



**TAVARES CITY COUNCIL
MEETING MINUTES
DECEMBER 2, 2020 – 4:00 PM
TAVARES CIVIC CENTER
100 EAST CAROLINE STREET, TAVARES**

COUNCIL MEMBERS PRESENT

**Amanda Boggus, Mayor
Lou Buigas, Vice Mayor
Lori Pfister, Council Member
Walter Price, Council Member
Troy Singer, Council Member**

STAFF PRESENT

**John Drury, City Administrator
Bob Williams, City Attorney – Virtual Attendance
Susie Novack, City Clerk
Mike Fitzgerald, Community Development Director
Bob Tweedie, Economic Development Director
Lori Houghton, Finance Director
Richard Keith, Fire Chief
Stoney Lubins, Police Chief
James Dillon, Public Works Director
Phil Clark, Utilities Director
Mark O'Keefe, Public Communications Director**

I. CALL TO ORDER

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

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1. Pastor Evan Ryder, Church of Nazarene

Pastor Evan Ryder, Church of Nazarene, provided the invocation and led those present in the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Mr. Drury said staff had no changes to the Agenda.

MOTION

Lori Pfister moved to approve the Agenda, seconded by Lou Buigas. The motion carried unanimously 5-0.

IV. PROCLAMATIONS/PRESENTATIONS

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

Attorney Williams stated there were no quasi-judicial matters before council.

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read Ordinance 2020-12 by title only at First Reading:

ORDINANCE 2020-12

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE LAND DEVELOPMENT REGULATIONS BY AMENDING CHAPTER 21, SECTION 21-5 SIGNS EXEMPT FROM PERMITTING REQUIREMENTS, DELETING THE PERMIT EXEMPTION FOR TEMPORARY SIGNS; SECTION 21-16 TEMPORARY SIGNS, REQUIRING THAT TEMPORARY SIGNS BE PERMITTED FOR A MAXIMUM OF 90 DAYS IN A CALENDAR YEAR AND DELETING THE RESTRICTION ON VACANT PROPERTY AND LIMITING TWO (2) TEMPORARY SIGNS PER PARCEL OF PROPERTY; SECTION 21-17 MISCELLANEOUS SIGNS, DELETING THE PROVISIONS FOR FLAG CONTENT; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING AN EFFECTIVE DATE.

VII. CONSENT AGENDA

VIII. RESOLUTIONS

IX. ORDINANCES – PUBLIC HEARING

First Reading

Tab 2. Ordinance 2020-12 – Land Development Regulations Amendment – Chapter 21 Temporary Signs on Vacant Property and Miscellaneous Sign Content

No discussion at First Reading.

Second Reading

X. GENERAL GOVERNMENT

Tab 3. Horizon Teams and Board Representation

Mr. Drury made the following presentation:

The City Administrator has identified staff teams who work on projects that are off into the future/horizon - "Staff Horizon Teams". Staff conducts research on the subject matter and brings to the City Administrator that research after which the Administrator may bring to Council from time to time that research for Council's benefit and further discussion and/or action. The City Administrator invites one Council member to join the "Staff Horizon Team" and attend research meetings on occasion for those "Horizon Teams" a Council member has a particular interest in.

Discussion was held and the following Horizon Team and Board representatives were identified:

Teams and Representatives

Horizon Teams (Council Member Liaison/Lead Staffer)

Special Events (L. Pfister/B. Tweedie)
Woodlea Sports Complex (A. Boggus/S. Aldrich)
Economic Development (L. Pfister/B. Tweedie)
Sister City Program (L. Pfister/J. Drury)
Library Expansion (L. Pfister/J. Dillon)
Public Works Complex (A. Boggus/J. Dillon)
West Main Street Gateway (A. Boggus/M. Fitzgerald)
N/S City Gateways – St Clair and Sinclair (W. Price/J. Dillon)
Mount Dora Trail (L. Buigas/J. Dillon)
Seaplane Base/Marina Re-Build (T. Singer/B. Tweedie)
Emergency Preparedness/Public Safety Horizon Team (A. Boggus/R. Keith)
Wooton Wonderland Rebuild (T. Singer/J. Dillon)
Historical Society Building (L. Buigas/S. Aldrich)
S.R. 19/561 and 448 Corridors (W. Price/M. Fitzgerald)
Old 441 Corridor (T. Singer/M. Fitzgerald)
YMCA & City Programs (L. Pfister/S. Aldrich)

Board Representatives

B.E.T.T.E.R. Tavares Race Relations Group: (T. Singer, Alternate L. Buigas/J. Drury/S. Lubins)

Florida League of Cities Legislative Committees:

Environment & Energy Council (P. Clark)
Transportation & Intergovernmental (M. Fitzgerald)
Finance & Taxation (L. Houghton)

Lake Community Action Agency – To be advertised for Citizen Representative

Lake County Library Advisory Board (3rd Thursday at 5 p.m.): (Norma Emerson/Alternate A. Boggus)

Lake County League of Cities (2nd Friday at 11:30 a.m.): (T. Singer/Alternate L. Buigas)

Lake County League of Cities Solid Waste Advisory Committee: (L. Houghton)

Lake County Water Alliance Technical Committee: (P. Clark)

Metropolitan Planning Organization Governing Board Member: (L. Buigas/Alternate W. Price)

Metropolitan Planning Organization Technical Advisory Committee: (A. Fabre)

Metropolitan Planning Organization Citizens Advisory Committee: (T.J. Fish)

YMCA Golden Triangle Advisory Board: (P. Clark)

Tavares Chamber of Commerce: (T. Singer/B. Tweedie)

School Concurrency Committee Annual Meeting: (T. Singer)

School Concurrency Technical Advisory Committee: (M. Fitzgerald)

Tab 4. Cares Act Project Update

Mr. Drury noted projects funded by Cares Act enable city business to move forward during a pandemic include live streaming City Council meetings, the purchase of sanitation spray devices, and an agenda management upgrades for public access. The following updates were provided:

Live Streaming City Council Meetings

Mr. O'Keefe said progress is going well with a retrofit to the Council Chambers for wiring and equipment installation to livestream public meetings. He said work crews are working diligently to install a video and speaker system that will accommodate closed captioning. Staff anticipates meetings to resume public meetings in the Council Chambers in January 2021.

Sanitation Spray Devices

Chief Keith said the city purchased and delivered six Electrostatic Disinfectant Sprayers to the Police Department, Fire Department, Public Works/Fleet, Utilities, Parks and Recreation, and Economic Development. He provided a demonstration of the sprayer followed by a video presentation for the Council and audience.

Mr. Drury said the City wants to ensure shared spaces are a safe environment and employees are comfortable working during a COVID type of event in the present and future. He noted the sprayed disinfectant would decontaminate an area including within small cracks, keyboards, and telephones with a positive electronic charge.

Agenda Management Upgrades

Ms. Novack said the Agenda Management software has been implemented and integrates video streaming, agenda's and minutes on the City website. She noted public meetings including City Council, Planning and Zoning Board, and Code Enforcement Hearings will be able to utilize the software and video providing easy access to Citizens. Staff training on the new software was scheduled to begin in the next few days.

Mr. Drury said staff has provided three examples of Cares Act funding projects that will enable the City to better prepare for the future and keep government running during a pandemic.

Tab 5. See Click Fix

Mr. O'Keefe provided an update and overview of SeeClickFix, a web and mobile app for citizens to notify Staff of a variety of issues such as cracked sidewalks, leaking fire hydrants, or potholes. The process includes sending an image and description of an issue to the correct department for resolution. Residents will receive acknowledgement and updates throughout the process and image locations can be identified through geolocation technology.

Mr. O'Keefe provided a video presentation and said SeeClickFix will go live on December 16, 2020.

Mr. Drury said residents can take a picture that goes to the correct staff member for work management flow. Mr. O'Keefe thanked Mr. Dillon, Mr. Clark, and Chief Lubins for joining together with their teams to implement the program, and said Tavares is the first in Lake County to utilize SeeClickFix.

Tab 6. Lake County Days at the State Legislature

Mr. Drury said Council member Lori Pfister would like support from the Council to represent the City at the annual "Lake County Day" Legislative Advocacy event on March 17-18, 2021 that the Chamber Alliance of Lake County puts on annually in Tallahassee. The group meets in Tallahassee and advocates the Legislature on Local Governmental initiatives. The City Administrator attends most years and one or two Tavares Council members have attended in the past off and on. He said local attendees break into one to five committees to meet with various committee chairs in the Florida House and Florida Senate to advocate for local grants. Mr. Drury said he will be attending the event.

Council Member Pfister said she was asked by a state representative who is building a house in Tavares to attend Lake County Days.

Vice Mayor Buigas said she registered and paid to attend on behalf of Lake 100.

Council Member Singer said he registered and is attending on behalf of Lake County League of Cities. He said the City should have a representative attend with travel expenses paid.

Council Member Price said he had experience lobbying in Tallahassee and felt his relationships could be a benefit to the City. He offered to pay his own expenses.

Mayor Boggus noted she was unable to attend and asked if the City could send two representatives. Discussion was held and Council Member Pfister said the cost to attend was minimal and having two attend on behalf of the City would be great representation. Mayor Boggus noted her support and said City attendees should represent the City and not another organization. Mr. Drury noted the cost for two attendees is approximately \$600.

There was consensus from the Council for the City to pay for Council Member Pfister and Council Member Price to attend Lake County Days on behalf of the City.

Council Member Buigas noted there would be no quorum for the March 17, 2021 meeting due to Lake County Days. Mr. Drury said the meeting would be rescheduled and Staff would provide an updated calendar for the upcoming year.

XII. NEW BUSINESS

XIII. OLD BUSINESS

Council Member Pfister encouraged Council to utilize a digital agenda packet rather than a hard copy. Council Member Price noted his support if the packets are easily accessible. Mr. Drury said once Council Chamber upgrades were complete the agenda packets should be easier to upload and view.

XV. AUDIENCE TO BE HEARD

Don Kehr, 16388 Deer Island Road, Lake County, said he is representing the Shirley Shores group. He said there was a misunderstanding on his part during the November 18, 2020 City Council meeting regarding density in the Shirley Shores area. He said the plan suggested 52% of new housing would be located in 25 acre development and 2500 of those units were going into the Lakeside Multiuse project by Shirley Shores. He said he made assumptions that the units would be going into the Shirley Shores area and wanted the minutes to accurately reflect the dialog. He stated suggested verbiage to be included in the meeting minutes.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, suggested public performance monitoring and metrix be added as a Horizon Team. He said Council should review the Florida Benchmarking report and recommended outsourcing for cost savings. He commended the City on a new audio and video system and SeeClickFix for increased public engagement.

XVI. REPORTS

Tab 7. City Administrator Report

Mr. Drury said a list of upcoming meetings and events have been provided to the Council.

Mr. Clark commended Mr. O'Keefe on implementing SeeClickFix.

Mr. Aldrich said the Christmas Parade would be held Saturday, December 5, 2020 at 5:00 p.m. with festivities to follow in Wootton Park.

Tab 8. City Council Member Reports

Council Member Singer said the Christmas lights look great through the Downtown, and he looks forward to the parade.

Council Member Buigas thanked staff for arranging the Civic Center for the Council meetings. She provided the following positive quote:

"Alone we can do so little, together we can do so much." ~Helen Keller

XVII. ADJOURNMENT

There was no further business and Mayor Boggus adjourned the meeting at 4:48 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk