



**TAVARES CITY COUNCIL
MEETING MINUTES
FEBRUARY 3, 2021 – 4:00 PM
TAVARES CITY HALL COUNCIL CHAMBERS
201 EAST MAIN 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
Jillian Roberts, Deputy 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
Crissy Bublitz, Human Resources Director
Mark O'Keefe, Public Communications Director
Scott Aldrich, Community Services 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 Brooks Braswell, Umatilla Baptist Church

Pastor Brooks Braswell, Umatilla Baptist Church, will provide the invocation and lead those present in the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Ms. Houghton said staff had no changes.

MOTION

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

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Tavares Chamber of Commerce Update

Mr. Berry gave an update on the Chamber and noted their brand change. Vice Mayor Buigas said the Council received letters from other chambers regarding the brand change.

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

Attorney Williams said there were no quasi-judicial matters before Council.

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Roberts read Resolution 2021—01 into the record by title only:

RESOLUTION 2021-01

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AMENDING THE 2021 FISCAL YEAR ADOPTED BUDGET FOR THE CITY OF TAVARES, REPRESENTING THE FIRST AMENDMENT TO THE ADOPTED BUDGET, AND PROVIDING FOR A REPEALER, SEVERABILITY AND AN EFFECTIVE DATE.

VII. CONSENT AGENDA

Vice Mayor Buigas said she would like to pull Tab 4 for discussion.

MOTION

Troy Singer moved to approve the Consent Agenda minus Tab 4 [Tab 3 – Approval of the December 16, 2020 City Council Regular Meeting Minutes], seconded by Lou Buigas.

Mayor Boggus pulled Tab 5 and Tab 6 for discussion.

Troy Singer amended his motion as follows:

Troy Singer moved to approved the Consent Agenda minus Tab 4, Tab 5 and Tab 6 [Tab 3 – Approval of the December 16, 2020 City Council Regular Meeting Minutes], seconded by Lou Buigas. The motion carried unanimously 5-0.

Tab 3. Approval of the December 16, 2020 City Council Regular Meeting Minutes

Approved on the Consent Agenda.

Tab 4. Resolution No. 2021-01 – First Budget Amendment for FY 2021

Ms. Houghton gave an overview of budget amendment as follows:

- Ministerial in nature that is required.
- Accounting requirement
- Closing fiscal 2020.
- Projects in FY 2020 that were not completed that are large in scale and now reopen in 2021

Council Member Price said he wanted the public to know why there was a \$17 million dollar increase and noted the incomplete projects from the prior fiscal year to be completed.

MOTION

Troy Singer moved to approve the First Budget Amendment for FY 2021 [Resolution 2021-01], seconded by Walter Price. The motion carried unanimously 5-0.

Tab 5. Lake Side Subdivision – Preliminary Plat with School Board Proportionate Share Mitigation Agreement

Don Kehr, 16833 Deer Island Road, Lake County, noted his concern regarding the posting of the property and posting of the agenda. He asked when it was posted and size of lots. Mr. Fitzgerald stated there was no notice required because it is not a quasi-judicial matter but rather ministerial. He provided clarification regarding notices for the final plat that will come before Council and be noticed by way of the agenda being posted.

Vance Jochum, 12619 Milwaukie, Lake County, noted his concern regarding amount of information given in the agenda online.

Mayor Boggus Closed Public Comment.

Council Member Price asked for confirmation that the development has already been approved for zoning and number of lots. Mr. Fitzgerald confirmed.

MOTION

Walter Price moved to approve Lake Side Subdivision – Preliminary Plat with School Board Proportionate Share Mitigation Agreement, seconded by Lou Buigas. The motion carried unanimously 5-0.

Tab 6. Hamlets of Tavares - Final Plat

Don Kehr, 16833 Deer Island Road, Lake County, noted his concern regarding notice and transparency and asked for clarification surrounding the development.

Mr. Fitzgerald provide a history of the development. LGI Homes purchased the property in 2018 and chose to complete the project as originally designed. The infrastructure has been completed and plan to move forward with the property and final plat.

Council Member Buigas confirmed that the property is currently being cleaned up and developed after it was left abandoned. Mr. Fitzgerald stated it is known as a “zombie subdivision” that has been sitting idle since 2006. LGI Homes bought the property in 2018 and has been brought it up to City standards.

Ms. Houghton requested that Attorney Williams explain the process for achieving the final plat. Attorney Williams stated that once the property is zoned, City code requires the lots be platted and recorded. Once it is rerecorded, a developer can sell the lots. The lots are required to meet the required size. The developer must obtain final plat approval. He stated this is ministerial because requirements were previously satisfied.

Council Member Singer confirmed that all of the requirements have been met. Attorney Williams confirmed.

MOTION

Troy Singer moved to approve Hamlets of Tavares – Final Plat, seconded by Lou Buigas. The motion carries unanimously 5-0.

VIII. RESOLUTIONS

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 7. Board Appointment – Alternate City Representative to the Lake County Arts and Cultural Alliance

Mayor Boggus gave the following presentation:

The City Representative to the Lake County Arts and Cultural Alliance is J. Scott Berry. Mr. Berry asked the City to appoint an Alternate to the position in his absence. The Lake County Arts and Cultural Alliance is for a term that will expire March 2023. The City advertised the position in the Daily Commercial, on the City website, and on social media. One application was received from Ileanne Buigas.

MOTION

Walter Price moved to approve Ileanne Buigas as Alternate City Representative to the Lake County Arts and Cultural Alliance, seconded by Troy Singer. The motion carries 4-0 with Lou Buigas abstaining.

Tab 8. Award Bid to Lowest Bid and execute a contract to Brooks Company, Inc for Drainage Improvements on Lakeview Drive

Mr. Clark gave the following presentation:

Lakeview Drive has had drainage issues for several years. This project has been listed as high priority for the City Stormwater Department. City Council previously approved funds in the 2020/2021 Stormwater Operating and Maintenance budget for this project. Griffey Engineering designed the improvements, eight companies submitted bids with Brooks Company, Inc. being the low bid.

Mayor Boggus asked for comments from the audience. There was none.

Mayor Boggus asked for comments from Council.

Council Member Price inquired about the issue on Lakeview Drive. Mr. Clark stated that flooding has been the issue in that particular area for an extended period of time.

Vice Mayor Buigas asked if Mr. Clark can anticipate any deviation from the price. Mr. Clark stated he does not anticipate any issues.

Council Member Singer asked for the time frame from start to finish. Mr. Clark stated 120 days.

Ms. Houghton noted that there is \$18,000 in the budget for change orders. Council Member Buigas noted that if the monies are not needed for change orders if they would go into reserves. Ms. Houghton confirmed.

MOTION

Lou Buigas moved to approve to Award Bid and execute a contract with Brooks Company, Inc for Drainage Improvements on Lakeview Drive, seconded by Troy Singer. The motion carries unanimously 5-0.

Tab 9. Request for Lease, Lake Adventure LLC

Mr. Tweedie gave the following presentation:

The city has received an unsolicited request to complement the existing privately offered water front activity by adding power boat rental (see attached). Currently private enterprises on the waterfront offer, seaplane rides & charter service, seaplane flight training, kayak & paddle board rentals and paddlewheel boat excursions. No power boat rentals are offered. An opportunity exists to add this offering to the public at no expense to the City while adding to the attractiveness and positive economic impact of our downtown Wooton Park waterfront. Lake Adventures proposes to construct, at their own expense a six (6) boat slip floating dock to dock their boats on City property at the Wooton Park waterfront utilizing the former marina "A Dock" fixed pier as the access platform. They would in turn pay rent to the City for use of the space.

Mayor Boggus asked for comments from the audience. There were none

Mayor Boggus asked for comments from Council.

Vice Mayor Buigas asked if the city has any other leases 10 years. Mr. Tweedie stated that with different companies, different terms exist. A lease will be developed with the assistance of Attorney Williams, which will and come back at a later date for Council's consideration.

Council Member Singer asked what the rentals would consist of. Mr. Tweedie stated power boats and pontoon boats.

Mayor Boggus asked what would occur to the docks if Lake Adventure LLC closes. She also asked for confirmation that Lake Adventure LLC would be fully insured. Mr. Tweedie stated there would be reversionary clauses in the lease where the docks would be removed at their own expense or would revert to the City's ownership and confirmed insurance would be provided.

Attorney Williams noted that when you put a commercial lease over the waters of the state you have to get a submerged lease from FDEP. In 1925 or 1928, by legislative action, Tavares owns 1 mile out from the shores. He noted the City of Tavares owns the lake bottom which allows the City to enter into submerged land lease.

MOTION

Lou Buigas moved to approve the Request for Lease with Lake Adventure, LLC, seconded by Troy Singer. The motion carried unanimously 5-0.

Tab 10. Request Council Approval for the FY 2021-2022 Budget Workshop and TRIM Calendar

Ms. Houghton gave the following presentation:

Attached is the proposed comprehensive calendar for the FY2021-2022 TRIM and Budget process. The calendar includes the presentation of the General Fund Budget at a Regular City Council meeting, the presentation of the Enterprise Funds Budgets at a Regular City Council Meeting, and the presentation of the Capital Improvement Plan and Special Funds Budgets at a Regular City Council meeting. The Proposed Calendar for the FY2021-2022 Budget Process includes an additional meeting on July 28, 2021 for the Council to set the Maximum Tentative Millage Rate. Finally the calendar includes two Public Hearings for adoption of the budget and millage rate (September). The first and second public hearing dates are proposed for September 8, 2021 (Wednesday) and September 22, 2021 (Wednesday) which are not a Regular City Council Meeting dates. These dates have been proposed to ensure TRIM compliance and to avoid a conflict with Public Hearings for Lake County Board and Lake County School Board budgets. Truth in Millage statutes require that the first public hearing for the budget and millage rate (Tentative Budget Hearing) be held not less than 65 days after the first day of TRIM, July 1st. TRIM requirements also state that the City of Tavares Budget Hearings are not to be held on the same hearing dates that are scheduled for the County and the School Board budgets. The City anticipates receiving the Certification of Taxable Value from the Property Appraiser for determining the final 2021 (FY 2022) millage rate calculations on June 29, 2021.

Below is a listing of the proposed workshop and public hearing dates:

- 1. July 7, 2021 - Proposed Budget Presentation to City Council (General Fund)*
- 2. July 21, 2021 - Proposed Budget Presentation to City Council (Enterprise Funds & Special Funds)*
- 3. July 28, 2021 - City Council Workshop to set Maximum Tentative Millage Rate*
- 4. August 4, 2021 - Proposed CIP Budget Presentation and City Council Budget Workshop*
- 5. August 18, 2021 - City Council Budget Workshop*
- 6. September 8, 2021 - First Public Hearing to Adopt Tentative Millage Rate and Tentative Budget (5:05 PM) THIS IS NOT A REGULAR CITY COUNCIL MEETING DATE.*
- 7. September 22, 2021 - Second Public Hearing to Adopt Final Millage Rate and Final Budget. (5:05 PM)*

Mayor Boggus asked for comments from the audience. There were none.

Mayor Boggus asked for comments from Council.

Council Member Singer confirmed the September 22nd meeting would be held at 5:05 PM. Ms. Houghton confirmed.

MOTION

Lou Buigas moved the approve the Request Council Approval for the FY 2021-2022 Budget Workshop and TRIM Calendar. Seconded by Walter Price. The motion carries unanimously 5-0.

Tab 11. 2021 City Council Regular Meeting Dates

Ms. Houghton the following presentation:

The following is a list of the remaining scheduled 2021 City Council Regular

Meeting dates:

February 3, 2021

February 17, 2021

March 3, 2021

March 17, 2021

April 7, 2021

April 21, 2021

May 5, 2021

May 19, 2021

June 2, 2021

June 16, 2021

July 7, 2021

July 21, 2021

August 4, 2021

August 18, 2021

September 1, 2021

September 15, 2021

October 6, 2021

October 20, 2021

November 17, 2021

December 1, 2021

December 15, 2021

Mayor Boggus noted Lake Legislative Days will be held virtually for those attending.

Mayor Boggus asked for comments from the audience. There were none.

MOTION

Troy Singer Moved to approve the 2021 City Council Regular Meeting Dates. Seconded by Lou Buigas. The motion carries unanimously 5-0.

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

Sandy Singer, 1936 Maple Circle, Tavares, noted her fondness for Tavares and that it has changed for the better. She noted it is Council Member Singer's Birthday.

Vance Jochum, 12619 Milwaukie Ave, Lake County, noted his concern regarding the budget and the budget process.

Michael Watkins, 805 Summerall Ave, Tavares, commended Tavares Library for hosting a Black History Series.

Mayor Boggus closed public comment.

XIV. REPORTS

Tab 10. City Administrator Report

Ms. Houghton noted Tab 12 identifies upcoming meetings. She said the agenda is online and staff is working diligently for ADA compliancy with regards to documents.

Those present wished Council Member Singer a Happy Birthday.

Tab 11. City Council Member Reports

Council Member Pfister

- Council Member Pfister wished Council Member Singer a Happy Birthday.

Council Member Price

- Wished Council Member Singer a Happy Birthday.
- Thanked the Department Heads for the tours of their departments and said he is looking forward to touring the other department tours.
- Noted the Governor of Florida released \$92 Million in Grants.

Council Member Singer

- Commended Ms. Houghton for filling in the City Administrator position in Mr. Drury's absence.
- Commended Mr. O'Keefe on the first live streamed meeting.
- Thanked Mr. Conner for investing in Tavares.

Vice Mayor Buigas

- Said she was impressed with loyalty among the City of Tavares employees and for their years of service.
- Thanked Mr. Conner for investing in Tavares.
- Provided a quote of the day: "In order to carry a positive action you must develop here a positive vision" ~Dalai Lama

Mayor Boggus

- Wished Council Member Singer a Happy Birthday.
- Noted her excitement about Mr. Conner's business.

XV. ADJOURNMENT

There was no further business and Mayor Boggus adjourned the meeting at 4:56 p.m.

Respectfully,

Jillian Roberts
Deputy City Clerk