adjourned at 6:28 p.m.
38

39 Respectfully submitted,
40

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Nancy A. Barnett, C.M.C.
City Clerk