

CITY OF TAVARES
MINUTES OF REGULAR COUNCIL MEETING
AUGUST 3, 2011
CITY COUNCIL CHAMBERS
4:00 p.m.

COUNCILMEMBERS PRESENT

ABSENT

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

STAFF PRESENT

John Drury, City Administrator
Lori Houghton, Finance Director
Bob Williams, City Attorney
Nancy Barnett, City Clerk
Chief Stoney Lubins, Police Department
Jacques Skutt, Director of Community Development
Chief Richard Keith, Fire Department
Chris Thompson, Public Works Director
Joyce Ross, Communications Director
Bill Neron, Economic Development Director
Tammey Rogers, Community Services Director
Lori Tucker, Human Resources Director

I. CALL TO ORDER

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

II. INVOCATION AND PLEDGE OF ALLEGIANCE

Bill Hartman, Lady Lake Assembly of God, gave the invocation and those present recited the Pledge of Allegiance.

III. APPROVAL OF AGENDA

MOTION

Sandy Gamble moved to approve the agenda, seconded by Bob Grenier. The motion carried unanimously 5-0.

IV. APPROVAL OF MINUTES

1 **MOTION**

2
3 **Kirby Smith moved to approve the minutes of July 20, 2011 as submitted, seconded by**
4 **Sandy Gamble. The motion carried unanimously 5-0.**

5
6 **V. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EXPARTE CONTACTS**

7
8 Attorney Williams noted there were no quasi-judicial items on the agenda.

9
10 **VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD**

11
12 Ms. Barnett read the following resolution into the record by title only:

13
14 **RESOLUTION 2011-15**

15
16 **A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AMENDING THE 2011**
17 **FISCAL YEAR ADOPTED BUDGET FOR THE CITY OF TAVARES,**
18 **REPRESENTING THE SECOND ADJUSTMENT TO THE ADOPTED BUDGET,**
19 **AND PROVIDING FOR A REPEALER, SEVERABILITY AND AN EFFECTIVE**
20 **DATE.**

21
22 **VII) CONSENT AGENDA**

23
24 Mayor Wolfe asked if anyone in the audience had objections to any item on the Consent Agenda.
25 He asked if Council wished to pull any item.

26
27 **MOTION**

28
29 **Sandy Gamble moved to approve the Consent Agenda, Tabs 2 and 3, seconded by Bob**
30 **Grenier [Request to Postpone Building Permit Fees for the Tavares Station Boutique**
31 **Hotel/Restaurant and Extension of Interlocal Agreement for Woodlea Sports Complex.]**
32 **The motion carried unanimously 5-0.**

33
34 **VIII) ORDINANCES/RESOLUTIONS – PUBLIC HEARING**

35
36 **Tab 4) Resolution 2011-15 – Mid Year Budget Adjustment**

37
38 Ms. Houghton explained that the resolution reflected increases and decreases in various line
39 items of the budget. She said all of the items have been previously approved by Council with the
40 exception of two line items: increases of \$10,000 to the vehicle maintenance repair line item and
41 \$4,448 for the sewer department for a rear bumper hoist.

42
43 **MOTION**

44
45 **Bob Grenier moved for approval of Resolution 2011-15, seconded by Kirby Smith. The**
46 **motion carried unanimously 5-0.**

47

1 **IX GENERAL GOVERNMENT**

2
3 **Tab 5) City Administrator FRS Compensation**

4
5 Mayor Wolfe said that Council recently approved a 3% increase to the employees in the state
6 retirement program to keep their paychecks the same. He said Mr. Drury had requested not to be
7 included in this group of employees. In addition he said Mr. Drury had requested no increase from
8 the city for his annual compensation. He said because Mr. Drury is an employee he believed it
9 would be just to give him the 3%. He said the previous minutes were provided as Councilmember
10 Pfister requested. He said he would like to ask that Council give Mr. Drury the 3% adjustment.

11
12 Councilmember Pfister discussed treating Mr. Drury as a CEO versus an employee which she
13 said they had discussed.

14
15 Councilmember Grenier said he had not wanted to negotiate a compensation packet for another
16 year, but he felt this was a different issue.

17
18 Councilmember Smith said he also did not view this as compensation but as a way to keep Mr.
19 Drury's pay neutral. He said since the state passed the 6% mandatory requirement that even with
20 the FRS employees being given the 3%, there is still a savings of \$106,000 to the city. He said
21 Mr. Drury has done an outstanding job this year but said he did not want to discuss any other
22 issues around compensation at this time.

23
24 Councilmember Gamble said he would have liked to discuss some of Mr. Drury's other
25 compensation such as vacation pay.

26
27 Mayor Wolfe said that is part of his overall contract which was negotiated four years ago and at
28 this time he just wanted to discuss his recommendation for the 3% adjustment.

29
30 Mayor Wolfe asked for public comment.

31
32 **Norm Hope, Fox Run resident**

33
34 Mr. Hope said he was hearing Council being in favor of the 3%. He spoke in support of Mr. Drury
35 receiving the 3% adjustment.

36
37 **Gary Santora, Lake Huron Lane**

38
39 Mr. Santaro spoke in support of the 3% adjustment. He said Mr. Drury is a CEO and is also an
40 employee. He said when residents have a complaint they can speak to Mr. Drury directly which
41 does not usually happen in a corporation. He said Mr. Drury deserves the adjustment because he
42 has done everything that Council has requested. He said that Mr. Drury is the biggest
43 cheerleader of all for the City of Tavares.

44
45 **MOTION**

46
47 **Lori Pfister moved to give Mr. Drury the 3% adjustment, seconded by Kirby Smith.**

1
2 Councilmember Gamble said he wished to clarify that he was not against the 3% adjustment. He
3 said at a future time Council needs to look at Mr. Drury's contract as a whole.
4

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

6
7 **Tab 6) Request to Purchase LED Christmas Tree**
8

9 Ms. Rogers requested to purchase a used pre-lit synchronized LED 18 foot Christmas tree from
10 Clark Displays in Tavares. The tree would be installed on the water and be part of the Light Up
11 Event. She said the tree cost \$7500 originally but the purchase price used is \$2,000 and would
12 come from General Reserves.
13

14 Mr. Drury noted that when he originally came to the city there was a Light Up Event and the lights
15 were located throughout the park and were installed by staff. He said staff has determined after
16 consulting with an arborist, that the damage being done to the trees from having lights in the trees
17 over the years had caused problem. He acknowledged that the new lighting installed in Wooton
18 Park as part of the park expansion did not have the same "light up" effect. He said one of the
19 things he liked about this proposal was that having a large tree to light up with a "count down"
20 would bring back that excitement.
21

22 Councilmember Smith asked Ms. Rogers if she could not find the \$2,000 in her current regular
23 budget. Ms. Rogers said she and Mr. Thompson have discussed that issue. She said if it is taken
24 from the Public Works budget it will mean fewer decorations on the light poles on Main Street.
25 Ms. Rogers said she is planning on purchasing a snow machine with what is left and that it will be
26 cheaper than leasing a snow machine.
27

28 Councilmember Smith said he would like to have at least half of the cost being taken from the
29 current budget. Mr. Thompson said he could take \$1,000 from his budget.
30

31 Councilmember Pfister questioned the impact on the trees. Mr. Thompson and Ms. Rogers
32 discussed the staff time spent in putting up and removing the lights in the past, and the affect on
33 the trees when the lights were left up year around. Councilmember Pfister asked if a company
34 could be hired to install and remove the lights because the residents miss the lights in the trees.
35 Vice Mayor Grenier concurred. Ms. Rogers said there may be an opportunity to introduce more
36 lighting that would not impact landscaping and in addition, staff will continue to make lighting
37 improvements.
38

39 Councilmember Pfister asked Ms. Rogers if she would check on the cost to put in and remove
40 tree lights. She said there might be businesses in the community that would contribute. Mr.
41 Thompson said the electrical has been deleted from the trees and it would require several
42 generators.
43

44 Councilmember Smith suggested making the LED's white when the trees are first lit up.
45

46 Mr. Drury said a budget will be prepared for lights in the trees for council consideration.
47

1 **MOTION**

2
3 **Lori Pfister moved to approve \$1,000 from Reserves towards the purchase of the tree,**
4 **seconded by Kirby Smith. The motion carried unanimously 5-0.**

5
6 **Tab 7) Empty Bowls Charity Event**

7 .
8 Ms. Rogers said the city was approached by the Empty Bowl committee, which is an international
9 fundraising initiative whereby potters make clay bowls which are sold at a Harvest supper. All the
10 proceeds go towards purchasing food for Food Banks in the community. She said this is the third
11 season for this committee. The request is to use Wooton Park and some support services. She
12 said their goal is to paint 1000 bowls and raise \$10,000. The event is scheduled for October 17th
13 from 5:30 to 8:30 p.m. and the local restaurants will provide the soup.

14
15 **MOTION**

16
17 **Bob Grenier moved to approve the event and the request to use Wooton Park and city**
18 **support services, seconded by Lori Pfister. The motion carried unanimously 5-0.**

19
20 **Tab 8) Appointment of Council Representative to Lake Community Action Agency**

21
22 Mayor Wolfe designated Councilmember Gamble to be the representative to this board.

23
24 **Council consensus to approve the Mayor's designation.**

25
26 **Tab 9) Request for Approval of Change Order to Fox Run North Area Drainage Project**

27
28 Mr. Drury said there is an ongoing contract for the Fox Run drainage system. He said it has been
29 brought to the city's attention that there are five road crossings that are sinking due to the
30 stormwater pipes collapsing. He said the city is responsible for repairing roads and has been
31 patching them for a number of years. He said staff recommends that these roads be repaired
32 while the contractor is doing the current work. The cost estimate is \$96,669 which requires a
33 change order to the current contract. He said the funding would come from the stormwater budget
34 (\$48,000) and the remainder (\$50,000) would come from what was not used from the street loan.
35 He said staff has given Council the options of doing a change order, bidding out this work
36 separately or continuing to patch the roads.

37
38 Councilmember Smith asked if the Fox Run roads are city streets. Mr. Drury answered in the
39 affirmative.

40
41 Mayor Wolfe asked if there was public comment.

42
43 **Norm Hope, Fox Run**

44
45 Mr. Hope thanked the city for the improvements done in the southern drainage area which are
46 working well. He discussed the problem in the north area. He said the change order is for the
47 pipes that go between the ponds that go to the swale that goes into the canal which drains the

1 rest of Fox Run. He said when the plat was dedicated to the city the roads were part of that
2 dedication. He said the roads are collapsing because of the pipes underneath.

3
4 **MOTION**

5
6 **Sandy Gamble moved to approve Option 1 and to award the change order to Morr
7 Engineering in the amount of \$96,669 for the repairs and the replacement of the
8 infrastructure under the five roadways, seconded by Kirby Smith. The motion carried
9 unanimously 5-0.**

10
11 **Tab 10) Request for Improvements to Todd Way Cul de Sac in Imperial Terrace East**

12
13 Mr. Thompson said the request is for Council's direction concerning a request from the Imperial
14 Terrace East Homeowners Association for the cul de sac on Todd Way to be brought up to the
15 standards of the other four existing cul de sacs in their subdivision. Staff have met with the
16 residents and received a design from an engineer. The residents approved the proposed design.
17 The cost estimate is \$11,308. He said in terms of past projects, the City has not upgraded cul de
18 sacs unless there is a safety consideration.

19
20 Mayor Wolfe said he looked at the cul de sac. He suggested that the homeowners remove the
21 bedding and replace it with white rock. Mr. Thompson discussed the proposed design and
22 changes.

23
24 Councilmember Smith said the fiscal impact is \$11,308 out of reserves. He said he agreed with
25 the staff recommendation to proceed with the bidding process but request that Imperial Terrace
26 pay for the improvement.

27
28 Mayor Wolfe invited public comment.

29
30 **Elizabeth Olson, Imperial Terrace**

31
32 Ms. Olson said the cul de sac does not have proper drainage and when it rains the water stands
33 and the street is sinking because of that. She said the one drain fills with dirt and plugs. She said
34 there are not only garbage trucks, but also large dual trucks come in which have broken the
35 curbs. She said the ambulances and the fire truck also have a problem navigating the cul de sac
36 which is only 18 feet wide.

37
38 Councilmember Gamble stated the previous item was taken out of the road paving improvement
39 project. He asked if this would qualify for that fund. Mr. Drury said it would qualify.
40 Councilmember Gamble said if this is the city's property then it should be maintained.

41
42 Mayor Wolfe questioned the estimate. Mr. Drury said he felt when the bids come in, it will be at a
43 lower cost.

44
45 Mr. Drury said the engineer recommended keeping the tree and reducing the circle which will
46 gain two feet for the street.

47

1 **MOTION**

2
3 **Sandy Gamble moved to proceed with the bidding process and authorize a budget**
4 **amendment to the project from the road paving improvement project and to bring back the**
5 **award of bid to the Council, seconded by Kirby Smith. The motion carried unanimously 5-**
6 **0.**

7
8 **At 5:07 pm the meeting adjourned for a five minute break.**

9
10 **X. FISCAL YEAR 2011-2012 BUDGET**

11
12 **At 5:20 pm, the Mayor called the meeting to order.**

13
14 **Tab 11) Fiscal Year Budget 2011-12 and Five Year Capital Budget**

15
16 Mr. Drury discussed the information that staff had brought back since the last meeting.

- 17
18
 - Quick reference guide on the CIP codes
 - Index of every department and division by fund
 - Corrected copy of Special Revenue Fund and identifying tab
 - Breakdown for legal fees – he noted they have projected to be higher for next year based on historical trends and activities going on the city (bond issues, closings, etc.)
 - Cemetery flagpole
 - Library major collections and spring and fall programs
 - Recreation programs with costs vs. revenue

26
27 Ms. Rogers discussed the flagpole. She said it would be a larger lighted pole than the current
28 pole, however the item was cut. She reviewed the past library budgets for major collections noting
29 the budget has declined over the past seven years but that it is important to stay current. She
30 said county funding is directly related to circulation. She discussed the various materials that
31 make up the collection. She said for the ball leagues the revenues from participation exceed the
32 expenses.

- 33
34
 - Explanation for \$2475 being moved from the Farmer Market's tent and \$4000 being replaced in the Seaplane Budget – Ms. Houghton provided information.
 - List of all impact fees
 - Detailed listing of the special events
 - Copy of the agenda item that identified all of the previous community grants
 - Additional information on moving towards paperless – Ms. Barnett will be working on a "white paper" that gives various ideas and costs
 - Budget to be placed on the city's web site. Next year the goal is to break it up into sections to make it easier to download
 - List of the number of traffic lights, crossing lights, cost to maintain, and the reimbursement that is received from the state for state roads. It was noted that the school board does not pay for the crossings; the city pays the county to maintain all street lights.

- More information on the Public Communications Department (a power point presentation was made)
- Status of Fire Services and the Golden Triangle Fire District

Mr. Drury noted he had put \$4,000 in for the Renaissance Faire and that there is a representative from the Early Learning Coalition present who has requested \$5,000.

Renaissance Faire and Early Learning Coalition

Councilmember Pfister said she was still concerned about the process and she now understood that all that was needed was to submit a letter to the City Administrator.

Mr. Drury said he had put the funds into the budget for the Renaissance Faire. He said he has created a category called Special Events for those events that brings thousands of people to the community who stay in the hotels and impact economic development. He said the other category is social programs. He said there is a grant program for this category. He said Council could direct staff to put funds into the budget for community services and he would then activate the ranking committee.

Councilmember Pfister said she was never informed that Mr. Drury had taken the list for ranking these requests and divided them up. Mr. Drury said he felt he had provided full disclosure through the budgeting process. Councilmember Pfister said the Renaissance Faire is not in the City of Tavares and the city is carrying the majority of its costs.

Mayor Wolfe discussed the economic impact of the Renaissance Faire and the Duck Race on the City.

Mr. Drury said that at the beginning of the budget process he will try to do a better job of obtaining direction from Council as to what events and or programs they wish to fund. He added that Council has the option of making a decision at this meeting as to whether or not to fund certain items or asking staff to “flag” those items for later on.

MOTION

Kirby Smith moved to include the Renaissance Faire funding of \$4,000 in the upcoming budget, seconded by Sandy Gamble.

The motion carried 4-1 as follows:

Robert Wolfe	Yes
Kirby Smith	Yes
Bob Grenier	Yes
Sandy Gamble	Yes
Lori Pfister	No

Councilmember Pfister asked whether it included the in-kind services.

1 **MOTION**

2
3 **Kirby Smith moved to include the in-kind services associated with the Renaissance Faire,**
4 **seconded by Sandy Gamble. The motion carried 4-1 as follows:**

5
6 **Robert Wolfe** **Yes**
7 **Kirby Smith** **Yes**
8 **Bob Grenier** **Yes**
9 **Sandy Gamble** **Yes**
10 **Lori Pfister** **No**

11
12 **Bill Hartman, Early Learning Coalition**

13
14 Mr. Hartman said he is the Business Development Director for the Early Learning Coalition. He
15 discussed the event that they hold two days before the Renaissance Faire that brings in 1500
16 people. He noted if the city will give \$5,000, they are given federal funds on a 16: 1 ratio which
17 means the community will be given \$80,000 which goes back into the community to pay providers
18 and the employees of the providers. He discussed the budget cuts from the state government this
19 year. He said there are about 126 children in Tavares that receive services. He said they are
20 mandated by the state to offer the school readiness program which subsidizes child care for the
21 working poor. The stipulations for the program are that both parents have to work.

22
23 Mayor Wolfe asked if the audience had comments.

24
25 **Norm Hope, Fox Run**

26
27 Mr. Hope registered concern that two votes that were just taken were done without asking for
28 public feedback.

29
30 Mr. Drury asked if Council wanted the Early Learning request to be flagged or did Council wish to
31 vote on it at this time.

32
33 Mayor Wolfe asked for public comment.

34
35 **Denise Laratta**

36
37 Ms. Laratta said she was very disappointed in the Council Meeting. She said when a current
38 committee was dissolved it was stated that the citizen would have input into the budget by coming
39 to City Council meetings. She said she did not think the City should take money out of reserves.

40
41 Mr. Drury commented that the budget is balanced which includes a recommendation of taking
42 some funds from reserves. He discussed the city initiatives that have been done in order to keep
43 the city investing in itself. He said further cuts will require cutting programs.

44
45 Councilmember Pfister said she did not think a vote needed to be taken on Early Learning at this
46 meeting. She said she did not want it to be forgotten but it could be considered as the discussion
47 proceeds on the budget.

1
2 Public Communications
3

4 Councilmember Pfister said she felt the position needed to be dissolved. Mayor Wolfe said he
5 thought the position was needed and did not need to be dissolved. Vice Mayor Grenier said it is a
6 position that needs to remain and that he appreciated the information from power point
7 presentation. Councilmember Smith said he did not think it was a luxury position when the city
8 was in the process of being branded and trying to entice new businesses. Councilmember
9 Gamble said he liked the fact that the tasks were being done by one person instead of being
10 assigned to different people.

11
12 Mayor Wolfe asked for public comment.

13
14 Charlotte Hope
15

16 Ms. Hope said she would like to know what the three bids were last year and who won for the
17 newsletter printing and if this year if it will be sent for bid to the same companies. She asked how
18 many copies are printed. Ms. Ross said 8700 are printed. Ms. Ross said 7500 are inserted in the
19 water bill, the employees have been added and some of the larger mobile home parks have been
20 added. Ms. Houghton said Council recently awarded a new contract to Pinnacle which is in
21 Georgia. Ms. Hope asked if it was advertised locally and Mayor Wolfe confirmed.

22
23 Denise Laratta
24

25 Ms. Laratta said Tavares has excellent employees and that she hoped that each department
26 head had the ability to speak to the media. She said she thought the increased media attention
27 was due to the activities of the city. She said she did not think a budget could be considered
28 balance based on including reserves.

29
30 Millage and Budget
31

32 Councilmember Gamble asked the difference in revenue between the current 6.95 millage and
33 the budgeted 6.89. Ms. Houghton responded "\$20,000." He said he believed there are 14
34 departments and if each department could come with a cut of \$31,011 it would mean the city
35 would not have to go into reserves.

36
37 Mr. Drury commented that to make further cuts would mean services and that he would need
38 direction. He offered to meet with Mr. Gamble individually or discuss it further at the Budget
39 Workshop.

40
41 Dehumidifier for Records Room
42

43 Councilmember Gamble said he felt a dehumidifier needed to be added to the budget. Mr. Drury
44 noted Mr. Hayes had offered to donate his residential dehumidifier but he would look at adding
45 this item back in.

46
47 Councilmember Smith asked the residents in the audience if they had suggestions for cuts.

1
2 Charlotte Hope

3
4 Ms. Hope said she would be putting her suggestions into writing. She suggested that the city
5 should consider recovering the liens and fines owed to the city.

6
7 Mayor Wolfe responded that the city is in the process of addressing this matter. Attorney Williams
8 noted that a lot of the fines and liens are against homesteaded property which will not be
9 affected, but that a program will be developed to address non-homesteaded property.

10
11 **XI. OLD BUSINESS**

12
13 None.

14
15 **XII. AUDIENCE TO BE HEARD**

16
17 None

18
19 **XII. REPORTS**

20
21 **Tab 12) City Administrator**

22
23 None.

24
25 **Tab 13) City Council**

26
27 **Councilmember Pfister**

28
29 Councilmember Pfister said she will not be at the August 17th Council Meeting as she is taking
30 her daughter to Notre Dame in South Bend, Indiana.

31
32 **Councilmember Gamble**

33
34 Councilmember Gamble noted he is temporarily without a cell phone.

35
36 **Vice Mayor Grenier**

37
38 None

39
40 **Councilmember Smith**

41
42 Councilmember Smith said he will not be in attendance at the August 17th meeting. He said he
43 would like discussion of annexation of Hickory Point to be on the first meeting in September.

44
45 **Mayor Wolfe**

46
47 None.

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2
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10
11

Adjournment

There was no further business and the meeting was adjourned at 7:06 p.m.

Respectfully submitted,

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