

**CITY OF TAVARES
MINUTES OF REGULAR COUNCIL MEETING
JULY 16, 2014
CITY COUNCIL CHAMBERS
4:00 p.m.**

COUNCILMEMBERS PRESENT

ABSENT

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

STAFF PRESENT

John Drury, City Administrator
Robert Q. Williams, City Attorney
Susie Novack, Deputy City Clerk
Brad Hayes, Utility Director
Lori Houghton, Finance Director/Acting City Administrator
Chris Thompson, Public Works Director
Joyce Ross, Communications Director
Lori Tucker, Human Resources Director
Richard Keith, Fire Department

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 asked for any changes to the agenda.

Mr. Drury requested to add item 9A - 90 Day Extension for the Sale of the Tri City Landfill Property under General Government.

MOTION

Norman Hope moved to approve the agenda with the addition [9A – 90 Day Extension for the Sale of the Tri City Landfill Property], seconded by Robert Speaks. The motion carried unanimously 5-0.

1
2 **IV. APPROVAL OF MINUTES**

3
4 **V. PROCLAMATIONS/PRESENTATIONS**

5
6 **Tab 2) 2014 Notice of Election Proclamation**

7
8 Mayor Wolfe read the 2014 Election Proclamation in its entirety.

9
10 ***PROCLAMATION***
11 ***BY ORDER OF THE MAYOR OF THE CITY OF TAVARES***

12
13 **NOTICE OF ELECTION**

14
15 The 2014 City Election will be held on Tuesday, November 4, 2014 in the City Hall Council
16 Chambers, First United Methodist Church, Lake County Agriculture Center, Lake Frances Estates
17 Clubhouse, Tavares Masonic Lodge, Imperial Terrace, and Royal Harbor Social Hall, for the purpose
18 of electing three non-partisan Councilmembers to Seats 1, 3, and 5 to serve at large for 2014-2016.

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

23
24 Electors of the City of Tavares who have registered on or prior to October 6, 2014 at 5 p.m.
25 will be processed for voting at the City Election to be held on the 4th day of November, 2014.

26
27 Nominations to Seats 1, 3, and Seat 5 shall be by petition signed by at least twenty-five (25)
28 qualified electors of the City of Tavares and must name the individual and the specific Council seat
29 sought. A candidate may qualify for only one seat. The petition must be filed with the City Clerk by
30 Noon at City Hall for the City of Tavares on or before the 15th day of August, 2014 along with all
31 required election documents. Election packets may be obtained from the City Clerk.

32
33 Dated this 16th day of July, 2014.

34
35 **Tab 3) Main Street Water Lateral Improvements**

36
37 Mr. Hayes introduced Alexis Stewart, Arcadis U.S., Inc., who presented a PowerPoint
38 presentation on the proposed water main improvements for a 1960 6" cast iron water main on the
39 North side of Main Street from Texas Avenue to Disston Avenue that is in poor condition, difficult
40 to repair, and near the end of its useful life. This 6" water main serves 8 customers with 2
41 connections into an existing 12" water main on the South side of Main Street. The 12" water main

1 pipe was designed to handle future capacity, as well as capacity from this 6” cast iron pipe. Mr.
2 Hayes said the contractor is currently on site and there will be minimal impact to customers. Mr.
3 Hayes said he is available for questions.

4
5 Councilmember Smith asked why water lines are being filled with grout. Mr. Hayes said holes
6 created in cast iron pipes have the potential to fill up with dirt and sand which can result in a
7 sinkhole. He said the standard practice is to fill them with grout so that there are no future issues.

8
9 **VI. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EX PARTE CONTACTS**

10
11 None

12
13 **VII. READING OF ALL ORDINANCES/RESOLUTIONS**

14
15 Ms. Novack read the following ordinances and resolutions by title only:

16
17 **ORDINANCE 2014-06**

18
19 **AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING**
20 **THE FOLLOWING SECTIONS OF THE CITY LAND DEVELOPMENT**
21 **REGULATIONS; SECTION 8-11(A)(7), DESCRIPTION OF C-2**
22 **COMMERCIAL DISTRICT, DELETION OF REFERENCE TO U.S. 441**
23 **CORRIDOR; SECTION 8-11(D)(2), ACCESSORY USES AND**
24 **STRUCTURES IN NON-RESIDENTIAL DISTRICTS, PERMITTING**
25 **ACCESSORY BUILDINGS IN REAR AND SIDE YARDS; TABLE 8-2,**
26 **PERMITTED USES AND SPECIAL USES, PERMITTING ANIMAL**
27 **HOSPITALS, VETERINARY CLINICS OR ANIMAL BOARDING WITHIN**
28 **A MIXED USE ZONING AS A SPECIAL USE; SECTION 20-3(D), LIMIT**
29 **ON ADDITIONAL PARKING SPACES IF SUPPORTED BY**
30 **ENGINEERING STUDY; SUBJECT TO THE RULES, REGULATIONS**
31 **AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES**
32 **COUNCIL; PROVIDING AN EFFECTIVE DATE.**

33
34 **RESOLUTION 2014-18**

35
36 **A RESOLUTION EXPRESSING THE INTENT OF THE CITY OF**
37 **TAVARES, FLORIDA TO ISSUE TAX-EXEMPT DEBT TO DESIGN,**
38 **PERMIT AND CONSTRUCT WATER AND SEWER IMPROVEMENTS**
39 **IN THE AREAS KNOWN AS SUNSET VIEW SUBDIVISION AND**
40 **THREE LAKES PARK; EXPRESSING THE INTENT FOR PURPOSES**
41 **OF COMPLIANCE WITH UNITED STATES TREASURY REGULATION**
42 **SECTION 1.150-(2)(E) TO REIMBURSE WITH THE PROCEEDS OF**
43 **SUCH TAX-EXEMPT FINANCING, EXPENDITURES MADE WITH**
44 **RESPECT TO THE DESIGN, PERMITTING AND CONSTRUCTION OF**
45 **SUCH IMPROVEMENTS; PROVIDING FOR THE ISSUANCE BY THE**
46 **CITY OF NOTES, BONDS OR OTHER OBLIGATIONS IN ONE OR**
47 **MORE SERIES IN AN AGGREGATE PRINCIPAL AMOUNT NOT**

- 1 4. Section 20-3(D) Limit on Additional Parking Spaces.-In 2009, an amendment was made to
2 the Land Development Regulations that limited the maximum amount of off-street parking
3 to that provided by Table 20 of the regulation. Certain developments, particularly those
4 related to medical uses, have found these numbers to be too low. This amending
5 ordinance would allow additional parking if supported by an Engineer's study.
6

7 Mr. Skutt said the Planning and Zoning Board unanimously approved Ordinance 2014-06 on June
8 19, 2014, and Staff recommends approval.
9

10 Mayor Wolfe asked for comments from Council.
11

12 **MOTION**

13
14 **Kirby Smith moved to approve Ordinance 2014-06, seconded by Norman Hope. The motion**
15 **carried unanimously 5-0.**
16

17 **Tab 6) Resolution 2014-18 – Reimbursement for Sunset View Project**

18
19 Ms. Houghton said Resolution 2014-18 expresses the city's intent to issue tax exempt debt for
20 the Sunset View Subdivision water and sewer project, allowing for reimbursement of expenditures
21 that are incurred prior to the issuance of debt. Ms. Houghton said the city has been working with
22 the residents of Sunset View and Three Lakes Mobile Home Park for 5 years; she provided a
23 review of the approval process for the project. Ms. Houghton said that in order to allow the City to
24 reimburse itself for project costs during the period that the City issues an RFP for Tax Exempt
25 financing, this Resolution is needed under the requirements of United States Treasury
26 Regulations Section 1.152-(2)(c). She said this will be reimbursed by a Special Assessment to
27 the homeowners with a 10 year debt repayment period. Staff recommends approval with debt not
28 exceeding \$850,000.
29

30 Mayor Wolfe asked for comments from Council.
31

32 **MOTION**

33
34 **Kirby Smith moved to approve Resolution 2014-18, seconded by Lori Pfister. The motion**
35 **carried unanimously 5-0.**
36

37 **Tab 7) Resolution 2014-19 – Acceptance of Land for Public Purposes**

38
39 Mr. Hayes said Council previously approved the city moving forward to accept a piece of surplus
40 property from FDOT for community stormwater needs. In order for FDOT to complete the
41 transfer they require an approved resolution.
42

43 **MOTION**

44
45 **Robert Speaks moved for approval of Resolution 2014-19, seconded by Norman Hope.**
46 **The motion carried unanimously 5-0.**
47

1 **X. GENERAL GOVERNMENT**

2
3 **Tab 8) FY 2015 Council Goals for Administrator**

4
5 Mr. Drury said that each Councilmember has identified their FY2015 individual goals for the
6 Administrator. He said that once the goals are reviewed and the collective goals are established
7 by Council, he will meet with all of the Department Heads and begin discussing the strategies,
8 initiatives, and budgets necessary to try to achieve those goals.

9
10 Mayor Wolfe asked for comments from Council.

11
12 Councilmember Hope said goals need to be obtainable and measureable. He said his top three
13 goals are the completion of the Wooton Park Expansion, Pavilion parking, and the Public Safety
14 Complex when funding becomes available in the future [three years].

15
16 Council discussed and reviewed the individual list of goals and the collective goals were identified
17 as follows:

- 18
19 1. Complete Wooton Park Expansion
20 2. Develop Golden Triangle Fire District – Continue and Rollover
21 3. Secure funding/grants for Phase III of Pavilion (Seaplane/Boat Dock Area)
22 4. Golf Cart Crossing 441 and St Clair Abrams - Continue
23 5. Secure Grants for Woodlea Sports Complex from Lake County
24 6. Develop Funding program for Public Works Facility – Long Term Goal
25 7. Develop Funding program for Public Safety Complex – Long Term Goal.
26 8. Complete Alfred Street Project – Continue working with County
27 9. Install Gateway signs at the Chris Daniels Fountain Park and Florida Hospital
28 Waterman property.
29 10. Upgrade Ruby Street (sidewalks, lighting, brick pavers) – ongoing
30 11. Continue implementing and completing prior year goals
31 12. Performing/Cultural Center – *identifying location(s)*
32 13. Develop necessary parking for the Pavilion
33 14. Continue to work with County on paying their fair share of fire protection
34 15. Have a section of Wooton Park Expansion completed for public use
35 16. Create a name for Wooton Park expansion
36 17. Have City Flags installed at city buildings (where appropriate) and for sale in
37 Implement Street repaving plan in 2015
38 18. Increase retail community by 20 businesses in 2015
39

40 **Tab 9) Award of Bid for Sunset View Water and Wastewater Project**

41
42 Mr. Hayes said the objective is to approve a construction contract with Morrison and Associates,
43 Inc. in the amount of \$759,986.50 for the Sunset View/Three Lakes Park sewer and water project
44 and to approve the direct purchase of E-One grinder pumps from Water Resource Technologies
45 in the amount of \$274,237.71. The city recently received competitive bids for the construction
46 and installation of the water and sewer systems for Sunset View/Three Lakes Park. After
47 reviewing submittal information Morris and Associates, Inc. was determined to be the low bid. He

1 said the direct purchase of the E-One grinder will result in a savings in the amount of \$57,788.96.
2 Staff recommends approval.

3
4 Vice Mayor Pfister said she is thrilled to see a Lake County/Tavares based business be awarded
5 the bid. Councilmember Hope, Councilmember Smith, Councilmember Speaks, and Mayor Wolfe
6 concurred.

7
8 Councilmember Hope inquired about the difference in the dollar amount of the previously
9 approved Resolution 2014-18 for \$850,000. Ms. Houghton said Resolution 20141-18 was based
10 on the information at the time of prior Council approval. The final financing and project costs will
11 be brought back to Council for approval.

12
13 Councilmember Hope asked if the higher amount will increase the reimbursement that the
14 residents will have to pay over the 10 year period; Ms. Houghton confirmed. Councilmember
15 Smith asked if they are aware of the increase; Ms. Houghton confirmed. Mr. Drury and Mr.
16 Hayes said they were given a range up to \$25,000 throughout the entire process and this will be
17 less.

18
19 Councilmember Smith asked if all of the companies had the same bid requirements; Mr. Hayes
20 confirmed.

21
22 Mayor Wolfe asked when the project will begin. Mr. Hayes said they will be on site at the end of
23 August and the project will be completed within 120 days.

24
25 **MOTION**

26
27 **Norman Hope moved for approval, seconded by Kirby Smith. The motion carried 5-0.**

28
29 **Tab 9A) 90 Day Extension for Sale of Tri-City Landfill Property**

30
31 Attorney Williams said Council contracted to sell the Tri-City Landfill property that is
32 owned jointly by the cities of Tavares, Mount Dora, and Eustis to Vulcan Industries.
33 Vulcan Industries had a 90 day due diligence period that will expire at the end of July.
34 They are completing an environmental workup and a land use change. Staff
35 recommends approval.

36
37 **MOTION**

38
39 **Lori Pfister moved for approval, seconded by Robert Speaks. The motion carried
40 unanimously 5-0.**

41
42 **Tab 10) LakeXpress Bus Shelter Matching Funds Program**

43
44 T.J. Fish, Director, Lake Sumter MPO, said the Lake County Commission is considering a
45 new policy that would earmark a certain amount of federal funds that are received from
46 the Federal Transportation Administration which can be used for capital items including
47 bus stops and bus shelters. Mr. Fish provided the history of LakeXpress and the creation

1 of the now existing bus stops and shelters. He said bus stops will continue to be fully
2 funded by the county.

3
4 Mr. Fish said that municipalities have never been asked for any financial participation and
5 the \$20,000 budget request was a suggested amount that would cover more than one
6 shelter. The MPO will create an official priority list for the shelters and whoever has the
7 funding in place. Mr. Fish said he is available for questions.

8
9 Discussion was held regarding the shelters, LakeXpress operational costs, ridership,
10 designated bus stops, bus shelter engineering, and the para transit program. Mr. Fish
11 said the ridership is currently 1.1M with 300,000 one way rides on an annual basis. He
12 said automated passenger counters have recently been installed and he will return to
13 provide an accurate reporting of Tavares ridership in 90 days. Discussion was held
14 regarding unapproved bus stops and people flagging down busses; Mr. Fish said that
15 they would be tightening up on those issues in the future.

16
17 Councilmember Smith said he would like to reduce the budget amount from \$20,000 to
18 \$6,000 for one shelter. Mr. Fish said somewhere between \$6,000 and \$10,000 would
19 include a buffer to cover any unexpected engineering or other costs. Discussion was held
20 regarding a need for a bus stop across the street from City Hall. Mr. Neron said that in
21 the initial discussion stages with the new medical office going in across the street from
22 City Hall, staff committed to do everything in their power to have a bus stop placed within
23 the vicinity. He said he anticipates funding that bus stop/shelter in the current fiscal year
24 budget.

25
26 Mayor Wolfe said any bus stop/shelter located at the Judicial Center should be funded
27 100% by the county as that will be utilized by residents throughout the county.

28
29 **Tab 11) Presentation of Proposed Fiscal Year 2015 Enterprise and Special Fund**
30 **Budgets**

31
32 Mr. Drury noted the General Fund Budget was previously delivered which includes Police,
33 Fire, Library, Finance, Human Resources, Administration, Council, Parks, Recreation. He
34 staff will provide answers to Council questions during the July 30, 2014 Budget Workshop
35 when staff will deliver the capital program, and Council will set the Tentative Maximum
36 Millage Rate. There will be two budget workshops in August and two in September.

37
38 Ms. Houghton presented a PowerPoint presentation of the Fiscal Year 2015 Enterprise
39 and Special Fund Budgets including Water/Wastewater/Reuse, Stormwater, Solid Waste,
40 Seaplane Base, Pavilion, as well as a brief overview of Other Funds; General
41 Government, Utility Restricted.

42
43 Ms. Houghton said she is available for questions and also invited Council to call her office
44 in order to address any concerns.

45
46 Mayor Wolfe asked for comments from Council.

47

1 Councilmember Smith said he is not in support of a .75 cent stormwater increase. Mr.
2 Smith said he would like to know what the impact of the increase would be to the
3 business community. Ms. Houghton said the information will be provided to Council.
4

5 Councilmember Smith said the fuel sales are shown as going down when the actual trend
6 on the Department Report has shown an increase month by month and year by year. Mr.
7 Drury said that information will be provided to Council.
8

9 Councilmember Smith said he would like to look at the \$10,000 pipe saw and \$150,000
10 lawnmower as areas for reduction.
11

12 Vice Mayor Pfister inquired about the anticipated increase in the Splash Park attendance.
13 Ms. Houghton said an increase is anticipated as the park expansion is completed. Vice
14 Mayor Pfister inquired about 3% raises to new employees. Ms. Houghton said anyone
15 employed prior to October 1 would get a 3% raise with a city-wide increase.
16

17 Vice Mayor Pfister asked if the boat slip rentals are at full capacity. Mr. Drury said some
18 are reserved for transient boats and staff has discussed moving transient to the L shaped
19 docs which would open up more boat slips for rental. There is currently a waiting list for
20 boat slips. Mr. Neron said he will be bringing forward a proposed contract in August for a
21 boat club that wants to locate 3 boats at the Seaplane Base and Marina which will provide
22 rental income. He said the contract will also include a requirement that the club
23 purchases all their fuel from the city which will help with fuel sales.
24

25 Councilmember Speaks inquired about the bear resistant dumpsters included in the Solid
26 Waste Fund. Mr. Thompson said bear resistant dumpsters are included in the Waste
27 Management contract and will be supplied if needed. Councilmember Hope noted there
28 has been recent bear activity in his neighborhood.
29

30 **XI. OLD BUSINESS**

31 **Golf Cart Ordinance**

32 Mayor Wolfe said the golf cart ordinance has been in effect for years and asked that the
33 ordinance be brought back for discussion regarding a requirement for a drivers license. He said
34 there has been abuse of ordinance with what appears to be 8-12 year old children driving golf
35 carts in the city. Councilmember Hope and Councilmember Speaks said they concurred. .
36
37
38

39 Vice Mayor Pfister noted her support for the current ordinance and said those that are caught
40 should be given a warning.
41

42 Councilmember Smith said he prefers the age limit and suggested penalties be included in the
43 ordinance instead of a drivers license.
44

45 **There was consensus to bring the golf cart ordinance back for discussion.**

46
47 **Zoning – 1 Way Pair – Caroline Street to lanthe**

1
2 Councilmember Smith said he would like to have the zoning from Caroline to Ianthe reviewed for
3 commercial zoning.

4
5 Mr. Skutt said he agrees and this has been anticipated. Staff was waiting for completion before
6 moving forward.

7
8 **XII. NEW BUSINESS**

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

11
12 Diana Aten, St. Clair Abrams Street, asked Council to consider adding the alleyway
13 improvements as one of the goals. She said she agrees there is a lot of abuse on the golf carts
14 in the middle of the night and perhaps a time of operation can be considered.

15
16 Mayor Wolfe said alleyway upgrades are included in the budget.

17
18 Ms. Houghton noted funding for alleyway improvements was included in the budget.

19
20 **XIV. REPORTS**

21
22 **Tab 14) City Administrator**

23
24 Mr. Drury said the budget workshops dates are included in his report provided in the agenda
25 packet.

26
27 Mr. Drury said city employee Eddie Ratliff passed away as a result of a tragic event. He said Mr.
28 Ratliff worked for the city for 21 years and this is a sad day for the community and employees.
29 He commended Lori Tucker, Joyce Ross, Stoney Lubins, and Chris Thompson for their
30 assistance during the tragic event and how professionally they represented the City.

31
32 **City Clerk**

33
34 Ms. Novack said the 2014 Election Qualification Packets will be available for pick up in the City
35 Clerk's Office in the morning.

36
37 **Human Resources**

38
39 **Economic Development**

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41 **Public Works**

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43 **Public Communications**

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45 **Utility Department**

46 .

47

1 **Police Department**

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3 **Community Services**

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5 **Fire Department**

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7 **Community Development**

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9 **Finance Department**

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11 **City Attorney**

12
13 **Tab 15) City Council**

14
15 **Vice Mayor Pfister**

16
17 Vice Mayor Pfister said the 4th of July festivities were wonderful and that they get better each
18 year.

19
20 **Councilmember Hope**

21
22 Councilmember Hope asked to be advised of the upcoming services for Eddie Ratliff and his
23 family. He said he would like to represent the City Council at the service. Mr. Thompson said the
24 family mentioned they planned to have the three funerals together.

25
26 **Councilmember Speaks**

27
28 Councilmember Speaks asked if a fund had been set up for the Ratliff family. Vice Mayor Pfister
29 confirmed it is at United Southern Bank.

30
31 Councilmember Speaks said that he was on Mr. Ratliff's route. He said he was accommodating
32 and always extended a honk and a wave and that he will be missed.

33
34 Councilmember Speaks inquired about the Tavares softball teams funding request for the state
35 competition. He asked if they had requested a certain amount. Mr. Drury said \$250.00 was
36 included in the budget and then the board authorized a \$250.00 match from reserves for a total of
37 \$500.00 funding toward travel to State competition. He said they also asked for support for
38 Regional competition. Councilmember Speaks said he received a letter where they returned a
39 portion of the approved funding from the team.

40
41 **Councilmember Smith**

42
43 Councilmember Smith asked if the city can let the community know about the Ratliff family fund
44 that has been established.

45
46 Councilmember Smith said on this day in history in 1888 the final vote was held to see which city
47 would become the County Seat. Tavares received 1162 votes and Leesburg received 927 votes.

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Mayor Wolfe

Mayor Wolfe said on this day in history on July 16, 1969 the Apollo 11 was launched with astronauts Neil Armstrong, Buzz Aldrin, and Michael Collins.

Mayor Wolfe said Eddie Ratliff was also on his route and that he was a great guy. He said that Eddie and his Mother would go to Wooton Park one to two times a day to enjoy. He asked if Council wished to donate a plot at the cemetery.

Mr. Drury asked if that request can extended to all three family members.

Consensus of Council to donate three burial plots to the Ratliff family.

Mayor Wolfe asked everyone to keep the Ratliff family in their thoughts and prayers.

Adjournment

There was no further business and the meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Susie Novack
Deputy City Clerk