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**CITY OF TAVARES
MINUTES OF REGULAR COUNCIL MEETING
FEBRUARY 17, 2010
CITY COUNCIL CHAMBERS**

COUNCILMEMBERS PRESENT

ABSENT

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

Bob Grenier, Councilmember

STAFF PRESENT

John Drury, City Administrator
Bob Williams, City Attorney
Susie Novack, Deputy 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

I CALL TO ORDER

Mayor Wolfe called the meeting to order at 4:30 p.m.

II. INVOCATION AND PLEDGE OF ALLEGIANCE

Pastor Tim Green, Liberty Baptist Church, gave the invocation and those present recited the pledge of allegiance.

III. APPROVAL OF AGENDA

Mr. Drury said staff would like to add two items to the agenda under Old Business;

1. Discussion of Water Rate Petition
2. Bass Federation National Championship Update

1
2 **MOTION**
3

4 Kirby Smith moved to approve the agenda, seconded by Sandy Gamble. The
5 motion carried unanimously 4-0.
6

7 **IV. APPROVAL OF MINUTES**
8

9 **MOTION**
10

11 Sandy Gamble moved to approve the minutes as presented (November 10, 2009
12 Golden Triangle Meeting and the February 3, 2010 City Council Regular Meeting),
13 seconded by Kirby Smith. The motion carried unanimously, 4-0.
14

15 **V. PROCLAMATIONS/PRESENTATIONS**
16

17 **Tab 2) Government's Finance Officer Award Presentation Fiscal Year 2008**
18

19 Mayor Wolfe presented Ms. Houghton with the Government Finance Officers
20 Association (GFOA) award issued to the City of Tavares for its Comprehensive Annual
21 Financial Report (CAFR) for the Fiscal Year Ended September 30, 2008 for achieving
22 the highest standards in government accounting and financial reporting for the 20th
23 consecutive year. He commended Ms. Houghton and the Finance Department Staff
24 and noted that the Finance Department completes the CAFR in-house.
25

26 Ms. Houghton accepted the award and thanked the Finance Department Staff. She
27 said it is the support of the community, City Administrator and Council that made it
28 possible.
29

30 **Tab 3) Presentation by Malcolm Pirnie – Overview of the 2009 and 2010 Grant**
31 **Programs**
32

33 Mr. Hayes said that approximately fifteen months ago Saint John's River Water
34 Management District (SJRWMD) rescinded 1.3 million dollars in funding for the
35 reclaimed water system. Since that time he and Malcolm Pirnie have been in
36 negotiations with SJRWMD. The SJRWMD has agreed give back 1.14 million dollars
37 of grant monies if the City goes to construction this year.
38

1 Tammi Ray, Malcolm Pirnie, Director of Program Development, provided a PowerPoint
2 presentation on the alternative funding/annual report including 2009 accomplishments
3 and a 2010 grant program agenda with the following highlights;

4
5 2009 Annual Report

- 6
7
 - 8 • Focused on the Reclaimed Facility
 - 9 • Accessed FDEP SRF Programs for Water, Wastewater and Stormwater
 - 10 • Submitted USDA RD Applications for Grant and Loan Elements
 - 11 • Applied for a 319 Grant for Stormwater
 - 12 • Completed CBIR Request in Excess of \$300,000
 - 13 • Total Federal Grant/Loan Monies - \$34 Million Dollars (a breakdown was
14 provided)

15
16 2010 Agenda – Continue with these Programs

- 17
18
 - 19 • Focus on CRA District to Rehabilitate Underground Infrastructure Prior to
20 Beautification and Traffic Improvements
 - 21 • Move Forward with the USDA RD Applications for Grant/Loan
 - 22 • Move Forward with the FDEP 310 Grant Program for Stormwater Improvements
23 in the Downtown/Alfred Street
 - 24 • Move Forward with Federal and Legislative Requests for CRA Downtown
25 Improvements
 - 26 • Move Forward with the USEDPA Planning Grant
 - 27 • Move Forward with FDEP SRF

28 Ms. Ray said she would like Council's approval to continue with these applications and
29 approve the City Administrator as an authorized signature on any applications
30 necessary to present to the federal or state governments. She noted that any
31 applications would come back to Council for final approval before any agreements are
32 formalized.

33
34 Mr. Drury said there are two issues to consider; outdated infrastructure and SJRWMD
35 halting water withdrawal from the aquifer in 2011. Cities have been given two choices
36 for additional water supply; desalinization and reclaimed water (chosen option). He said
37 Tammi Ray and Malcolm Pirnie have been successful in securing funds for these
38 improvements to the City. He thanked Council for their efforts in 2009 and requested
39 approval to move forward with these two major initiatives in 2010.
40

1 Ms. Ray thanked staff and Council for their support.

2
3 Mayor Wolfe asked for comments from Council.

4
5 Councilmember Gamble asked Ms. Ray to expand on the green elements with the
6 USEPA. Ms. Ray said that part of the reclaimed application to the FDEP included a
7 new administrative building at the site. Mr. Hayes has taken the initiative to look at
8 LEED Certified green alternatives for the building itself which lessens the burden for the
9 long term operation and maintenance of the facility and allows you to participate in the
10 green infrastructure components of these federal and state programs.

11
12 Mayor Wolfe asked for comments from the public.

13
14 Vice Mayor Pfister thanked Mr. Hayes for ‘thinking green.’

15
16 **MOTION**

17
18 **Lori Pfister moved to approve the presentation of the 2010 agenda [grant**
19 **initiatives], seconded by Sandy Gamble. The motion carried unanimously, 4-0.**

20
21 **Tab 4) Public Information Meeting on USDA Grant Application for Community**
22 **Redevelopment Area Utility Improvements**

23
24 Mr. Hayes said the objective of the public meeting is to provide information to the public
25 regarding the USDA grant application for Community Redevelopment Area
26 improvements and receive citizen feedback.

27
28 Scott Shannon, Malcolm Pirnie, provided a PowerPoint presentation on the USDA Grant
29 Application for Community Redevelopment Area Utility Improvements with the following
30 highlights;

31
32 Mr. Shannon said that Malcolm Pirnie has been assisting the City with making an
33 application to the United States Department of Agriculture Rural Development (USDA
34 RD) Program to pursue funding that would enable the City to make a number of
35 substantial improvements to the water and wastewater infrastructure in the downtown
36 area. As part of that process a preliminary engineering report has been developed
37 which outlines the project requirements and provides a generalized scope of the project
38 as well as an environmental report that identifies and addresses the environmental
39 issues. Also, an extensive application that includes financial information about the City
40 as well as engineering agreements and legal agreements has to be in place. The end

1 of the application process is coming to an end and the city is currently waiting on a letter
2 of eligibility that confirms that the city is eligible including a grant/loan determination for
3 the project. He said one of the grant requirements is to hold a public meeting to provide
4 an overview of the project concept and then allow the public to ask questions and
5 provide comment.

6
7 Mr. Shannon said the project area is the downtown CRA as the City has defined. The
8 plan is to replace water and sewer mains that are generally located beneath the
9 roadways or in the right-of-ways below ground with newer materials that meet current
10 standards and in some cases increasing the size to provide additional capacity. Some
11 of the pipe is aging and beyond its useful life and this project will support the City's
12 vision for the downtown area as depicted in the Downtown Redevelopment Master Plan.
13 The Master Plan identifies developments that would increase density in the form of retail
14 establishments and entertainment district, additional residences, all of those things that
15 would require that the water and sewer systems be able to serve an additional capacity
16 above and beyond what it can at this time. In 2008 the city conducted an extensive
17 inventory of the downtown infrastructure that identified some of these structural
18 problems. As the city moves forward in revitalization and beautification of the downtown
19 and all the improvements are made above ground, there is a need to ensure the
20 infrastructure below can support that. The project is currently in the conceptual phase.
21 The engineering report defines the fact that water and sewer mains will be replaced and
22 design will be completed when the terms of the funding is determined. He said the
23 terms of the funding will be brought back before Council for discussion and direction.
24 The scope of the project will require 9-12 months to design and then another 12-18
25 months for the actual construction. The estimated cost that the city has applied to the
26 USDA is approximately 17 million. There is a wide range of grant percentages and the
27 USDA is currently evaluating/underwriting the application. He said the city is expecting
28 to get 30-35% between 5-6 million dollars in grant monies which would leave the rest in
29 the terms of a low interest loan. He noted the importance of pursuing additional funding
30 to continue to chip away at the loan portion to reduce the overall financial impact to the
31 city and ultimately the citizens. Mr. Shannon said he is available for questions.

32
33 Mayor Wolfe asked for comments from Council.

34
35 Mayor Wolfe asked for comments from the audience.

36
37 A gentleman in the audience stood at his seat and inquired about the use of reclaimed
38 water in the proposed infrastructure improvements and grant funding. Mr. Shannon
39 said this application/project is for water and wastewater infrastructure and there is a

1 different application/project for reclaimed water that is funded through the State
2 Revolving Fund in the same project area.

3
4 **VI. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EXPARTE**
5 **CONTACTS**

6
7 Attorney Williams stated that any land use matter coming before Council require
8 testimony be given under oath. He said there is one matter before Council that is
9 arguably quasi judicial; Tab 9 (Annexation of Northern Trust Property). He said this is
10 not a rezoning or comprehensive plan amendment but a single annexation. Attorney
11 Williams gave the oath to those giving testimony and asked Council if they wished to
12 disclose any ex parte communications.

13
14 **VII. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD**

15
16 Ms. Novack read the following ordinances/resolutions into the record by title only:

17
18
19 **ORDINANCE 2010-04**

20
21 **AN ORDINANCE AMENDING THE BOUNDARIES OF THE CITY OF**
22 **TAVARES, FLORIDA, BY ANNEXING APPROXIMATELY 1,352 ACRES**
23 **OF LAND GENERALLY LOCATED ON THE SOUTH SHORELINE OF**
24 **LAKE DORA; SUBJECT TO THE RULES, REGULATIONS AND**
25 **OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL;**
26 **PROVIDING AN EFFECTIVE DATE.**

27
28 **RESOLUTION 2010-02**

29
30 **A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, PROMOTING**
31 **SUSTAINABLE ENVIRONMENTAL PRACTICES AND CREATING A**
32 **SUSTAINABILITY COMMITTEE WITH THE GOAL OF PROMOTING**
33 **SUSTAINABLE PRACTICES AND MAKING OUR CITY AN**
34 **EXEMPLARY "SUSTAINABLE CITY".**

35
36 **VIII. CONSENT AGENDA**

37
38 Mayor Wolfe asked for any changes or deletions to the Consent Agenda.

1 Councilmember Smith asked to pull Tab 7 (Approval of Agreement Relating to Air Show
2 in Conjunction with Planes, Trains & BBQ Event) for discussion; Councilmember
3 Gamble asked to pull Tab 8 (Approval of Contract Award for Sidewalks) for discussion.
4

5 Mayor Wolfe asked for comments from the audience regarding Consent Agenda Tabs 5
6 and 6.
7

8 **MOTION**
9

10 **Sandy Gamble moved to approve Consent Agenda Tab 5 (Letter of Agreement
11 with the Tavares Chamber) and Tab 6 (Approval of Agreement for Jet Ski Races),
12 seconded by Kirby Smith. The motion carried unanimously, 4-0**
13

14 **Tab 7) Approval of Agreement Relating to Air Show in Conjunction with Planes,
15 Trains & BBQ Event**
16

17 Mr. Neron said this item is an agreement with Airshow Consulting to produce an air
18 show at the Planes, Trains & Barbeque Event. He said this is a new portion of the
19 event that will step it up a notch and funds are budgeted in the CRA TIFT fund. It is
20 anticipated that in future years Angel Flight to be named as a charity for the event
21 phasing out the City's participation in funding the air show.
22

23 Councilmember Smith inquired about the anticipated patronage to the event. Mr. Neron
24 said he expects 2000-3000 attendees and noted that this is a small local air show with
25 four to five acts.
26

27 Councilmember Gamble inquired about gate fee costs in the future. Mr. Drury said
28 there will be no gate fee this year. Mr. Neron said if there is a gate fee in the future it
29 would be minimal.
30

31 Mayor Wolfe asked for comments from the audience.
32

33 **MOTION**
34

35 **Kirby Smith moved to approve the agreement related to the air show, seconded
36 by Sandy Gamble. The motion carried unanimously, 4-0.**
37

38 **Tab 8) Approval of Contract Award for Sidewalks**
39

1 Councilmember Gamble asked if this is the same company that paved and improved
2 the sidewalks on Lake Avenue. Mr. Thompson stated no.

3
4 Mayor Wolfe asked for comments from the audience.

5
6 **MOTION**

7
8 **Sandy Gamble moved for approval of the Contract Award for Sidewalks,
9 seconded by Kirby Smith. The motion carried unanimously, 4-0.**

10
11 **IX. ORDINANCES/RESOLUTIONS – PUBLIC HEARING**

12
13 **Tab 9) Ordinance 2010-04 – Annexation of Northern Trust Property – 1352 Acres – South
14 Shore of Lake Dora – Second Reading**

15
16 Mr. Skutt said Ordinance 2010-04 is the annexation of approximately 1352 acres
17 located on the city's easterly boundary along the south shore of Lake Dora, extending
18 east and terminating at Shirley Shores Road. The Seaboard Coastline Railroad runs
19 parallel along approximately ½ mile of the southwest boundary of the property creating
20 a nine acre parcel at the southwest corner where the railroad right-of-way goes through
21 the property. The proposed annexation consists of eight parcels, six of which are owned
22 by Northern Trust. McFar Land Reach, LLC and Jerry and Karren Brothers who each
23 own five acre parcels located on the westerly edge of the Northern Trust property and
24 have joined in this petition for annexation. The applicant is not seeking a City Future
25 Land Use designation or zoning at this time. The status of the property should continue
26 to be as it presently exists in the County's comprehensive plan which is Suburban and
27 Urban Expansion. The County zoning on the entire property is agriculture and it is the
28 applicants desire to continue to use the property for agricultural uses. The proposed
29 ordinance recognizes that the property is currently used for agricultural and which
30 defines those uses in the same manner as the County's Land Development Code. The
31 ordinance states that these agricultural uses will continue to be lawful until which time
32 the property is otherwise zoned by the City. The subject property is within the City's
33 utility service area established by our comprehensive plan. The Squirrel Point, Shirley
34 Shores and Deer Island developments are located at the easterly boundary of the
35 Northern Trust property. These developments are presently served with City Utilities.
36 Annexation of the subject property will extend the city boundary and provide
37 connectivity to these developments. The city is about to commence the Evaluation and
38 Appraisal Report for Tavares' new comprehensive plan. If annexed into the city, the
39 owners of this land can take an active role with the city in determining a long range plan
40 for the use of the property.

1
2 Mr. Skutt said the Planning and Zoning Board recommended unanimously that the
3 annexation be approved pending the resolution of any potential enclave issues. The
4 City Attorney's report has addressed these issues and concurs with staff that it is in the
5 city's best interest to approve the annexation. A legal review provided by the City
6 Attorney has been included in the agenda packet.

7
8 Mayor Wolfe asked for comments from Council.

9
10 Mayor Wolfe asked for comments from the audience.

11
12 Gary Cooney, representative for the applicant, said the applicant would like the city to
13 help in the future planning of the property. He said the owners would like to leave the
14 property 'as-is' but would also like a long term plan. Mr. Cooney said he is available for
15 questions.

16
17 **MOTION**

18
19 **Kirby Smith moved to approve Ordinance 2010-04, seconded by Sandy Gamble. The**
20 **motion carried unanimously, 4-0.**

21
22 **Tab 10) Resolution 2010-02 – Establishing Sustainability Committee for Green Initiatives**
23 **GENERAL GOVERNMENT**

24
25 Mr. Skutt stated Resolution 2010-02 formally commits the city for the pursuit of
26 environmental sustainability and green practices, thus supporting one of the Council's
27 adopted 2010 goals for the implementation of green policies. This resolution speaks to
28 the formation of a committee composed of one staff member from each department.
29 The committee will examine the practices of each department and suggest green
30 improvements. The committee will record its progress on at the least an annual basis
31 with the ultimate goal to pass on what is learned to all the citizens of Tavares to become
32 a green sustainable community. Staff recommends approval.

33
34 **MOTION**

35
36 **Lori Pfister moved for approval of Resolution 2010-02, seconded by Sandy**
37 **Gamble. The motion carried unanimously, 4-0.**

38
39 **Tab 11) Approval of Ranking of Engineering Firm for the Design of the Downtown**
40 **Segments of Alfred & Caroline Streets**

41

1 Mr. Skutt made the following presentation;
2

3 On June 17th, 2009, City Council approved an interlocal agreement between the City of
4 Tavares and Lake County that provided for the design, construction and maintenance
5 of the downtown segment of Alfred Street and Caroline Street in accordance with the
6 desired one-way pair option recommended by the preliminary engineering design and
7 approved earlier by City Council.
8

9 An RFQ was posted and the City received proposals from eight engineering firms. On
10 Sept 2, 2009, staff recommended to Council that a selection committee comprised of
11 both city and county representatives be formed. The County's Director of Engineering
12 for Public Works and the City's Director of Community Development were prepared to
13 sit on this committee. In addition, staff suggested that a City Councilmember be
14 appointed and that the County similarly would appoint a County Commissioner. The
15 County Commission did not appoint a representative from their Board which prompted
16 the appointed City Councilmember to decline their seat on the Committee. In order to
17 move forward with the selection process, a committee composed of the City's
18 Community Development Director, the City's Zoning Technician and Lake County's
19 Director of Public Works, was formed to rank the proposals. The City's Purchasing
20 Manger conducted the meetings but did not vote on the ranking. The Committee
21 ranked the firms and reached a consensus on the five best companies. One of the
22 finalists, JMT Engineering, requested that their proposal be withdrawn. The Committee
23 conducted interviews with the remaining finalists. Proposals from these four companies
24 are included with this report.
25

26 After the final interviews, the Committee recommended ranking the proposals in the
27 following order:
28

- 29 1. T.Y. Lin International
- 30 2. Miller Legg
- 31 3. BESH
- 32 4. CPH Engineers
33

34 Using the ranking as established above, the Committee unanimously agreed that the
35 firm, T.Y.Lin International, possessed the best qualifications for this project, and
36 recommended that Council, as the "agency" under Section 287.055, accept this
37 ranking recommendation and initiate negotiations with T.Y. Lin International, pursuant
38 to the Consultant Competitive Negotiation Act (CCN). Staff has proposed three
39 options;
40

- 41 1. That Council accept the ranking Committee's recommendation as its own and moves
42 to instruct staff to proceed to negotiate a contract with the number one ranked firm,
43 T.Y.Lin International, to perform the engineering design for the downtown segments of
44 Alfred and Caroline Streets.

- 1 2. That Council accept the ranking Committee's work to narrow down the applicants and
2 that the Council conduct interviews with no fewer than three of those firms regarding
3 their qualifications, approach to the project, and ability to furnish the required services,
4 and that the Council select in order of preference no fewer that three firms to perform
5 the required services.
- 6 3. That Council does not approve the final ranking.

7
8 Staff recommends option one (1) that Council moves to instruct staff to proceed to
9 negotiate a contract for execution by the City Administrator with the number one
10 ranked firm T.Y. Lin International for the engineering design of the downtown segments
11 of Alfred and Caroline Streets.

12
13 There is no City fiscal impact at this time. Alfred Street is a County Road and the
14 executed interlocal agreement provides for \$500,000 for engineering design from the
15 County Transportation Construction Program.

16
17 Councilmember Gamble noted that the ranking committee members had inquired about
18 additional traffic solutions for the western end of the project. He asked for the exact
19 reference of the discussion. Mr. Skutt said the discussion and questions referenced the
20 school board property at the west end of the project. The committee was looking at
21 innovative ideas to possibly straighten the curve. Councilmember Gamble noted the
22 firm that has been presented is not local and inquired about their accessibility should
23 issues arise. Mr. Skutt said the actual business location of the primary firm was not a
24 consideration during the evaluation. Most of the firms partnered with several other firms
25 for different fields of expertise and the recommended firm is partnering with some local
26 firms in some aspects.

27
28 Mayor Wolfe said the magnitude of the project will revamp the entire look of the City and
29 that it is his preference for Council to interview the top three ranked firms and make the
30 award. He inquired if the meeting has to be a public meeting. Attorney Williams
31 confirmed that the meeting is a public meeting and said Council makes the ultimate
32 ranking decision by either accepting the recommended ranking of the staff committee or
33 to conduct the interviews and ranking themselves. He said the law requires that at least
34 three firms are interviewed and ranked. Councilmember Smith asked if the public was
35 involved with the committee's ranking. Mr. Skutt said yes and the interviews were
36 publicly advertised but no one in the public was in attendance.

37
38 Vice Mayor Pfister said this was her project and asked by Mr. Skutt to be part of the
39 ranking committee, but chose not to because other than the project herself the actual
40 ranking was not her expertise.

41
42 Mayor Wolfe asked for comments from the audience.

1
2 Charlotte Hope, Myakka River Road, said she would like to see the home offices
3 provided of any firms as some people in the community are familiar with engineering
4 firms and other professionals locally, nationally and internationally and which can
5 provide insight of the firms and their work.
6

7 **MOTION**
8

9 **Kirby Smith moved to approve Option 2 (Council accept the ranking Committee's**
10 **work to narrow down the applicants and that the Council conduct interviews with**
11 **no fewer than three of those firms regarding their qualifications, approach to the**
12 **project, and ability to furnish the required services, and that Council select in**
13 **order of preference no fewer than three firms to perform the required services).**
14 **The motion was seconded by Sandy Gamble.**
15

16 Attorney Williams said Council will need to schedule a special meeting. Mr. Drury said
17 staff will schedule a meeting and advertise the interviews. Councilmember Gamble
18 asked if the advertisement would be the only cost to the city and Mr. Drury confirmed.
19

20 **The motion carried 3-1 as follows;**
21

22 **Robert Wolfe: Yes**
23 **Lori Pfister: No**
24 **Sandy Gamble: Yes**
25 **Kirby Smith: Yes**
26

27 **Tab 12) Request for Budget Amendment #1 for Electrical System Upgrades for**
28 **Lift Station Upgrades at Woodlea Road Wastewater Treatment Facility –**
29 **Consolidation of Motor Centers**
30

31 Mr. Hayes provided the following presentation;
32

33 This request is to consider the approval of a work authorization in the amount of
34 \$43,793 with Malcolm Pirnie to amend their existing contract in the amount of \$66,302
35 for Lift Station Upgrades to develop, coordinate and design the necessary electrical
36 improvements to the Woodlea Wastewater Treatment Facility, in conjunction with the
37 Lift Station Upgrades for FDEP and the Bidding Documentation.
38

39 This amendment describes additional electrical design and specification requested by
40 the City to enable compatibility with existing new equipment that was installed in 2005.
41 The original equipment is 25 years of age and has met it useful life. This is to increase

1 energy efficiency and create potential operations cost savings. The additional services
2 required are to:

- 3 • Develop contract drawings for placement of the pre-purchased electrical equipment
- 4 • Coordinate with Electrical Equipment manufacturer
- 5 • Develop Technical specifications for the specific electrical equipment
- 6 • Develop Specific Plans and Specifications for the Bidding documents

7
8 Additional Services are also required the installation of the pre-purchased electrical
9 equipment and modifications associated with combining the electrical functions of the
10 old motor control center into the newer motor control center room.

- 11 • Develop contract drawings for the demolition involved in the elimination of the electrical
12 room from the old MCC Room to the new existing MCC Room with the pre-purchased
13 electrical equipment
- 14 • Coordinate with Staff on the phasing and shutdown procedures that are required.
- 15 • Conduct field visits to gather data for rerouting of new conduit and wiring for locating
16 electrical pull boxes and obtain photos for Bidding Documents
- 17 • Coordinate with purchasing department for the Bid Documents to include detailed
18 drawings, specifications and front end documents.

19
20 Mr. Hayes said that he and Mr. Shannon are available for questions.

21
22 Councilmember Smith asked if the amendment included only the design and if there
23 would be future costs associated with the project. Mr. Hayes said the original contract
24 was to conduct mechanical work in the Woodlea Road Wastewater Facility. The City
25 then asked Malcolm Pirnie for electrical room modifications in order to utilize the
26 existing electrical control units in the new room built in 2005. The City had to pre-
27 purchase electrical equipment (to provide the proper equipment and a for a cost savings
28 factor). This amendment is to create the bid documentation for the electrical
29 contracting.

30
31 Mr. Drury said it is a major plant electrical room that is being relocated and which serves
32 the entire wastewater plant. Mr. Hayes confirmed that this contract is for conceptual
33 drawings, design, coordinate with electrical manufacturers and prepare the bid
34 documents. There is no permitting required for the project. Councilmember Smith
35 asked how critical it would be if the project was delayed for two years. Mr. Drury said
36 part of the Stormwater Division is being relocated from Public Works to the existing
37 electrical room. Mr. Hayes said the equipment in the room is 25 years old and the
38 existing wiring and junction boxes will not support the new equipment.

39
40 Mayor Wolfe asked if there are sufficient funds available in wastewater reserves to
41 handle the project. Mr. Hayes confirmed. Mr. Wolfe asked if it would cost additional
42 monies if the project was delayed. Mr. Hayes confirmed.

1
2 Mayor Wolfe asked for comments from the audience.

3
4 **MOTION**

5
6 **Sandy Gamble moved for approval of Budget Amendment #1 for the Electrical
7 System Upgrades for Lift Station Upgrades at Woodlea Road Wastewater
8 Treatment Facility, seconded by Kirby Smith. The motion carried unanimously, 4-
9 0.**

10
11 **Tab 13) Request for Budget Amendment #2 for Construction and Administration
12 Services for Lift Station Upgrades at Woodlea Road Wastewater Treatment Plant**

13
14 Mr. Hayes provided the following presentation;

15
16 This is a request consider the approval of Contract Amendment No. 2 for work
17 authorization in the amount of \$20,755 to the contract with Malcolm Pirnie for Lift
18 Station Upgrades in the amount of \$66,302 to provide construction Administration for
19 the necessary electrical improvements and Infrastructure upgrades to the Woodlea
20 Wastewater Treatment Facility.

21
22
23 This amendment is to provide Construction Administration to the Woodlea Wastewater
24 Treatment Facility to ensure the modifications are implemented with the intent of the
25 design. The services will include:

- 26
- 27 • Evaluating the Bids and preparing the Recommendation of award letter
 - 28 • Review of Contractor Shop drawings
 - 29 • Responding to Contractor requests for information
 - 30 • Review of request for payment application
 - 31 • Review and negotiation of Change Orders
 - 32 • Preparation of Record Drawings
 - 33 • Preparation of FDEP Certification

34 Staff recommends approval and the funding comes from the Water/Wastewater
35 Impact Fee Fund non-appropriated reserves.

36
37 Councilmember Gamble asked Mr. Shannon if the price can be reduced. Mr. Shannon
38 said this negotiated price includes limiting the amounts of visits by combining those with
39 other projects/improvements. He said the bulk of the contract is to review the progress
40 as construction takes place. Mr. Gamble inquired about the cost of labor. Mr. Shannon
41 stated there is an estimated 162 hours of labor at approximately \$120.00 per hour.
42

1 Councilmember Smith inquired if there was anyone on staff that could evaluate the bids,
2 review shop, review requests for payments or prepare any certifications. Mr. Drury said
3 no and the city typically hires professional engineers (electrical and structural) to design
4 and engineer the work. Once the design has been completed and in order to maintain
5 the performance and payment bond issues of the contractor, the engineer of record
6 reviews the shop drawings and ensures what is designed is properly produced.

7
8 Vice Mayor Pfister said she felt the hourly rate was reasonable in consideration of the
9 professional service that is being provided.

10
11 **MOTION**

12
13 **Lori Pfister moved moved to approve Option #1(Contract amendment #2 to**
14 **contract for lift station upgrades with Malcolm Pirnie to include Construction**
15 **Administration services for electrical upgrades at the Woodlea Wastewater**
16 **Treatment Facility in the amount of \$20,755), seconded by Sandy Gamble. The**
17 **motion carried unanimously, 4-0.**

18
19 **Tab 14) Approval of Agreement with Malcolm Pirnie for EDA Grant Application for**
20 **City-Wide Utility Map**

21
22 Mr. Hayes provided the following presentation;

23
24 This is the request for the approval of a work authorization in the amount of \$15,000
25 with Malcolm Pirnie to Apply, Administration and Planning Services for the USEDA
26 Community Redevelopment Area Infrastructure Planning program. During the
27 November 2008 utility system evaluation, a mapping, inventory, inspection, and
28 condition assessment of the wastewater system components was performed. The
29 inventory and condition assessment included inspection of the City's sanitary sewer
30 manholes and pipelines in order to assess the operation and maintenance, structural,
31 and hydraulic conditions. Specifically, 172 sewer manholes and 183 sewer pipelines
32 were inspected within the CRA.

33
34 An engineering study of the CRA stormwater system was completed by Griffey
35 Engineering in 2009 that detailed the need to improve the existing stormwater
36 collection and treatment systems in the CRA as well. The report indicated the need for
37 a 2.7 million cubic foot stormwater treatment and storage facility and the need to
38 upgrade approximately 17 miles of stormwater collection piping system. Based on this
39 engineering study, the stormwater improvements are expected to cost approximately
40 \$6 million.

1 The city proposes to implement stormwater system improvements concurrent with
2 water and wastewater system upgrades. The city also intends to commit in excess of
3 \$14 million to improve the infrastructure within the CRA district. DEP is currently
4 reviewing a plan submitted by the city to implement a reclaimed water system that will
5 be available to the CRA area. The city also intends to use stormwater to augment the
6 reclaimed water demand.
7

8 Malcolm Pirnie will begin the process of pursuing grant/loan funds from the United
9 States Economic Development Administration (USEDA) to help finance the
10 infrastructure improvements within the CRA. These funds would augment those
11 already committed from FDEP through the State Revolving Fund program for
12 reclaimed water system improvements, and well as a funding application being
13 processed by the U.S. Department of Agriculture – Rural Development Program for
14 water and wastewater infrastructure improvements.
15

16 Staff recommends approval.
17

18 Mayor Wolfe asked for comments from Council.
19

20 Mayor Wolfe asked for comments from the audience.
21

22 **MOTION**
23

24 **Sandy Gamble moved for approval of the Agreement with Malcolm Pirnie for the**
25 **EDA Grant Application for the City-Wide Utility Map, seconded by Kirby Smith.**
26 **The motion carried unanimously, 4-0.**
27

28 **Tab 15) Presentation of Seaplane Operating Proposals**
29

30 Mr. Neron provided the following presentation;
31

32 On September 27, 2009 the City issued a Request for Qualifications (RFQ 2010 –
33 0002 Seaplane Marina Operator) soliciting interested parties to submit their
34 qualifications to operate the City's new Seaplane Base/Marina at Wooton Park.
35 Responses to the RFQ were due back to the City on December 3, 2009. A meeting for
36 interested parties to discuss the RFQ with City officials was held on October 27, 2009.
37

38 The RFQ was advertised in various publications and posted on various web sites
39 including Aviation Week and Water Flying magazines, the National Air Transportation
40 Association (NATA), the Independent Fix Based Operators Association, the Orlando
41 Sentinel, the Daily Commercial and DemandStar.
42

1 On December 3, 2009 proposals were received from Tampa based Leading Edge
2 Aviation Services, Inc. (Leading Edge) and Tavares based Air Sea and Promotions,
3 LLC (Air Sea) – see enclosed proposals.
4

5 On December 8, 2009, staff reviewed both proposals and concluded that both
6 respondents had not adequately addressed the financial information the city had
7 requested in the original RFQ. A detailed Business Plan template (See Exhibit 1) was
8 prepared by staff. The Business plan template was sent to each Proposer with a
9 request that they submit a Business Plan using the staff format in order to further
10 evaluate their proposals. Staff requested that the Business Plans be submitted by
11 January 7, 2010. At the request of the proposers, this deadline was extended to
12 January 29, 2010.
13

14 On January 29, 2010, Leading Edge (see Exhibit 2) and Air Sea (see Exhibit 3)
15 submitted their response to the City's request for a Business Plan.
16

17 A staff team consisting of the City Administrator, the Finance Director, the Acting Public
18 Works Director, the Community Services Director, the Economic Development Director
19 and Economic Development Coordinator met to interview the two proposers and
20 review the proposals and business plans submitted by the two proposers.
21

22 Based on the interview and review, staff ranked the Air Sea proposal number one (1)
23 and the Leading Edge proposal number two (2). It was the consensus of the review
24 team that the Air Sea proposal was more complete and contained more specific
25 financial information.
26

27 However, with regard to the Air Sea proposal, staff is concerned with the lack of
28 specific and direct airport, Seaplane or marina operations experience of the proposed
29 on-site staff to operate the facility.
30

31 In coming to a final decision on this matter, another option for Council would be to
32 direct staff to prepare a City Business Plan to reflect the City operating the Seaplane
33 Base/Marina facility and review the City Business Plan in relation to the other
34 proposals received. Staff provided the following options;
35

36 1. To approve the ranking recommendation and enter into an Agreement with Air Sea
37 and Promotions, LLC to operate the Seaplane Base/Marina Facility.
38

39 2. For the city council interview both the Leading Edge and Air Sea proposers and rank
40 them.
41

42 3. To request that City staff prepare a Business Plan for the City to operate the
43 Seaplane Base/Marina and present the Business Plan to Council for consideration at
44 its meeting on March 3, 2010 and rank the three proposals.

1
2 4. To have Council reject all proposals received and start a new solicitation process.
3

4 Councilmember Gamble said he has heard the business community question the city's
5 interest and taking away the privatization of the operation. Mr. Drury said a proposal
6 would be made to subcontract out the scenic tour operations, flight training operations,
7 canoe rental while holding onto the core portions of the business including the fueling
8 facility and dock rentals. He said the goal would be to ensure it is a successful and
9 enterprise that is self sufficient and not subsidized by tax dollars. He said the city would
10 create a track record for three years to find out the real costs and then Council can
11 determine whether they prefer to privatize the Seaplane Base/Marina completely.
12

13 Councilmember Smith asked if most municipal airports are operated by a city. Mr.
14 Drury said all airports are owned by cities, counties or airport authorities and marinas
15 are split.
16

17 Mayor Wolfe asked for comments from the audience.
18

19 Denise Laratta, Royal Harbor, said that regardless of who is selected to run the facility
20 performance standards should be included in any contracts. She said she would like to
21 see the city's business plan include what type of staff, their qualifications and costs.
22

23 **MOTION**
24

25 **Sandy Gamble moved to approve Option #3 (City staff to prepare a Business Plan**
26 **for the City to operate the Seaplane Base/Marina and present the Business Plan**
27 **to Council for consideration at its meeting on March 3, 2010 and rank the three**
28 **proposals), seconded by Kirby Smith.**
29

30 Councilmember Smith asked if the City's business plan can be provided prior to Friday,
31 February 26, 2010. Mr. Drury confirmed.
32

33 **The motion carried unanimously, 4-0.**
34

35 **Tab 16) Seaplane Marina Grand Opening Event**
36

37 Mr. Drury provided the following presentation;
38

39 The Seaplane Marina Project Horizon Team of Vice Mayor Lori Pfister, Bill Neron and
40 John Drury are recommending a Grand Opening date of Saturday April 10, 2010 for
41 the Seaplane and Marina project which includes:

- 1
- 2 • a 3000 foot FAA approved seaplane virtual east-west runway
- 3 • the Woodlea House Ship Store
- 4 • 88 Boat Slips
- 5 • Seaplane docks
- 6 • Seaplane and Boat Fueling facility
- 7 • expanded boat and seaplane paved parking area
- 8 • Seaplane access ramp
- 9 • three gazebo upgrades
- 10 • special events pads
- 11 • park lighting and sound system
- 12 • train station platform
- 13 • railroad upgrades
- 14 • water, sewer, storm water and power upgrades
- 15 • Tav Lee trail improvements.

16
17 The Pier and Pavilion portion of the project recently received its DEP permit and is now
18 under final design and expected to be completed in about one year.

19
20 The grand opening event is scheduled to be held in concert with the annual Tavares
21 Planes, Trains and Barbeques event. Vice Mayor Lori Pfister is recommending that a
22 nationally recognized country band be secured as a headliner to punctuate this
23 historical event with local and regional bands playing throughout the day. The
24 estimated cost range for stage, sound system, lighting system and Country Music star
25 headliner is \$40,000 (lower end) to \$65,000 (upper end). Approximately \$15,000 of the
26 cost is related to rental and set up of stage, sound system and lighting. It is anticipated
27 that the local/regional bands' cost will be \$0 to \$500. This will be a valuable opportunity
28 for those bands to receive exposure playing before a headliner to a large audience.
29 Vice Mayor Lori Pfister has conducted extensive research on this cost range and is
30 prepared to answer any Council questions.

31
32 In Lake County the many cities including the neighboring cities of Leesburg, Eustis
33 and Mount Dora support down town venues (as does Lake County) to promote their
34 cities and support their down town business enterprises. Those venues receiving
35 support include such events as the Leesburg Bike fest and its associated band
36 performances, the Eustis First Friday music festival and the antiques festival in Mount
37 Dora.

38
39 The Horizon Project team seeks City Council approval to secure a nationally
40 recognized country star/band headliner and associated local and regional bands for
41 America's Seaplane City's grand opening of its seaplane base and marina and seeks
42 direction from the board on budget appropriations. It is recommended that the
43 appropriations come from the Seaplane/Marina/Pavilion project's reserves for

1 contingencies fund. There is approximately \$200,000 in the reserve for contingency
2 fund and \$1.4 million available for the Pier and Pavilion portion of the project that was
3 recently permitted. It should be noted that of the \$1.4 million Pier Pavilion fund
4 \$200,000 was reserved for litigation cost associated with DEP permitting. Only
5 \$16,000 was used in attorney fees and the remaining \$184,000 was put back into the
6 Pier and Pavilion project fund. It is further recommended that any sponsorships
7 received from the Tavares Chamber of Commerce, Down Town Business Association,
8 and Central Florida businesses be used to reduce the city's contributions. Solicitation
9 of sponsorships and securing of local and regional bands cannot commence until a
10 Country music star headliner is secured and the funding is in place for that
11 commitment. Once funding is in place and the Country band/star headliner is secured
12 solicitation for sponsorship and local and regional bands can commence.
13

14 The primary purpose of this recommendation is related to marketing and launching
15 "America's Seaplane City". Four years ago the Citizens and stakeholders of Tavares
16 met regularly in the evenings to craft their vision for the future of Tavares. This resulted
17 in their penning a vision statement which began "Tavares, the capital waterfront city of
18 Lake County" and ended with "distinguishing its self as the defining vision of where you
19 want to be!". One year later the citizens completed a very detailed Master Plan to
20 support that vision and one year after that the citizens developed a brand that
21 supported the Vision Statement and Master Plan – "**America's Seaplane City –
22 Come land and see**". Through this process the Citizens discovered their past and
23 historical affiliation with seaplanes when it was brought to their attention that the first
24 recorded seaplane operation off the shores of Tavares in Lake Eustis occurred in
25 March of 1914 in none other than a Thomas Flying Boat, just a few years after the
26 airplane was invented and that flight carried none other than Amelia Earhart's famous
27 friend Clara Adams, the first woman air passenger to Circle the World in 1939. As
28 many know, Clara Adams changed the public perception of aviation from a dangerous
29 enterprise for daredevils in leather helmets to something all Americans could enjoy and
30 her courageous pioneering flights lead to the creation of the passenger airline industry.
31 Clara's passion for aviation, began here, off the shores of Tavares with her first flight
32 as a young woman in a seaplane in 1914. Seaplanes have been operating from the
33 shores of Tavares ever since. The citizens have honored this historic event and the
34 continued operation of seaplanes by branding itself as "America's Seaplane City". In
35 addition to this historic event the citizens incorporated the reconstruction and rebirth of
36 the Captain Melton Haynes historic Woodlea house as the center piece of the
37 Seaplane base. It is slated to be the "Ship store" where seaplane and boat passengers,
38 pilots and captains congregate to conduct their business. The culmination of all this
39 citizenry work and history was placed in the development of the water front Seaplane
40 Base and Marina project. Its grand opening is slated for Saturday April 10, 2010. A
41 Country Star Headliner will attract many people from the region who will be exposed for
42 the first time to Tavares' new brand. When they leave they will tell 10 friends about
43 America's Seaplane City and the brand will have been launched.
44

1 Staff recommends that Council discuss and appropriate a mid-range budget
2 appropriations and authorize the Vice Mayor to work with staff to secure a Country Star
3 head liner and solicit sponsorships for the event.
4

5 Mr. Drury said he is available for questions.
6

7 Mayor Wolfe asked for comments from the audience.
8

9 Roger Kooser, Norm Hope, Norb Thomas, Denise Laratta and Andrew O’Keefe noted
10 their excitement and support for a big ‘kick-off’ event.
11

12 Rob Ern, BESH, said that he is proud to be a part of the project and a big event would
13 be a great way to test the facilities. He said that he would be a partner in sponsorship.
14

15 Mayor Wolfe and Councilmember Gamble stated their support.
16

17 Councilmember Smith stated his concerns regarding the city having enough time to
18 prepare for the biggest event the City has experienced as well as staffing and having
19 the marina fully operational.
20

21 Mr. Drury said the Seaplane Base and Marina will be opening on April 10, 2010 in
22 conjunction with the Planes, Trains & Barbeque which has been an annual event for
23 three years. He said this event will be stepping up an existing annual event a notch for
24 the grand opening. He said the city will be ready if they are chosen to operate the
25 facility and that if another firm is chosen then they would make every effort to
26 accommodate the event. Within a year all aspects of the operation (scenic contracts,
27 flight school) will be in place and this is a grand opening for the completion of the
28 project. He said this is an opportunity to tell where the ‘story’ of the City is going.
29

30 Mayor Wolfe said if you put the grand opening off for another year then it will not be a
31 grand opening.
32

33 Vice Mayor Pfister said she looks forward to the completion of the pavilion where there
34 will be an even bigger event. She asked Council to approve the high end of the request
35 and that some of the cost can be defrayed by the assistance of the Downtown
36 Partnership getting sponsorships. She said so much effort has been put into this project
37 and this is what the business and residents need and thanked everyone for their
38 support.
39

40 Councilmember Smith asked if the event has been marketed as a grand opening. Mr.
41 Neron said it has been identified more of a ribbon cutting dedication and not a grand

1 opening. Mr. Smith asked about putting the grand opening to the July 4th event. Vice
2 Mayor Pfister said this is the time to put on the event and there will be bigger and better
3 events in the future.

4
5 **MOTION**

6
7 **Lori Pfister moved to approve \$65,000 for the Planes, Trains and Barbeque and**
8 **soft opening event, seconded by Sandy Gamble.**

9
10 Vice Mayor Pfister invited volunteers to assist her in the selection of the band.

11
12 Mayor Wolfe said he is in support of going ahead with the grand opening on April 10,
13 2010.

14
15 Councilmember Gamble asked Mr. Kooser for the completion date of the exterior of his
16 building. Mr. Kooser said the exterior will show a finished project in two weeks.

17
18 **The motion carried unanimously, 4-0.**

19
20
21 **Tab 17) Discussion of Meeting Time**

22
23 Vice Mayor Pfister said she has found that changing the start time is at the expense of
24 staff.

25
26 Mayor Wolfe asked for comments from the audience.

27
28 Denise Laratta, speaking on behalf of Betty Burleigh, said that Mrs. Burleigh prefers a
29 4:00 p.m. meeting start time.

30
31 **MOTION**

32
33 **Lori Pfister moved to move the meeting back to 4:00 p.m., seconded by Kirby**
34 **Smith beginning at a date when we can give the citizens enough notice in the**
35 **newsletter.**

36
37 Discussion was held regarding notice and advertising. Jacques Skutt said the current
38 advertising is through March 3, 2010. Attorney Williams said that all legal
39 advertisements would be completed for the March 17, 2010 meeting. Mr. Drury said
40 March 17, 2010 would be sufficient notice.

1
2 Councilmember Gamble said he has provided information that most of the surrounding
3 cities begin after 6:00 p.m.

4
5 **The motion carried 3-1.**

6
7 **Robert Wolfe: Yes**

8 **Lori Pfister: Yes**

9 **Sandy Gamble: No**

10 **Kirby Smith Yes**

11

12 **OLD BUSINESS**

13

14 **Item 1) Discussion of Water Rate Petition**

15

16 Mr. Drury said there have been six meetings over the past year regarding water rates.
17 He said Tavares was one of the few cities in the area that was still providing base rate
18 exemptions. The snowbird citizenry would like to have this benefit back and would like
19 to revisit the issue with Council at the March 3, 2010 meeting. They have proposed one
20 speaker who will provide a petition. He said it is the Mayor's decision to place this
21 matter on the upcoming agenda but that he wanted the Council have an opportunity to
22 comment as well.

23

24 Mayor Wolfe said that he does not feel there should be any changes at this time and he
25 believes there is support showing why a base rate should be charged. He said he will
26 place this on the March 3, 2010 agenda.

27

28 Mayor Wolfe asked for comments from the audience.

29

30 Norm Hope, Fox Run, provided a background of the petition and said he is working with
31 this group in bringing the petition and their concerns forward in a logical and non-
32 confrontational manner for Council's consideration but does not necessarily support the
33 petitioner's views.

34

35 Councilmember Smith supported the petition presentation.

36

37 **Item 2) Bass Federation National Championship Update**

38

39 Mr. Neron provided the following presentation;

40

41

1 At its meeting held April 1, 2009, the City Council approved agreements for the City to
2 host the BASS Federation National Championships in October 2009 and October
3 2010.

4
5 A very successful event was held in October 2009. However, due to sponsorship
6 considerations and expenses, BASS/ESPN has requested to cancel the agreement for
7 the City to host the 2010 BASS Federation National Championship.

8
9 BASS/ESPN is working with City staff to possibly schedule another BASS/ESPN during
10 the 2010/11 Fiscal Year.

11
12 Staff recommends that the Council moves to approve the attached letter approving the
13 cancellation of the City hosting the 2010 BASS Federation National Championship.

14
15 Attorney Williams said there are no penalties in the contract.

16
17 **MOTION**

18
19 **Kirby Smith moved to allow the City Administrator to sign the letter (for the**
20 **cancellation of the City hosting the 2010 BASS Federation National**
21 **Championship), seconded by Sandy Gamble. The motion carried unanimously, 4-**
22 **0.**

23
24 **NEW BUSINESS**

25
26 None.

27
28
29 **AUDIENCE TO BE HEARD**

30
31 None.

32
33 **REPORTS**

34
35 **Tab 18) City Administrator**

36
37 None.

38
39 Tamera Rogers said the second Art Stroll put on by the Downtown Business Group on
40 Friday, February 26, 2010 from 5:30 to 8:30 p.m. She said the City Hall exhibit will be
41 open.

1 **IIV. REPORTS**

2
3 **Tab 19) City Council**

4
5 **Vice Mayor Pfister**

6
7 None.

8
9 **Councilmember Gamble**

10
11 None.

12
13 **Councilmember Smith**

14
15 Councilmember Smith congratulated and Lori Houghton and the Finance Department
16 staff on a fabulous job on the City's finances.

17
18 **Mayor Wolfe**

19
20 Mayor Wolfe said commended the Finance Department.

21
22 **Adjournment**

23
24 There was no further business and the meeting was adjourned at 7:14 p.m.

25
26 Respectfully submitted,

27
28
29
30
31 _____
32 Susie Novack, C.M.C.
Deputy City Clerk