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**CITY OF TAVARES  
MINUTES OF REGULAR COUNCIL MEETING  
AUGUST 15, 2012  
CITY COUNCIL CHAMBERS  
4:00 p.m.**

**COUNCILMEMBERS PRESENT**

**ABSENT**

Robert Wolfe, Mayor  
Bob Grenier, Vice Mayor  
Kirby Smith, Councilmember  
Norman Hope, Councilmember  
Lori Pfister, Councilmember

**STAFF PRESENT**

John Drury, City Administrator  
Robert Q. Williams, City Attorney  
Susie Novack, Deputy City Clerk  
Brad Hayes, Utility Director  
Chris Thompson, Public Works Director  
Joyce Ross, Communications Director  
Bill Neron, Economic Development Director  
Lori Houghton, Finance Director  
Richard Keith, Fire Department  
Stoney Lubins, Police Department

**I. CALL TO ORDER**

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

**II. INVOCATION AND PLEDGE OF ALLEGIANCE**

Doug Dystra, Pastor, Adventure Christian Church, gave the invocation and those present recited the pledge of allegiance.

**III. APPROVAL OF AGENDA**

Mr. Drury said staff wished to add Tab 7A, a request from Ruby Street Grill to close a street for an event to be held Saturday, September 1, 2012.

**MOTION**

**Kirby Smith moved to approve the agenda, seconded by Norman Hope. The motion carried unanimously 5-0.**

**IV. APPROVAL OF MINUTES**

1  
2 **MOTION**

3  
4 **Bob Grenier moved to approve the minutes (August 1, 2012 City Council Regular Meeting**  
5 **& Budget Workshop, July 25, 2012 City Council Budget Workshop, July 28, 2012 City**  
6 **Council Meeting with Residents), seconded by Norman Hope. The motion carried**  
7 **unanimously 5-0.**

8  
9 **V. PROCLAMATIONS/PRESENTATIONS**

10  
11 **Tab 2) Presentation on Lake County Business Opportunity Center by Eustis City Manager**

12  
13 Paul Berg, City Manager, City of Eustis, said the Lake County Economic Development and  
14 Tourism Department has created Business Opportunity Centers in the county with plans for the  
15 North East Lake Business Opportunity Center (BOC) to be co-located with the Eustis Chamber of  
16 Commerce. Two other BOC facilities are located in Groveland and Leesburg to serve the  
17 businesses in those areas. He said the Business Opportunity Center provides training and  
18 education for small businesses which includes an incubator program. The City of Eustis has  
19 approved \$19,200 in funding toward their share of a \$50,000 split between the Golden Triangle  
20 cities and the City of Umatilla based on a per capita formula for the north east region program  
21 location. Mr. Berg said he hopes the City of Tavares will support the program which is another  
22 opportunity for the Golden Triangle Cities to work together.

23  
24 Robert Chandler, Representative, Lake County Economic Development & Tourism, provided a  
25 PowerPoint presentation and background of the Lake County Economic Development  
26 Department's reorganization, focus and goals placing economic development and job creation as  
27 the County's primary focus. He said the Business Opportunity Center comes out of that mission  
28 and will offer full service and premier business support to all businesses within the north east part  
29 of the county regardless of size or industry. The BOC will provide two programs; a Small  
30 Business Development (SBDC) Center managed by the SBDC of Central Florida will be a one  
31 stop shop for business support and a Business Incubator Program (BIP) will be managed by Lake  
32 Sumter State College and will be a three year program with an on-site facility management  
33 provided through a partnership with the Lake Eustis Chamber of Commerce.

34  
35 Mr. Chandler provided an overview of the Small Business Development Center and Business  
36 Incubator Program and said the Business Opportunity Center will provide two functions:

- 37  
38
- 39 • Small Business Development Center (SBDC) - Partnered with the SBDC of Florida and  
40 will provide no-cost professional business consulting, value added training and  
41 businesses information to Lake County businesses seeking assistance and will include  
42 the assistance of Certified Business Analysts, serving as a one stop shop for any type or  
43 level of business support.
  - 44 • Business Incubator Program (BIP) – Will be managed by Lake Sumter State College and  
45 is a three year program for qualified and selected businesses, and designed to support  
46 the successful development of entrepreneurial companies through an array of business  
47 support resources including furnished office space, usage of all office equipment in the

1 building, full scholarship to the entrepreneurial institute, participation in all workshops and  
2 seminars, receptionist, security system. It is a premier business opportunity support  
3 center.  
4

5 Mr. Chandler noted BOC will be staffed with Certified Business Analysts providing customized  
6 expertise and the Lake Sumter State College Entrepreneurial Institute is a 10 week, 30 hour  
7 course format including legal structure, marketing, accounting, trends and research and is  
8 available for a nominal fee. He said the agreement with the Lake Eustis Chamber of Commerce  
9 includes a full time dedicated staff person, ten offices to be utilized for the BOC, training room,  
10 conference room, break room and use of all office equipment.  
11

12 Mr. Chandler said the total cost of the program is \$174,500 and Lake County is proposing that the  
13 four cities in northeast Lake County contribute \$50,000 per year to support the services and  
14 programs of the BOC with the City of Tavares portion at \$14,400.  
15

16 Mayor Wolfe asked for comment from Council.  
17

18 Councilmember Hope inquired if the SCORE business support organization will interrelate or if  
19 the BOC will take the place of SCORE. Mr. Chandler, said they are hoping to include SCORE as  
20 a complimentary service and there is no formal agreement at this time. Councilmember Hope  
21 noted SCORE does not have an incubator program.  
22

23 Councilmember Pfister inquired about the EDC contribution. Mr. Chandler said that the county is  
24 contributing \$174,500 at this point.  
25

26 Councilmember Smith asked if businesses will be charged rent for the office space. Mr. Chandler  
27 said there will be a nominal fee of less than \$400 per month.  
28

29 Mr. Drury asked if the incubator program is designed for a business to graduate and then go out  
30 and lease market commercial space after the business is established. He asked if a time frame  
31 for graduation from the incubator program has been established. Mr. Chandler said the plan  
32 and direction is for a business to graduate within three years and that it is not designed for a  
33 business to remain in the program indefinitely. Mr. Drury noted the importance of establishing the  
34 criteria with the entrepreneur in order for a business plan and exit strategy to be developed.  
35

36 Scott Blankenship, Director, Lake County Economic Development & Tourism, said incubator  
37 programs have been established throughout the country. He said the business would have to be  
38 in the incubator program in order to lease office space but the center itself is a walk-in program.  
39

40 Councilmember Pfister asked if the staff and advisors are volunteer positions. Mr. Blankenship  
41 said there will be two Certified Business Analysts who are UCF employees; UCF manages the  
42 regional SBDC program. He noted that an entrepreneur has to meet certain criteria to enter the  
43 incubator program.  
44

45 Councilmember Smith asked for the requirements and criteria to qualify for the program.  
46

1 Mayor Wolfe noted his concern for the estimated cost range provided the cities (\$25,000-  
2 \$50,000) and the three year reduced lease that is provided. Scott Blankenship said they are  
3 using the best models, UF, USF, UCF and taking their tried and proven incubator models with a  
4 success rate of over 90%. Mayor Wolfe asked for those statistics.

5  
6 Vice Mayor Grenier asked if the staff will be able to accommodate all of the businesses in the  
7 area. Mr. Blankenship said it will never be enough but is the most proactive approach of any  
8 county in the state with the county segmented into areas, a Economic Development & Tourism  
9 Representative designated for each area and the three BOC's.

10  
11 Councilmember Hope asked if the Mount Dora and Tavares chambers are in support of the  
12 concept. Mr. Blankenship confirmed.

13  
14 Councilmember Hope said he is in support of the program but would like additional information.

15  
16 Mr. Blankenship said he would provide additional information on the program including success  
17 rate statistics, criteria for acceptance into the program, services provided and a description of the  
18 paid staff.

19  
20 **VI. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EXPARTE CONTACTS**

21  
22 Attorney Williams said there is one quasi-judicial matter for consideration, Tab 3 (Rezoning of  
23 Gator Inlet). He swore in those present who wished to give testimony.

24  
25 Attorney Williams asked if any Councilmembers wished to make any ex parte disclosures  
26 regarding the matter. There were none.

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

29  
30 Ms. Novack read the ordinances by title only:

31  
32 **ORDINANCE 2012-17**

33  
34 **AN ORDINANCE OF THE CITY OF TAVARES REZONING APPROXIMATELY**  
35 **6.2 ACRES LOCATED ON THE SOUTH SIDE OF US HIGHWAY 441, WEST OF**  
36 **STATE ROAD 19 FROM PD (PLANNED COMMERCIAL DEVELOPMENT) TO**  
37 **C-2 (HIGHWAY COMMERCIAL); SUBJECT TO THE RULES, REGULATIONS**  
38 **AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL;**  
39 **PROVIDING AN EFFECTIVE DATE.**

40  
41 **ORDINANCE 2012-18**

42  
43 **AN ORDINANCE OF THE CITY OF TAVARES AMENDING THE FUTURE LAND**  
44 **USE MAP 2020 PROVIDING FOR A CHANGE OF FUTURE LAND USE**  
45 **DESIGNATION ON APPROXIMATELY 6.2 ACRES OF LAND GENERALLY**  
46 **LOCATED ON THE SOUTH SIDE OF US HIGHWAY 441, WEST OF STATE**  
47 **ROAD 19 FROM MUC (MIXED USE COMMERCIAL) TO COM (COMMERCIAL);**

1                   **SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED**  
2                   **BY THE CITY OF TAVARES COUNCIL; PROVIDING AN EFFECTIVE DATE.**

3  
4                   **VIII. CONSENT AGENDA**

5  
6                   There were no items for consideration on the consent agenda.

7  
8                   **IX – ORDINANCES/RESOLUTIONS**

9  
10                  **First Reading**

11  
12                  None.

13  
14                  **SECOND READING**

15  
16                  **Tab 3) Ordinance #2012-17 – Rezoning of 1515 US Highway 441 (formerly Gator Inlet/Quiet**  
17                  **Waters) from Planned Development to Highway Commercial**

18  
19                  Mr. Skutt stated this is an ordinance to amend the zoning of 6.2 acres of property located on the  
20                  south side of US 441 just west of the Dora Canal known as the Gator Inlet and Quiet Waters.  
21                  Five years ago the property was rezoned to a residential planned development zoning that would  
22                  have allowed for an upscale condominium project including 101 condo units, a pool and marina.  
23                  With the decline of the housing market, the developer was unable to carry through with the  
24                  project. Ownership of these lands reverted back to the original owners, Babinec Enterprises, and  
25                  they are now interested in marketing the property. Both the property owner and staff agree that  
26                  there is more likelihood that the property could be successfully developed as a commercial use  
27                  rather than a residential use. Mr. Skutt said that revoking the existing planned development  
28                  zoning on this property and placing a commercial C2 zoning is the first step that should be taken  
29                  in facilitating the sale and development of the land. US Highway 441 is the city's main  
30                  commercial corridor and a C2 Highway Commercial Zoning would be the best fit. As with the  
31                  existing zoning the city would require an approved site plan, traffic evaluation and all  
32                  environmental permitting will have to be in place before any building permits are issued on the  
33                  property. Mr. Skutt said the previous owners had property standards violations brought against  
34                  them and ultimately this led to the city placing a lien against the property to cover outstanding  
35                  fines. The new owners have brought the property into code compliance but the lien continues to  
36                  run with the land. The Planning and Zoning Board voted unanimously to recommend the  
37                  approval of this rezoning on June 21, 2012, and staff recommends approval of Ordinance 2012-  
38                  17.

39  
40                  Mayor Wolfe asked for comment from Council.

41  
42                  Mayor Wolfe asked if the lien would be paid when the property is sold or prior to development.  
43                  Attorney Williams said the lien attaches to the property and must be paid to transfer title as well  
44                  as secure a construction loan or mortgage. He said the lien is secured and not affected by the  
45                  rezoning.

46  
47                  Mayor Wolfe asked if anyone in the audience wished to speak.

1  
2 **MOTION**

3  
4 **Kirby Smith moved to approve Ordinance 2012-17, seconded by Bob Grenier. The motion**  
5 **carried unanimously 5-0.**

6  
7 **Tab 4) Ordinance #2012-18 – Future Land Use Amendment for 1515 US Highway 441**  
8 **(formerly Gator Inlet/Quiet Waters) from Mixed Use Commercial to Commercial**

9  
10 Mr. Skutt stated this future land use amendment will change the land use designation for the  
11 property just previously rezoned from Mixed Use Commercial to Commercial which is the most  
12 appropriate land use category for the same reasons presented under the rezoning application.  
13 The Planning & Zoning Board recommended unanimously for approval on June 21, 2012. Staff  
14 recommends approval of Ordinance 2012-18.

15  
16 Mayor Wolfe asked for comment from Council.

17  
18 Mayor Wolfe asked for comment from the audience.

19  
20 **MOTION**

21  
22 **Bob Grenier moved to approve Ordinance 2012-18, seconded by Norman Hope. The**  
23 **motion carried unanimously 5-0.**

24  
25 **X. GENERAL GOVERNMENT**

26  
27 **Tab 5) Golden Triangle Summit Meeting**

28  
29 Mr. Drury said the next Golden Triangle Summit is scheduled for August 30, 2012 at 5:30 p.m. at  
30 the City of Mt. Dora, City Hall Board Room. He said staff will continue to provide updates on the  
31 Golden Triangle Fire District initiative. Mr. Drury said he is available for questions or will take any  
32 information Council wishes to bring forward at a later time.

33  
34 Mayor Wolfe noted his support to move forward with the Golden Triangle Fire District. He asked  
35 if Lake County could be invited. Mr. Drury confirmed.

36  
37 **Tab 6) Request to Name Dora Canal Bridge as “Clayton Bishop Memorial Bridge”**

38  
39 Vice Mayor Grenier said that dedicating the Dora Canal Bridge to Clayton Bishop provides an  
40 opportunity to pay tribute to one of Lake County’s living ambassadors who has made great  
41 contributions to the county and has been involved with the railroads for 90 years. He said this  
42 dedication will go beyond the boundaries of Tavares and also celebrate the railroad partnership  
43 with Lake County on the project. Mr. Grenier noted the Florida Central Railroad, Central Florida  
44 Chapter National Railway Historical Society and Lake County Historical Society are in support of  
45 the dedication. He noted the alleyways throughout Tavares have been dedicated to individuals.  
46 He said the replicated railroad station could have a state historical marker placed that will tell the

1 history of Tavares as the hub of Central Florida’s railroad and include many of the names of those  
2 individuals from Tavares.

3  
4 Mayor Wolfe asked for comment from Council.

5  
6 Councilmember Pfister said she was contacted by a member of the Tavares Historical Society  
7 and noted her concern that there are so many others who have been involved in the railroads in  
8 Tavares. Councilmember Pfister and Mayor Wolfe noted their preference is to leave the bridge  
9 as the Dora Canal Bridge or place a plaque that is a dedication to include more individuals  
10 associated with railroad history.

11  
12 Vice Mayor Grenier noted this is not a request to rename the Dora Canal bridge but to dedicate  
13 the bridge to an individual.

14  
15 Councilmember Smith said he would like the Tavares Historical Society to be provided with an  
16 opportunity to conduct research and with more coordination between the historical societies as  
17 well as a more judicial process.

18  
19 Mayor Wolfe asked for comment from the audience.

20  
21 Betty Burleigh, Tavares Historical Society, read a letter that was sent to each Councilmember  
22 requesting Council table the request until some thought can be put into the proposal from the  
23 Tavares Historical Society and Councilmembers. She named several individuals who worked on  
24 the railroads from Tavares and gave a scrapbook to Mr. Drury for Council to review.

25  
26 Lavonda Morris, Curator and Manager, Lake County Historical Society and Museum, stated her  
27 support to honor Mr. Bishop.

28  
29 Councilmember Hope recommended tabling the request and forming a group to come up with a  
30 prioritized list of individuals to bring back for Council consideration.

31  
32 Don Bias, resident, stated his support in only placing a plaque at the railroad station with the  
33 names of the men who worked on the railroad that can be added to in the future.

34  
35 **MOTION**

36  
37 **Lori Pfister moved that after budget Council re-address the railroad bridge dedication,**  
38 **seconded by Kirby Smith. The motion carried, 4-1 as follows:**

39  
40 **Robert Wolfe: Yes**  
41 **Bob Grenier: No**  
42 **Norman Hope: Yes**  
43 **Lori Pfister: Yes**  
44 **Kirby Smith: Yes**

45  
46 **Tab 7) Request to Extend Outdoor Music Hours in Downtown**  
47

1 Mr. Neron said Ruby Street Grill has requested that Council consider amending the current  
2 regulations to expand the time frame where outdoor music and entertainment would be allowed in  
3 the Downtown Entertainment District. A chart has been provided showing the hours allowed  
4 under the current ordinance and the hours being requested by Ruby Street Grill. Mr. Neron said  
5 staff recommends Council consider the request and provide direction as to what changes, if any,  
6 should be made to the existing regulations.

7  
8 Mayor Wolfe asked for comment from Council.

9  
10 Mayor Wolfe asked for comment from the audience.

11  
12 Colleen McGinley, Executive Director, Tavares Chamber of Commerce, said the Tavares  
13 Chamber of Commerce Board passed a motion requesting Council to pass an ordinance  
14 changing the hours on Sunday through Wednesday to 11:59 p.m. and Thursday, Friday and  
15 Saturday to 1:00 a.m. in order to benefit the economic development in the Downtown  
16 Entertainment District.

17  
18 Discussion followed regarding various extended hour options and Councilmember Pfister noted  
19 the Council could always readdress if needed. She said she would like to give the business  
20 owners the opportunity for expanded hours.

21  
22 Councilmember Hope noted his concern for the residents and preferred no hours beyond  
23 midnight.

24  
25 Attorney Williams noted that this is direction to the staff which will come back before Council for  
26 two readings and public notice.

27  
28 **MOTION**

29  
30 **Kirby Smith moved to recommend Monday, Tuesday and Wednesday until 11:00 p.m.;**  
31 **Thursday until 12:00/midnight; Friday, Saturday until 1:00 a.m.; Sunday until 11:00 p.m.**  
32 **The motion failed for lack of a second.**

33  
34 Vice Mayor Grenier said the only change he is in favor is extending another hour on Wednesday  
35 and to readdress in the future as needed.

36  
37 **MOTION**

38  
39 **Norman Hope moved for Monday and Tuesday 11:00 p.m.; Wednesday, Thursday, Friday,**  
40 **Saturday and Sunday 12:00 midnight.**

41  
42 Councilmember Smith noted his concern for expanded weeknight hours. Mr. Smith asked if  
43 expanded hours would deter or encourage conventions coming into town. Mr. Drury said  
44 conventions enjoy entertainment.

45  
46 Mayor Wolfe noted his concern that some establishments play amplified music louder than  
47 others.

1  
2 Councilmember Smith said that if the restaurant owners are extremely loud Council can rescind  
3 to less hours.  
4

5 **The motion was seconded by Lori Pfister. The motion carried 3-2 as follows:**

6  
7 **Robert Wolfe: No**  
8 **Bob Grenier: No**  
9 **Norman Hope: Yes**  
10 **Lori Pfister: Yes**  
11 **Kirby Smith: Yes**  
12

13 Attorney Williams said an ordinance will come back to Council for two readings and that a change  
14 in hours is not in effect at this time.  
15

16 **Tab 7A) Request from Ruby Street Grill to Close Ruby Street on September 1, 2012**

17  
18 Mr. Drury said this request was provided just prior to the meeting. He said the current ordinance  
19 requires that when a special event is held in downtown with more than 2500 people, or with  
20 Council approval, a street can be closed. Mr. Drury said the Ruby Street Grill is expecting 200  
21 people for an event and has requested that a portion of Ruby Street be closed from 9:00 a.m.  
22 until 5:00 p.m. with the actual event 12:00 noon until 4:00 p.m. on Saturday, September 1, 2012.  
23 He said staff recommends approval.  
24

25 Councilmember Smith inquired as to which portion of Ruby Street will be closed and if there will  
26 be access to the boat ramp. Mr. Drury confirmed that there will be access to the boat ramp and  
27 the request is to close Ruby Street from the corner of O'Keefe's to St. Clair Abrams.  
28

29 Mayor Wolfe asked for comment from the audience.  
30

31 Andrew O'Keefe, O'Keefe's Irish Pub, said Pups on the Patio will hold their last event of the  
32 season which begins at 6:00 p.m. He said the street will be closed until approximately 9:00 p.m.  
33 He said Pups on the Patio closes the same portion of the street and that the loop is open for  
34 parking and emergency vehicles.  
35

36 **MOTION**

37  
38 **Kirby Smith moved to approve the request, seconded by Lori Pfister. The motion carried**  
39 **unanimously 5-0.**  
40

41 **Tab 8) Request for Extension of Contractual Services with Malcolm Pirnie for Consumptive**  
42 **Use Permit Process**  
43

44 Mr. Hayes said this is a request to approve a work authorization with Malcolm Pirnie for the  
45 compliance condition activities for the Consumptive Use Permit, to complete the CUP process  
46 with St. John's River Water Management District in the amount of \$78,474.  
47

1 He said under previous direction of the St. John's renewal process of the CUP, it typically takes a  
2 City or County of comparable size up to five years to receive a permit at an average cost of  
3 \$500,000. CUP's normally have a five year duration with the costs continuing on a yearly basis.  
4 The city has currently spent \$345,088, and including this work authorization for \$78,474, will have  
5 spent a total of \$423,562. The City is years ahead of the typical five year process for renewing  
6 the CUP, and with this work authorization, the total cost is under the state average, and the City  
7 will have a CUP with an expected permit duration of twenty years. This twenty year permit would  
8 significantly reduce our costs going forward with the CUP process. The City started this  
9 application process in October 2009. The City included \$125,000 in the current budget for the  
10 project and at this point the request is for \$78,474 of that amount. Staff recommends approval of  
11 the work authorization to complete the CUP process.  
12

13 Mayor Wolfe asked if that will be the final amount needed. Mr. Hayes confirmed. Mr. Drury said  
14 this is significantly below what was budgeted.  
15

16 Councilmember Hope asked if the City would renew every twenty years going forward instead of  
17 every five years. Mr. Hayes said yes, for the process.  
18

#### 19 **MOTION**

20  
21 **Norman Hope moved for approval, seconded by Bob Grenier. The motion carried**  
22 **unanimously 5-0.**  
23

#### 24 **Tab 9) Approval of Contract with Malcolm Pirnie for Water Main Design**

25  
26 Mr. Hayes said this is a request to consider the approval of a work authorization for Malcolm  
27 Pirnie to complete preliminary design of three water main projects in the amount of \$35,997. The  
28 City created a vision for enabling the future growth of businesses and residential developments in  
29 Tavares. The goal of the Utility Department is to provide adequate water, wastewater, reclaimed  
30 water and stormwater infrastructure, to enhance and sustain the growth and development in the  
31 community. The existing water main system is antiquated, with aged and undersized water  
32 piping. The City is working diligently to meet the future needs with numerous infrastructure  
33 projects. The City currently has completed the design for water and wastewater infrastructure  
34 improvements for the CRA. He said these three proposed projects are intended to complement  
35 that infrastructure improvement project. Mr. Hayes provided a description of the three projects:  
36

- 37 1. Install a water main from the end of the street at SR 19, cross under SR 19 and travel  
38 both north and south along SR 19 crossing under the Dora Canal to Dead River Road and  
39 connect to an existing water main that ends in the vicinity of the businesses on SR 19.
- 40 2. Install a water main along East Alfred Street (Old 441) between Disston Avenue and Dora  
41 Avenue.
- 42 3. Extend a water main under Lake Junietta to add fire protection and more water protection.  
43

44 Mr. Hayes said this is for a looping of the systems, fire flow protection and water quality. He said  
45 this is a preliminary design. Mr. Drury noted the amount budgeted was \$40,050 and this project is  
46 coming in at \$35,997.  
47

1 Councilmember Smith asked if the SR 19 road widening project has been considered. Mr. Hayes  
2 said this part of SR 19 will not be affected.

3  
4 **MOTION**

5  
6 **Norman Hope moved for approval, seconded by Lori Pfister. The motion carried**  
7 **unanimously 5-0.**

8  
9 **Tab 10) Authorization to Apply for a State Florida Recreation Development Assistance**  
10 **Program (FRDAP) Grant to fund the Construction of the Wooton Park Expansion**

11  
12 Mr. Neron said the state, in the past, has had the Florida Recreation Development Assistance  
13 Program (FRDAP) which assists local governments in a variety of recreational improvement  
14 projects. He said in the past the city has been the recipient of FRDAP Grants for Woodlea Field,  
15 Aesop's Park, Funding of Splash Park and other improvements of the Wooton Park expansion  
16 project. The state has not funded the FRDAP Grant program for the last two years and it is  
17 undetermined if FRDAP will be funded by the legislature in its next session. The City has been  
18 notified that they are opening applications to be considered should the state fund the program in  
19 the next fiscal year. Mr. Neron said staff is requesting the authority to file a FRDAP Grant  
20 application that can be used to assist the various projects at the Wooton Park Expansion such as  
21 boat ramps, restroom, boat parking et al. There is up to a 50% match which can be used with  
22 existing funds already appropriated for those improvements by leveraging that money should the  
23 City be awarded a FRDAP Grant project.

24  
25 Councilmember Smith asked if the city would be notified in time of the design phase of the  
26 Wooton Park Expansion. Mr. Neron confirmed and said the grants would be ranked although  
27 funding would not be determined until the end of the legislative session.

28  
29 Councilmember Hope noted his concern for transparency and inquired about expanded  
30 improvements on a project that was voted by referendum. Mr. Drury said a project will be  
31 developed that is approximately \$900,000 and which is in line with what the citizen approved by  
32 referendum. If \$200,000 is awarded from the FRDAP it could reduce the amount of the voters  
33 contribution from \$900,000 to \$700,000. There are other improvements that will be  
34 recommended in the future such as the safety of the seaplanes and interaction of pedestrians as  
35 well as the relocation of the Tav Lee Trail.

36  
37 Mr. Neron said the concept plan calls for 10-12 boat parking trailer spaces and if the city is  
38 awarded a grant then there is the potential to expand that from 10-12 to 15-20. Mr. Neron said  
39 the original bond for Wooton Park was \$7.3M with over \$1M in grants to enhance various aspects  
40 of the project over time. As grants become available with match requirements we can leverage  
41 those existing funds to expand the existing project for other improvements. Mr. Drury said the  
42 goal is to honor what the people voted and create a \$900,000 project, and if we get grant monies  
43 then Council can decide to move forward with enhancements or to not do any more additional  
44 improvements reducing the cost. Mr. Neron said FRDAP grants can be awarded up to \$200,000,  
45 are traditionally very competitive and the amounts depend on the number of grants awarded. He  
46 said the Wooton Park grants were in the range of \$150,000.

1 **MOTION**

2  
3 Norman Hope moved for approval, seconded by Kirby Smith. The motion carried  
4 unanimously 5-0.

5  
6 **XVI. OLD BUSINESS**

7  
8 **XVII. NEW BUSINESS**

9  
10 **XVIII. AUDIENCE TO BE HEARD**

11  
12 Mayor Wolfe invited comment from the audience.

13  
14 **XIV. REPORTS**

15  
16 **Tab 25) City Administrator**

17  
18 Mr. Drury stated that the Dora Canal bridge project is complete. He thanked the Council for  
19 funding the project, and Mr. Neron for managing the project. Mr. Drury presented Council and  
20 Mr. Neron with railroad spikes from the Dora Canal bridge noting that the previous rail line was  
21 built approximately 1916 and lasted for 100 years, and the presented railroad spikes are for a  
22 project which will be there another 100 years.

23  
24 Mr. Neron recognized Pete Petree with the Florida Central Railroad who worked hand in hand  
25 with the city.

26  
27 Mr. Drury noted the upcoming meetings are listed in the agenda.

28  
29 **City Clerk Department**

30  
31 Ms. Novack said the election qualifications ended at 12:00 noon with four qualified candidates;  
32 Bob Grenier, Norman Hope, Lori Pfister and Robert Wolfe. She said all candidates are  
33 incumbents with no opposition. Three members will fill two year terms through 2014 and one will  
34 fill a one year term to be determined.

35  
36 Mr. Drury noted the swearing in will be held in November.

37  
38 **Human Resources**

39  
40 **Economic Development**

41  
42 **Public Communications**

43  
44 **Public Works Department**

45  
46 Mr. Thompson congratulated those Councilmembers who qualified for re-election.

47

1 **Utility Department**  
2

3 Mr. Hayes said two weeks ago FDEP gave its approval to turn on the reuse water. There is a  
4 contractor on site and the connection at the Tavares Cemetery and Martin's Grove has been  
5 completed. The Utility Department plans to turn on the reuse system by Friday, August 17.  
6

7 **Police Department**  
8

9 **Fire Department**  
10

11 **Community Services Department**  
12

13 **Finance Department**  
14

15 **City Attorney**  
16

17 Attorney Williams said each Councilmember received an email from Mr. Drury regarding the  
18 November election. Mr. Williams said there is a special circumstance this year in that of the four  
19 seats that are up, three are traditional two year terms and one is to complete the one year  
20 unexpired term from Sandy Gamble's resignation. With the current at large elections the charter  
21 does not provide any way to determine who gets the three two-year terms and who gets the one  
22 one-year term other than to have an election unless there is an agreement or stipulation of the  
23 people that are involved; Robert Wolfe, Bob Grenier, Norman Hope and Lori Pfister. He said  
24 there are three options:  
25

- 26 • With no action, four names will be on the ballot in November and the three candidates  
27 receiving the highest number of votes will be elected to the two year terms. The person  
28 with the least number of votes would get the one year term.
- 29 • One candidate can accept or volunteer to take the one year term.
- 30 • Draw straws or another selection of chance.  
31

32 Attorney Williams said the Lake County Supervisor of Elections needs to be notified by 8:00 a.m.  
33 the following day in order to print the ballots. Mr. Drury noted that if an election is held then staff  
34 will need to explain and educate the public on the reason they are voting through public relations  
35 and notifications Attorney Williams said the charter does not contemplate what you do in this  
36 instance, whether it is a chance lot or volunteer, as that is allowed under state law. Mr. Williams  
37 said this should not be an issue in the future if the citizens vote to adopt the seats.  
38

39 Councilmember Pfister asked why Councilmember Hope had to run this time as he was  
40 appointed to fill Sandy Gamble's seat. Attorney Williams said the charter specifically addresses  
41 this issue and stipulates that if there is a vacancy that is created with more than half of the  
42 remaining term outstanding, then the Mayor has the power to appoint someone but that  
43 appointment is only until the next election. If the vacancy occurs when there is less than a year  
44 remaining on the term then the vacancy is filled by someone who runs until the expiration of the  
45 term.  
46

47 Councilmember Pfister noted her preference for a selection of chance.

1  
2 Councilmember Hope said he prefers for the city not to spend the monies on an election and to  
3 determine the one year term by a selection of chance.  
4

5 Attorney Williams said a determination needs to be made on either holding an election or how the  
6 selection will be made. A chance selection does not have to be conducted until November. Mr.  
7 Williams said no one can force anyone to do this as the default position is an election and it must  
8 be in pure agreement from everyone.  
9

10 Mr. Williams said another option is to ask the Supervisor of Elections to print the ballots and if  
11 another decision was made before election day then a sign could be placed on each ballot box  
12 saying that you don't vote for these four as there is no election.  
13

14 Vice Mayor Grenier volunteered to take the one-year term. Attorney Williams said that he would  
15 take a one year term ending in November 2013 and revert to the same election cycle as  
16 Councilmember Smith.  
17

18 Attorney Williams said he would like a recognition in the minutes that Vice Mayor Grenier has  
19 elected to take a one year term and advised Mr. Grenier that it is irrevocable once you take the  
20 one year term.  
21

22 Vice Mayor Grenier stated for the record that he will voluntarily take the one year term.  
23

24 **MOTION**

25  
26 **Lori Pfister moved to accept Councilmember Grenier's gracious offer, seconded by**  
27 **Norman Hope.**  
28

29 Mayor Wolfe said it was very honorable of Vice Mayor Grenier to volunteer to take the one year  
30 term.  
31

32 **The motion carried unanimously 5-0.**  
33

34 **Tab 26) City Council**

35  
36 **Councilmember Pfister**  
37

38 Councilmember Pfister said she is concerned about the safety of pedestrian traffic on Ruby Street  
39 and would like to begin a plan to make Ruby Street more appealing and pedestrian friendly. Ms.  
40 Pfister suggested a brick project where bricks are sold with engraved names and with a possible  
41 'ruby red' design.  
42

43 Mr. Drury noted the Ruby Street project is included in the Five Year Capital Plan program which  
44 will be discussed in the following budget meeting.  
45

46 **Councilmember Hope**  
47

1 Councilmember Hope commended staff for their hard work and efforts and said he hopes to keep  
2 the new carpet in the front of the library in the budget.

3  
4 **Vice Mayor Grenier**

5  
6 **Councilmember Smith**

7  
8 **Mayor Wolfe**

9  
10 Mayor Wolfe noted his support for new library carpeting.

11  
12 **Adjournment and Reconvening to Budget Workshop for Fiscal Year 2012-2013**

13  
14 Mayor Wolfe adjourned the meeting at 6:04 p.m. for a brief recess. The meeting was reconvened  
15 at 6:27 p.m.

16  
17 **Tab 13) Discuss FY 2012-2013 Budget**

18  
19 **Presentation by City Administrator**

20  
21 The seven items from the last meeting have been incorporated into the budget as follows:

- 22  
23 1. Todd Way Circle \$45,440 budgeted number reduced to reflect estimated cost of \$30,440  
24 (\$15,000 savings)  
25 2. Marina Seaplane Fuel revenue margin increased from 5% to 10%. (\$10,000 savings)  
26 3. Splash Park personnel costs reduced by \$30,000  
27 4. Pavilion On the Lake start up partial year funding reduced from \$103,000 down to  
28 \$50,000. (\$53,000 savings)  
29 5. Library carpet replacement of entrance way only. Added \$10,000.  
30 6. Increased Parks & Recreation program expenditures by \$10,000 due to dissolution of  
31 Booster Club and increased Park Program Revenues by \$10,000. Budget neutral.  
32 7. Increased Election Expense by \$1,800.00 for costs related to referendum concerning  
33 "Council Seats".

34  
35 Net Changes above total \$96,200 savings.

36  
37 Mr. Drury recommended and asked Council that the following items be added:

38  
39 **Low Level Landscaping**

40  
41 Mr. Drury noted the estimated cost to install an aesthetically pleasing rod iron looking safety  
42 fencing (actually made from aluminum) in Wooton Park along the Ruby Street portion of the rail  
43 road is \$30,000 (from Splash Park entrance to BBQ building on the street side). The landscaping  
44 and irrigation costs along the same area on the lake side of the rail road is estimated at \$25,000.  
45 Total cost is \$55,000. Staff has been successful in getting the rail road to commit to contribute to  
46 100% of the cost of the fencing. This reduces the cost from \$55,000 down to \$25,000 for the city.

47

1 Central Florida Veterans has made a request to the city to contribute \$1,180 towards a \$1.5  
2 million Memorial Park in Orlando.

3  
4 Golden Triangle Business Opportunity Center

5  
6 Add a \$14,400 placeholder to the General Fund for the request for the Golden Triangle Business  
7 Opportunity Center.

8  
9 Mayor Wolfe inquired about the ‘no trip hazards’ for the pedestrian crossings and asked if that is  
10 incorporated in the landscaping funds. Mr. Neron said there are four locations for rubberized and  
11 asphalt pedestrian crossings which will be covered by railroad funding as part of the Dora Canal  
12 Bridge replacement project.

13  
14 Councilmember Smith said \$25,000 of the \$50,000 that is saved by not certifying the two boats  
15 could be used toward the low level landscaping. Mr. Neron noted he is currently, per Council  
16 direction, pursuing with Lake Sumter MPO in getting an exemption with the state and federal  
17 government to dispose of the boats. Under the current regulation, 80% of the proceeds go back  
18 to the federal government under the program from which they were originally purchased and the  
19 City can keep 20%. The City will be requesting an exemption to recoup revenues that were put  
20 into the boats for refurbishing and transportation. In addition, when the City is ready to dispose of  
21 the boats, it will need to be determined and decided if the City can get more monies from the sale  
22 of the boats if they are certified or by selling them ‘as is.’ Mr. Neron said staff plans to bring that  
23 back before Council within six months.

24  
25 Councilmember Pfister noted her support in not expending any monies and disposing of the boats  
26 quickly and taking 20%.

27  
28 Capital Improvement Program

29  
30 Ruby Street

31  
32 Mr. Skutt noted there is no funding in the current budget for Ruby Street improvements, and  
33 \$10,000 is in the FY12/13 budget for the preliminary design for sidewalks. Mr. Drury said Ruby  
34 Street is not funded as a stand alone project but is incorporated in the downtown  
35 water/wastewater/stormwater upgrade project. He said Mr. Hayes has been working for two  
36 years on developing the funding which should be in place within the next year. He said upgrading  
37 the water/sewer lines and the stormwater project will require the street to be torn up.

38  
39 Councilmember Pfister said it is important to address safety issues and making it pedestrian  
40 friendly now by possibly lowering the speed limit, adding lighting or preferably closing the street  
41 to traffic with only pedestrian use at dusk since the project is 2-3 years out. Ms. Pfister said  
42 businesses would still be accessible through their parking lots to the north and south.

43  
44 Mr. Drury said a solution would be to give the Public Works Department sidewalk monies. Mr.  
45 Thompson said the cost would be approximately \$25,000 to add sidewalks and \$5,000 has been  
46 included in the FY12/13 budget. Mr. Drury noted that there are differing views on how the street  
47 should be designed and public meetings should be held on that issue. He said Alisha Sullivan,

1 Senior Planner, is currently working on a preliminary in-house design and is meeting with the  
2 business owners along the street and corridor for an overall design plan. Once the plan is  
3 approved or changed, then that is the plan that will go into the water/wastewater/stormwater  
4 project for funding. Mr Drury noted the missing section of sidewalk is behind the Clerk of Court  
5 building.

6  
7 Councilmember Smith inquired about power poles along Ruby Street. Mr. Thompson said power  
8 poles extend to O'Keefe's. Mr. Drury said Council asked the engineer (BESH) to do a standard  
9 lighting design for the downtown.

10  
11 Councilmember Smith said \$25,000 of savings from not certifying the boats can be used for  
12 sidewalks. Mr. Drury said he would make that change.

13  
14 Councilmember Hope asked if a sidewalk would have to be torn up with the  
15 water/wastewater/stormwater project. Mr. Hayes noted the utilities are in the middle of the road  
16 and it should not be an issue.

17  
18 Mr. Drury asked Council to review the list of projects included in the Five Year Capital  
19 Improvement Program and advise him of any desired changes. He noted that there are two more  
20 meetings to make any adjustments.

21  
22 Councilmember Hope said he would like to see bathrooms included in the master plan, long  
23 range, for Ingraham Park. Mr. Drury asked Ms. Houghton to add the restrooms to the Ingraham  
24 Park in a CDBG funding cycle year.

25  
26 Councilmember Smith asked for a summary of everything that happened for the September  
27 budget meeting.

#### 28 29 Enterprise Funds

30  
31 Ms. Houghton said she provided a new Utility Budget due to four changes in the  
32 water/wastewater budget. Ms. Houghton provided a review of the Enterprise Funds with the  
33 following highlights:

#### 34 35 Utility Enterprise Fund: (Water, Sewer & Water Reclamation Fund)

- 36  
37
- 38 • Water revenues – anticipate a slight decline due to customer irrigation use.
  - 39 • Sewer service fees – increase in FY12/13 – the water consumption is not as much of a  
40 driver in the sewer revenues because customers are no longer charged for the  
41 consumption part of their bill at 14,000 gallons.
  - 42 • Reuse Revenues – budgeted conservatively due to unknowns.
  - 43 • Anticipated revenues - \$289,000 back into fund.
  - 44 • Operating - Water Treatment Division expected to increase 4.85%
  - 45 • Operating – Water Distribution Division expected to decrease 7.85%
  - 46 • Additional Funding included in Contractual Services for \$55,000 for recertification of the  
47 wastewater plant (every 5 years)

1 Mr. Hayes said he is working toward a 10 year recertification which will reduce costs.  
2

3 Solid Waste Fund  
4

- 5 • Revenues and expenditures staying fairly constant
- 6 • Minimal recycling revenue
- 7 • No debt proceeds – not purchasing a truck
- 8 • \$12,000 included for automated carts that need to be purchased every 2-3 years
- 9 • \$14,000 included for Ruby Street dumpster
- 10 • Solid Waste Revenues – 68% residential, 32% commercial

11  
12 Stormwater Fund  
13

- 14 • Budget reduced with an anticipated \$97,000 being placed back into reserve to get ready  
15 for improvements
- 16 • \$1.00 increase in ERU fee to \$5.50 per ERU
- 17 • Capital expenditures for Sinclair Drainage at \$15,000 and \$12,000

18  
19 Seaplane Base Fund  
20

- 21 • Increase in revenues which include transfers from the General Fund and TIF Fund – any  
22 decrease in expenditures will decrease the transfer from the General Fund
- 23 • Increase cost in credit card processing
- 24 • Increase cost for fuel purchases for resale
- 25 • Capital purchases – operations radio and power boxes in the amount of \$7,000
- 26 • Splash Park Salaries have been reduced.
- 27 • Increase in Wooton Park Maintenance – includes increases maintenance such as  
28 landscaping and palm pruning

29  
30 Mr. Drury said the next budget sessions are in September.

31  
32 ADJOURNMENT  
33

34 There was no further business and the meeting was adjourned at 7:23 p.m.  
35

36 Respectfully submitted,  
37

38  
39 \_\_\_\_\_  
40 Susie Novack, MMC, Deputy City Clerk