



**TAVARES CITY COUNCIL
MEETING MINUTES
APRIL 17, 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

**John Drury, City Administrator
Lindsay Holt, City Attorney
Susie Novack, City Clerk
Antonio Fabre, Interim Community Development Director
Scott Aldrich, Community Services Director
Bob Tweedie, Economic Development Director
Lori Houghton, Finance 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 Jacob Bauman, The Cross Church

Vice Mayor Gamble provided the invocation and led those present in the Pledge of Allegiance in Pastor Jacob Bauman's absence.

III. APPROVAL OF AGENDA

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

MOTION

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

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Proclamation – National Nurses Week

Mayor Grenier read a Proclamation in recognition of National Nurses Week, May 6 through 12, 2024, in honor and thanks to nurses and their many contributions, sacrifices, and performing some of the most challenging tasks in the medical world.

Mayor Grenier presented the Proclamation to Josh Goergen, AdventHealth Government Advocacy Manager.

Mr. Goergen thanked the Council for their continued support on behalf of the nurses at Advent Health Waterman.

MOTION

Troy Singer moved to approve the Proclamation, seconded by Lori Pfister. The motion carried unanimously 5-0.

Tab 3. Proclamation – Water Conservation Month

Mayor Grenier read and presented a Proclamation to the Utilities Department declaring April 2024 Water Conservation Month in the City of Tavares.

MOTION

Lori Pfister moved to approve the Proclamation, seconded by Troy Singer. The motion carried unanimously 5-0.

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

Attorney Boggus 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 Resolution by title only:

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.

VII. CONSENT AGENDA

Mayor Grenier asked if anyone wished to pull an item from the Consent Agenda for discussion.

MOTION

Walter Price moved to approve the Consent Agenda [Tab 4. Approval of the April 3, 2024, City Council Meeting Minutes; and, Tab 5. Council Approval to Accept the Library of America Grant for Latino Poetry Initiative], seconded by Sandy Gamble. The motion carried unanimously 5-0.

Tab 4. Approval of the April 3, 2024, City Council Meeting Minutes

Approved on the Consent Agenda.

Tab 5. Council Approval to Accept the Library of America Grant for Latino Poetry Initiative

Approved on the Consent Agenda.

VIII. RESOLUTIONS

Tab 6. Resolution 2024-06 – SRF Loan WW350951 Amendment 3 Final Close-Out – Lake Frances Sewer

Ms. Houghton made the following presentation:

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%.*

Staff recommended Option 1, for Council 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.

Mayor Grenier asked for comments from the Council.

Council Member Singer thanked Ms. Houghton for securing a .57% interest rate loan. He asked Ms. Houghton to elaborate on the capitalization interest change from \$29,100.00 to \$34,645.84. Ms. Houghton said the original \$29,100.00 was based on an earlier completion date. The amount was kept the same through the last two amendments, and a change was incurred in the final amendment as there was an extended capitalization period for accrued interest. Ms. Houghton noted it was the only amount that increased. Council Member Singer pointed out the City was saving money on the low-interest loan, and Ms. Houghton confirmed.

MOTION

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

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 7. Construction of Storage Facility at Water Treatment Plant #4

Mr. Clark made the following presentation:

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.

Staff recommended Option 1, for Council 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.

Mayor Grenier asked for comments from the Council.

Vice Mayor Gamble asked what type of building would be constructed and if it would be secured, including security cameras. Mr. Clark said the building would be metal and confirmed it would be secure and include security cameras.

Council Member Pfister asked if the building would accommodate future needs. Mr. Clark confirmed and noted the building would be 185 feet long with 12 bays and two storage buildings on each end. He said the current building shared with the Right of Way and Finance Departments would be freed for their use and would include closing certain areas for more security.

Vice Mayor Gamble inquired about the equipment stored on Woodlea Road. Mr. Clark said trucks, sewer stock, towers, backhoes, and ditch equipment were stored at the location.

Mayor Grenier asked if the building would include air conditioning. Mr. Clark said no and noted the building would have ventilation.

Council Member Singer inquired about the Utility Reserve Fund recommendations. Ms. Houghton said the rate consultant was reviewing the 2020 rate study. She said the rate study suggested three to eight months of reserve, and she believed the Utility Reserve Fund was in good shape.

Council Member Price said he liked the pay-as-you-go option.

MOTION

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

Tab 8. City Property and Liability Insurance Solicitation Consulting Services Agreement

Ms. Bublitz made the following presentation:

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.

Staff recommended Option 1, for Council to approve the Agreement for Insurance solicitation Consulting Services with Siver Insurance Consultants for an amount not to exceed \$28,000.

Mayor Grenier asked for comments from the Council.

Council Member Singer asked how the City made insurance company selections in the prior years. Ms. Bublitz said the City had been with the same liability company without

going out to bid for fourteen years. Council Member Singer asked if the current insurance company could submit a bid. Ms. Bubnitz confirmed.

Council Member Singer noted his support, said it was more transparent and was glad to see \$7,000 in savings from the amount budgeted.

MOTION

Lori Pfister moved to approve, seconded by Troy Singer. The motion carried unanimously 5-0.

XI. NEW BUSINESS

XII. OLD BUSINESS

Council Member Pfister asked how many gaming rooms were open in the City. Mr. Drury said three. Council Member Pfister asked if the allowable game rooms could be reduced to zero. Mr. Drury said the item could be agendaized, and the City Attorney could discuss any unintended consequences of passing legislation regulating a business out of the City vs. adding parameters limiting their number.

Council Member Pfister asked Chief Coursey if Police hours were spent at the three gaming businesses in the City. Chief Coursey said the Tavares Police Department responds to gaming facilities more than any other commercial business in the City.

Vice Mayor Gamble asked if the City Attorney could provide information on cities that do not allow gaming facilities.

Council Member Price said he did not believe the City of Eustis allowed gaming facilities.

XIII. AUDIENCE TO BE HEARD

Steven Gerard Sidlorsky, Lorian, Ohio, asked to place a pro-life personhood resolution on the next agenda.

Kristin Nelson, 2729 Tangerine Court, Leesburg, cited bible scripture and said it was her wish to turn Tavares into a pro-life city.

XIV. REPORTS

Tab 9. City Administrator Report

Mr. Clark noted the Utility Department would host the 2nd Annual Water Day Celebration event on Saturday, April 27, 2024, from 9:00 a.m. to 1:00 p.m. in Wooton Park.

Rebecca Campbell, Library Director, noted April was National Poetry Month. Ms. Campbell said the Tavaré Library would host a Poetry Festival on Saturday, April 20, from 11:00 a.m. to 2:00 p.m., and an Open Mic Poetry and Karaoke event on Thursday, April 20, 2024.

Mr. Fabre noted a Planning and Zoning Board Workshop would be held the following day on April 18, 2024, at 3:00 p.m. in the City Council Chambers to discuss zoning, current development, and the State of Florida Live Local Act.

Tab 10. City Council Member Reports

Council Member Pfister said she received many compliments on the Tavares Ecological Park and commended Mr. Clark for his hard work.

Council Member Price asked for an update on the Tavares Nature Park. Mr. Drury said Mr. Dillon would provide an update at the next meeting.

Council Member Price said he planned to attend the Planning and Zoning Board Workshops and Water Days event.

Vice Mayor Gamble discussed comments on social media regarding closing the ramp area at the Seaplane Base to the public. He stated the Council's main concern was for the safety of the Citizens and visitors during their decision-making process.

Mayor Grenier noted he recently attended and enjoyed a coffee event at Tiki Village. He said the residents enjoyed seeing America's Seaplane City come to fruition.

XV. ADJOURNMENT

There was no further business, and Mayor Grenier adjourned the meeting at 4:41 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk