



**AGENDA**  
**TAVARES CITY COUNCIL**  
**December 4, 2019**  
**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 agendized 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](mailto:snovack@tavares.org))

**I. CALL TO ORDER**

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

Tab 1 Pastor Gregg Watts, Liberty Baptist Church

**III. APPROVAL OF AGENDA**

**IV. PROCLAMATIONS/PRESENTATIONS**

Tab 2 Tavares Chamber of Commerce Update (Chamber)

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

**VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD**

**VII. CONSENT AGENDA**

Tab 3 Approval of the November 20, 2019 Regular City Council Meeting Minutes (City Clerk)

Tab 4 Lane Park Commons - Preliminary Plat (Community Development)

Tab 5 Habitat for Humanity - Preliminary Plat (Community Development)

**VIII. RESOLUTIONS**

**IX. ORDINANCES - PUBLIC HEARING**

**First Reading**

Tab 6 Ordinance 2019-19 Triangle Industrial Park, Inc. - Annexation & Rezoning of 0.35 Acres located at 15219 & 15221 Old US HWY 441 (Community Development)

Tab 7 Ordinance 2019-20 Triangle Industrial Park, Inc. - SSFLUM of 0.35 Acres located at 15219 & 15221 Old US HWY 441 (Community Development)

**Tab 8 Ordinance 2019-21, Amend Firefighters' Pension (Finance)**

**Second Reading**

**X. GENERAL GOVERNMENT**

**Tab 9 Board Appointments (Mayor)**

**Tab 10 Plastic Straws (City Administrator)**

**Tab 11 Council Policy on Public Input During Meetings (City Administrator)**

**Tab 12 Lake County Folk Festival (Community Services)**

**Tab 13 Amendment To Extend Current Waste Disposal Agreement With Covanta Lake II (Public Works)**

**Tab 14 Resolution 2019-09 Fiscal Sustainability Plan CRA Storm Water Improvement Project (Utilities)**

**XI. NEW BUSINESS**

**XII. OLD BUSINESS**

**XIII. HISTORICAL PERSPECTIVE**

**Tab 15 Tavares Historical Society**

**XIV. AUDIENCE TO BE HEARD**

**XV. REPORTS**

**Tab 16 City Administrator Report**

**Tab 17 City Council Member Reports**

**XVI. ADJOURNMENT**

E.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  
12/4/2019**

**AGENDA TAB NO.: 1**

**SUBJECT TITLE:** Pastor Gregg Watts, Liberty Baptist Church

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**OBJECTIVE:**

Pastor Gregg Watts, Liberty Baptist Church, will provide the invocation and lead those present in the Pledge of Allegiance.

**SUMMARY:**

Pastor Gregg Watts, Liberty Baptist 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:**

N/A

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
12/4/2019**

**AGENDA TAB NO.:** 2

**SUBJECT TITLE:** Tavares Chamber of Commerce Update (Chamber)

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**OBJECTIVE:**

Receive an update on the Chamber from the Executive Director, J. Scott Berry.

**SUMMARY:**

Mr. Berry will provide an update on Chamber activities.

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

December 2019 Tavares Chamber of Commerce Report.

**ATTACHMENTS:**

| Description | Type |
|-------------|------|
|-------------|------|

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
12/4/2019**

**AGENDA TAB NO.:** 3

**SUBJECT TITLE:** Approval of the November 20, 2019 Regular City Council Meeting Minutes  
(City Clerk)

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**OBJECTIVE:**

To consider approval of the November 20, 2019 Regular City Council Meeting and Budget Hearing minutes.

**SUMMARY:**

Attached is the November 20, 2019 City Council meeting minutes as submitted by the City Clerk.

**OPTIONS:**

1. Move to approve the City Council Regular and Budget Hearing minutes as submitted under the Consent Agenda.
2. Move to approve the City Council Regular and Budget Hearing minutes with corrections.

**STAFF RECOMMENDATION:**

For Council approval.

**FISCAL IMPACT:**

None.

**LEGAL SUFFICIENCY:**

Legally sufficient.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

N/A

**ATTACHMENTS:**

| Description                       | Type    |
|-----------------------------------|---------|
| November 20, 2019 Meeting Minutes | Exhibit |



**TAVARES CITY COUNCIL  
MEETING MINUTES  
NOVEMBER 20, 2019 – 4:00 PM  
TAVARES CITY HALL COUNCIL CHAMBERS  
201 EAST MAIN STREET, TAVARES**

**COUNCIL MEMBERS PRESENT**

Amanda Boggus, Mayor  
Lori Pfister, Vice Mayor  
Lou Buigas, Council Member  
Troy Singer, Council Member  
Roy Stevenson, Council Member

**STAFF PRESENT**

John Drury, City Administrator  
Bob Williams, City Attorney  
Susie Novack, City Clerk  
Mike Fitzgerald, Community Development Director  
Bob Tweedie, Economic Development Director  
Tamera Rogers, Community Services 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

**TAVARES HISTORICAL SOCIETY**

Betty Burleigh, Librarian/Historian and Board Member

**I. CALL TO ORDER**

Mr. Drury called the meeting to order at 4:00 p.m. He asked those present to silence their cell phones and noted hearing devices are available. Mr. Drury asked those who would like to speak on an agenda item to complete a Request to Speak form.

## **II. INVOCATION/PLEDGE OF ALLEGIANCE**

### **Tab 1. Pastor Mike Watkins, Friendship C.M.E. Church**

Pastor Mike Watkins, Friendship C.M.E. Church, provided the invocation and led those present in the Pledge of Allegiance.

## **III. ELECTION RESULTS**

### **Tab 2. Election Results**

Ms. Novack made the following presentation:

*Effective August 15, 2019 at 12:00 noon, the following six candidates for the office of City Council, Seats 2 and 4, qualified to be placed on the ballot for the November 5, 2019 city election:*

#### **Seat 2:**

- *David Boylston*
- *Lou Buigas*
- *James Sweeza*
- *Robert Wolfe*

*Lou Buigas was elected to serve on the Tavares City Council, Seat 2, for the term 2019-2021. The City of Tavares Canvassing Board certified the results on November 8, 2019. Lou Buigas received 802 votes, David Boylston received 437 votes, James Sweeza received 488 votes and Robert Wolfe received 720 votes.*

#### **Seat 4:**

- *Walter Price, Sr.*
- *Troy W. Singer*

*Troy W. Singer was elected to serve on the Tavares City Council, Seat 4, for the term 2019-2021. The City of Tavares Canvassing Board certified the results on November 8, 2019. Troy W. Singer received 1306 votes and Walter Price, Sr. received 1301 votes.*

## **IV. SWEARING IN OF NEW COUNCIL MEMBERS**

Chief Lubins swore in Lou Buigas to Seat 2 and Troy W. Singer to Seat 4, Tavares City Council.

**V. CONVENING OF NEW COUNCIL**

**VI. ELECTION OF MAYOR**

**Tab 3. Election of Mayor**

Mr. Drury made the following presentation:

*Section 3.04 of the City Charter states that “The council shall elect from its members, a Mayor and Vice Mayor” and “the City Administrator shall conduct the election of the Mayor”. The Council has traditionally followed Roberts Rules of Order when conducting meeting and elections.*

*Based on the Roberts Rules of Order process, the City Administrator will open up the floor for nominations of Mayor. Council members will be invited to nominate any council member including themselves. No second is required for a nomination. Once nominations have been completed the City Administrator will close nominations. Any nominee for Mayor may decline such nomination.*

*The City Administrator will then offer an opportunity for any audience member or council member who wishes to speak to make comment at this time.*

*Upon completion of receiving comment, the City Administrator will request a hand vote (raising of the right arm) for each nominee based on the order in which they were received at time of nomination until three or more votes are made for a nominee.*

Council Member Boggus asked when public input would be held. Mr. Drury said public input would be held after nominations and before a vote of the Council.

Mr. Drury opened the floor for nominations for Mayor.

**Lori Pfister nominated Amanda Boggus.**

**Lou Buigas nominated Troy Singer.**

There were no further nominations and Mr. Drury closed the floor to nominations.

Mr. Drury asked for comments from the audience.

Sandy Singer, 1936 Maple Circle, noted her support for Troy Singer.

Diana Aten, 714 N. St. Claire Abrams Avenue, noted her support for Lori Pfister.

Don Kehr, 16833 Deer Island Road, congratulated the elected candidates and provided the years of service for each Council Member for consideration.

Denise Laratta, Royal Harbor, said any members who were involved in negativity during the election should not serve as Mayor or Vice Mayor.

Jimmy Conner, Lakecrest Lane, noted his support for Troy Singer and said the Council should be unanimous in its election for Mayor and Vice Mayor in order to move the city forward.

Vance Jochim, 12619 Milwaukee Avenue, noted his support for Amanda Boggus to serve as Mayor.

Mr. Drury asked for questions from Council.

Council Member Buigas noted a concern regarding Council Member Boggus' heavy work schedule conflicting with the duties of Mayor.

There were no more comments and Mr. Drury closed the floor to Council discussion.

Mr. Drury asked for a show of hands for Amanda Boggus as Mayor.

**Amanda Boggus was elected as Mayor by a show of hands 3-2 as follows:**

|                       |            |
|-----------------------|------------|
| <b>Amanda Boggus:</b> | <b>Yes</b> |
| <b>Lou Buigas:</b>    | <b>No</b>  |
| <b>Lori Pfister:</b>  | <b>Yes</b> |
| <b>Roy Stevenson:</b> | <b>Yes</b> |
| <b>Troy Singer:</b>   | <b>No</b>  |

Mr. Drury passed the gavel to Mayor Boggus.

## **VII. ELECTION OF VICE MAYOR**

### **Tab 4. Election of Vice Mayor**

Mayor Boggus opened the floor for nominations for Vice Mayor.

**Roy Stevenson nominated Lori Pfister.**

There were no further nominations and Mayor Boggus closed the floor to nominations.

Mayor Boggus asked for comments from the audience.

Diana Aten, N. St. Claire Abrams Avenue, congratulated Mayor Boggus and noted her support for Lori Pfister to serve as Vice Mayor.

Denise Laratta, Royal Harbor, said her comments remain the same.

Mayor Boggus closed public comment and asked for a show of hands for Lori Pfister as Vice Mayor.

**Lori Pfister was elected as Vice Mayor 5-0.**

## **VIII. SEATING OF NEW COUNCIL**

### **Tab 5. Seating Arrangement of the New Council**

Mr. Drury said an opportunity is presented for Council to discuss their dais seating arrangements and make changes, if any, for the upcoming year. He said any changes would be made at the following meeting.

**There was a consensus from the Council to remain in their current seat locations.**

## **IX. SUNSHINE LAW/ETHICS LAW UPDATE**

### **Tab 6. Sunshine and Ethics Law Update**

Attorney Williams reviewed public records laws, Government in the Sunshine laws and ethics laws. He said ethics laws include the requirement for the Council to disclose conflicts of interest regarding financial gain on matters being voted upon and noted that a conflict of interest is the only situation that a Council member may not vote on an item. He provided a PowerPoint presentation on voting conflicts under Florida law.

Mayor Boggus asked for questions from Council. There were none.

## **X. APPROVAL OF AGENDA**

Mr. Drury said staff would like to table Tab 12, Amendment to Extend Current Solid Waste Disposal Agreement with Covanta Lake II, to the December 4, 2019 City Council meeting.

## **MOTION**

**Lori Pfister moved to approve the Agenda with the change, seconded by Roy Stevenson. The motion carried unanimously 5-0.**

## **XI. PROCLAMATIONS/PRESENTATIONS**

### **Tab 7. Introduction to Mayor's Youth Council and Assignments to Council Members**

Mr. Drury made the following presentation:

*Tavares High School has completed their competitive selection process and five students have been chosen to participate in the 2019-2020 Mayor's Youth Council. Each Council member has been provided the student resume's for review and pairing consideration. An additional copy will be provided in the Council folders during the meeting. The Mayor's Youth Council is an introduction program on local government.*

*Tavares High School has selected the following five (5) students:*

- *Jamal Adams*
- *Nicolas Becera*
- *Gabriella Carranza*
- *Kaitlyn Dunn*
- *Shelby Isbill*

Mr. Drury said each student's syllabus has been provided to Council and staff is seeking their assignment with each Council member. He said the options are to have the Mayor review the resumes and make selections or choose by a lottery system. Discussion was held and there was a consensus from Council to use a lottery drawing system. The following pairings by drawing were made:

Vice Mayor Pfister was paired with Kaitlin Dunn.

Council Member Stevenson was paired with Gabriella Carranza.

Mayor Boggus was paired with Nicholas Bacerra.

Council Member Singer was paired with Shelby Isbill.

Council Member Buigas was paired with Jamal Adams.

Ms. Farnsworth, Assistant Principal, Tavares High School, said the school received twelve applications and felt the high response was due to the Council allowing the students to attend the meetings for one hour. She noted many after school activities the students participate and said most coaches and activity leaders were amenable to release their students an hour to attend city meetings and events.

## **XII. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EXPARTE-COMMUNICATIONS**

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

## **XIII. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD**

Ms. Novack read the following resolution by title only:

## **RESOLUTION 2019-10**

**A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AMENDING THE 2019 FISCAL YEAR ADOPTED BUDGET FOR THE CITY OF TAVARES, REPRESENTING THE FINAL AMENDMENT TO THE ADOPTED BUDGET, AND PROVIDING FOR A REPEALER, SEVERABILITY AND AN EFFECTIVE DATE.**

### **XIV. CONSENT AGENDA**

Mayor Boggus asked for comments or questions from Council. There were none.

### **MOTION**

Lori Pfister moved to approve the Consent Agenda [Tab 8 – Approval of September 18, 2019, October 2, 2019 and October 16, 2019 Meeting Minutes; Tab 9 – Hamlets of Tavares Subdivision Railroad Crossing Agreements; Tab 10 – Resolution 2019-10 – Final Budget Amendment for FY2019; and, Tab 11 – Request for City Support for the Mike Stone Invitational Soccer Tournament at Hickory Point], seconded by Troy Singer. The motion carried unanimously 5-0.

#### **Tab 8. Approval of September 18, 2019, October 2, 2019 and October 16, 2019 Meeting Minutes**

*Approved on the Consent Agenda.*

#### **Tab 9. Hamlets of Tavares Subdivision Railroad Crossing Agreements**

*Approved on the Consent Agenda.*

#### **Tab 10. Resolution 2019-10 – Final Budget Amendment for FY2019**

*Approved on the Consent Agenda.*

#### **Tab 11. Request for City Support for the Mike Stone Invitational Soccer Tournament at Hickory Point**

*Approved on the Consent Agenda.*

### **XV. RESOLUTIONS**

### **XVI. ORDINANCES – PUBLIC HEARING**

Ms. Novack read the following resolution by title only:

## **RESOLUTION 2019-10**

**A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AMENDING THE 2019 FISCAL YEAR ADOPTED BUDGET FOR THE CITY OF TAVARES, REPRESENTING THE FINAL AMENDMENT TO THE ADOPTED BUDGET, AND PROVIDING FOR A REPEALER, SEVERABILITY AND AN EFFECTIVE DATE.**

**First Reading**

*None.*

**Second Reading**

*None.*

**XVII. GENERAL GOVERNMENT**

**Tab 12. Amendment to Extend Current Solid Waste Disposal Agreement with Covanta Lake II**

**Tab 13. City Council Consideration of Alternatives for an Amendment to Land Development Regulations Chapter 4, Section 4-45, Notice of Hearing Requirements – Posting of Property**

Mr. Fitzgerald made the following presentation:

*City staff is required to follow Notice of Public Hearing requirements that are outlined in Florida Statutes and the City's Land Development Regulations for Public meeting agenda items that pertain to property annexation, rezoning, and land use changes. The notice requirements include newspaper ads, mail to abutting property owners within 150 - 300 feet, and posting signs at subject properties every 100 feet notifying the Public of the date, time, and place of the Public hearing, and a brief description of the proposed action. At the October 2, 2019 meeting City Council discussed City of Tavares Notice of Hearing requirements as they pertain to the posting of sites, and directed staff to bring the item back to Council for further discussion. City staff is requesting City Council's review of current posting regulations, consideration of alternative examples from surrounding cities, and recommendation to staff for an amendment to Land Development Regulation Chapter 4 Section 4-45 Notice of Hearing Requirements [Posting of Site]. Below is a summary of surrounding city requirements:*

- *Minneola: 1 Sign per road frontage 18" x 24", 6 feet high*
- *Clermont: 1 Sign per right of way*
- *Eustis: 1 Sign per property*
- *Apopka: 1 Sign per right of way*
- *Ocoee: 1 Sign per right of way, 2 sq. ft. with a generic message, detailed information on website*

- *Leesburg: 1 Sign per right of way 18" x 24"*
- *Tampa: 1 Sign per road frontage 18" x 24"*
- *Lake County: 1 Sign per road frontage 18" x 24"*
- *Tavares: 1 Sign per 100' of road frontage, 3 feet high*

Mr. Fitzgerald said the City of Tavares currently requires signs every 100 feet rather than one sign per property. He said the current Tavares signs are 11x14 inches card stock paper material posted on 3-foot high stakes. Mr. Fitzgerald provided a PowerPoint presentation including images of sign options. He provided cost estimates for the different sign options.

Gary Santoro, Royal Harbor, said posting a property should be the responsibility of the applicant or developer. Mr. Santoro said that when an applicant goes before the Planning and Zoning Board he visits each subject property and ensures signs are in place. He noted his preference for a sturdy generic sign with detailed information on the website. He recommended applicants pay for a sign and receive a deposit when a sign is returned to the City.

Vance Jochim, 12619 Milwaukee Avenue, noted his preference for 24x18 snipe signs similar to campaign signs, placed on the property by the developer with a formal scheduled process to ensure the signs are posted on time and remain posted.

Don Kehr, 16833 Deer Island Road, provided a PowerPoint presentation and noted his preference for one two-post waterproof 4x8 plastic sign with vinyl lettering per road frontage and installed by the developer. He recommended the main message include eight-inch lettering. Mr. Kehr said detailed information is not needed on a sign if a phone number and website is provided.

Mr. Fitzgerald said he appreciates Mr. Kehr's input. He noted a concern for the expense that a single-family homeowner contiguous to the city would incur for a larger sign at a cost of \$200 in order to annex into the city. He said cities in the area consistently require 18x24 inch snipe signs that are weather proof and sturdy with metal posts mounted into the ground. He said corrugated plastic is weather resistant and Council should consider an upgrade to the type of signs that are posted.

Mayor Boggus asked for comments from Council.

Council Member Singer noted his preference for one 18x24 snipe sign per road frontage similar to the signs used by the City of Tampa and Lake County with the applicant posting the sign(s). He said that he would be in favor of an applicant paying for a sign and then receiving a reimbursement when the sign is returned. He noted a concern regarding ensuring an applicant posts a sign properly. Mr. Drury said if the applicant places the sign a program would need to be implemented to photograph. Mr. Fitzgerald said other cities have the applicant post the sign(s) and submit a photograph.

Council Member Buigas noted her preference for snipe signs, information on the city website and one sign per road frontage. Mr. Fitzgerald said the City of Ocoee uses a reusable generic sign that directs the reader to their website. Other cities are using one-time use signage where permanent marker provides detailed information.

Mr. Fitzgerald asked Attorney Williams if generic language would be sufficient. Attorney Williams confirmed and said state law does not require any posting.

Council Member Stevenson asked if the city or developer would pay for signs. Mr. Fitzgerald said the city currently accepts fees for annexation, rezoning and land use proposals and the cost of the signs is not itemized in the fees. Council Member Stevenson asked if staff or the developer should post signs. Mr. Fitzgerald said the current regulations state the City of Tavares will provide a sign for the applicant to post the property. He said the city has provided courtesy posting for applicants. Mr. Fitzgerald said staff could continue to extend the courtesy posting and ensure photographs are taken with simple snipe signs. He said he would ask that his staff not be responsible for posting a 4x4 wooden post signs. Council Member Stevenson noted his support for corrugated plastic snipe style signs with detailed information that are 18x24 and three foot in height. He said he would also like information placed on the website.

Vice Mayor Pfister asked how many zoning signs are posted within a month. Mr. Fitzgerald said an average of one to two signs are posted per agenda. Vice Mayor Pfister noted her support for generic heavy-metal realtor style signs with an information tube that contains additional information. Mr. Drury noted an issue of the paper information running out. Vice Mayor Pfister said a notification could be placed on the sign directing a reader to the website or phone number for additional information if the information tube is empty of information flyers. She said a deposit could be required to cover the cost of the sign.

Mayor Boggus noted her support for the City of Eustis snipe sign which provides detailed information. She said she prefers corrugated plastic signs with contact information with a three-foot post at 100-foot intervals for large agricultural properties. Mr. Fitzgerald said the three-foot high wooden posts are not stable in the wind. He recommended options of either metal posts that come with a snipe sign or a heavy-metal realtor type sign. Mr. Drury said the snipe signs also fall over.

Mayor Boggus asked if this item should be continued for staff to research heavy-duty signage. Mr. Drury said it would not be necessary to postpone and options have been discussed with some of the following examples:

- One per property or one every 100 feet
- Large signs with 4x4 wooden posts for properties 5-10 acres or more in size with the developer posting at a \$200 cost.
- Smaller real estate type signs on properties less than 5 acres with a including phone number, website and information tube.

Vice Mayor Pfister recommended placing a QR code on the signs for the city website.

Mr. Drury said an ordinance and costs will be brought back for Council's consideration.

### **MOTION**

**Lori Pfister moved to bring back an ordinance for Council's consideration with costs for one 'generic message' heavy real estate type metal sign with information tubes and QR code for all properties under five acres; and, one 4x4 post sign with an adequately sized sign for all properties [five acres and] greater, seconded by Lou Buigas.**

Mr. Drury said staff will provide the dimensions of an adequately sized larger sign. Council Member Singer said he prefers snipe signs. Council Member Stevenson noted his preference for more information than is provided in a generic sign.

**The motion carried 4-1 as follows:**

**Amanda Boggus: Yes**  
**Lori Pfister: Yes**  
**Lou Buigas: Yes**  
**Troy Singer: No**  
**Roy Stevenson: Yes**

### **Tab 14. Collective Bargaining Agreement with Firefighters**

Mr. Drury made the following presentation:

*Previously the Tavares Collective Bargaining Management team (Fire Chief, City Administrator & Council Member Roy Stevenson) met with the Firefighters bargaining team and negotiated the amendment to the contract which has been approved by the Firefighters and is presented to Council for approval. Changes are attached and numerated as follows:*

- 1. Wage is adjusted same as all other City Employees at 3.75% effective October 1, 2019.*
- 2. Calls for addressing wage compression issues at the next years bargaining sessions.*
- 3. Next bargaining session will commence in February 2020*

*Normally this item would have come to Council before October 1st, however, due to scheduling conflicts the final collective bargaining session did not occur until after October 1st making this November meeting the first*

*opportunity to present the final changes to Council. We have agreed to start early next year (February) so this does not occur again.*

Mr. Drury said the collective bargaining agreement would be retroactive effective October 1, 2019.

Mayor Boggus asked for comments from Council. There were none.

## **MOTION**

**Roy Stevenson moved to approve the amendment to the Collective Bargaining Agreement, seconded by Lori Pfister. The motion carried unanimously 5-0.**

## **Tab 15. Ice Vending Machine Services**

Mr. Dillon made the following presentation:

*The City of Tavares has received an inquiry to have ice vending machines installed near two (2) of our City boat ramp locations; Wooton West and Tavares Recreational Park (TRP). Should Council wish to consider pursuing a Request For Proposal (RFP) for ice vending machine services, the following factors will need to be considered:*

- *To support this type of service, it would be necessary for the City to have the proper electrical and water infrastructure engineered and installed to operate the equipment.*
- *Implementing best management practices, operating procedures will need to be developed and associated costs for all future operations, supplies, utilities, maintenance, and repairs shall be identified for budgeting purposes.*
- *Tavares Recreational Park (TRP) is owned by the State of Florida and the City of Tavares has a fifty (50) year lease agreement effective June 12, 1991, through June 11, 2041, for the management of the property. Prior to any alteration of the premises or change in use, a written request shall be submitted to the State and receipt of their written approval is required.*

*The aesthetics, security, lighting, and health standards will need to be addressed including but not limited to midge attraction/infestation, and certifications of safe and consumable ice.*

Council Member Buigas asked if the proposal will include the cost of electric and water. Mr. Dillon confirmed and said it will be identified in the request for proposal.

Council Member Singer asked if there will be compensation to the city for leasing the property. Mr. Dillon said compensation can be included in the request for proposal.

Council Member Singer said he would like to ensure costs are borne by the vendor and not the city.

Vice Mayor Pfister asked if the Prop Shop sells bagged ice. Mr. Tweedie confirmed. Vice Mayor Pfister noted her support for the city's current handling of ice services.

### **MOTION**

**Roy Stevenson moved to approve, seconded by Troy Singer. The motion carried 4-1 as follows:**

**Amanda Boggus: Yes**  
**Lori Pfister: No**  
**Lou Buigas: Yes**  
**Troy Singer: Yes**  
**Roy Stevenson: Yes**

### **Tab 16. Horizon Team 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" (see attachment). 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. Attached is a listing of those staff teams and Council is provided an opportunity to discuss/change representation on those staff teams.*

Discussion was held and the following 2019-2020 Staff Horizon Teams and Board Representation assignments were made:

#### **Staff Horizon Teams**

Special Events Project Team (L. Pfister / B. Tweedie)  
Woodlea Sports Park Complex (A. Boggus/T. Rogers)  
Economic Development (L. Pfister/B. Tweedie)  
Sister City Program (L. Pfister/J. Drury)  
Library Expansion (L. Pfister/T. Rogers)  
Public Works Complex (A. Boggus/J. Dillon)  
Comprehensive Plan Update (T. Singer/M. Fitzgerald)  
Historical Society Building (R. Stevenson/T. Rogers)  
S.R. 19/561 and 448 Corridors(Stevenson /M. Fitzgerald)

West Main Street Gateway (L. Buigas/M. Fitzgerald)  
Race Relations (Singer/Alternate Stevenson/S. Lubins)  
N/S City Gateways (St. Clair and Sin Clair) (Boggus/ J. Dillon)  
Tavares/Mount Dora/YMCA Trail (L. Buigas/J. Dillon)  
Seaplane Base re-build (Singer/B. Tweedie)  
Emergency Preparedness/Public Safety Horizon Team ( Boggus/R. Keith)  
Wooton Wonderland Rebuild (T. Singer/James Dillion)

#### Board Representatives

##### Florida League of Cities Legislative Committees

Phil Clark – Environment & Energy Council  
Mike Fitzgerald – Transportation & Intergovernmental  
Lori Houghton – Finance & Taxation

Lake Community Action Agency – 4<sup>th</sup> Wed. at 7 p.m.  
Roy Stevenson – Representative

Lake County Library Advisory Board – 3<sup>rd</sup> Thursday at 5 p.m.  
Norma Emerson – Representative  
Amanda Boggus - Alternate

Lake County League of Cities – 2nd Friday at 11:30 a.m.  
Troy Singer Representative  
Lou Buigas - Alternate

Lake County League of Cities - Solid Waste Advisory Committee  
Lori Houghton – Representative

Lake County Water Alliance Technical Committee  
Phil Clark – Representative

Metropolitan Planning Organization  
Roy Stevenson – Governing Board Member  
Lou Buigas - Alternate

Metropolitan Planning Organization – Technical Advisory Committee  
Antonio Fabre – Representative

Metropolitan Planning Organization – Bicycle/Pedestrian Committee  
Lou Buigas - Representative

Metropolitan Planning Organization – Citizens Advisory Committee  
TJ Fish – Representative

YMCA – Golden Triangle Advisory Board

John Drury - Representative

Tavares Chamber of Commerce

Troy Singer & Bob Tweedie – Representatives

School Concurrency Committee Annual Meeting

Troy Singer – Representative

Mike Fitzgerald – School Concurrency Technical Advisory Committee

## **XVIII. NEW BUSINESS**

*None.*

## **XIX. OLD BUSINESS**

*None.*

## **XX. HISTORICAL PERSPECTIVE**

### **Tab 17. Tavares Historical Society**

Mrs. Burleigh said the City Council made history during the meeting as the Council has a women's majority. She provided the following list of women who have served on the Tavares City Council:

- K.M. Lacey
- Effie Treadway
- Patricia Farner
- Lillian Burd
- Elaine Cermak
- Jane Dyer
- Debbie Stivender
- Nancy Clutts
- Lori Pfister – longest serving woman on Council
- Lisa Johnson
- Amanda Boggus
- Lou Buigas

Mrs. Burleigh said she is in support of returning to at large elections with no seats. She said she would also like the citizens to vote for the Mayor and Vice Mayor.

Mrs. Burleigh said the gateway sign at the Chris Daniels memorial fountain is beautiful with blue and white Christmas lights.

## **XXI. AUDIENCE TO BE HEARD**

Don Kehr, 16833 Deer Island Road, thanked Mr. Drury and Mr. Fitzgerald in bringing his sign concerns forward. He said he still has a concern regarding large projects vs small projects and said he may bring forward a submittal.

Debbie Weinert, President, Friends of the Library, provided an update on the library scarecrow contest. She said there were twenty participants which was an increase from nine the previous year. Ms. Weinert said she has a raffle basket and invited those who would like to participate to meet with her after the meeting. She thanked those present for supporting the library.

Diana Aten, N. St. Claire Abrams Avenue, said Cromartie Alley is almost ready to open and thanked Council and Mr. Dillon. Ms. Aten noted her preference that the Audience to be Heard segment of the meeting not require request to speak forms.

Sandy Singer, Maple Circle, congratulated Mayor Boggus, Vice Mayor Pfister, Council Member Singer and Council Member Buigas. She said with the Council working together Tavares will move forward in a positive way for the good of all citizens.

Vance Jochim, 12619 Milwaukee Avenue, provided and reviewed a list of recommended improvements to City Council policies to each Council member.

Pastor Michael Watkins thanked Council Member Singer for the great job he did as Mayor and said everyone will support Mayor Boggus in her tenure. He stated his appreciation for each Council member for standing up for all citizens of Tavares.

## **XVII. REPORTS**

### **Tab 18. City Administrator Report**

Mr. Drury noted upcoming meetings and events were available in the Council agenda packet.

Ms. Rogers said the Christmas lights have been turned on for the Council to enjoy after the meeting.

### **Tab 19. City Council Member Reports**

#### **Council Member Stevenson**

Council Member Stevenson noted all Council members phone numbers are available on the city website for citizens to contact each member with questions or concerns.

#### **Council Member Singer**

- Congratulated Mayor Boggus and Vice Mayor Pfister.

- Said it is an honor and privilege to be on the City Council and serve all of the citizens and business owners of Tavares. He said he has been a resident of the city for forty years and said the Council will continue to move forward together.
- Said he is excited to be a member of the Wootton Wonderland Horizon Team and said his family was involved in the park's initial establishment.
- Said Tavares is a growing community and looks forward to working together with businesses and schools to continue to be a great city and work together for the betterment of the City of Tavares.
- Commended Ms. Rogers on the BooFest event.
- Said he attended the Sunday Coll open house, a new business that employees sixty persons with plans on expanding.
- Wished those present a Happy Thanksgiving.

#### Lou Buigas

- Thanked all those present for their warm welcome.
- Said she is excited to serve with each seasoned Council member for all of the residents of Tavares. She said her phone number will be available on the city website and asked all present to call with any questions or concerns.

#### Vice Mayor Pfister

- Congratulated Council Member Buigas and Council Member Singer on their election.
- Congratulated Mayor Boggus.
- Wished those present a Happy Thanksgiving.

#### Mayor Boggus

- Congratulated Council Member Buigas and Council Member Singer on their election.
- Congratulated Vice Mayor Pfister.
- Thanked Ms. Rogers for asking her to participate in BooFest. She said she enjoys volunteering each year.
- Said she is unavailable to participate in the Christmas festival and hopes she has many volunteers.
- Wished those present a Happy Thanksgiving.

### **XVIII. ADJOURNMENT**

The was no further business and Mayor Boggus adjourned the meeting at 6:03 p.m.

Respectfully,

---

Susie Novack, MMC/FCRM  
City Clerk

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
12/4/2019**

**AGENDA TAB NO.:** 4

**SUBJECT TITLE:** Lane Park Commons - Preliminary Plat (Community Development)

---

**OBJECTIVE:**

To approve the Preliminary Plat for the Lane Park Commons Subdivision

**SUMMARY:**

The Lane Park Commons Subdivision is a proposed residential subdivision located on the northwest corner of State Road 19 and Lane Park Road. The subdivision is 13.19 acres in size and consists of 46 lots for single family dwellings (RSF-2 zoning).

A Preliminary Plat for the Lane Park Commons Subdivision has been submitted by the developer. This document has been reviewed by City staff and meets the requirements of the City of Tavares Land Development Regulations and the City of Tavares Comprehensive Plan. The City's Concurrency Management System will ensure that Levels of Service (LOS) will not be degraded beyond the adopted levels of service for all regulated public facilities.

This Preliminary Plat is for evaluation purposes, and approval does not constitute subdivision of land. If approved, the developer may proceed with the engineering for all necessary infrastructure systems for staff review and must prepare a Final Plat of the property for Council consideration.

**OPTIONS:**

1. City Council approves the Lane Park Commons Preliminary Plat
2. City Council denies the Preliminary Plat

**STAFF RECOMMENDATION:**

Staff recommends that City Council moves to approve the Lane Park Commons Preliminary Plat.

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

This Plat document has been reviewed by the City Attorney and approved for legal sufficiency

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

Lane Park Commons Preliminary Plat  
Aerial Map

**ATTACHMENTS:**

Description

Type

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
12/4/2019**

**AGENDA TAB NO.:** 5

**SUBJECT TITLE:** Habitat for Humanity - Preliminary Plat (Community Development)

---

**OBJECTIVE:**

To approve the Preliminary Plat for the Habitat for Humanity Subdivision

**SUMMARY:**

The Habitat for Humanity Subdivision is a proposed residential subdivision located west of Mansfield Road, north of County Drive. The subdivision is 03.42 acres in size and consists of 14 lots for single family dwellings and 9 lots for townhomes as permitted by Ordinance 2018-21 (Planned Development zoning).

A Preliminary Plat for the Habitat for Humanity Subdivision has been submitted by the developer. This document has been reviewed by City staff and meets the requirements of the City of Tavares Land Development Regulations and the City of Tavares Comprehensive Plan. The City's Concurrency Management System will ensure that Levels of Service (LOS) will not be degraded beyond the adopted levels of service for all regulated public facilities.

This Preliminary Plat is for evaluation purposes, and approval does not constitute subdivision of land. If approved, the developer may proceed with the engineering for all necessary infrastructure systems for staff review and must prepare a Final Plat of the property for Council consideration.

**OPTIONS:**

1. City Council approves the Habitat for Humanity Preliminary Plat
2. City Council denies the Preliminary Plat

**STAFF RECOMMENDATION:**

Staff recommends that City Council moves to approve the Habitat for Humanity Preliminary Plat.

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

This Plat document has been reviewed by the City Attorney and approved for legal sufficiency

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

Habitat for Humanity Preliminary Plat  
Aerial Map

**ATTACHMENTS:**

Description

Type

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
12/4/2019**

**AGENDA TAB NO.:** 6

**SUBJECT TITLE:** Ordinance 2019-19 Triangle Industrial Park, Inc. - Annexation & Rezoning of 0.35 Acres located at 15219 & 15221 Old US HWY 441 (Community Development)

---

**OBJECTIVE:**

To consider the annexation and rezoning to Residential Multi-Family (RMF-2) of approximately 0.35 acres of property located at 15219 & 15221 Old US-Hwy 441, Tavares, FL.

**SUMMARY:**

The subject property is located at 15219 & 15221 Old US-Hwy 441 and is approximately 0.35 acres in size. The land is presently zoned as County Light Industrial District (LM), and the applicant is proposing that the property be annexed and rezoned to Residential Multi-Family (RMF-2).

The proposed zoning of Residential Multi-Family (RMF-2) is compatible with the surrounding zoning and the existing multi-family use of the property.

The annexation of this property has been reviewed per the City's Annexation Policy. It has been determined by City staff that the property may be properly serviced by the City without undue hardship or significant negative fiscal impact to the City.

The owner is concurrently seeking a Future Land Use Map amendment to Medium Density (MED). Medium Density (MED) land use is compatible with the proposed RMF-2 zoning.

**OPTIONS:**

1. That City Council moves to approve Ordinance 2019-19, the annexation and rezoning to Residential Multi-Family (RMF-2) of approximately 0.35 acres of property located at 15219 & 15221 Old US-Hwy 441, Tavares, FL.
2. That City Council moves to deny the proposed annexation and rezoning.

**STAFF RECOMMENDATION:**

At their November 21st meeting the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2019-19.

Staff recommends that City Council moves to approve Ordinance 2019-19, the annexation and rezoning to Residential Multi-Family (RMF-2) of approximately 0.35 acres of property located at 15219 & 15221 Old US-Hwy 441, Tavares, FL.

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

This ordinance has been reviewed by the City Attorney and approved for legal sufficiency.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

Ordinance 2019-19

Aerial Map

Zoning Map

Planning & Zoning Board Minutes

**ATTACHMENTS:**

Description

Type

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
12/4/2019**

**AGENDA TAB NO.:** 7

**SUBJECT TITLE:** Ordinance 2019-20 Triangle Industrial Park, Inc. - SSFLUM of 0.35 Acres located at 15219 & 15221 Old US HWY 441 (Community Development)

---

**OBJECTIVE:**

To consider a Small Scale Future Land Use Map amendment from County Urban High Density to City Medium Density (MED) for 0.35 acres of property located at 15219 & 15221 Old US Hwy 441, Tavares, FL.

**SUMMARY:**

The subject property is located at 15219 & 15221 Old US Hwy 441, and is approximately 0.35 acres in size. The land presently has a land use designation of County Urban High Density, and the property owner is requesting an amendment to the Tavares Comprehensive Plan Future Land Use Map 2020 to change the designation of said property from Lake County Urban High Density to City of Tavares Medium Density (MED).

Ordinance 2019-20 proposes a small scale amendment to the Future Land Use Map 2020 of the Comprehensive Plan from County Urban High Density to City Medium Density (MED).

The subject property is adjacent to residential and commercial uses. An application to annex and rezone this property to a Residential Multi-Family (RMF-2) designation is concurrently under consideration.

**Future Land Use Amendment**

The city is required to place a future land use designation on annexed property. The subject property is currently designated County Urban High Density. A City Medium Density (MED) designation is compatible with surrounding property and the existing County Future Land Use.

**Compatibility**

Lands surrounding this property are residential and commercial in nature.

**Site Conditions**

A multi-family duplex use is currently on the property.

**Impact on City Services**

The City's Concurrency Management System will ensure that Levels of Service (LOS) will not be degraded beyond the adopted levels of service for all regulated public facilities. Adverse impacts on Levels of Service are not implicated.

**FINDINGS**

This amendment request is considered to be in compliance with the Comprehensive Plan Goals,

Objectives and Policies with the following findings:

- 1 . A Medium Density (MED) Future Land Use designation would serve as the most appropriate land use for the subject property in accordance with Future Land Use policy 1-1.1.6.
- 2 . Impacts of the subject property shall be monitored through the City's Concurrency Management System. (Comp Plan, Chapter 8)

**OPTIONS:**

1. That City Council moves to approve Ordinance 2019-20, a Small Scale Future Land Use Map amendment from County Urban High Density to City Medium Density (MED) for 0.35 acres of property located at 15219 & 15221 Old US Hwy 441, Tavares, FL.
2. That City Council moves to deny the proposed Small Scale Comprehensive Plan Amendment.

**STAFF RECOMMENDATION:**

At their November 21st meeting the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2019-20.

Staff recommends that City Council moves to approve Ordinance 2019-20, a Small Scale Future Land Use Map amendment from County Urban High Density to City Medium Density (MED) for 0.35 acres of property located at 15219 & 15221 Old US Hwy 441, Tavares, FL.

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

This ordinance has been reviewed by the City Attorney and approved for legal sufficiency.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

Ordinance 2019-20  
Future Land Use Map  
Planning & Zoning Board Minutes

**ATTACHMENTS:**

| Description | Type |
|-------------|------|
|-------------|------|

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
12/4/2019**

**AGENDA TAB NO.:** 8

**SUBJECT TITLE:** Ordinance 2019-21, Amend Firefighters' Pension (Finance)

---

**OBJECTIVE:**

Request Council's consideration to Adopt Ordinance No. 2019-21 which amends the Firefighters' Pension Plan for disability presumptions.

**SUMMARY:**

The proposed ordinance amends the City of Tavares Firefighters' Pension Plan. This ordinance amends Section 15-108, Disability, to include language regarding the Firefighter Cancer Presumption recently adopted by the Florida Legislature in F.S. § 112.1816(1)(a).

This ordinance also amends Section 15-129, Reemployment After Retirement, to reflect that a retiree who may be rehired by the City as a firefighter will become a member of the Florida Retirement System, and not the Firefighters' Pension Plan.

These changes mirror changes previously made to the Police Pension Plan, and have been approved by the Firefighter Pension Board. An Actuarial impact Statement was prepared by the Board's actuary, Foster & Foster, Inc., which is attached for review and consideration with adoption of this ordinance.

A detailed explanation of the plan amendment is provided in the attached letter from the Firefighter Pension Plan Attorney, Scott R. Christiansen of Christiansen & Dehner, P.A.

**OPTIONS:**

1. **Move to Adopt Ordinance 2019-21** amending the Firefighters' Pension Plan to amend Section 15-108, and Section 15-129.
1. **MOVE TO NOT ADOPT** Ordinance 2019-21.

**STAFF RECOMMENDATION:**

1. **Move to Adopt Ordinance 2019-21** amending the Firefighters' Pension Plan to amend Section 15-108, and Section 15-129.

**FISCAL IMPACT:**

No Fiscal Impact.

**LEGAL SUFFICIENCY:**

Approved. RQW

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

**ATTACHMENTS:**

Description

Type

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
12/4/2019**

**AGENDA TAB NO.:** 9

**SUBJECT TITLE:** Board Appointments (Mayor)

---

**OBJECTIVE:**

The Mayor will make appointments to the Library Board and Police Pension Board.

**SUMMARY:**

There are seat vacancies and/or expiring terms on the Library Board and Police Pension Board.as follows:

Library Board

There is one seat vacancy on the Library Board due to the resignation of Board Member Catherine Cressman. The Library Board vacancy is for the remainder of a term expiring June 2020. The city advertised the vacancy in the Daily Commercial and city website for application(s).

1. One application was received from **Lurlene J. Lawton**. (*attached*)

Police Pension Board

There are two expiring seats on the Police Pension Board including one seat currently held by John Clark (Council Appointed Seat) and one 5th Trustee seat held by Eric Filkin (Mutually Appointed Seat). The two seats are for two-year terms from November 2019 to November 2021. The city advertised in the Daily Commercial and city website for application(s).

At the September 20, 2019 quarterly Pension Board meeting, the Board reappointed **Eric Filkin to the 5th trustee seat**. The City Council shall, in accordance with state law, ratify the appointment of the 5th Trustee seat as a ministerial act.

The City received one request for reappointment from Sierra Feketa, Foster and Foster, Plan Administrator, on behalf of **John Clark to the Council appointed seat**. The city did not receive any applications.

**OPTIONS:**

1. Council approval of the Mayor's appointments to the Library Board and Police Pension

- Board, and ratification of the Police Pension Board 5th Trustee appointment.
2. Council to discuss appointments further and ratify the Police Pension Board 5th Trustee appointment.

**STAFF RECOMMENDATION:**

Option 1 - Council's approval of the Mayor's appointments to the Library Board and Police Pension Board, and ratification of the Police Pension Board 5th Trustee appointment.

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

Legally sufficient.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Lurlene J. Lawton Library Board Application
2. Request for Ratification of Erik Filkins
3. Request for Reappointment of John Clark

**ATTACHMENTS:**

Description

Type

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
12/4/2019**

**AGENDA TAB NO.:** 10

**SUBJECT TITLE:** Plastic Straws (City Administrator)

---

**OBJECTIVE:**

To discuss a request by David Serdar to ban plastic straws in parks for large events

**SUMMARY:**

Previously Fruitland Park resident David Serdar made a request at a City Council meeting for Tavares to consider banning plastic straws. He was advised it would be agendaed for a future meeting.

Attached is an article on a recent policy adopted by Orlando related to plastic straws for Council's benefit. As you will note it grew from plastic straws to include many other plastics including plastic cups.

Background: Tavares has established ordinances (2009-28 & 2016-36) within the Downtown Waterfront Entertainment District. These regulations speak to plastic cups, (not straws). If the Council moves forward with a ban on plastic straws and cups, the entertainment district ordinance would have to be changed.

An opportunity is provided for Council to discuss banning or not banning plastic straws.

**OPTIONS:**

1. Discuss and direct staff to develop an ordinance banning plastic straws.
2. Discuss and do not pursue banning plastic straws.

**STAFF RECOMMENDATION:**

That Council discuss and provide staff with direction.

**FISCAL IMPACT:**

The banning of plastic straws fiscal impact on downtown businesses has not been researched.

**LEGAL SUFFICIENCY:**

Yes

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

Article on plastic straws

Tavares Entertainment Ordinance 2009-28

Tavares Entertainment Ordinance 2016-36

**ATTACHMENTS:**

Description

Type

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
12/4/2019**

**AGENDA TAB NO.:** 11

**SUBJECT TITLE:** Council Policy on Public Input During Meetings (City Administrator)

---

**OBJECTIVE:**

For Council to codify the rules on public input at all public board meetings per Florida statutes.

**SUMMARY:**

A draft Public Input policy has been provided to Council for consideration in order to codify the rules on public input at all public board meetings per Florida Statute 286.0114 also attached.

The Public Input Policy applies to the City Council as well as all boards created by the City Council or that fall under the public meeting law Chapter 286, but not limited to the Planning & Zoning Board, Police Pension Board, Fire Pension Board and Library Board. This policy includes public speaking during meetings as well as public back-up material, visual displays and PowerPoint presentations.

**OPTIONS:**

1. For Council to approve the Public Input Policy as presented.
2. For Council to approve the Public Input Policy with changes.

**STAFF RECOMMENDATION:**

Approve the Policy with any changes the Council may have.

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

Legally sufficient.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

Draft Public Speaking Policy  
Request to Speak Form  
Florida Statute 286.0114

**ATTACHMENTS:**

| Description         | Type    |
|---------------------|---------|
| Public Input Policy | Exhibit |

DRAFT POLICY ON  
PUBLIC INPUT AT CITY COUNCIL MEETINGS

PURPOSE:

This policy codifies the rules on public input at all public board meetings per F.S. 286.0114. The policy applies to the City Council as well as all boards created by the City Council or that fall under the public meeting law Chapter 286, including, but not limited to:

Planning & Zoning Board  
Police Pension Board  
Fire Pension Board  
Library Board

POLICY

Members of the public shall be given a reasonable opportunity to be heard on a proposition before a board or commission.

The opportunity to be heard is subject to the rules adopted in this policy.

The requirements do not apply to:

- a. An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the board or commission to act;
- b. An official act involving no more than a ministerial act, including, but not limited to, approval of minutes, board appointments, and ceremonial proclamations;
- c. A meeting that is exempt from F.S. 286.011; or
- d. A meeting during which the board or commission is acting in a quasi-judicial capacity. This paragraph does not affect the right of a person to be heard as otherwise provided by law.

If no audience member has completed a Request to Speak form, the board may take action on a specific item without taking public comment.

PROCEDURES AND RULES:

1. Input and comments by the public for items not on the agenda can be made during the Audience to be Heard segment of the meeting.
2. For items on the agenda (except the Audience To Be Heard agenda item), which has been posted, a Request to Speak form shall be filled out indicating the name of the

speaker or representative, address, and Tab # with contact information optional. (See attached exhibit.)

3. A Request to Speak form shall be submitted at the City Council meeting at a designated location until such time as the Presiding Officer calls the meeting to order. In addition, it may be submitted in person or through email to the City Clerk up until noon on the day of the meeting.
4. Comments on any item is limited to three (3) minutes per person, and may at times be extended by the Presiding Officer. If a large number of audience members wish to speak, the Presiding Officer has the ability to limit repetitive comments. In addition, a large group may designate a one representative to speak on behalf of the group on any item and the three (3) minute limit, and shall expand to five (5) minutes per group representative which may be extended by the Presiding Officer.
5. Public Comment will be taken after the issue has been presented by the staff or board member introducing the subject matter upon invitation by the presiding officer, and before a vote by the Board is taken, if the Request to Speak form has been submitted.
6. The Presiding Officer may invite public comment if a form has not been submitted.
7. Speakers shall not engage in loud and disruptive speech, use profanity, racist or obscene language, use “fighting words” (e.g. words likely to cause a fight, that are threatening, annoying or tending to cause a breach of peace), engage in commercial speech (advertising) or engage in personal attacks.
8. The Presiding Officer or designee will announce each speaker who submitted a Request to Speak form. The speaker shall approach the podium and clearly state their name and address for the record. All remarks shall be related to the item before the Board or Council and addressed to the Presiding Officer – not staff or the audience.
9. The Presiding Officer or designee will serve as the official timekeeper and will notify participants when their allotted speaking time has expired. The Presiding Officer shall use a time timekeeping device for this purpose including but not limited to a watch, stop watch, hour glass or speaking indicator light system equipped with three lights as follows:

Green – Start Speaking  
Yellow – 30 Seconds Remaining  
Red – Stop Speaking

### **Public Back-Up Material, Visual Displays and PowerPoint Presentations**

Information the public would like to submit to the board during the meeting (e.g. letters, leaflets, reports) should be submitted to the City Clerk by 12:00 noon the day of the meeting. The City Clerk will provide the information to each Council Member at the meeting. Information (e.g. letters, leaflets, reports) can be emailed to each Council Member at any

time prior to the meeting. The Presiding Officer may accept Information (letters, leaflets, reports) during the Council Meeting.

Visuals, such as PowerPoint Presentations are limited to three (3) minutes for individuals representing themselves and for five (5) minutes for individuals representing a group of others (unless the Presiding Officer grants an extension of time) and must be provided to the City Clerk by Monday at 12:00 noon the week of the Board Meeting. The City Clerk will coordinate with the appropriate Department Director and IT personnel to review the presentation for appropriateness and to safeguard the city's operational security. Once submitted to the Clerk, it becomes a public record and will be treated as such consistent with all applicable laws governing same.

Persons speaking on an item at the request of the Presiding Officer, City Council, or staff including but not "applicants or their representative seeking a decision from the board", expert witnesses, engineers, contracted companies or vendors speaking on behalf of an agenda item shall strive to provide back-up material, visual displays and PowerPoint presentations to the City Clerk one full week before the meeting and shall be provided time frames for presenting that may extend beyond the time frames listed above as approved by the Presiding Officer. The City Clerk will coordinate with the appropriate Department Director and IT personnel to review the presentation for appropriateness and to safeguard the city's operational security.

Exhibit: Request to Speak Forms

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
12/4/2019**

**AGENDA TAB NO.:** 12

**SUBJECT TITLE:** Lake County Folk Festival (Community Services)

---

**OBJECTIVE:**

To hear a proposal from staff to consider a partnership between the Lake County Folk Festival group and the City of Tavares to hold the Lake County Folk Festival in Tavares

**SUMMARY:**

The Public Arts & Music (PAM) group has hosted the Lake County Folk Festival in Eustis for the past 22 years. This group has approached the City of Tavares and is seeking our interest and support in developing a partnership that would involve moving the Lake County Folk Festival to Tavares. A letter of intention is part of this summary.

City staff has met with the organizers and a verbal agreement has been met with final approval from the City Council. It is loosely outlined as such:

- The event will be held on Saturday, October 3, 2020
- It will wind through town to include music venues at all downtown participating restaurants; in the Town Square, in Wooton Park, and in the gazebo behind city hall.
- In addition to music, visual arts will also add to the arts and culture atmosphere with artists working in the park, in front of city hall, in the Town Square, and also, city hall will be open to the public for the viewing of a Folk Art exhibit
- The City's Arts and Culture budget, in the amount of \$9,000.00, will be earmarked for this event which anticipates the inclusion of 200 musicians and artists
- Funding will be used for stages, tents, tables, chairs, advertising, flyers/posters, and any other incidentals needed to host this event
- The festival will retain its name as the Lake County Folk Festival
- The PAM group will continue their tradition of selling festival t-shirts
- The PAM group, along with Community Development Director Mike Fitzgerald, will select the musicians
- City staff will work with downtown restaurants to provide performance space for the musicians
- City staff will support this event with barricades, trash cans, port-a-lets, and any other logistical necessities
- The PAM group will provide volunteer support as needed

**OPTIONS:**

- 1) To approve this request
- 2) To not approve this request
- 3) To approve this request with amendments

**STAFF RECOMMENDATION:**

That City Council members discuss this proposal and provide direction to staff

**FISCAL IMPACT:**

\$9,000.00 (budgeted for arts & culture in f/y2020)

**LEGAL SUFFICIENCY:**

meets sufficiency

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

Letter from Public Arts & Music

**ATTACHMENTS:**

Description

Type

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
12/4/2019**

**AGENDA TAB NO.:** 13

**SUBJECT TITLE:** Amendment To Extend Current Waste Disposal Agreement With Covanta Lake II (Public Works)

---

**OBJECTIVE:**

To extend the current residential solid waste disposal agreement with Covanta by five years from September 30, 2019, to September 30, 2024.

**SUMMARY:**

On January 31, 2014, the City of Tavares entered into an Agreement with Covanta to provide a location for residential Waste Disposal Services (residential garbage dumping) with an expiration date of September 30, 2019. Tip Fees (dumping fee) for the first year were \$32.50 per Ton for the Disposal portion of Municipal Collection Operations. In addition, a Renewable Energy Credit (REC) of \$5.00 per Ton was applied resulting in a net charge of \$27.50 per Ton. Per the original contract, each subsequent year would have an annual percentage increase based on the Consumer Price Index (CPI), if any, not to exceed 2.5% per Contract Year. The REC would also have an annual percentage increase based on the CPI increase, if any, with a maximum of 2.5% per Contract Year.

Staff has negotiated an extension to the contract. This proposed extension (Waste Disposal Amendment #1), amends the original agreement by extending the contract an additional five (5) years for an expiration date of September 30, 2024. It also reduces the Tip Fee from \$35.89 per Ton down to \$34.50 per Ton. The REC fee will remain the same at \$5.00, as depicted in Exhibit A. The annual CPI increase remains the same up to a maximum of 2.5% per Contract Year.

No change to the customer's annual fee structure is proposed. Previously the Council adopted an Ordinance setting the fee structure to CPI as well. CPI increases offset the increased cost of fuel, capital outlay, and personnel, etc. resulting in a fiscally balanced business enterprise.

**OPTIONS:**

1. City Council moves to accept Amendment #1 to the Waste Disposal Services Agreement, extending the contract an additional five (5) year period per Exhibit A.
2. City Council does not move to accept Amendment #1 to the Municipal Solid Waste Disposal Services Agreement

**STAFF RECOMMENDATION:**

Staff requests City Council to select Option #1:

1. City Council moves to accept Amendment #1 to the Waste Disposal Services Agreement, extending the contract an additional five (5) year period per Exhibit A.

**FISCAL IMPACT:**

See Exhibit A

**LEGAL SUFFICIENCY:**

YES

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Waste Disposal Agreement with Covanta
2. Covanta Contract Cover Letter
3. Waste Disposal Agreement Amendment #1
4. Exhibit A Matrix of Covanta Current & Proposed Fees

**ATTACHMENTS:**

Description

Type

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
12/4/2019**

**AGENDA TAB NO.:** 14

**SUBJECT TITLE:** Resolution 2019-09 Fiscal Sustainability Plan CRA Storm Water Improvement Project (Utilities)

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**OBJECTIVE:**

To consider the approval of the Fiscal Sustainability Plan and of Resolution 2019-09 for the Downtown CRA Stormwater Improvement Project

**SUMMARY:**

Previously the City Council authorized application and acceptance of the loan for the Downtown CRA Stormwater project improvements. This program requires compliance with Amendment 2 to Loan Agreement SW350940, Section 8 paragraph 11. Arcadis has prepared the plan on behalf of the City. According to Section 8, paragraph 11 a Fiscal Sustainability Plan needs to be approved prior to final disbursement of funds.

**OPTIONS:**

1. Approve Resolution 2019-09 adopting the plan
2. Do not Approve Resolution 2019-09 adopting the plan

**STAFF RECOMMENDATION:**

To approve Resolution 2019-09 and adopting the plan to receive the final disbursement of loan funding.

**FISCAL IMPACT:**

There is no Fiscal Impact associated with the approval

**LEGAL SUFFICIENCY:**

The City Attorney has reviewed the Resolution for legal sufficiency.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Downtown Stormwater Treatment Pond Fiscal Sustainability Plan

**ATTACHMENTS:**

| Description        | Type    |
|--------------------|---------|
| Resolution 2019-09 | Exhibit |

**RESOLUTION 2019-09**

**A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, RELATING  
TO THE STATE REVOLVING FUND LOAN PROGRAM; ADOPTING  
THE FISCAL SUSTAINABILITY PLAN FOR THE DOWNTOWN CRA  
STORMWATER IMPROVEMENT PROJECT, AND EFFECTIVE DATE.**

**WHEREAS**, the Florida Department of Environmental Protection, Clean Water State Revolving Fund requested that the City of Tavares prepare and adopt a Fiscal Sustainability Plan; and

**WHEREAS**, on behalf of the City of Tavares, it's consultant; Arcadis prepared the Fiscal Sustainability Plan in accordance with the loan agreement; and

**WHEREAS**, the State of Florida is requiring the adoption of the approved Fiscal Sustainability Plan by the City Council; and

**WHEREAS**, the City of Tavares, City Council after due consideration, has determined that the adoption of the approved Fiscal Sustainability Plan for the State Revolving Fund is in the best interests of the City Council of the City of Tavares.

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

**SECTION 1.** City of Tavares City Council approval of the Fiscal Sustainability Plan attached hereto as **Exhibit 1**, is hereby accepted and approved.

**SECTION 2.** Effective Date. This Resolution shall take effect immediately upon its adoption.

**PASSED AND RESOLVED** this \_\_\_\_ day of \_\_\_\_\_, 2019, by the City Council of the City of Tavares, Florida.

ATTEST:

\_\_\_\_\_  
Amanda Boggus, Mayor  
Tavares City Council

\_\_\_\_\_  
Susie Novack  
City Clerk

\_\_\_\_\_  
Approved as to form:  
Robert Q. Williams  
City Attorney

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
12/4/2019**

**AGENDA TAB NO.:** 15

**SUBJECT TITLE:** Tavares Historical Society

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**OBJECTIVE:**

For the Tavares Historical Society to present a historical perspective.

**SUMMARY:**

The Tavares Historical Society will present a historical perspective.

**OPTIONS:**

1. Receive the Tavares Historical Society perspective.
2. Do not receive the Tavares Historical Society perspective.

**STAFF RECOMMENDATION:**

Option 1. Receive the Tavares Historical Society perspective.

**FISCAL IMPACT:**

None.

**LEGAL SUFFICIENCY:**

Legally sufficient.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

N/A

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
12/4/2019**

**AGENDA TAB NO.:** 16

**SUBJECT TITLE:** City Administrator Report

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**OBJECTIVE:**

To inform Council on city related matters.

**SUMMARY:**

The City Administrator will provide a summary at the meeting.

**UPCOMING MEETINGS:**

|                              |                                                                         |
|------------------------------|-------------------------------------------------------------------------|
| City Council Regular Meeting | December 18, 2019 – 4 pm – City Council Chambers                        |
| Library Board                | December 18, 2019 – 2:30pm – Tavares Library Conference Room            |
| Planning and Zoning Board    | December 19, 2019 – 3 pm – City Council Chambers                        |
| Code Enforcement Hearing     | January 28, 2020 – 5 pm – City Council Chambers; No meeting in December |

**UPCOMING EVENTS:**

|                                        |                                                                        |
|----------------------------------------|------------------------------------------------------------------------|
| Tavares Christmas Parade & Celebration | December 7, 2019 – Wooton Park and Downtown Tavares – 5:00 p.m. Parade |
| Crappie USA Fishing Tournament         | January 11, 2020 – Details Pending                                     |
| Tavares Arbor Day Event                | January 18, 2020 – Details Pending                                     |
| African American Heritage Festival     | February 1, 2020 – Details Pending                                     |
| Planes, Trains & BBQ                   | February 29, 2020 – Details Pending                                    |
| Dragon Boat Races                      | March 7, 2020 – Details Pending                                        |

**OUTSIDE AGENCY MEETINGS:**

|                                         |                                                                                                                                                                    |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lake County League of Cities            | December 13, 2019 – 12-1:30 pm - Lake Receptions                                                                                                                   |
| Lake Sumter MPO Executive Board Meeting | December 11, 2019 – 225 W. Guava Street, Lady Lake                                                                                                                 |
| Tavares Chamber Business Luncheon       | January 27, 2020 – 11:30 am – Tavares Civic Center, 100 E Caroline Street, Tavares – Speaker, John Drury, City Administrator, on the Tavares/Mount Dora/YMCA Trail |

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

N/A

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
12/4/2019**

**AGENDA TAB NO.:** 17

**SUBJECT TITLE:** City Council Member Reports

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**OBJECTIVE:**

To inform Council on city related matters.

**SUMMARY:**

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:**

N/A