



AGENDA
TAVARES CITY COUNCIL
April 17, 2024
4:00 PM
TAVARES CITY HALL COUNCIL CHAMBERS
201 E MAIN STREET, TAVARES

(Members of the public wishing to speak on an item that is on the agenda must fill out a Request to Speak form available from the City Clerk or at the Council Meeting prior to the meeting being called to order. In addition, the Mayor will ask for comment under the agenda item titled "Audience to be Heard" for matters not on the Agenda. For further information contact the City Clerk at (352) 742-6209 or snovack@tavares.org)

I. CALL TO ORDER

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1 Pastor Jacob Bauman, The Cross Church

III. APPROVAL OF AGENDA

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2 Proclamation - National Nurses Week (Mayor)

Tab 3 Proclamation - Water Conservation Month (Mayor)

V. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EX PARTE COMMUNICATIONS

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD

VII. CONSENT AGENDA

Tab 4 Approval of the April 3, 2024, City Council Meeting Minutes (City Clerk)

Tab 5 Council Approval to Accept the Library of America Grant for Latino Poetry Initiative (Community Services)

VIII. RESOLUTIONS

Tab 6 Resolution 2024-06 SRF Loan WW350951 Amendment 3 Final Close-out - Lake Frances Sewer (Finance)

IX. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 7 Construction of Storage Facility at Water Treatment Plant #4
(Utilities)

Tab 8 City Property and Liability Insurance solicitation Consulting
Services Agreement (Human Resources)

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

Tab 9 City Administrator Report

Tab 10 City Council Member Reports

XV. ADJOURNMENT

F.S. 286.0105 If a person decides to appeal any decision or recommendation made by Council with respect to any matter considered at this meeting, he will need record of the proceedings, and that for such purposes he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least two (2) working days in advance of the meeting date and time at (352) 742-6209.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/17/2024**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor Jacob Bauman, The Cross Church

OBJECTIVE:

Pastor Jacob Bauman, The Cross Church, will provide the invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Pastor Jacob Bauman, The Cross Church, will provide the invocation and lead those present in the Pledge of Allegiance.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

Attachments not provided are available to the public upon request to the City Clerk.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/17/2024**

AGENDA TAB NO.: 2

SUBJECT TITLE: Proclamation - National Nurses Week (Mayor)

OBJECTIVE:

For the Mayor to read a Proclamation, and the Council to approve a Proclamation declaring May 6 through 12, 2024, as "Nurses Week."

SUMMARY:

Josh Goergen, AdventHealth Government Advocacy Manager, requested the City pass a Proclamation to celebrate National Nurses Week from May 6th – May 12th. From assisting with life-threatening ER crises to delivering babies and caring for the elderly in their last moments, nurses perform some of the most difficult and heartbreaking tasks in the medical world. As workers who perform the most essential healthcare tasks, nurses serve as the first point of contact for most patients. National Nurses Week honors their contributions and sacrifices and reminds us to thank the medical professionals who keep us healthy. It is celebrated between May 6 and May 12, the birthdate of celebrated nurse Florence Nightingale.

OPTIONS:

1. For the Mayor to read the Proclamation, and Council to approve the Proclamation declaring May 6 through 12, 2024, as "Nurses Week."
2. Do not approve the Proclamation.

STAFF RECOMMENDATION:

Option 1, for the Mayor to read the Proclamation declaring May 6 through 12, 2024, as "Nurses Week."

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Nurses Week Proclamation

Attachments not provided are available to the public upon request to the City Clerk.



PROCLAMATION

WHEREAS, there are more than 10,000 registered nurses across AdventHealth's Central Florida campuses and over 260,000 nurses in Florida; and

WHEREAS, nurses play a crucial role in our community, triaging patients who come into the Emergency Department, treating patients after surgeries, caring for new moms and infants, tending to the elderly and the critically ill; and

WHEREAS, nurses act as the healers of our neighborhoods, providing care for everything from burns to broken bones, asthma to arthritis, diabetes to dementia, and cancers to the common cold; and

WHEREAS, nurses show tremendous courage, dedication, and compassion to care for patients each day through pandemics, natural disasters, emergencies, and illnesses, at times sacrificing their own health and emotional and mental well-being.

NOW, THEREFORE, the Tavares City Council does hereby proclaim May 6 through May 12, 2024, as "**Nurses Week**" in the City of Tavares and asks all residents to join us in honoring the registered nurses who care for our community every day.

PASSED AND DULY ADOPTED by the Tavares City Council on this 17th day of April 2024.

Bob Grenier, Mayor

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/17/2024**

AGENDA TAB NO.: 3

SUBJECT TITLE: Proclamation - Water Conservation Month (Mayor)

OBJECTIVE:

For the Mayor to read a proclamation declaring April 2024 as Water Conservation Month with adoption by the Tavares City Council.

SUMMARY:

The Florida Section American Water Works Association,(FSAWWA), Florida's Water Management Districts, and the City of Tavares work together to increase awareness about the importance of water conservation and encourages businesses, industries, schools, and citizens to save water and thus promote a healthy economy and community. April has been designated as Water Conservation Month as it is typically a dry month and water demands are most acute.

OPTIONS:

1. The Mayor to read a proclamation declaring April 2024 as Water Conservation Month with adoption by the Tavares City Council.
2. Do not adopt the proclamation

STAFF RECOMMENDATION:

1. The Mayor to read a proclamation declaring April 2024 as Water Conservation Month with adoption by the Tavares City Council.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Proclamation - Water Conservation Month April 2024

Attachments not provided are available to the public upon request to the City Clerk.



PROCLAMATION

WATER CONSERVATION MONTH

APRIL 2024

WHEREAS, water is a basic and essential need of every living creature; and

WHEREAS, the State of Florida, Water Management Districts, and the City of Tavares are working together to increase awareness about the importance of water conservation; and

WHEREAS, the City of Tavares and the State of Florida have designated April, typically a dry month when water demands are most acute, Florida's Water Conservation Month, to educate citizens about how they can help save Florida's precious water resources; and

WHEREAS, the City of Tavares has always encouraged and supported water conservation, through various educational programs and special events; and

WHEREAS, every business, industry, school, and citizen can help by saving water and thus promote a healthy economy and community; and

NOW, THEREFORE, the Tavares City Council does hereby proclaim the month of April as

Water Conservation Month

PASSED AND DULY ADOPTED by the Tavares City Council on this 17th day of April 2024.

Bob Grenier, Mayor

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/17/2024**

AGENDA TAB NO.: 4

SUBJECT TITLE: Approval of the April 3, 2024, City Council Meeting Minutes (City Clerk)

OBJECTIVE:

To consider the approval of the April 3, 2024, City Council meeting minutes.

SUMMARY:

Attached are the April 3, 2024, City Council meeting minutes as submitted by the City Clerk.

OPTIONS:

1. Move to approve the City Council meeting minutes under the Consent Agenda.
2. Move to approve the City Council meeting minutes with changes.

STAFF RECOMMENDATION:

For the Council's consideration.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 04-03-2024 CC Minutes

Attachments not provided are available to the public upon request to the City Clerk.



**TAVARES CITY COUNCIL
MEETING MINUTES
APRIL 3, 2024 – 4:00 PM
TAVARES CITY HALL COUNCIL CHAMBERS
201 EAST MAIN STREET, TAVARES**

COUNCIL MEMBERS PRESENT

**Bob Grenier, Mayor
Sandy Gamble, Vice Mayor
Lori Pfister, Council Member
Walter Price, Council Member
Troy Singer, Council Member**

STAFF PRESENT

**Lori Houghton, Finance Director
Lindsay Holt, City Attorney
Susie Novack, City Clerk
Antonio Fabre, Interim Community Development Director
Scott Aldrich, Community Services Director
Bob Tweedie, Economic Development Director
Richard Keith, Fire Chief
Crissy Bublitz, Human Resources Director
James Dillon, Public Works Director
Mark O'Keefe, Public Communications Director
Sarah Coursey, Police Chief
Phil Clark, Utilities Director**

I. CALL TO ORDER

Mayor Grenier called the meeting to order at 4:00 p.m. He asked those who wished to speak on an agenda item to complete and submit a Request to Speak form.

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1. Pastor Russell Cushman, Journey Christian Church

Pastor Russell Cushman, Journey Christian Church, provided the invocation and led those present in the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Mayor Grenier asked if there were any changes to the Agenda. Ms. Houghton said the staff had no changes.

MOTION

Troy Singer moved to approve the Agenda, seconded by Sandy Gamble. The motion carried unanimously 5-0.

IV. PROCLAMATIONS/PRESENTATIONS

V. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EXPARTE COMMUNICATIONS

Attorney Holt stated there were no quasi-judicial matters before the Council for consideration.

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read the following ordinance by title only:

ORDINANCE 2024-03

PURSUANT TO CHAPTER 163 OF THE FLORIDA STATUTES, AMENDING THE PUBLIC FACILITIES ELEMENT AND CONSERVATION ELEMENT OF THE TAVARES COMPREHENSIVE PLAN 2040 IN ORDER FOR CONSISTENCY WITH THE CITY'S WORK PLAN AND REGIONAL WATER SUPPLY PLANNING INITIATIVES; BY PROVIDING FOR SEVERABILITY AND CONFLICTS; PROVIDING FOR AN EFFECTIVE DATE.

VII. CONSENT AGENDA

Mayor Grenier asked if anyone wished to pull an item from the Consent Agenda for discussion. There were no requests.

MOTION

Walter Price moved to approve the Consent Agenda [Tab 2. Approval of the March 20, 2024, City Council Meeting Minutes], seconded by Lori Pfister. The motion carried unanimously 5-0.

Tab 2. Approval of the March 20, 2024, City Council Meeting Minutes

Approved on the Consent Agenda.

VIII. RESOLUTIONS

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

Tab 3. Ordinance 2024-03 – Comprehensive Plan 2040 Text Amendment of the Public Facilities Element and Conservation Element pursuant to the City's 10-Year Water Supply Facilities Work Plan and Regional Water Supply Planning Initiatives

Mr. Fabre made the following presentation:

Local governments within a regional water supply planning area are required to develop a Water Supply Facilities Work Plan ("Work Plan") in order to ensure that adequate water supplies will be available to meet future demands for a minimum 10-year planning period, pursuant to F.S. Section 163.3177(6)(c)3. In addition to the Water Supply Facilities Work Plan requirements, local governments are required to revise their Comprehensive Plan for consistency with the Work Plan and Regional Water Supply Planning Initiatives.

The purpose of the Water Supply Facilities Work Plan is to identify and plan for water supply sources and associated facilities to serve City of Tavares (City) potable water customers for the 2023 through 2032 planning period. The Work Plan has been prepared in accordance with Chapter 163 F.S., which requires local governments to adopt a Work Plan and supporting comprehensive plan policies within 18 months of the approval of a regional water supply plan. The Central Springs/East Coast (CSEC) Regional Water Supply Plan was approved by the St. Johns River Water Management District (SJRWMD) on February 8, 2022.

On February 7, 2024, the City Council reviewed and approved the transmittal ordinance to the State's Department of Commerce and other requisite state reviewing agencies. On March 15, 2024, the City received a letter from the Department of Commerce, Bureau of Community Planning and Growth to act on the City's adoption of the subject ordinance.

On January 18, 2024, the Planning & Zoning Board voted unanimously (6-0) to recommend approval of Ordinance 2024-03 as presented.

Staff recommends Option 2, that the City Council moves to approve Ordinance 2024-03 - Comprehensive Plan 2040 Text Amendment to the Public Facilities

Element and Conservation Element pursuant to the City's 10-Year Water Supply Facilities Work Plan and Regional Water Supply Planning Initiatives.

Mayor Grenier asked for comments from the Council.

Vice Mayor Gamble inquired about the Consumptive Use Permit (CUP). Mr. Clark said the ordinance did not apply to the CUP.

MOTION

Lori Pfister moved to approve Ordinance 2024-03, seconded by Sandy Gamble. The motion carried unanimously 5-0.

X. GENERAL GOVERNMENT

Tab 4. Fred Stover Sports Complex Purchase and Sale Agreement with the School Board of Lake County

Mr. Aldrich made the following presentation:

At the June 21, 2023 regular City Council meeting, staff was directed to negotiate a Purchase and Sale Agreement with the School Board of Lake County for the sale of the Fred Stover Sports Complex. Highlighted points are as follows:

- *The School Board of Lake County, FL will purchase the property for a cash sum of \$600,000.*
- *Tavares would still have access to the sports fields for the next five (5) years for the City's Babe Ruth League.*
- *The School Board will maintain the complex and make upgrades to the facility, such as new sidewalks and parking that would benefit both the City and the School Board. The City would maintain the two smaller youth fields designated for City programs.*

At the March 25, 2024 School Board of Lake County, FL regular meeting, the school board voted unanimously to approve the Purchase and Sale Agreement as presented.

Mayor Grenier asked for comments from the Council.

Council Member Price inquired about the City's maintenance costs for up to five years while using the fields. Mr. Aldrich said the City would maintain two smaller fields, including mowing, fertilizing, seeding, and watering. There would be no utility costs.

Council Member Price referred to the contract and inquired about the cost of rectifying easements and encroachments. Mr. Aldrich said the City had incurred survey and engineering costs. Mr. Fabre said there would be additional staff costs that would be de minimus.

Council Member Pfister said she was thankful to see a sale agreement on the property and said former Mayor Robert Wolfe began the process many years ago.

Council Member Singer said the City worked on the project for over eighteen years. He thanked Vice Mayor Gamble for his efforts and said it would be great for Tavares High School to have its own baseball field. He said the Lake County School Board (School Board) would be investing \$1 million dollars on the fields over the next five years.

Council Member Singer said there was a clause in the contract regarding terminating the Gridiron Gang fundraising program and asked for an update. Mr. Aldrich noted the City contracted with the Gridiron Gang through February 2025. The agreement would be terminated with the City, and the School Board would have to decide on future contracts. He said the School Board contacted the Gridiron Gang to advise them of the field transition.

Council Member Singer said it was his understanding that the City anticipated a sale price of \$525,000. Ms. Houghton noted that in the 2024 budget, there was a conservative estimated revenue of \$525,000. There was also an off-setting expenditure of \$525,000 for improvements at Woodlea Sports Complex. Any additional difference would go into City reserves unless the Council designated otherwise.

Vice Mayor Gamble said he was glad to see the purchase and sale come to fruition. He noted that past school board member Jimmy Conner had initiated the purchase and sale many years ago. Vice Mayor Gamble said he played little league baseball at Fred Stover Field as a child. Mayor Fred Stover donated the property to the youth, and the City eventually took it over. He said it was a win for the City to utilize the smaller fields until Woodlea Sports Complex is completed.

MOTION

Sandy Gamble moved to approve the Fred Stover Sports Complex Purchase and Sale Agreement with the School Board of Lake County, seconded by Walter Price. The motion carried unanimously 5-0.

Tab 5. Discussion on Fourth of July Fireworks vs. Drone Show

Mr. Aldrich made the following presentation:

An opportunity is provided for Council to discuss the upcoming Fourth of July scheduled fireworks program. Three options exists:

- 1. Continue with the fireworks program as scheduled. We are currently under contract with Imperial Pyro & Special Effects for the 2024 Fourth of July Program.*
- 2. Cancel the current 2024 contract with Imperial Pyro & Special Effects and replace the fireworks with a drone show.*
- 3. Do both fireworks and a drone show.*

The current budget for the fireworks program is \$33,000, which provides a traditional 23-25 minute long fireworks show to include a grand finale. This is budgeted and funded for this July. A drone show of similar effect and duration on the July 4th holiday would cost around \$160,000. As a point of reference, the recent Planes, Tunes & BBQ drone show on March 2, 2024 featured 200 drones flying for 10-12 minutes and cost \$40,000. If the council wished to shorten the drone show on July 4th to approximately 15 minutes, the costs would be around \$80,000. As there is no money in the budget to do both this year, if the City wanted to have both, they would need to take the difference out of reserves or significantly shorten or reduce the quality of both shows. Or as an alternative, continue this year as planned with traditional fireworks and place in next years budget for consideration along with all the other budgeted items, a drone show in in the FY 2025 budget.

An opportunity is provided for the Council to discuss the three options and provide staff with direction.

Council Member Pfister noted her support for a drone show. She said all other cities have fireworks shows and noted drone shows could be personalized. She said the five branches of the military could be honored.

Council Member Price said he is a traditionalist and supported continuing with a fireworks show. He said the citizens he spoke with indicated they would like to keep the fireworks show and felt Tavares hosted the best shows in the area. He noted the cost difference and anticipated budget constraints for Fiscal Year 2025.

Council Member Singer concurred with Council Member Price. He said if the City put the \$80,000 cost of a drone show toward fireworks, it would be an unbelievable fireworks show.

Vice Mayor Gamble said he loved the drone shows, not the price difference. He said the City worked with the Chamber of Commerce to assist with funding in the past, and the City may wish to find partners to help fund a drone show or increase the fireworks budget. He said a drone show would be an enhancement and did not support utilizing reserve funds.

Council Member Singer asked Ms. Houghton to contact the Tavares Chamber of Commerce to see if they could partner with the City and possibly sponsor a drone show. Ms. Houghton confirmed and said staff would also work with the City Attorney to look at other potential partnerships.

Council Member Pfister said a local business might be interested and could have its logo displayed during a show.

Vice Mayor Gamble said he would prefer the Chamber of Commerce to initiate seeking donors.

Mayor Grenier noted his support for a drone show.

MOTION

Lori Pfister moved to leave the fireworks show for July 4, 2024, as is and bring back a discussion for a future drone show after staff researched how to obtain sponsorship, seconded by Sandy Gamble.

Vice Mayor Gamble said that provides a year for the City to work and partner with the Tavares Chamber of Commerce to raise needed funds.

Council Member Pfister said she was contemplating a show during Christmas rather than waiting until the 4th of July.

AMENDED MOTION

Lori Pfister moved to leave the July 4, 2024, fireworks show as is and work on finding a sponsor for a Christmas drone show, seconded by Sandy Gamble.

Mr. Aldrich asked if the Council would be amenable to a fifteen-minute drone show. He noted that the fireworks show was twenty-five minutes. Council Member Pfister said she would be okay with a fifteen-minute drone show due to the intensity of the show.

Council Member Singer said he would like to see the possibility of a drone and fireworks show during the 4th of July.

Council Member Price said the drone company identified in the agenda could integrate with fireworks.

The motion carried unanimously 5-0.

Tab 6. Road Renaming Request – Lane Park Cutoff Road

Ms. Houghton made the following presentation:

Council member Sandy Gamble informed the City Council at a prior City Council meeting that the County Commission, at their March 12th County Commission meeting, asked him to ask the Tavares City Council to rename Lane Park Cut-Off Road - Ken Bragg Way (See the attached March 12, 2024 Lake County Board of Commissioner's Agenda Summary Item IX Tab 13). At this County meeting, it was sledged that Lake County did not own the road and the City was the proper authority on renaming as it owned the road. (Staff is still working to confirm the City legally owns the road as of this writing). By way of background, the below information is provided:

Lane Park Road is a Lake County Road. Lane Park Cut-Off Road, a different road is potably technically a Tavares City Road (staff is still legally confirming this at the time of this writing). It connects State Road 19 to County Road 561 (See attached map). On Lane Park Cut-Off Road there exists the Tavares Middle School, Big House and other businesses, residents and institutions, including the Lake Technical College Institute of Public Safety. On their website it states:

“The Institute of Public Safety’s state-of-the-art training facilities are located in Lake County, Florida, approximately one hour north of Orlando. Our Firefighting and Law Enforcement, and weapons driving range facilities are considered to be among the best in the country.”

The Institute hosts the Florida Police Academy, Sheriff Training Academy, Corrections Academy and Firefighter School where people attend to receive various certifications in these Public Safety professions.

Affixed to the Institute of Public Safety building is a plaque that reads: “Kenneth A. Bragg Vo. Tech Regional Public Safety Complex – Erected 1993 (See attached Photo). This plaque honors Mr. Braggs, the first Executive Director of the Lake Technical College. The College operates as a Charter School under the Lake County School Board’s prerogative. The College has two campuses, both owned by the Lake County School Board, with one located off Kurt Street in Eustis and the other located at Lane Park-Cut Off in Tavares. There is a nine-member Lake Technical College Board of Directors. Deanna Thomas, the current Director, is the College’s 8th Executive Director to hold this position, with Kenneth Bragg being the first to hold this position.

An opportunity is provided for the City Council to decide if they want to rename the road from Lane Park Cut-Off Road to Ken Bragg Way.

City Government Impact:

The cost is minimal for the city with new signage and staff time along the following lines:

- 1. Community Development to notify the Businesses, Institutions and residents of the proposed name change.*
- 2. Community Development to agendize, at a future Council meeting, a formal vote on this, after all impacted parties have been notified.*
- 3. Community Development to notify the Lake County Communications Center (911), United States Post Office, and various mapping organizations such as Google and Apple maps.*
- 4. Public Works sign replacement materials and labor cost.*

Resident/business Impact:

There are three (3) residents, three institutions (Middle School, Fire Station, Institute of Public Safety) and several businesses along this road, including a

Regional Indoor Sports Park – “The Big House”, all of which will be notified and provided an opportunity to provide input on this decision should it move forward. There is a cost associated with this change to them, including but not limited to changing driver’s licenses, vehicle registrations, bank accounts, Tax Collector systems for processing property taxes, Property Appraiser information systems to manage the property assessments, Clerk Of the Court information systems to manage titles and historical information, telephone landline, cellular, cable, and fiber optic providers, credit card information, web pages, stationery, business cards, and the like.

Staff provided the following options:

- 1) Vote on establishing The City Council's intent to vote on renaming the road at a future meeting and instruct staff to notify all affected property owners along Lane Park Cut-off of the City Council's intent to rename the road at an upcoming City Council meeting.*
- 2) Designate the road "Ken Bragg Way" as an honorary memorial designation with appropriate honorary signs at both ends of the road and do not officially rename the road.*
- 3) Do not take any action on this item.*

Attorney Holt said the City worked with Lake County on the question of ownership. She said no vesting documents were found dedicating Lane Park Cutoff Road to the City. A 1998 ordinance was discovered where a portion of Lane Park Road, possibly just the right-of-way, was annexed and incorporated into the City. Attorney Holt said she recommended a survey if the Council wished to rename the road to clarify, based on the legal description, what part the City owns.

Council Member Pfister noted her support to memorialize the road and not change the name.

Council Member Singer concurred with Council Member Pfister and said Mr. Bragg had done much for the community and should be honored. He asked for an update on the naming policy. Ms. Houghton said the staff was still working on a naming process to bring back to the Council for consideration. She said the Council wished to include city residency in the policy. Council Member Singer said he felt a person should be deceased to receive a named recognition. He said he would like to wait until a policy was approved.

Council Member Price said a road should be named after a Tavares resident and stated his support for a memorial sign, not a legal road change. Council Member Price said naming the road after Chester Lemon, who brings a lot of business to the area each weekend, may be more appropriate.

Mayor Grenier said he supported name recognition for both living and past residents. He said he would support a memorial dedication with a sign on each end of the road.

Vice Mayor Gamble said a road dedication would be reasonable.

MOTION

Lori Pfister moved to approve Option 2, seconded by Sandy Gamble.

Council Member Singer said he would feel more comfortable waiting until a policy was implemented.

Vice Mayor Gamble inquired about road ownership. Attorney Holt said she believed, based on Ordinance 1998-36, the City may own a portion of the right-of-way. Vice Council Member Pfister noted that the Institute of Public Safety building displayed a memorial plaque in honor of Mr. Bragg.

The motion carried 4-1 as follows:

Bob Grenier:	Yes
Sandy Gamble:	Yes
Lori Pfister:	Yes
Walter Price:	Yes
Troy Singer:	No

Tab 7. Community Grant Award

Ms. Novack made the following presentation:

The Council budgeted \$2,000 for community grants in the current fiscal year 2024. The City previously advertised an invitation to submit community grant applications for area not-for-profit organizations with a 501c3 designation for up to \$500.00 in funding for community and social service projects. The Council awarded three \$500.00 grants on January 17, 2024, to Friends of the Tavares Library, Lake County Museum of Art, and Triangle Community Alliance, Inc. After the three grants were awarded, there was a \$500.00 grant balance to be considered by the Council on a first come, first served basis on any future applications received.

An application was received requesting a \$500.00 Community Grant from the Educational Foundation of Lake County, Inc., for a Tavares High School graduate scholarship program for students who have attended Tavares public schools. (see attached application)

A ranking committee consisting of the City Clerk, Finance Director, and Community Services Director met on March 25, 2024, and reviewed the application to determine whether it met the criteria for the Community Grant Program. The grant application met the requirements. If awarded, the ranking

committee recommends that the Council invite the grant recipient to provide an update on their grant award and program at the end of the fiscal year.

Advertisements were placed in the Daily Commercial and on the City Website at the beginning of the fiscal year.

Staff recommends Option 1, for the Council to award a \$500.00 community grant to the Educational Foundation of Lake County, Inc.

Council Member Pfister and Council Member Singer noted their support.

Council Member Singer said he would like to invite the grant recipients to provide an update on their grant awards at the end of the fiscal year.

MOTION

Lori Pfister moved to approve Option 1 [Award a \$500.00 community grant to the Educational Foundation of Lake County, Inc.], and to invite all recipients to provide an update on their grants at the end of the fiscal year, seconded by Sandy Gamble. The motion carried unanimously 5-0.

XI. NEW BUSINESS

XII. OLD BUSINESS

Tavares Square

Council Member Price asked about the status of the Tavares Square mixed-use project.

Attorney Holt said the Staff worked with Mr. Cagan's counsel and recently executed a purchase and sale agreement. Mr. Cagan will be in the due diligence period for 60 to 90 days, with a closing after.

Approved Developments

Council Member Pfister said she would like a list of all approved undeveloped developments, including those approved in the past twenty years, to be provided to the Council and Planning and Zoning Board members.

Vice Mayor Gamble said a developer only has so much time to bring a final plat back to the Council for approval.

Ms. Houghton said Staff would review the approved developments and bring a report to the Council.

Road Repaving

Mayor Grenier asked for an update on road repaving.

Mr. Dillon said all paving, except East Caroline Street, was completed for the current fiscal year, including Mansfield Road and Lake Elsie Drive. He said the Staff is waiting on the developer to move forward with their improvements before East Caroline Street is repaved.

XIII. AUDIENCE TO BE HEARD

Gary Santoro, Royal Harbor, said Trident Boats erected a chain link fence with barbed wire that goes into the lake. Mr. Santoro said it sends the wrong message to those who pass by.

XIV. REPORTS

Tab 8. City Administrator Report

Ms. Houghton noted upcoming events and outside agency meetings were provided to the Council in their agenda packets.

Mr. Dillon said the America in Bloom judges would evaluate the City on June 16, 2024, and Staff was preparing for their visit. He said the Public Works project would be concluded in the next 90 days, with a ribbon-cutting ceremony scheduled for August 26, 2024.

Mr. Clark noted the City's annual Water Day event was scheduled for April 27, 2024, in Wooton Park.

Mr. Aldrich noted the groundbreaking ceremony for the Regional Park behind the YMCA would be held on April 25, 2024, at 10:00 a.m.

Mr. Fabre said a workshop would be held during the April 18, 2024, Planning and Zoning Board meeting. He said the workshop would include zoning, future land use, and current development activities that were approved, in construction, and planned. He said information on the Live Local Act would also be provided.

Tab 9. City Council Member Reports

Council Member Pfister commended the Planning and Zoning Board on their hard work and efforts.

Council Member Singer commended Mr. Dillon and his team for light pole signage in Wooton Park.

Council Member Singer sent his thoughts and prayers to the Drury family on the recent loss of their dog.

Vice Mayor Gamble noted the Kayakathon event was scheduled for April 6, 2024, and the annual Steamboat Meet was scheduled for April 8 through 12, 2024.

Vice Mayor Gamble asked for an update on the zipline. Mr. Dillon said the Staff was working with the manufacturer and that no defects had been found. He said the item was removed until the investigation was complete.

Vice Mayor Gamble said he did not believe a person should be deceased to receive named recognition. He said it was a way to honor and respect an individual while they were still alive.

Mayor Grenier said he enjoys receiving emails from Mr. Drury about the projects the Staff had completed. He said it was wonderful to see their achievements in the City. He said the Staff works hard each day.

Vice Mayor Gamble thanked Mr. Aldrich and Attorney Holt for their efforts on the Fred Stover Field project.

XV. ADJOURNMENT

There was no further business, and Mayor Grenier adjourned the meeting at 5:07 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/17/2024**

AGENDA TAB NO.: 5

SUBJECT TITLE: Council Approval to Accept the Library of America Grant for Latino Poetry Initiative (Community Services)

OBJECTIVE:

To seek approval from council for staff to accept the grant from the Library of America's Latino Poetry Initiative to use for Hispanic Heritage programming at the Tavares Public Library.

SUMMARY:

Library of America has awarded grants to seventy-five libraries and cultural organizations in thirty-one states, the District of Columbia, and Puerto Rico to support public programs as part of its national public humanities initiative celebrating Latino poetry.

In total, \$90,000 was awarded in the form of \$1,200 stipends to each organization. Each will develop at least two free public programs to be held between September 2024 and April 2025. The Tavares Public Library is looking to hold their public programs this fall in conjunction with National Hispanic Heritage Month. The \$1,200 grant will cover all expenses.

OPTIONS:

1. Approve staff to accept the Library of America's Latino Poetry Initiative grant in the amount of \$1,200 to use towards Hispanic Heritage programming at the Tavares Public Library.
2. Do not approve staff to accept grant.

STAFF RECOMMENDATION:

Staff recommends option 1: Approve staff to accept the Library of America's Latino Poetry Initiative grant in the amount of \$1,200 to use towards Hispanic Heritage programming at the Tavares Public Library.

FISCAL IMPACT:

There is no matching funds requirement for this grant.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

Attachments not provided are available to the public upon request to the City Clerk.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/17/2024**

AGENDA TAB NO.: 6

SUBJECT TITLE: Resolution 2024-06 SRF Loan WW350951 Amendment 3 Final Close-out - Lake Frances Sewer (Finance)

OBJECTIVE:

Request the City Council to approve Resolution 2024-06 and authorize the Mayor to execute Loan Amendment Number Three (3) for State Revolving Loan No. WW350951 from the Florida Department of Environmental Protection (FDEP), changing the date for the first loan repayment for the loan.

SUMMARY:

Previously, the City Council Adopted Resolution 2018-24 authorizing the application, acceptance, and execution of loan agreement for State Revolving Loan Project WW350951 for Lift Station 49/Lake Frances Sewer Improvement Project. The original loan document was executed on November 6, 2018.

On November 1, 2020, the City Council adopted Resolution 2020-14 approving Amendment Number One (1) to the Loan which finalized the disbursable amount at \$6,624,350.

On June 15, 2022, the City Council adopted Resolution 2022-10 approving Amendment Number Two (2) which extended the project completion date for the project and changed the date for the first semi-annual loan payment from November 15, 2022 to February 15, 2023.

This Amendment Number Three (3) finalizes the project, and finalizes the loan as indicated below and sets the amortization for the loan repayments.

- The Loan disbursable amount is ~~\$6,624,350~~ \$5,899,225.
- The Capitalized Interest (non-disbursable) amount is ~~\$29,100~~ \$34,645.84.
- The ~~Estimated~~ Loan service fee is ~~\$132,487~~ \$117,985.
- The Semi-annual loan payments are ~~estimated~~ at ~~\$179,743~~ \$159,307.47.
- The first semi-annual loan payment is due ~~November 15, 2022~~ August 15, 2024.
- The Loan term is Twenty (20) years.
- The annual loan interest rate is .57%.

OPTIONS:

1. **Move to approve Resolution No. 2024-06 which authorizes** the Mayor to execute SRF Loan WW350951 Amendment Number Three (3) finalizing the loan and setting the date for the first

semi-annual loan repayment date for the loan to August 15, 2024 in the amount of \$159,307.47.

2. Do not approve.

STAFF RECOMMENDATION:

1. **Move to approve Resolution No. 2024-06 which authorizes** the Mayor to execute SRF Loan WW350951 Amendment Number Three (3) finalizing the loan and setting the date for the first semi-annual loan payment date for the loan to August 15, 2024 in the amount of \$159,307.47.

FISCAL IMPACT:

Semi-Annual Loan payments will decrease to \$159,307.47.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2024-06 SRF WW 350951 Lake Frances LS 49_04172024
2. Tavares WW350951 A3 Final
3. WW350951_Amortization Schedule Report

Attachments not provided are available to the public upon request to the City Clerk.

RESOLUTION 2024-06

A RESOLUTION OF CITY OF TAVARES, FLORIDA, RELATING TO THE STATE REVOLVING FUND LOAN PROGRAM; AUTHORIZING A THIRD AMENDMENT TO SRF LOAN AGREEMENT WW350951 FOR THE LIFT STATION 49/LAKE FRANCES SEWER IMPROVEMENTS PROJECT; SETS THE LOAN AMOUNT; FINALIZES THE LOAN; AND SETS THE REPAYMENT AMORTIZATION; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

WHEREAS, the City Council of the City of Tavares adopted Resolution 2018-24 on November 1, 2018, authorizing a State Revolving Fund Loan (SRF) with the Department of Environmental Protection (FDEP), for the Lift Station 49/Lake Frances Sewer Improvements Project, and

WHEREAS, the City Council of the City of Tavares adopted Resolution 2020-14 on November 1, 2020, adopting the First Amendment to the loan amending the loan amount.

WHEREAS, the City Council of the City of Tavares adopted Resolution 2022-10 on June 15, 2022, adopting the Second Amendment to the loan amending the project completion date, and extending the date of the first repayment for the loan.

WHEREAS, the Florida Department of Environmental Protection (FDEP) has provided a State Revolving Fund Loan Fund (SRF) Amendment Three Agreement, for Loan Number WW350951, the Lift Station 49 and Lake Frances Sewer Improvements Project, and

WHEREAS: Amendment Three for SRF Loan WW350951 finalizes loan funding for the Lift Station 49 and Lake Frances Sewer Improvements Project with the following terms:

- The loan disbursable amount is \$5,899,225.
- The Capitalized interest (non-disbursable) amount is \$34,645.84.
- The loan service fee is \$117,985.
- The Semi-annual loan payments are set at \$159,307.47.
- The first semi-annual loan payment is due August 15, 2024.
- The loan term is Twenty (20) years.
- The annual loan interest rate is .57%.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA, AS FOLLOWS:

SECTION I. The Mayor is hereby authorized to execute loan documents with the Florida Department of Environmental Protection for State Revolving Fund Loan Agreement WW350951 which will become a binding obligation in accordance with its terms when signed by both parties. The Mayor is authorized to represent the City in carrying out the City's responsibilities under the loan agreement. The Mayor is

authorized to delegate responsibility to appropriate City staff to carry out technical, financial, and administrative activities associated with the loan agreement.

SECTION II. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION III. This Resolution shall become effective immediately upon its passage and adoption.

PASSED and ADOPTED this 17th Day of April 2024.

Bob Griener, Mayor

ATTEST

Susie Novack, City Clerk

APPROVED AS TO FORM AND LEGALITY

Lindsay Holt, City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/17/2024**

AGENDA TAB NO.: 7

SUBJECT TITLE: Construction of Storage Facility at Water Treatment Plant #4 (Utilities)

OBJECTIVE:

To seek Council approval to build a storage/security building at the Slim Haywood Water Plant to house and protect the multi-million dollars of equipment and vehicles in the Utilities Department utilizing Utilities Department reserves as the funding source.

SUMMARY:

The Utilities Department has approximately 2.5 to 3 million dollars' worth of rolling stock and equipment at the Slim Haywood Plant it desires to protect and secure with a new facility for the reasons listed below:

- Protect the equipment from the weather elements.
- Protect the equipment from theft.
- Protect the equipment from pests and rodent damage.
- Be a good neighbor and have good housekeeping (This location is experiencing residential growth around it).

The Council has previously expressed the desire to "pay as we go" in lieu of loans whenever possible. The Utility Fund has approximately 10 months of reserve (\$9.5 million). The estimated cost to design, permit and build this storage facility is \$485,000. Utilizing the "pay as you go" reserve account to fund this need would leave about 9.5 months in reserves for future needs as warranted, which is sufficient for this enterprise.

OPTIONS:

Option 1: Council approve the project and the use reserve funds.

Option 2: Council does not approve.

STAFF RECOMMENDATION:

Option 1: Council moves to approve the funding for a storage/security building at the Slim Haywood Water Plant to house and protect the Utilities Department equipment and vehicles, using Utilities Fund reserves in an amount not to exceed \$485,000.

FISCAL IMPACT:

The Utilities Reserve Fund currently has approximately \$9.5 million or about 10 months' operating reserve. Costs for construction, design and permitting are estimated to be in the amount of \$485,000.

LEGAL SUFFICIENCY:

All options are legally sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

Attachments not provided are available to the public upon request to the City Clerk.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/17/2024**

AGENDA TAB NO.: 8

SUBJECT TITLE: City Property and Liability Insurance solicitation Consulting Services Agreement (Human Resources)

OBJECTIVE:

For Council to approve the Agreement for Insurance solicitation Consulting Services with Siver Insurance Consultants.

SUMMARY:

The City previously budgeted \$35,000 to retain the services of an insurance solicitation consulting firm to develop a Request for Proposals (RFP) to solicit insurance coverage for the City. Staff completed a Request for Qualifications (RFQ) for insurance solicitation consulting services. The selected insurance solicitation consulting firm will develop a Request for Proposals (RFP) to solicit insurance coverage proposals from interested markets for items such as worker's compensation, property, auto, and general liability. The consultant will review and respond to questions from insurance companies, evaluate submitted proposals, prepare a written summary, and present results and recommendations to the City. The RFP will ultimately come back to the Council for final consideration.

The City received three responses to the RFQ, and Siver Insurance Consultants was the top-ranked firm chosen by the committee. The ranking committee comprised of the Human Resources Director, Finance Director, Economic Development Director, and the Support Services Director. A contract was negotiated for these services for an amount not to exceed \$28,000. This is \$7,000 under budget.

OPTIONS:

- 1: Approve the Agreement for Insurance solicitation Consulting Services with Siver Insurance Consultants in an amount not to exceed \$28,000.
- 2: Do not approve agreement

STAFF RECOMMENDATION:

Staff recommends Council moves to approve the Agreement for Insurance solicitation Consulting Services with Siver Insurance Consultants for an amount not to exceed \$28,000.

FISCAL IMPACT:

This item was budgeted at \$35,000. The contract was negotiated at a fee not to exceed \$28,000, which is \$7,000 under budget.

LEGAL SUFFICIENCY:

Yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Agreement

Attachments not provided are available to the public upon request to the City Clerk.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/17/2024**

AGENDA TAB NO.: 9

SUBJECT TITLE: City Administrator Report

OBJECTIVE:

The City Administrator will inform the City Council on city-related items.

SUMMARY:

The City Administrator will provide a summary at the meeting.

UPCOMING MEETINGS:

City Council Meetings	May 1, 2024, 4:00 p.m., Tavares City Council Chambers
	May 15, 2024, 4:00 p.m., Tavares City Council Chambers
Planning and Zoning Board Meeting	April 18, 2024, 3:00 p.m., Tavares City Council Chambers
Library Board Meeting	May 8, 2024, 4:00 p.m., Ingraham Center
Code Enforcement Special Magistrate Hearing	April 23, 2024, 4:00 p.m., Tavares City Council Chambers

OUTSIDE AGENCY MEETINGS:

Lake County League of Cities Meeting	May 10, 2024, 12:00 noon, Mount Dora Golf Course, 1100 South Highland Street, Mount Dora
Lake Sumter MPO Governing Board Meeting	April 24, 2024, 2:00 p.m., Suite 175, 1300 Citizens Boulevard, Leesburg
Tavares Chamber of Commerce Business Meeting	April 24, 2024, 11:30 a.m., Tavares Civic Center

CITY EVENTS:

The current 2024 City Event calendar is attached.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Tavares_2024 EventCalendar_4.4.2024

Attachments not provided are available to the public upon request to the City Clerk.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/17/2024**

AGENDA TAB NO.: 10

SUBJECT TITLE: City Council Member Reports

OBJECTIVE:

To inform the Council on city-related items.

SUMMARY:

The Council will be offered an opportunity to provide a report at the meeting.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

Attachments not provided are available to the public upon request to the City Clerk.