

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

**CITY OF TAVARES
MINUTES OF REGULAR COUNCIL MEETING
NOVEMBER 16, 2011
CITY COUNCIL CHAMBERS
4:00 p.m.**

7 **COUNCILMEMBERS PRESENT**

9 Robert Wolfe, Mayor
10 Bob Grenier, Vice Mayor
11 Sandy Gamble, Councilmember
12 Lori Pfister, Councilmember

ABSENT

Kirby Smith, Councilmember

14 **STAFF PRESENT**

16 John Drury, City Administrator
17 Lori Houghton, Finance Director
18 Robert Q. Williams, City Attorney
19 Nancy Barnett, City Clerk
20 Chief Stoney Lubins, Police Department
21 Chief Richard Keith, Fire Department
22 Brad Hayes, Utility Director
23 Chris Thompson, Public Works Director
24 Joyce Ross, Communications Director
25 Bill Neron, Economic Development Director
26 Tammey Rogers, Community Services Director
27 Lori Tucker, Human Resources Director

29 **I. CALL TO ORDER**

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

33 **II. INVOCATION AND PLEDGE OF ALLEGIANCE**

35 Councilmember Gamble gave the invocation and those presented recited the Pledge of
36 Allegiance.

38 **III. SINE DIE**

40 Mayor Wolfe stated it had been an honor to serve as the Mayor. He then adjourned the current
41 Council and pronounced Sine Die. He passed the gavel to the City Administrator.

43 **IV. CALL TO ORDER**

45 Mr. Drury called the meeting to order.

47 **V. PROCLAMATION OF ELECTION RESULTS**

1
2 **Tab 1) Election Results**
3

4 Ms. Barnett stated that Sandy Gamble and Kirby Smith were elected without opposition to the
5 City Council for the term 2011-2013.
6

7 **VI. SWEARING IN OF NEW COUNCILMEMBER**
8

9 Chief Lubins gave the Oath of Office to Councilmember Sandy Gamble.
10

11 **VII. ELECTION OF MAYOR**
12

13 Mr. Drury said that prior to the election of the mayor he wished it noted that Councilmember
14 Smith could not be present at this meeting and has submitted a letter to be read into the record:
15

16 *Dear Council:*

17
18 *I have just been informed by my employer that I must attend a meeting in Tallahassee on*
19 *November 16, 2011 and therefore will not be able to attend our next City Council meeting on that*
20 *same date. I know that the agenda will call for an election of the Mayor and Vice Mayor at this*
21 *November 16th Council Meeting. I respectfully request that you table those two items until the*
22 *next regularly scheduled Council Meeting on December 7th, when we would have a full Council.*
23 *Thank you for your consideration of this request.*
24

25 *Kirby Smith, Councilmember*
26

27 Mr. Drury said he would like direction from Council as to whether it wished to move forward with
28 the election of Mayor and Vice Mayor or whether Council would like to table the election to the
29 next meeting.
30

31 He asked the City Attorney to give his legal opinion on the option of tabling the election.
32

33 Attorney Williams stated that under the Charter the city's mayor's term ends with the Sine Die of
34 the Council and currently the city is without a mayor. He said the charter allows for the City
35 Administrator to become the Chair of this meeting for one purpose which is to elect the Mayor. He
36 said the City Charter calls for the Council to elect a new mayor and vice mayor at its first meeting.
37 If that is done today there will be no gap. If it is postponed, then there will be a two week period
38 without a duly elected mayor. He said there is a need for someone to act as the titular head of
39 government and to run the meeting. He said in the absence of an elected mayor and vice mayor
40 he has given the opinion in the past (which is consistent with Roberts Rules of Order) that the
41 position would pass to the most senior elected member of the Board. He said Councilmember
42 Wolfe and Councilmember Pfister have the longest continuous service. He said the decision
43 could be done by consensus or by a coin flip.
44

45 **MOTION**
46

1 **Sandy Gamble moved to table this issue until December 7, 2011, seconded by Robert**
2 **Wolfe.**

3
4 **The motion carried unanimously 4-0.**

5
6 Attorney Williams requested Council to make a motion to table the election of Vice Mayor and the
7 designation of those authorized to sign checks.

8
9 **MOTION**

10
11 **Sandy Gamble moved to table to the December 7, 2011 meeting, Tabs 3 and 6 [Election of**
12 **Vice Mayor and Designation of those Authorized to Sign Checks], seconded by Robert**
13 **Wolfe. The motion carried unanimously 4-0.**

14
15 Attorney Williams stated there is a need to chair the balance of this meeting and act as the head
16 of government until the December 7th meeting.

17
18 Councilmember Gamble asked if both councilmembers are agreeable to this.

19
20 Councilmember Pfister said she had no objection to being the mayor but she thought that it would
21 be best to have Councilmember Wolfe continue for consistency. There was consensus to have
22 Mayor Wolfe continue.

23
24 **Attorney Williams stated that by acclamation Robert Wolfe will continue to serve as the**
25 **mayor until the next Council Meeting.**

26
27 Vice Mayor Grenier ask for information on the legality of a coin toss. Attorney Williams said that
28 coin tossing is a traditional way to resolve a tie in governmental matters and is appropriate.

29
30 Mr. Drury passed the gavel back to Mayor Wolfe.

31
32 **IX. APPROVAL OF AGENDA**

33
34 Attorney Williams said it might be appropriate to also continue the Ethics and Sunshine Law
35 presentation until the next meeting. Mr. Drury asked to pull that item from the agenda.

36
37 **MOTION**

38
39 **Bob Grenier moved, to approve the agenda [as amended], seconded by Sandy Gamble.**
40 **The motion carried unanimously 4-0.**

41
42 **X. APPROVAL OF MINUTES**

43
44 **Tab 4) Approval of Minutes from the October 5, 2011 City Council Meeting**

45
46 **MOTION**

47

1 **Lori Pfister moved to approve the minutes of October 5, 2011, seconded by Bob Grenier.**
2 **The motion carried unanimously 4-0.**

3
4 **Tab 5) Designation of Bank (Temporary)**

5
6 Mr. Drury stated this item is to designate the bank temporarily as staff continues with the RFP
7 process.

8
9 Ms. Houghton said that staff recommendation will be on the December 21st Council Meeting.

10
11 **MOTION**

12
13 **Bob Grenier moved to approve Option 1 [Sun Trust Bank as official depository until the**
14 **RFP is awarded], seconded by Sandy Gamble. The motion carried unanimously 4-0.**

15
16 **XIV. PROCLAMATIONS/PRESENTATIONS**

17
18 **Tab 7) Presentation to Corey Mathis, GIS Analyst, Cadastralist of the Year**

19
20 Mr. Drury stated that for 25 year the Florida Association of Cadastralist Mappers has promoted
21 education and every year designates an award for the best in the state. Mr. Mathis was awarded
22 this designation for his work on developing an aircraft design for the ICON site. He said the City is
23 proud to have Mr. Mathis with the City.

24
25 Mayor Wolfe presented the award to Mr. Mathis and expressed his appreciation. Mr. Drury
26 extended his congratulations.

27
28 **XV. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EXPARTE CONTACTS**

29
30 Attorney Williams stated there were no quasi-judicial matters on the agenda.

31
32 **XVI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD**

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

35
36 **ORDINANCE 2011-13**

37
38 **AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE**
39 **LAND DEVELOPMENT REGULATIONS; BY AMENDING CHAPTER 24,**
40 **SECTION-24E, PERMIT FEE EXEMPTIONS TO ALLOW A PERMIT FEE**
41 **EXEMPTION FOR MODIFICATIONS TO EXISTING COMMERCIAL BUILDINGS**
42 **TO REMOVE ARCHITECTURAL BARRIERS TO ACCESS AND IMPROVE**
43 **ACCESS FOR PERSONS WITH MOBILITY IMPAIRMENTS, INCLUDING BUT**
44 **NOT LIMITED TO RAMPS AND BATHROOM RENOVATIONS PROVIDED THAT**
45 **SUCH STRUCTURES COMPLY WITH STATE AND/OR FEDERAL**
46 **REGULATIONS WHEN APPLICABLE, SUBJECT TO THE RULES,**

1 **Tab 12) Ordinance #2011-13 – Permit Fee Exemption for ADA Modifications – Read for**
2 **First Reading only**

3
4 Mayor Wolfe noted this ordinance would be discussed at second reading at the next Council
5 Meeting.

6
7 **Tab 13) Resolution #2011-23 – Final Amendment to Fiscal Year 2011 Budget**

8
9 Ms. Houghton said this is a cleanup resolution to balance all the city ledger accounts
10 (expenditures and revenues) through the end of the year. This represents an increase in some
11 line items and in others a decrease. The total budget city wide with the adjustments is
12 \$32,284,630.

13
14 **MOTION**

15
16 **Sandy Gamble moved to approve Resolution #2011-23, seconded by Bob Grenier. The**
17 **motion carried unanimously 4-0.**

18
19 **Tab 14) Resolution #2011-27 – Referendum for Expansion of Wooton Park**

20
21 Attorney Williams advised this resolution was prepared pursuant to Council direction to pursue
22 the acquisition of additional parkland and waterfront land adjacent to Wooton Park for a price of
23 approximately \$3.3 million dollars. The resolution is necessary to set a special election for the
24 bonds that would be used to pay for the acquisition of this parkland. It contains the referendum
25 language for the ballot in Section 7. The election date has been settled on as March 6, 2012.

26
27 Mayor Wolfe asked the public for comment.

28
29 **Rick Joyce, 2633 SR 19, Howey in the Hills**

30
31 Mr. Joyce said he was in opposition to the purchase and the referendum. He said although he
32 does not live in Tavares, he and his wife have made significant investments in the Community
33 Redevelopment Area over the past six years. He said he was also a former member of the
34 CRAAC and participated in the Visioning Sessions. He said within the CRA less than 50% of the
35 properties are taxable and this property was seen as an opportunity to have more residential
36 downtown and increase the tax base. He said the timing is bad and less than 50% of the
37 residents pay property taxes.

38
39 **Norm Hope, Fox Run Subdivision**

40
41 Mr. Hope said he was in favor of the project. He said when this was attempted before it was too
42 much for the taxpayers because of the increase in the millage, water rates, etc. and the inclusion
43 of the amphitheater. He said although it takes taxable properties off the records, there are many
44 positives because of the protection of the waterfront. He said he would rather see a park
45 developed and the boats moved to the other end away from the seaplanes. He said he pays
46 taxes on two houses in Tavares and has no objection to this improvement.

1 Denise Laratta, Royal Harbor

2
3 Ms. Laratta said she was also part of the Visioning group and she is in favor of purchasing the
4 land because it is the last bit of open space left on the lake. She said it adds value to the city long
5 term. In addition she said she respects the owners for their investment in the community and their
6 flexibility in changing plans when needed.

7
8 Jerry Wosika, Reserve Drive, Tavares

9
10 Mr. Wosiki discussed the monies that the city has recently borrowed to build the marina and the
11 proposed pavilion. He said although he would like to have the waterfront property he questioned
12 the expenditure. He noted the city has also stated it wishes to build a parking garage and a train
13 station. He said when some of the officials and staff are no longer representing or working for
14 Tavares, the residents will still be paying for the projects for the next 20 years.

15
16 Discussion

17
18 Councilmember Pfister asked if she should have disclosed ex parte communications. Attorney
19 Williams said this is not an ex parte matter.

20
21 Councilmember Pfister said she is in support of the project. She said her understanding is that
22 Tavares Station is still going to build some condominiums, but in a different location. She said the
23 city has finally discovered its identity and is moving out of its slump. She said being the county
24 seat designation has not improved property values, but that all of the improvements that are
25 being made are an investment in the city's future. She said the property is needed to finish the
26 vision and she believed this project was still supportive of the Visioning process.

27
28 Vice Mayor Grenier stated he is also in support of the purchase of the property. He said he
29 believed the city has moved ahead in spite of the tough economic times. He noted he would still
30 be living in the City long term and would also be paying taxes. He said if the people want to vote
31 on this matter they will come out to vote.

32
33 Councilmember Gamble said when he had obtained signatures to qualify for office, he had asked
34 individuals how they felt on this issue and had not received any negative feedback. He said the
35 main thing he had stressed is that this issue needed to go back to the voters. He said he believed
36 there would be a good turnout for the election because of it affecting taxes. He said he was
37 comfortable with the budget and procedure being proposed to educate the voters.

38
39 Mayor Wolfe

40
41 Mayor Wolfe said currently 50% of the voters do not pay for services currently, He said it is a
42 minimal amount per taxable value; about \$12.00 per \$100 taxable value a year. He said since
43 property values have dropped about 25% on average it would not make as much of a difference
44 in taxes being paid and the residents will see the results for the property taxes they pay. He said
45 the city has a balanced budget so it is not like the federal government going into deficit. He said
46 before the decision is made it is evaluated by many persons in Finance as well as financial

1 consultants to the city. He said this is something that will benefit everyone who uses the park and
2 he believed it will be a great addition to the city.

3
4 Councilmember Gamble asked Mr. Drury to comment on the city's reduction in property taxes.
5 Mr. Drury said he believed Tavares had the second lowest reduction in property values in the
6 entire county. He discussed the city's civic entrepreneurial approach to government which has
7 resulted in the current property tax base of 69% coming from residential and 32% coming from
8 commercial which has been achieved in only five years.

9
10 Mr. Drury commented further in response to the audience comments:

- 11
12 1) The City will work hard to educate and not promote. Each councilmember can advocate
13 either way on this issue
14 2) Two things that have changed since the last referendum is that the amphitheater is not
15 part of this referendum and the price of the property went down significantly
16 3) Under Florida Law both the state and the cities cannot deficit spend and borrow
17 4) Every decision made by the Council has been in terms of its economic return to the city.
18 He discussed the example of the Splash Park which has been paid for by the user fee of
19 \$2.00, the revenue coming from the fuel sales at the marina, the pavilion/convention
20 center being built and the train station being proposed.

21
22 **MOTION**

23
24 **Sandy Gamble moved to approve Resolution #2011-27, seconded by Lori Pfister. The**
25 **motion carried unanimously 4-0.**

26
27 **Tab 15) Approval of Contract for Sale and Purchase of Land for Wooton Park Expansion**

28
29 Attorney William noted this is the proposed land sale contract. The vacant land price is \$2.4
30 million which was a negotiated price by Mr. Neron who worked out the details with Mr. Kooser. He
31 noted that on Page 15 there is an addendum to the contract that contains the special terms which
32 are critical and will be part of the educational process for the voters. He said in addition to buying
33 land, the city will be buying development rights. Currently, as the project is permitted, the owner
34 has the ability to build 25 units and up to 98 covered boat slips on the lakeshore.. Those 98 slips
35 will be given up as part of this agreement. This contract is contingent upon approval of the voters.
36 There will be minimal improvements made which will be the continuation of the Tav Lee trail, a
37 restroom, a wildlife viewing gazebo, the grassing of the area and landscaping to improve the
38 wetland, water shore and the recharge area. The city has agreed not to build anything in excess
39 of 35 feet in height on the property and there are some terms regarding access.

40
41 Mayor Wolfe asked if there was public comment.

42
43 **MOTION**

44
45 **Lori Pfister moved to approve the contract, seconded by Bob Grenier. The motion carried**
46 **unanimously 4-0.**

47

1 **Tab 16) Public Information Program Budget for the Special Election**

2
3 Ms. Ross said she had provided a proposed communication timeline and budget for the parkland
4 referendum to be held on March 6, 2012. She said aside from the basic referendum information
5 being provided, the city faces two challenges: notifying the public that it is a Special Election and
6 delivering a clear message on how this referendum differs from the one held the previous year.
7 She said the plan will provide a variety of ways to reach the public. Staff recommendation is to
8 approve the plan and \$6500 to cover the expenses.

9
10 **MOTION**

11
12 **Lori Pfister moved to approve the budget, seconded by Bob Grenier. The motion carried**
13 **unanimously 4-0.**

14
15 **Tab 17) Approval of Purchase of Sanitation Truck**

16
17 Ms. Houghton stated this is to request approval to piggy back on the Florida Sheriff's bid
18 #11190907 for the purchase of the sanitation truck at \$251,017. This item came before Council
19 for the financing through capital lease with SunTrust two meetings previously. This item is
20 budgeted in the current budget.

21
22 **MOTION**

23
24 **Bob Grenier moved to Tab 17, Option 1 to authorize the purchase of the automated solid**
25 **waste collection vehicle in the amount of \$251,017 utilizing pricing under the Florida**
26 **Sheriff's Bid], seconded by Sandy Gamble. The motion carried unanimously 4-0.**

27
28 **Tab 18) Approval of Purchase of Street sweeper**

29
30 Ms. Houghton said this was a request to piggyback off of the City of Tallahassee bid. This item
31 was budgeted in the current fiscal year budget and the financing will be through capital lease.

32
33 **MOTION**

34
35 **Bob Grenier moved to approved Tab 18, Option 1 to authorize the purchase of the Street**
36 **Sweeper in the amount of \$213,300.37 utilizing pricing under the City of Tallahassee RFP**
37 **0176-97-BM-RC and Contract No. 1619, seconded by Sandy Gamble. The motion carried**
38 **unanimously 4-0.**

39
40 **Tab 19) Policy on Bottled Water Program**

41
42 Ms. Houghton said Council approved the selling of city bottled water several months back and
43 since then staff has had some time to look at the accounting impact and the branding measures
44 more in depth. This policy will allow for the transfer of water to the departments' use for branding
45 initiatives.

1 Mr. Drury discussed the issue of marketing the city's brand and the request by not for profits to
2 purchase city water. He noted that not for profits hold events and have volunteers that can assist
3 with selling the water and helping the city to get its brand out to the public. The city has had
4 requests from not for profits to purchase the city's bottled water, however, water can be
5 purchased from Wal-Mart for about 10 cents per bottle. It costs the city about 30 cents to bottle its
6 water. He said the goal is to get the water out to the public before its shelf life is over and get the
7 brand out and allow the not for profits to fund their charitable projects.

8
9 Mayor Wolfe asked if there would be a limit to how many bottles per event. Mr. Drury said staff
10 has not recommended a quantity and it would depend on the type of event and how many people
11 would be attending the event. He said it could be monitored by having the organization return any
12 bottles they had not sold.

13
14 Councilmember Pfister suggested charging the not for profits at the lowest price that they could
15 otherwise obtain from a store.

16
17 Mr. Drury noted two issues would be setting the price and the other is the accounting measures
18 required to track the monies. He said staff is recommending to allow the city to use the half the
19 bottles to promote the city similar to buying pens or items for promotional items.

20
21 Mayor Wolfe questioned Ms. Houghton about the cost, sales and opportunity for the city to
22 replenish the investment.

23
24 Councilmember Pfister asked about the expiration date and how many bottles had been sold out
25 of the 33,000 bottles purchased.

26
27 Mr. Drury noted the options were to authorize staff to give the water to not for profits, charge a
28 nominal fee of 10 cents per bottle or continue to sell it at the fee it is costing the city.

29
30 **Charlotte Hope, Fox Run**

31
32 Ms. Hope she had inquired about selling the Tavares water for the local Kiwanis Club at the 4th of
33 July event but because of the cost they had purchased their water through a private vendor. She
34 said she has found out since then that Niagara gives their water to not for profits to sell although
35 she has not investigated that as yet. She said the monies went for fundraisers for the students in
36 the community.

37
38 **Denise Laratta, Fox Run**

39
40 Ms. Laratta said she had thought it was a good idea when the program was first presented but
41 that she had thought it was going to be on a break even basis. She said she did not think it
42 should be given away. She said if few bottles have been sold it would appear to not be a viable
43 program.

44
45 **Jerry Wosika**

46

1 Mr. Wosika said most of the water would end up in the city and he thought there would be other
2 products for promotion that would not expire and would be more suitable.

3
4 Mayor Wolfe asked to find out how many bottles have been sold. Mr. Drury said staff can provide
5 information on what Leesburg has been doing with their bottled water program and their
6 marketing plan and the City's program.

7
8 **MOTION**

9
10 **Sandy Gamble moved to table this discussion on the policy of the bottled water program**
11 **until the December 7, 2011 meeting, seconded by Bob Grenier.**

12
13 Vice Mayor Grenier said he agreed with the need for more information.

14
15 **The motion carried unanimously 4-0.**

16
17 **Tab 20) Discussion on Extension of Impact Fee Waiver Program**

18
19 Mr. Neron said at the meeting of November 17, 2010, Council approved the waiver of impact fees
20 for January 31, 2011 through December 31, 2011. He said this is a request for Council to discuss
21 whether to continue the waiver of city impact fees city wide. He noted the packet includes
22 information on the history of impact fees and a chart that tracks the breakdown between
23 residential and commercial value on the city's tax base between 2005 and 2011. He noted the
24 commercial value had not dropped as significantly as residential in 2011. He said this shows that
25 the push to get commercial in the city has been working. He discussed the history of the impact
26 fee waiver program. He noted the city has waived a total of 1.6 million dollars of impact fees since
27 the city wide waiver. This has resulted in 34.5 million of new construction and of that, almost 24
28 million is commercial, 4 million is multifamily and seven million is single family.

29
30 Mr. Drury said he would characterize this amendment as being about winding down the impact
31 fee program. He said he believed it was time to wind down the program noting some of the
32 projects that may be undecided may move forward if the city decides to end the program in six
33 months.

34
35 Vice Mayor Grenier clarified that the vote today is to have an ordinance drafted to consider for
36 approval.

37
38 Councilmember Pfister said she has voted against this previously and that the purpose of impact
39 fees is for the infrastructure to be able to accommodate the new residents and businesses. She
40 said she believed the burden would fall on the current taxpayers. She said she is concerned
41 about the number of empty homes and commercial buildings and felt that this would devalue the
42 properties that were previously built that paid impact fees.

43
44 Discussion followed regarding older buildings that did not pay impact fees versus some of the
45 more recent housing in new subdivisions.

46

1 Councilmember Pfister discussed green initiatives. She noted Mr. Skutt had produced some
2 creative ideas that she would have liked to see in the agenda that would help builders to save
3 money and be better off for the environment.

4
5 Mayor Wolfe noted some of the green initiatives could be included in the ordinance. He said he
6 had a different viewpoint on the impact fees and that the data was supportive that the taxes would
7 offset the payment of impact fees.

8
9 Mr. Drury discussion is often held with prospective buyers who are attracted to the city by not
10 having to pay impact fees; however, he said he is not in favor of another year's extension. He
11 said the city needs to continue to grow its impact fee funds to fund the police and fire expansion
12 and the library expansion, as an example. He said after the program ends might be the time to
13 provide credits for green initiatives above and beyond the building code. He said he cannot tell
14 Council which businesses will come off the fence but there would not be the impetus if it
15 continues for another year.

16
17 Vice Mayor Grenier said he would like to see the ordinance and have more discussion and was
18 only in favor of a six months extension. He discussed the positive response to the program he
19 had received at a recent contractors' recertification session. He said he would like to see green
20 incentives for restoring the historic buildings.

21
22 **MOTION**

23
24 **Bob Grenier moved to direct staff to prepare the ordinance for the six months extension,**
25 **seconded by Sandy Gamble. The motion carried 3-1 as follows:**

26
27 **Robert Wolfe** Yes
28 **Sandy Gamble** Yes
29 **Bob Grenier** Yes
30 **Lori Pfister** No

31
32 **Tab 21) Tavares Public Schools – Renaissance Donation**

33
34 Mr. Drury stated this was a request from the Educational Foundation for the City Council to
35 determine which public school should receive the \$500 allocated to Tavares.

36
37 **MOTION**

38
39 **Lori Pfister moved to divide the \$500 three ways to the elementary, middle school and the**
40 **high school, seconded by Bob Grenier. The motion carried unanimously 4-0.**

41
42 **Tab 22) Project Status Update**

43
44 Mr. Drury stated he had submitted a list of 31 projects for 2012 and their status. He read the list of
45 projects into the record as follows:
46

- 1 1. **Public Safety Facility:** (Council Liaison – Robert Wolfe/Staff manager- Richard Keith).
2 Estimated cost is \$8 million. A \$500,000 Federal Grant has been secured to do
3 preliminary design which will also include financial plan to secure the remaining funds to
4 construct the facility. Council selected the design Team (Gator Sktch) and an agreement
5 has been negotiated subject to Federal Grant Agency approval to start phase one
6 (preliminary design). The School Board “bus barn” has been purchased by the city as the
7 site for the Public Safety Facility. The School Board was given one year to relocate.
- 8 2. **Seaplane Base and Marina:** (Council Liaison –Councilmember Lori Pfister/Staff Manager
9 - Bill Neron). Punch list items including the dock-to- dock hinge connections are complete.
10 Final pay request from contractor is being processed proposing final payment of \$100,000
11 to the contractor reserving for the city liquidated damages for lateness of the project which
12 will be utilized to cover the additional engineering fees associated with the dock fixes and
13 the fuel farm repairs and or replacement of the computer communications components as
14 they continue to have intermittent problems. The three flag plaques (Seaplane Pilots
15 Association; Sunnyland and brick commemorative should be installed within the next 60
16 days.
- 17 3. **Tavares Pavilion on the water:** (Council Liaison – Councilmember Lori Pfister/Staff
18 manager - Tamera Rogers). Project is under design. Council previously selected the
19 BESH team to design the project and Emmet Sapp to construct the project under a
20 construction manager at risk contract. We anticipate six months to design (May 2012) and
21 9 months to construct with an estimated completion date of February 2013.
- 22 4. **Expansion of Wooton Park:** (Council Liaison – Councilmember Lori Pfister/Staff
23 Managers – Bill Neron and Joyce Ross). Project includes a voter referendum to
24 purchasing 3.61 acres of Park Land to extinguish a developer’s right to construct 98
25 covered boat slips and 25 condominiums along the water front. The park land would be
26 preserved for open public space, a public recreational boat ramp, parking and bathroom,
27 an extension of the Tav Lee Trail and the construction of a wild life observation area.
- 28 5. **Royal Harbor Water Pressure** (Staff Manager is Brad Hayes) – City Council authorized
29 Malcolm Pirnie to pressure test those homes who are having pressure problems and then
30 develop a recommendation for corrective action. It is expected that in April of 2012 the
31 tests and recommendation will be complete.
- 32 6. **Dora Canal Bridge Replacement** (Council Liaison – Councilmember Kirby Smith/Staff
33 Manager - Bill Neron). Project funded by Pinsley Railroad, Water Authority, FDOT and
34 City. Agreements have been executed by all parties. Railroad has completed the design
35 and construction to commence in February.
- 36 7. **Tavares Outdoor Sports Park** (Council Liaison – Councilmember Sandy Gamble/staff
37 manager - Tamera Rogers). Permitting from Florida Wildlife and Game Commission for
38 the relocation of gopher tortoises was completed and tortoises were relocated. Bids were
39 received to clear land and then rejected due to low bidder not able to perform to
40 specifications. New bids are being obtained. Interlocal Government Agreement between
41 County and City is complete where County will provide \$250,000 to assist with the project
42 and City has budgeted \$300,000. Total sports complex estimated to cost \$8 million. This
43 first phase includes environmental permitting, gopher tortoise removal, clearing and
44 grubbing entire site and developing two softball fields and a multipurpose field.
- 45 8. **Alleyways and alleyway signage** (Council Liaison – Vice Mayor Bob Grenier/staff
46 manager - Chris Thompson). Naming of alleyways approved by City Council. Alleyways

1 that have been cobblestoned have the new names on alleyway signs installed. Bids for
2 two more alleyways are being obtained.

3 9. **Gateway and Kiosk signs:** (Council Liaison – Vice Mayor Bob Grenier/staff manager -
4 Jacques Skutt). First KIOSK sign had to be sent back to sign company for improvements
5 to design including how the propeller was affixed and the ability to change out map
6 needed improvements. Sign has been returned and installed at city hall. The sign on Ruby
7 Street in a grassy area near O'Keefe's and one at the west end of Main Street near the
8 County Parking Garage is now under construction. Gateway signs off 441 and 19 and the
9 entire way finding program have been submitted to FDOT for approval. Approval is
10 pending. Once approval is obtained. Staff will develop a sign implementation schedule.

11 10. **Alfred Street Project** (Council Liaison – Council member Lori Pfister/Staff manager -
12 Jacques Skutt). The 30% design was provided to Council and approved. Monthly
13 meetings with design team, County and City are going well. FDOT is giving surplus
14 property to city out by SR 19 for the storm water needs. County and City attorney
15 negotiating with a few property owners for minor acquisitions needed to fulfill design
16 needs. The 90% design will go to Council in January after which the project will go to
17 100% design and then out to bid.

18 11. **Branding Americas Seaplane City:** Project manager is Joyce Ross: The branding
19 manual is complete and includes many touch points from social media to placement of
20 signage throughout the community. Brand management is a continuous program that also
21 includes maintaining a positive image of the city not only through a visible brand
22 (shirts/logos) but also with verbal and written messages, as well as how the message
23 looks and is conveyed either through media interaction (press releases, interviews or
24 articles) or direct material coming from the departments.

25 12. **Community Backyard Project** (Council Liaison – Councilmember Lori Pfister/staff
26 manager - Tamera Rogers). Includes Dog Park, catch and release fishing pond, Butterfly
27 Park, community vegetable garden, exercise trail/stations, grilling stations, park benches,
28 restrooms and park furniture. Project complete and grand opening was conducted last
29 month. Park is being fully utilized throughout the day and in particular late afternoon.

30 13. **Public Works Facility** (Council Liaison – Vice Mayor Bob Grenier/staff member Chris
31 Thompson. Council selected a site next to the Woodlea Waste Water Plant off Captain
32 Haynes Road. A dedication picnic was held over the summer at the location. No funds
33 have been identified for this project yet. Funding will be addressed in a future year through
34 the Capital Improvement Programming process. The estimated cost of the project is \$3
35 million.

36 14. **Rail upgrades:** (Council Liaison – Councilmember Kirby Smith/Staff Manager Bill Neron)
37 Originally Tavares assisted the railroad in securing \$13,000,000 in grants to upgrade
38 tracks from Eustis, through Tavares to Plymouth. Recently Tavares secured another \$2.2
39 million grant which will reduce the match of the several local governments by
40 approximately 50%. Tavares has provided the MPO with a template agreement between
41 all of the participating communities and the Railroad which the MPO will finalize and then
42 distribute to the partners within the next 60 days. Once the agreement is executed it is
43 anticipated that the Railroad will design and then construct the upgrades. The City
44 programmed \$300,000 over a three year period beginning next year in the Capital
45 Improvement Program, however, with the success of obtaining the additional grant, that
46 contribution is expected to drop down in half to \$150,000.

- 1 **15. Economic Development:** (Council Liaison – Councilmember Kirby Smith/Staff member
2 Bill Neron).The Tavares Economic Development Strategy continues to include support
3 towards: Hospital, Medical Village, Rail Village, County Government Campus, Commerce
4 Park, Seaplane Base and Marina, Special Events, Multi Modal Transportation system,
5 Sports Park and growing our own businesses. This strategy was developed by the city
6 three years ago and is making progress on all fronts. The team is engaged on all fronts
7 including business recruitment for companies that offer high wage jobs (manufacturing –
8 Project ICON), growing the medical park (Project Osprey Lodge and new Surgical
9 Facility), growing the down town (project Ruby Street Hotel and multiple back-to-back
10 Special Events). In addition the team maintains its economic development programs
11 including the Impact Fee Waiver Program, building permit fee deferral program and fast
12 track permitting program.
- 13 **16. Banking RFP: Staff Manager** – Lori Houghton. Finance Department has gone out for a
14 request for proposals, has received the proposals and is evaluating them for Council
15 consideration at their December, 2011 meeting.
- 16 **17. Meter Reading RFP: Staff manager – Lori Houghton.** Finance Department is currently
17 in process of developing a scope of services and requirements for meter reading
18 services. The desired vendor will provide meter reading services in a timely fashion and
19 within City customer service guidelines.
- 20 **18. Golf Cart Crossing:** Staff Manager – John Drury. Two locations on State Road 19 and
21 441 have been applied for with FDOT (Dead River Road and St. Clair Abrams Road).
22 FDOT developed statewide standards for Golf Cart crossings at state roads. The
23 standards call for an engineering report from the applicant (City). Don Griffey is preparing
24 a cost estimate for the city to conduct the engineering report consistent with the state
25 standards. If the crossing intersections do not comply with the state standards, then a
26 variance process will need to be applied for. We expect to go through the variance
27 process for the two crossings after the engineering report is complete.
- 28 **19. City Comprehensive CRA Plan** – Staff Manager – Jacques Skutt: The Evaluation and
29 Appraisal Report has been completed and submitted to DCA for approval. DCA approved
30 the report.
- 31 **20. Down Town Water/Sewer Upgrades.** Staff Manager – Brad Hayes. \$17 million in grant
32 and loans secured. Scope of work to design has been negotiated and approved by
33 Council. Notice to proceed on design was issued. Surveying is underway.
- 34 **21. Down Town CRA Storm Water upgrades.** Staff Manager – Brad Hayes. \$10 million
35 grant/loans have been applied for to USDA. City awaits determination of grant award.
36 Agreement between County and City finalized to utilize the wet land area behind jail as
37 Down Town’s storm water collection/treatment pond. City received a \$750,000 grant from
38 DEP to improve the storm water pond behind the jail.
- 39 **22. Reclaim Facility and Water Utility bld.** Staff Manager Brad Hayes. \$18 million
40 grant/loans applied for. \$900,000 St John’s grant received for construction and \$1.2
41 million DEP loan received for design services of the reclaimed facility. Phase one is under
42 construction and includes Reclamation holding tank and distribution lines along 19 south
43 to Royal Harbor and Dead river road to Bay Tree Development.
- 44 **23. Water Treatment Plant Upgrades:** Staff Manager Brad Hayes: Project completed.

1 24. **Sidewalk repair/replacement:** Staff Manager Chris Thompson: Replacement program
2 continues throughout the city.

3 25. **Traffic Circle at West Main Street.** Staff Manager – Jacques Skutt. County has agreed
4 to fund and construct at the completion of the judicial project which is scheduled to be
5 complete within one year.

6 26. **Sister City Program:** (Council Liaison- Mayor Robert Wolfe/Staff Manager Joyce Ross).
7 Sister Cities Tavares and Taiwan's Xindian have both passed resolutions codifying the
8 sister city relationship. The city identified three areas to develop 1) Cultural Program, 2)
9 Youth Program 3) Business Development Program. The Cultural program is being
10 handled through the Tavares Rotary Dragon boating event. The Youth program is being
11 handled through Central Florida District 6980 Rotary which Tavares is a part of. Ten (10)
12 Central Florida High school students went abroad (two to Taiwan) and 10 came from
13 foreign countries to central Florida (two Asian girls to Tavares – non from Taiwan yet).
14 The business program included two meetings with Tavares area business community to
15 discuss fostering a business relationship. A letter to the mayor of Xindian from the
16 business group has been sent requesting that a similar business group be developed
17 there. Recently, the city of Xindian has become part of New Taipei City and it is
18 recommended that in January, we take a look at the formal structure of Xindian and New
19 Taipei and resume discussions on formalizing our three initiatives of culture, youth and
20 business.

21 • **Special Events Team:** (Council Liaison - Robert Wolfe/Staff Manager Bill Neron). The
22 Following Special Events are programmed:

23
24 • Bassmaster Open – January 19-21, 2012 – Wooton Park

25
26 • Crappie Masters Tournament – February 10-11, 2012

27
28 • No Duck Left Behind – Rubber Ducky Race & Carnival – March 10, 2012 – Wooton Park,
29 Lake Dora, Downtown Tavares

30
31 • Classic Raceboat Regatta – March 16-18, 2012 – Wooton Park, Lake Dora, Downtown
32 Tavares

33
34 • Sunnyland Antique & Classic Boat Society Show – March 23 – 25, 2012 – Wooton Park,
35 Downtown Tavares - 8:00 am – 5:00 pm

36
37 • Planes Trains and BBQ – April 7, 2012 – 10:00 am

38
39 • Dragon Boat Festival – April 13, 2012 – 6:00 pm & April 14, 2012 – 9:00 am – Wooton
40 Park

41
42 • Seaplane Pilots Fly-In – April 21, 2012

43
44 • March of Dimes Walk-a-Thon – April 28, 2012 – Wooton Park

45
46 • Hydro-X Tours Jet Ski Racing – May 12 – 13, 2012 – Wooton Park

- 1
- 2 • Hydro-X Tours Jet Ski Racing – June 23 – 24, 2012 – Wooton Park
- 3
- 4 • Lake County Motorcycle Safety Fair – 10:00 am to 1:00 pm February 18, 2012 – Wooton
- 5 Park
- 6
- 7 • Florida Hospital Waterman Mission Team’s 3rd Annual 5K – February 19, 2012
- 8
- 9 • Orange Blossom Half Marathon & 5K Run – March 3-4, 2012 – Wooton Park – Half
- 10 Marathon: 7:00 am, 5K Run/Walk: 7:30 am
- 11
- 12 • Renaissance Fair (Tamera Rogers Staff Manager)
- 13
- 14 • Empty Bowls (Tamera Rogers Staff Manager)
- 15

16 **27. Community Events:** Staff Manager Tamera Rogers

- 17
- 18 - City Christmas Light- Up Event December 3, 2011 5:30 pm to 9:00 pm
- 19 - 4th of July Celebration –July 4, 2012 – 3:00 pm – 10:00 pm
- 20 - African American Heritage Parade and Festival on February 4, 2012 10:00AM to
- 21 4:00PM
- 22 - Art in the square/Art around town
- 23

24 **28. Advance Life Support:** Staff manager: Richard Keith. The City of Tavares is the only City

25 in Lake County with a paid Fire Department that does not provide Advance Life Support.

26 The City Council instructed staff to develop the cost estimates to become ALS certified.

27 Staff is working on developing those cost estimates.

28 **29. Golden Triangle Fire District:** Staff Manager is Richard Keith and John Drury: The

29 Golden Triangle Fire Chiefs and City managers have met multiple times to discuss this

30 initiative. It is expected that by the beginning of 2012, they will collectively develop a

31 recommendation for their respective boards on the process of moving forward.

32 **30. Golden Triangle Annual Summit Meeting:** Four (4) years ago Tavares initiated a

33 Golden Triangle summit meeting for the city Councils of Eustis, Mt. Dora and Tavares.

34 The next meeting will be hosted by Eustis some time during the beginning of 2012.

35 **31. Fox Run Stormwater upgrades Phase 2:** Staff manager is Brad Hayes –Project was

36 completed on November 10, 2011.

37

38 **XIV. OLD BUSINESS**

39

40 Councilmember Pfister asked if Mr. Skutt would bring the green initiatives to the next meeting so

41 they could be integrated with the impact fee extension ordinance.

42

43 **XV. NEW BUSINESS**

44

45 None

46

1 **XV. AUDIENCE TO BE HEARD**

2
3 **Betty Burleigh, 214 New Hampshire Avenue**

4
5 Ms. Burleigh stated at the last meeting of the Library Advisory Board, Doris Ragan and Charlie
6 Fox were recognized for serving 20 years on the Library Advisory Board.

7
8 **Denise Laratta, Royal Harbor**

9
10 Ms. Laratta said she was speaking for Charlotte Hope. She said Ms. Hope had wanted to remind
11 Council that there had been a discussion regarding making donations to the Education
12 Foundation for the Renaissance Faire and part of the discussion was the amount of money that
13 would come back to the Tavares schools. She said they hoped the \$500 did not represent the
14 total amount coming back to the Tavares schools.

15
16 **Charlotte Hope, Fox Run**

17
18 Ms. Hope commended the subcontractors working on the stormwater project in Fox Run.

19
20 **XVI. REPORTS**

21
22 **Tab 12) City Administrator**

23
24 Mr. Drury acknowledged Ms. Ragan, noting she has been in rehab due to an accident.

25
26 **Economic Development Director**

27
28 Mr. Neron introduced Lauren Farrell, the new Economic Development Coordinator. He noted she
29 is a graduate of Tavares High School and Lake Sumter Community College.

30
31 **Community Services Director**

32
33 Ms. Rogers reminded everyone of the Downtown Art Stroll this Friday evening and noted Light Up
34 will be December 3. She urged everyone to go to the Library to see the decorative sun catcher
35 that is being sold as a fundraiser for new flooring in the Library. She said the Friends of the
36 Library bought the inventory.

37
38 **Tab 14) City Council**

39
40 **Councilmember Pfister**

41
42 Councilmember Pfister stated she had recently watched a war documentary that was very heart
43 wrenching. She said she wished to thank all the veterans for their service to the country.

44
45 **Councilmember Gamble**

46

1 Councilmember Gamble expressed his gratitude to the citizens of the Tavares for allowing him to
2 serve on Council for another two years. He said it is good news to hear about the golf cart
3 crossing project.

4
5 **Vice Mayor Grenier**

6
7 Vice Mayor Grenier noted he is assisting with the Veterans Memorial in Leesburg. He spoke
8 about his relationship with this uncle who served in World War II in Iwa Jima. He said he agreed
9 with Councilmember Pfister how important it is to remember the veterans.

10
11 Vice Mayor Grenier acknowledged that Bernice Odums' son Kenton passed away last week.

12
13 **Mayor Wolfe**

14
15 Mayor Wolfe wished those present a happy and safe Thanksgiving and said he looked forward to
16 seeing everyone at Light Up.

17
18 **Adjournment**

19
20 There was no further business and the meeting was adjourned at 6:14 p.m.

21
22 Respectfully submitted,

23
24
25
26
27 _____
28 Nancy Barnett, CMC
City Clerk