

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
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

CITY OF TAVARES
MINUTES OF REGULAR COUNCIL MEETING
June 5, 2013
CITY COUNCIL CHAMBERS
4:00 p.m.

COUNCILMEMBERS PRESENT

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

ABSENT

Norman Hope, 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
Lori Tucker, Human Resources Director

I. CALL TO ORDER

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

II. INVOCATION AND PLEDGE OF ALLEGIANCE

Tom Cavanaugh, First Baptist Church of Mt. Dora, gave the invocation and those present recited the pledge of allegiance.

III. APPROVAL OF AGENDA

Mayor Wolfe requested to have Tab 2 [recognition Certification of Councilmember Hope attending Institute of Elected Officials' training] pulled because of Councilmember Hope not being present.

Vice Mayor Smith requested to pull Tab 4 for clarification [Approval of Bass Federation National Fishing Tournament].

MOTION

1 **Kirby Smith moved to approve the agenda with said changes, seconded by Bob Grenier.**
2 **The motion carried unanimously 4-0.**

3
4 **IV. APPROVAL OF MINUTES**

5
6 **Kirby Smith moved to approve the minutes of May 1, 2013, seconded by Bob Grenier. The**
7 **motion carried unanimously 4-0.**

8
9 **V. PROCLAMATIONS/PRESENTATIONS**

10
11 **Tab 3) Wooton Park Aquatic Plant Removal Presentation**

12
13 Mr. Neron reported that the city has received its permits to clean up and enhance the shoreline at
14 Wooton Park both in the current site as well as the expansion property. He recognized Elaine
15 Imbruglia of Modica & Associates who is the environmental consultant on the expansion project.

16
17 Ms. Imbruglia advised that the Florida Fish and Wildlife Conservation Commission has issued an
18 aquatic plant control permit. This permit allows the city to clean up the shoreline and authorizes
19 vegetation removal, native and exotic in certain areas (shown on a map at the meeting). Those
20 areas are referred to as “access corridors” in the permits. Other areas can be cleared of nuisance
21 vegetation such as cattails, etc. The city is also allowed to de-muck the shoreline while the
22 cleanup activities are ongoing.

23
24 Mr. Neron noted the blue areas in the maps are “building blocks” and the authorization is for so
25 much of the area to be cleaned up. Mr. Neron stated that staff recommends acceptance of the
26 permit and to direct staff to prepare a request for proposals and go out for bid for the cleanup
27 work and mitigation if required. Mr. Drury noted the bid results will come back to Council.

28
29 Mayor Wolfe asked for clarification that a certain percentage that can be cleared up. Mr. Neron
30 confirmed and said some modifications in the plan will be made around the boat docks.

31
32 Vice Mayor Smith asked about the exotic plants and was it below the water line. Ms. Imbruglia
33 said the eelgrass is below the water line.

34
35 **MOTION**

36
37 **Lori Pfister moved to accept the permit and direct staff to prepare a request for proposals**
38 **for the cleanup work and mitigation if required, seconded by Kirby Smith. The motion**
39 **carried unanimously 4-0.**

40
41 **VI. QUASI JUDICIAL AND DISCLOSURE OF EXPARTE CONTACTS**

42
43 Attorney Williams said there are no quasi judicial hearings.

44
45 **VII READING OF ALL ORDINANCES/RESOLUTIONS**

46
47 Ms. Barnett read the following ordinances by title only under First Reading:

ORDINANCE 2013-08

1
2
3 AN ORDINANCE OF THE CITY OF TAVARES AMENDING THE BOUNDARIES
4 OF THE CITY BY ANNEXING APPROXIMATELY 5.5 ACRES OF LAND
5 LOCATED ON THE NORTHEAST CORNER OF COUNTY ROADS 561 & 448;
6 SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED
7 BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR SEVERABILITY;
8 PROVIDING FOR AN EFFECTIVE DATE.
9

10
11 **ORDINANCE 2013-09**
12

13 AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE
14 LAND DEVELOPMENT REGULATIONS BY AMENDING CHAPTER 3,
15 SECTION 2, DEFINITION FOR HOME OCCUPATION AND CHAPTER 8,
16 SECTION-12(E), HOME OCCUPATIONS, TO ALLOW THE LIMITED SALE OF
17 MERCHANDISE AND SERVICES IN A MANNER CONSISTENT WITH THE
18 REGULATIONS SPECIFIED IN THIS SECTION; SUBJECT TO THE RULES,
19 REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES
20 COUNCIL; PROVIDING AN EFFECTIVE DATE.
21

22
23 Mayor Wolfe noted ordinances under First Reading will be discussed at the next regular
24 meeting on June 19.
25

26 **VIII. CONSENT AGENDA**
27

28 Mayor Wolfe asked if anyone in the audience wished to oppose any item on the Consent Agenda.
29

30 **MOTION**
31

32 **Bob Grenier moved to approve the Consent Agenda, Tab 5 – Interlocal Agreement with**
33 **Lake County for Fire Assessment on County Buildings, seconded by Kirby Smith. The**
34 **motion carried unanimously 4-0.**
35

36 **Tab 4) Bass Federation National Fishing Tournament**
37

38 Vice Mayor Smith stated he had discussed the event with Mr. Neron. He said the \$3,000 for the
39 event sponsorship and anticipated \$1,000 is an add-on in case the City could not get the hotel
40 rooms on a complimentary basis. The total cost will not exceed \$4,000 and it is already budgeted.
41

42 **MOTION**
43

44 **Kirby Smith moved to approve Tab 4 – Florida Bass Federation National Fishing**
45 **Tournament on September 14-15, 2013, seconded by Lori Pfister. The motion carried**
46 **unanimously 4-0.**
47

1 **IX ORDINANCES/RESOLUTIONS**

2
3 **Tab 6 and Tab 7 – Ordinances #2013-08 and #2013-09 read for first reading only.**

4
5 **X. GENERAL GOVERNMENT**

6
7 **Tab 8) Appointments to Planning & Zoning Board**

8
9 Mayor Wolfe requested that Council ratify the reappointments of Martha Wilkins, Robert
10 Sheppard, Doris Ragan, and Linda Clutts to the Library Board.

11
12 **Consensus by Council to ratify these appointments.**

13
14 Mayor Wolfe requested to reappoint John Adams and Norb Thomas to the Planning & Zoning
15 Board, and Howard Haynes as a new appointment to the Board. He noted there will still be one
16 vacancy on the Planning & Zoning Board.

17
18 Mr. Drury stated that anyone in the audience who wishes to apply should contact the City Clerk
19 on the second floor. Mayor Wolfe asked Ms. Barnett if the applicants need to be residents and
20 Ms. Barnett confirmed.

21
22 **Consensus to ratify the appointments to the Planning & Zoning Board.**

23
24 **Tab 9) Award of Bid for the CRA Utility Infrastructure Upgrade Construction Project**

25
26 Mr. Hayes said this is a request to award the bid to Dallas 1 Construction & Development in the
27 amount of \$10,535,145.

28
29 Mr. Hayes stated the city solicited the bids in January and they were opened March 21st with four
30 contractors submitting bids. The lowest bidder was Dallas 1 Corporation. The engineer reviewed
31 all the bids and information on their work for other municipalities was researched. Council
32 approved Resolution 2013-04 and 2013-05 to authorize the execution of a loan to cover the
33 improvements from the SRF to fund the projects. He noted the funding has been approved by the
34 state.

35
36 Mr. Drury noted the city has been working on this project for four years and the cost is about two
37 million less than the engineer's original estimate.

38
39 Vice Mayor Smith asked when the project will start. Mr. Hayes said the contractor will have a year
40 to complete the job.

41
42 **MOTION**

43
44 **Bob Grenier moved to approve the staff recommendation to award the bid to Dallas 1 for**
45 **the CRA water/wastewater improvements, seconded by Lori Pfister. The motion carried**
46 **unanimously 4-0.**

47

1 **Tab 10) Reclaim Water Agreement for Agricultural Use with Cornelius Caldwell Citrus**
2 **Grove**

3
4 Mr. Hayes reported that this agreement is for agricultural use for a large orange grove next to the
5 Woodlea Plant. The agreement will be to provide the owner with up to 20% of the plant capacity.
6 Mr. Caldwell has agreed to pay 30 cents per 1000 gallons of reclaim water which is consistent
7 with the contract currently in place with the other orange grower.
8

9 **MOTION**

10
11 **Lori Pfister moved to approve the agreement with Cornelius Caldwell Citrus Grove,**
12 **seconded by Bob Grenier. The motion carried unanimously 4-0.**
13

14 **Tab 11) Annual Evaluation of the City Administrator**

15
16 Mayor Wolfe stated that the written evaluations reflected that Mr. Drury had met or exceeded all
17 of the councilmembers' expectations. He said he would be willing to negotiate a pay adjustment
18 with Mr. Drury.
19

20 **Vice Mayor Smith**

- 21
22
 - Rated Mr. Drury on “exceeding expectations” for his strategic leadership and his
23 interaction with the citizens. He recommended a compensation adjustment.
24

25 **Councilmember Grenier**

- 26
27
 - Noted that he has high expectations of Mr. Drury and therefore had rated him in several
28 areas as “meets expectations”. He said the areas where he excels are his integrity, his
29 dignity and respect to the city, citizens, and staff. He said he would be recommending
30 compensation adjustment for not only what he has done but also for his strong character.
31

32 **Councilmember Pfister**

- 33
34
 - Noted in the past she has rated Mr. Drury as “met expectations” and had explained it in
35 terms of his compensation package. She said this is the first time she had rated him on
36 everything as “exceeds expectations.” She said the reason is that he has been here
37 seven years without a fault and everything has gone as planned. She recommended a
38 compensation adjustment.
39

40 **Mayor Wolfe**

- 41
42
 - Stated that Mr. Drury has done an outstanding job. He leads by example; his staff does an
43 outstanding job and they have a positive attitude due to his leadership.
44

45 Vice Mayor Smith said he would like to set a compensation goal to be worked into the budget.
46

47 **MOTION**

1
2 **Kirby Smith moved to give the City Administrator a 2% compensation adjustment,**
3 **seconded by Lori Pfister. The motion carried unanimously 4-0.**
4

5 Mayor Wolfe asked if Council wished to discuss goals. He recommended that this item be moved
6 to the next Council Meeting so that Councilmember Hope can be present.
7

8 Mr. Drury noted there are 17 goals from last year and Council has asked that for those that are
9 not complete, that they continue to be worked on. This information was provided in the agenda
10 packet. The other goals for consideration are the following:
11

- 12 1) Work on 2013 goals that are not completed
- 13 2) Plan out SR 19 and 561
- 14 3) Maintain the historical integrity of the city
- 15 4) Pursue the establishment of more retail businesses in the downtown
- 16 5) Pursue a downtown community theater
- 17 6) Re-institute the façade program in the CRA
- 18 7) Plan out Old 441 corridor eastward towards Mt.Dora
- 19 8) Approach the School Board to have them contribute their fair share towards fire protection
20 costs
- 21 9) Apply for TDC funding for the pavilion seaplane boat dock
- 22 10) Implement the hard scape portion of branding (signs)
23

24 **XI. OLD BUSINESS**

25

26 Councilmember Grenier asked for an update on the alleyways and how it relates to the one way
27 pairing.
28

29 Mr. Drury stated this year two alleyways were completed in the downtown area. In terms of the
30 future there are two projects that will be coming back to Council. One is the Alfred Street project.
31 Two bid alternates were done—one on doing every alleyway that touches those two streets; the
32 second project is the finalization of the upcoming budget. There will be some more alleyways in
33 the budget and discussion will need to be held on whether they can be done next year or need to
34 be put off for another year.
35

36 Mr. Thompson said the city has done the Lake Region alleyway and the other is the Pioneer
37 Alleyway. He noted the one way pairing project will consist of seven a half blocks of alleyways.
38 He noted in the five year capital improvement plan monies are included for additional alleyways.
39

40 Councilmember Grenier asked how many are left to do. Mr. Thompson said there are probably 8
41 or 9 if the one way pairing is approved.
42

43 **XII. NEW BUSINESS**

44

45 **XIII. AUDIENCE TO BE HEARD** - None
46
47

1 **XIV. REPORTS**

2 **Tab 14) City Administrator**

3
4 Mr. Drury noted there was a list of upcoming meetings in the agenda packet. He pointed out the
5 meeting with State Representative Bryan Nelson that will be held June 13th at Mt. Dora.

6
7 **Economic Development**

8 Mr. Neron stated the Jet Ski event last weekend went well and there will be additional jet ski
9 races this coming weekend.

10
11 **Human Resources**

12 Ms. Tucker thanked Council for attending the employee Picnic in the Park event.

13
14 **Tab 15) City Council**

15
16 **Councilmember Pfister**

17
18 **Councilmember Grenier**

- 19
20
- Commended Chief Keith on his talk at the Memorial Day Service
 - This week in 1880 Major St. Clair Abrams purchased his first parcel of land to create Tavares
 - This week in 1981 there was the first of two Doris Ragan Days proclaimed by the Mayor
 - The L Train was built in Chicago in 1892.
- 21
22
23
24
25

26 **Vice Mayor Smith**

- Noted this day in 2004 President Ronald Reagan died
 - Commended Mr. Neron and Ms. Farrell on the Jet Ski Races last weekend
 - Encouraged the public to apply for the Planning & Zoning Board vacancy
- 27
28
29
30

31 **Mayor Wolfe**

- Noted the Caddell family has sent an invitation regarding their son Spencer Paul Caddell who is being commissioned into the United States Marine Corp on Saturday at 7:00 in front of the Freedom Flag. Their son is a grandson of former Mayor Dr. Glenn.
- 32
33
34
35
36

37 **Adjournment**

38 There was no further business and the meeting was adjourned at 4:43 p.m.

39
40 Respectfully submitted,

41
42
43
44
45 Nancy A. Barnett, C.M.C.
46 City Clerk