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**CITY OF TAVARES  
MINUTES OF REGULAR COUNCIL MEETING  
JULY 17, 2013  
CITY COUNCIL CHAMBERS  
4:00 p.m.**

**COUNCILMEMBERS PRESENT**

**ABSENT**

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

**STAFF PRESENT**

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

**I. CALL TO ORDER**

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

**II. INVOCATION AND PLEDGE OF ALLEGIANCE**

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

**III. APPROVAL OF AGENDA**

Mayor Wolfe asked if staff had any changes to the agenda. Mr. Drury requested to add Tab 7A, award of loan funding for the Tavares Pavilion on the Lake to BB&T Bank.

**MOTION**

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

1 **IV. APPROVAL OF MINUTES**

2  
3 Deferred to the August 7<sup>th</sup> City Council meeting.  
4

5 **V. PROCLAMATIONS/PRESENTATIONS**

6  
7 **Tab 2) 2013 Election Proclamation**

8  
9 Mayor Wolfe read the 2013 Election Proclamation into the record as follows:  
10

11 **NOTICE OF ELECTION**

12  
13 **The 2013 City Election will be held on Tuesday, November 5, 2013 in the City**  
14 **Hall Council Chambers, First United Methodist Church, Lake County Agriculture**  
15 **Center, Lake Frances Estates Clubhouse, Tavares Masonic Lodge, Imperial**  
16 **Terrace, and Royal Harbor Social Hall, for the purpose of electing two non-partisan**  
17 **Councilmembers to Seats 2 and 4 to serve at large for 2013-2015.**

18  
19 **NOTICE IS HEREBY GIVEN that the registration for Lake County is now open**  
20 **for registration of all qualified voters of the City of Tavares at the office of the**  
21 **Supervisor of Elections for Lake County in the Administrative Building of Tavares,**  
22 **Florida, during the usual office hours.**

23  
24 **Electors of the City of Tavares who have registered on or prior to October 2,**  
25 **2013 at 5 p.m. will be processed for voting at the City Election to be held on the 5<sup>th</sup>**  
26 **day of November, 2013.**

27  
28 **Nominations to Seat 2 and Seat 4 shall be by petition signed by at least**  
29 **twenty-five (25) qualified electors of the City of Tavares and must name the**  
30 **individual and the specific Council seat sought. A candidate may qualify for only**  
31 **one seat. The petition must be filed with the City Clerk by Noon at City Hall for the**  
32 **City of Tavares on or before the 15th day of August, 2013 along with all required**  
33 **election documents. Election packets may be obtained from the City Clerk.**

1  
2 Dated this 17<sup>th</sup> day of July, 2013.

3  
4  
5 \_\_\_\_\_  
6 Robert Wolfe, Mayor

7 **VI. QUASI JUDICIAL AND DISCLOSURE OF EXPARTE CONTACTS**

8  
9 None.

10  
11 **VII READING OF ALL ORDINANCES/RESOLUTIONS**

12  
13 None

14  
15 **VIII. CONSENT AGENDA**

16  
17 Mayor Wolfe asked if anyone in the audience wished to oppose any item on the Consent Agenda.

18  
19 **MOTION**

20  
21 **Lori Pfister moved to approve the Consent Agenda [Acceptance of Law Enforcement Grant**  
22 **to Retrofit Vehicle; Approval of Easement to Sumter Electric on Public Works Property off**  
23 **Captain Haynes Road; and Acceptance of Department of Economic Opportunity Grant for**  
24 **Planning Study], seconded by Bob Grenier. The motion carried unanimously 5-0.**

25  
26 **IX ORDINANCES/RESOLUTIONS**

27  
28 **X. GENERAL GOVERNMENT**

29  
30 **Tab 6) Approval of Easement over Public works Property to Lane Park Cemetery**

31  
32 Mr. Skutt stated that this an easement request that grants perpetual ingress and egress to the  
33 Lane Park Cemetery and to a parcel property that is owned by Shannon and Michele Parish over  
34 city owned land on Woodlea Road. There is an existing dirt lane that runs along the west and  
35 southwest of property that people have traditionally used to get access to this land but a recent  
36 records search has confirmed that there is no actual recorded easement. The granting of this  
37 easement will ensure future access. Under the easement document the City has no responsibility  
38 to maintain or improve this lane and staff is recommending that City Council moves to approve  
39 this easement.

40  
41 **MOTION**

42  
43 **Norman Hope moved to approve the granting of the easement, seconded by Bob Grenier.**  
44 **The motion carried unanimously 5-0.**

45  
46 **Tab 7) Results of Alfred Street Bid Opening and Streetscaping Bid Alternates**

1  
2 Mr. Skutt provided the following presentation:

3  
4 The Alfred/Caroline Street improvement project, beginning in 2006, has progressed through a  
5 visioning process, a preliminary engineering study, a complete engineering design, the bidding  
6 process and now to a point where contracts may be awarded for construction.

7  
8 The project has two main components:

9  
10 The base construction project consists of transforming Alfred Street and Caroline Streets into  
11 one-way pairs. It includes storm drainage, resurfacing or reconstruction of the roads, curb and  
12 gutters, on-street parking, basic concrete sidewalks and existing or basic lighting. This part of the  
13 project will be paid by Lake County through their transportation impact fee fund.

14  
15 The streetscaping part of the project includes the brick-paving of 7.5 alleyway segments,  
16 landscaping of the right-of-way, brick-paved crosswalks, seaplane themed benches and trash  
17 receptacles and LED decorative street lighting. This portion of the project was a bid alternate to  
18 the base construction and must be funded by the City of Tavares if we decide to proceed with it.

19  
20 Two contractors bid on the project with Dewitt Excavating submitting the lowest base construction  
21 bid of \$5,599,151. County staff is recommending acceptance of this bid and awarding the base  
22 contract to Dewitt.

23  
24 Alternative Bids from Dewitt which are for the streetscaping are as follows:

25

26 Alleyways	601,025
27 Landscaping	487,941
28 Brick-paving, etc.	260,665

29  
30 In addition, the city has the opportunity to have Progress Energy install the previously selected,  
31 decorative, LED streetlights along Alfred and Caroline Streets, between SR 19 and Disston  
32 Avenue for a cost of \$115,000.

33  
34 Total cost for Alternate Bids and Streetlights- \$1,464,631.

35  
36 If the City wishes to proceed with the streetscaping project, Council must identify and pledge a  
37 funding source prior to awarding the alternative bid contract.

38  
39 Mr. Skutt discussed the options below and the staff recommendation.

40  
41 OPTIONS

- 42
- 43 1. That City Council moves to not award contracts for the streetscaping portion of the  
44 Alfred/Caroline Street Improvement project and to shelve the completed, engineered plans for a  
45 future year.
  - 46 2. That City Council moves to award contracts for part or all of the streetscaping portion of the  
47 Alfred/Caroline Street Improvement project.

1  
2 **STAFF RECOMMENDATION**

3  
4 Staff recommends that City Council moves to not award contracts for the streetscaping portion of  
5 the Alfred/Caroline Street Improvement project and to shelve the completed, bidable, engineered  
6 plans for a future year.

7  
8 Mr. Drury noted this was a difficult recommendation because of the amount of work that has gone  
9 into the project. He noted that Councilmember Pfister has attended numerous meetings on this  
10 topic. He said the theory and thought is that if the City is building new gateways and transforming  
11 the ingress and egress of the city, an opportunity is there to re-do the alleyways and improve the  
12 landscaping and the streetscaping, lights, etc.

13  
14 He noted the reasons staff cannot recommend moving forward at this time is that the low bid for  
15 the paving is the high bid for the other components and the landscaping should perhaps be bid  
16 out separately. The other issue is that at this time the city does not have a funding source for this  
17 additional landscaping and improvements due to the downturn in the economy. He noted that  
18 Council is in the budget process and it was up to Council if they wished to reconsider this for the  
19 next fiscal year budget. Staff recommendation at this time is to postpone this project until a future  
20 year when funding is in place.

21  
22 Vice Mayor Smith questioned the cost of the lighting asking if it was on top of the County's  
23 funding. Mr. Skutt said that was correct as the County is only putting in the conduit.

24  
25 Mayor Wolfe welcomed comment from the audience. Mayor Wolfe agreed with the staff  
26 recommendation. Councilmember Pfister agreed but noted it will be worth the wait when it is  
27 finished and it will be very pedestrian friendly.

28  
29 Councilmember Pfister asked about any disruption to what is being done currently. Mr. Skutt  
30 responded that if the City comes in after the fact there will be minimal disruption.

31  
32 **MOTION**

33  
34 **Bob Grenier moved to approve the staff recommendation, seconded by Norman Hope. The**  
35 **motion carried unanimously 5-0.**

36  
37 **Tab 7A) Awarding of Funding of Pavilion**

38  
39 Mr. Drury stated this is a ministerial item as Council has already approved the funding and the  
40 contracts. He said the purpose of this item is to do the loan document portion.

41  
42 Ms. Houghton reviewed the previous steps taken to approve the funding project of Phase I (the  
43 pier) and Phase II will be the vertical construction and additional ancillary items to the project.  
44 Staff issued an RFP 2013-000. Unfortunately no bids were received on the due date but after  
45 making inquiries staff was advised that some of the issues were spring break for many of the  
46 banks with key staff out of the office, and the quick turn around of the RFP was not favorable and

1 some of the banks wanted to wait until the Comprehensive Annual Financial Report was  
2 complete which is happening more often with all banks.

3  
4 With the CAFR and audit now complete and due to the timing and the needs, staff decided to go  
5 to the City's depository BB&T and ask them to provide a proposal in the amount of \$2,750,000.  
6 They have brought back a proposal which has been reviewed by the financial advisor and staff  
7 will continue to review this if it is approved. The 19 year amortization is a fixed rate of 2.69% in  
8 the first 10 years with the option to re-price after the 10 year mark. The city will be required to put  
9 forth a revenue pledge on parity with the Wooton Park debt using the utility tax revenues with a  
10 1.25% additional bond test. She noted staff will bring a resolution at the next meeting to  
11 commemorate the loan if this is approved.

12  
13 Vice Mayor Smith asked if there were any issues regarding going to a single source. Attorney  
14 Williams said there is no requirement to have a competitive bid.

15  
16 **MOTION**

17  
18 **Lori Pfister moved to accept Option 1 [Award financing in the amount of \$2,750,000 to**  
19 **BB&T Bank for a term of 19 years at a rate of 2.69% on parity with the Wooton Park Capital**  
20 **Improvement Note (\$6.530,000) to complete financing for the Tavares Pavilion on the Lake**  
21 **and request staff to prepare a resolution with bond counsel for debt issuance, and to set a**  
22 **date for loan closing.] The motion was seconded by Norman Hope. The motion carried**  
23 **unanimously 5-0.**

24  
25 **XI. FISCAL YEAR BUDGET WORKSHOP 2014**

26  
27 **Tab 8) Discussion of Fiscal Year 2014 Budget and Setting of 2014 Maximum Tentative**  
28 **Millage Rate**

29  
30 Mr. Drury reviewed the process that had taken place up to this point regarding the budget delivery  
31 and various funds. He noted tonight will be the delivery of the special funds, restricted funds, and  
32 five year Capital Improvement Program. He noted at the next budget workshop staff will bring a  
33 list of the updates that have been done and further information on flagged items and issues that  
34 still need to be addressed. He said at the next meeting staff will request that Council set the  
35 maximum tentative millage rate.

36  
37 Ms. Houghton provided an overview of the special funds beginning with page 171 of the budget  
38 book, beginning with Police Education. She reiterated that budget is currently set at 6.4810 mils  
39 for the General Fund. Last year the maximum millage rate that Council set was 8.7164. She then  
40 discussed the various special funds and their purposes.

41  
42 Councilmember Pfister asked what is in the Freedom Flag fund now. Ms. Houghton stated there  
43 is approximately \$17,000 for maintenance. No expenses have been appropriated next year as it  
44 is anticipated that there should be no maintenance issues the first year. Vice Mayor Smith noted  
45 he wanted to be sure it was reserved for future freedom flag needs.

46  
47 **Capital Improvement Plan**

1  
2 Mr. Drury reviewed the capital improvement plan document. He noted it is a listing of all current  
3 year fixed assets being purchased or planned to be purchased in the next five years with source  
4 of revenue.

5  
6 Ms. Houghton provided an overview of the 5 Year Capital Improvement Plan.

7  
8 Budget Discussion

9  
10 Wastewater

11  
12 Vice Mayor Smith inquired about the size and cost of the irrigation system for the Wastewater  
13 Treatment Plant.

14  
15 Mr. Hayes said there is presently no irrigation system at the Wastewater Treatment Plan. He said  
16 the plan is to utilize reclaimed water to help grow grass for dust control as the motors and pumps  
17 are exposed. Mr. Hayes said he would review the cost and provide additional information.

18  
19 Pavilion on the Lake

20  
21 Vice Mayor Smith inquired about \$20,000 allocated for overtime since the Pavilion will not open  
22 until mid-year. Vice Mayor Smith asked if the staff person included in the FY 12/13 budget was  
23 hired.

24  
25 Mr. Drury said a breakdown of the hire dates for the three Pavilion staff members will be provided  
26 to Council.

27  
28 Vice Mayor Smith asked if the monies budgeted for the staff person in FY 12/13 has been rolled  
29 over into the FY 13/14 budget. Ms. Rogers confirmed.

30  
31 Ms. Houghton said that there will be revisions to the Pavilion budget provided at the next meeting.

32  
33 Seaplane Base and Marina

34  
35 Vice Mayor Smith said that he would like to see the Police and Fire Departments add a line item  
36 for payment of their boat slips.

37  
38 Fire Assessment

39  
40 Vice Mayor Smith asked for staff to provide a breakdown if non-profits are added to the fire  
41 assessment at rates of 25%, 50%, 75% and 100% and the effects on the millage rate.

42  
43 Millage Discussion

44  
45 Mr. Drury said that a tentative millage rate is proposed at 6.4810, which is a .4960 increase from  
46 the current millage rate of 5.985. He asked Council if they would like to hold a discussion on the

1 Tentative Maximum Millage Rate. He reviewed the Truth in Millage Rate processes and statute  
2 requirements.

3  
4 Mayor Wolfe asked if Council would like to make comments now or hold discussion after further  
5 budget questions have been answered by staff and during the next meeting.

6  
7 Councilmember Pfister said she would like the Tentative Maximum Millage Rate said high and  
8 work down because you cannot increase it once it is set.

9  
10 Vice Mayor Smith said he would like the Tentative Millage Rate as low as possible and not set  
11 any higher than the recommendation.

12  
13 Councilmember Hope asked Mr. Drury if all the data and funding sources have been received.

14  
15 Mr. Drury said the city has not received the final numbers from some of the state revenues or  
16 healthcare but feels comfortable with the indicators that he has received that the presented  
17 budget at the proposed millage rate will be a balanced budget. He noted that if the Splash Park  
18 revenues are not raised, improvements to the shuffleboards are added or any other additions are  
19 made then the millage rate would not support those changes.

20  
21 Councilmember Hope said he would like to go one mil above the current millage rate.

22  
23 Mayor Wolfe said that after discussing the different revenue sources with Mr. Drury and Ms.  
24 Houghton recommended number is sufficient.

25  
26 Councilmember Hope asked what would happen if the final figures come in less than expected.  
27 Mr. Drury said staff would then come back with recommendations.

28  
29 Councilmember Pfister asked when those figures will be available. Mr. Drury said August 1st and  
30 after the Maximum Tentative Millage Rate must be set.

31  
32 Councilmember Grenier inquired about setting the Tentative Maximum Millage Rate at maximum  
33 6.500.

34  
35 Mayor Wolfe asked for comments from the audience.

36  
37 Denise Laratta inquired about the cost of holding off on installing the brick paver  
38 crosswalks/curbing on Caroline and Alfred Streets until after the roads are paved instead of  
39 installing them during the paving process

40  
41 Mr. Drury said that the county will install the sub base. Mr. Skutt said that the City can do a soft  
42 cutting and lift off the asphalt to install the brick pavers.

43  
44 Mayor Wolfe said that the cost to cut out asphalt is minimal. He said it could cost more to have  
45 the asphalt company stop at every curb rather than install a continuous pave.

46

1 Councilmember Hope said that Mr. Drury and staff have done a good job in cutting the budget  
2 and holding off or eliminating projects. Councilmember Hope said there is little in the budget that  
3 he disagrees with, has had his questions answered, and found that any further cuts would be  
4 difficult. He said room is needed so we do not have to go back through the process of trying to cut  
5 out \$200,000 + or reduce reserves.  
6

7 Mayor Wolfe asked for the final date that the Tentative Maximum Millage Rate has to be set. Mr.  
8 Drury said at the next budget meeting on August 24.  
9

#### 10 **MOTION**

11  
12 **Lori Pfister moved to set the Tentative Maximum Millage Rate at 1 mil higher than it**  
13 **presently is, seconded by Norman Hope. Motion carried as follows:**  
14

15 **Robert Wolfe: No**  
16 **Kirby Smith: No**  
17 **Bob Grenier: Yes**  
18 **Norman Hope: Yes**  
19 **Lori Pfister: Yes**  
20

#### 21 **XII. OLD BUSINESS**

22  
23 Mayor Wolfe asked if there are any outstanding costs that have not come out of the Freedom  
24 Flag Fund. Mayor Wolfe asked when the monument will be completed and ready to install.  
25

26 Mr. Drury said a balance and payments of the fund will be provided at the next budget workshop.  
27

28 Mr. Thompson said that the Interlocal Agreement for the roundabout maintenance will be brought  
29 before Council at the next meeting. Mr. Thompson said the base and footer needs to be placed  
30 and then the notice to proceed can be issued to the contractor for the installation of the  
31 monument. Mayor Wolfe noted that a palm tree will be relocated.  
32

#### 33 **XIII. NEW BUSINESS**

#### 34 35 **XIV. AUDIENCE TO BE HEARD**

#### 36 37 **XV. REPORTS**

#### 38 39 **Tab 14) City Administrator**

40  
41 Mr. Drury noted that all upcoming meetings are listed in his report.  
42

#### 43 **Economic Development**

44  
45 Mr. Neron noted that limited clearing on the Wooton Park expansion property has begun.  
46

#### 47 **Tab 15) City Council**

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**Councilmember Pfister**

**Councilmember Hope**

**Councilmember Grenier**

**Vice Mayor Smith**

**Mayor Wolfe**

Mayor Wolfe noted that on July 17, 1821 Spain ceded Florida to the United States.

**Adjournment**

There was no further business and the meeting was adjourned at 5:37 p.m.

Respectfully submitted,

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