



**TAVARES CITY COUNCIL
MEETING MINUTES
MAY 5, 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

Lori Houghton, Finance Director
Lindsay Holt, City Attorney
Susie Novack, City Clerk
Mike Fitzgerald, Community Development Director
Bob Tweedie, Economic Development 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. Jocelyn Williamson, Central Florida Freethought Community

Jocelyn Williamson, Central Florida Freethought Community, provided the invocation. Mayor Boggus led those present in the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Mayor Boggus asked if there were any changes to the 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. Proclamation – National Public Works Week

Mayor Boggus made the following presentation:

The dedicated efforts of public works professionals, who are responsible for the efficient operation of public works systems and programs such as streets and highways, public buildings, solid waste collection, parks and canal maintenance, water and sewers, are of vital importance to the public health, high quality of life and well-being of the people of the City of Tavares.

In recognition of the contributions that public works professionals make every day to our health, safety, comfort, and quality of life, we therefore declare May 16 - 22, 2021 as National Public Works Week.

Mayor Boggus read the proclamation in its entirety.

MOTION

Lou Buigas moved to approve staff's recommendation, seconded by Lori Pfister. The motion carried unanimously 5-0.

Tab 3. Proclamation – National Safe Boating Week

Mayor Boggus made the following presentation:

Robert Musco, Branch Chief and Vice Flotilla Commander of the U.S. Coast Guard Auxiliary District 7, requested the City of Tavares issue a proclamation declaring May 22 through 28, 2021 as National Safe Boating Week. National Safe Boating Week is designed as a reminder to practice water safety as residents and visitors enjoy boating, sailing, paddling, and fishing during the summer and vacation seasons on the beautiful waterways in Florida and Tavares.

Mayor Boggus read the proclamation in its entirety.

MOTION

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

Tab 4. Presentation – Central Florida Expressway Authority 2045 Master Plan

Ms. Houghton made the following presentation:

The Central Florida Expressway Authority (CFX) is gathering input for its 2045 Master Plan. The CFX 2045 Master Plan (attached) is a long-range regional planning study that will help inform capital spending on expressway projects, identify current and future mobility needs for our region, and guide how projects are prioritized in our Five-Year Work Plans.

Will Hawthorne, Director of Engineering, Central Florida Expressway Authority, provided a Central Florida Expressway Authority 2045 Master Plan video. He encouraged each Council member to complete a master plan survey to help identify needs of the community.

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

Mayor Boggus asked for comments from the Council.

Mayor Boggus asked if there were plans to extend the SR 453 extension. Mr. Hawthorne said CFX discussed a proposed SR 453 extension up to SR 19 with Lake County. He encouraged Council to complete the needs survey to help facilitate incorporation of the extension into their plan. Mayor Boggus said the extension is closest and most relevant to Tavares.

Council Member Price asked if the Clermont's four corners area would be an interstate from US 27 to SR 429. Mr. Hawthorne said it will be a 4-lane limited-access expressway and will look identical to SR 429. He said several system interchanges are planned and the project is currently in design with the first few segments scheduled to be completed in October 2022, and construction scheduled to begin early 2023. Right of way, design, and permitting need to be completed.

Mayor Boggus thanked Mr. Hawthorne.

Tab 5. GFOA Award Presentation

Mayor Boggus made the following presentation:

The Certificate of Achievement for Excellence in Financial Reporting has been awarded to the City of Tavares by the Government Finance Officers' Association of the United States and Canada (GFOA) for its Comprehensive Annual Financial

Report for fiscal year ended September 30, 2019.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting.

Mayor Boggus presented a plaque and certificate to Ms. Houghton. Ms. Houghton thanked her staff for their hard work to make the award possible. She thanked Council for their support which allows staff to work diligently and bring awards forward.

Council Member Singer congratulated Ms. Houghton and said the City has a great financial staff.

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

Attorney Holt asked those who wished to provide testimony on any quasi-judicial matters before Council to stand to be sworn in. There were none.

Attorney Holt asked Council if they wished to disclose any ex parte communications.

Vice Mayor Buigas referred to Tab 9 [Art Displays in City Hall] and said she serves on the Lake County Museum of Art Board.

Mayor Boggus said she is the City liaison to the Lake County Museum of Art Board and attends meetings.

Council Member Singer said he spoke with the Lake County Museum of Art Board Chairman.

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read the following resolution by title only:

RESOLUTION NO. 2021-09

A RESOLUTION OF CITY OF TAVARES, FLORIDA; AUTHORIZING THE ACCEPTANCE OF A GRANT FROM LAKE COUNTY FLORIDA; AND THE GRANT REPRESENTS A SUBRECIPENT COMMUNITY DEVELOPMENT BLOCK GRANT; AND PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

VII. CONSENT AGENDA

Mayor Boggus asked if anyone would like to pull an item from the Consent Agenda for discussion.

MOTION

Troy Singer moved to approve the Consent Agenda [Tab 6. Approval of the April 21, 2021 City Council Regular Meeting Minutes], seconded by Lou Buigas. The motion carried unanimously 5-0.

Tab 6. Approval of the April 21, 2021 City Council Regular Meeting Minutes

Approved on the Consent Agenda.

VIII. RESOLUTIONS

Tab 7. Council Acceptance of CDBG Grant

*The City of Tavares received notice of award from the Lake County Board of County Commissioners by way of the Lake County Community Services Department that the City of Tavares has been awarded an entitlement share of the Community Development Block Grant Funding for FY 2020-21 as a sub-recipient in the amount of \$500,000 for the **Wooton Wonderland Demolition, Design and Construction of an ADA Accessible Park Project**.*

The Grant assists in funding the reconstruction of Wooton Wonderland Park. The CDBG funding supports funding for design, demolition, and construction for the Park as an ADA (American Disability Act of 1990) accessible Park.

Salient details of this grant include the following:

- *The Project Title: Wooton Wonderland Demolition, Design, and Construction of ADA Park*
- *The Grant is further identified as FY2020-21 CDBG entitlement for the Wooton Wonderland Demolition, Design, and Construction of ADA Park.*
- *The Grant is a subrecipient award by Lake County Board of County Commissioners and awarded under the Community Development Block Grant Program.*
- *The grant is identified under the Federal Catalog No. CFDA 14.219.*
- *The Agreement requires Federal Grant Compliance.*
- *The Agreement identifies the pass-through agency as the Lake County, Florida.*
- *The Grant award amount is not to exceed \$500,000 (reimbursable)*
- *The grant is valid upon execution of the award agreement.*
- *The grant period ends/expires 24 months from date of agreement execution.*
- *The total project budget with grants funds and other funds is \$1,150,000.*
- *The grant is be subject to Federal and State Single Audit Requirements.*
- *The grant is subject to Federal Regulations identified in 2 CFR Part 200 entitled "Uniform Administrative Requirement."*

Staff recommends Option 1 accepting the FY2020-2021 CDBG Entitlement Sub-recipient Grant from Lake County Board of County Commissioners for the Wootton Wonderland ADA Park Project.

Houghton said this is the highest grant award the City has received as a participating member of the Lake County Block Grant program in the past 20 years. Ms. Houghton said design elements would be brought back for Council consideration in the future. Mr. Dillon identified the elements the CDBG award will fund.

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

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

MOTION

Lori Pfister moved to approve, seconded by Lou Buigas.

Mayor Boggus congratulated Mr. Dillon on his winning application.

Council Member Singer congratulated Mr. Dillon and his staff. He said the grant is great for the City and citizens.

The motion carried unanimously 5-0.

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 8. Approval of Marina Leasing Policy and Rates

Mr. Tweedie made the following presentation:

The new marina is presently in the final stages of construction and scheduled to be complete in June of this year, at which time it will become operational and ready to receive privately owned boats and commercial tenants. In order to promote and develop a fair and reasonable operating environment for all individuals and businesses who may be interested in entering into an agreement with the City of Tavares to conduct a non-commercial or commercial operation on or within any of the seaplane base and marina facilities, staff has developed the attached facility leasing policy for Council's review and consideration. Approval of the policy and fee schedule will allow staff to move forward with the process of filling the boat slips with tenants. Highlights of the attached document include:

1. *The general leasing policy identifying and classifying types of agreements including an allocation of 25% commercial (20 slips) and 75% non-commercial (60 slips).*
2. *A wait list procedure providing first priority for all previous marina lease holders at the time of Hurricane Irma.*
3. *A copy of the standard slip rental agreement for all non-commercial tenants.*
4. *The preliminary rate schedule providing the following fee schedule:*
 - ***Wet slips monthly (12-month rate)***
 1. *25' slip: \$180/mo.*
 2. *30' slip: \$215/mo.*
 3. *35' slip: \$260/mo.*
 - ***Wet slips weekly (7-day)***
 1. *All slips: \$125/wk.*
 - ***Wet slip overnight***
 1. *All slips: \$30/night*
 - ***Pump out***
 1. *\$15*
 - ***Commercial lease rates***
 1. *To be developed on a case by case basis as provided by the TSBM leasing policy.*
 - ***Aircraft tie-down (single overnight may be waived with minimum \$25 fuel purchase)***
 1. *Single engine:*
 - *Overnight: \$10*
 - *Weekly: \$100*
 2. *Multi engine:*
 - *Overnight: \$12*
 - *Weekly: \$120*
 3. *Light sport:*
 - *Overnight: \$8*

- *Weekly: \$80*
- *Waitlist reservation fee:*
 1. *\$50*

**will be reviewed and updated annually*

Mr. Tweedie provided PowerPoint images of the docks and mooring and slip locations for private and commercial boats and seaplanes. He thanked Kendall Clutts, Aviation Manager, and staff for their hard work on the project and helping to develop policies and procedures.

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

Mayor Boggus asked for comments from the Council.

Council Member Price asked how lease rates were determined and compared to other cities and marinas in the area. Mr. Tweedie said staff reviewed marina's throughout Central Florida, including Sanford, DeBary, Eustis, Umatilla, and Mount Dora. He said many marinas are privately owned, and some apply rates per foot with a minimum and maximum. He said Tavares rates are competitive and do not undercut the private sector.

Council Member Pfister asked if the waitlist reservation fees would be credited back to a lessee. Mr. Tweedie said it is an administrative fee to reserve a spot on the waitlist, which offsets the expense to manage and maintain the list. He said waitlists could get large and cumbersome if without a solid procedure. Individuals who ask to be removed from the waitlist would be refunded the fee. He said the fee could be applied to a first month's rent at Council's direction.

Council Member Pfister asked if staff believes slips would be filled by customers quickly. Mr. Tweedie confirmed and said priority would go to displaced tenants due to hurricane Irma. He said before hurricane Irma there were 38 individuals and one commercial operator. Staff has been compiling a list of interested individuals who have contacted the seaplane base.

Council Member Pfister asked if Tavares residents receive slip priority. Mr. Tweedie said no. Priority was provided to previous tenants only, and City residency priority was not included in the last policy.

Council Member Pfister inquired about possible commercial slips sitting empty with non-commercial filled. Mr. Tweedie said if commercial slips were vacant and the City could not fill those slips, staff would come back to Council and request a reallocation of slips. He said slips would not sit empty. They could also be available for weekly and daily visitors. Council Member Pfister commended Mr. Tweedie and his staff for the policy.

She noted a concern for City residents not receiving a benefit and the \$50 waitlist fee. She said she would like that fee to be allocated in the first month's rent.

Council Member Singer thanked Mr. Tweedie and Mr. Clutts for the tour and all their efforts. He asked if the City Attorney reviewed the lease. Mr. Tweedie confirmed and noted the basis of the lease was the previous lease agreement with revisions.

Council Member Singer asked Mr. Tweedie to elaborate on the Dora Queen and rental boat company. Mr. Tweedie said the Dora Queen entered into a short-term lease for a temporary facility. They invested in the transient dock to make it usable for their purposes at the time, knowing it was not a permanent mooring. When it came time to move, the City constructed a temporary dock with the plan of a final location at the marina. He said the Dora Queen had a positive economic impact on the downtown. The boat rental company came before Council with a proposal, and their due diligence period is complete. The boat company is currently ordering boats as they are expanding an existing operation located in Eustis. A new lease based on the number of boats, the economic impact of the downtown, and fuel consumption will come back to the Council for consideration.

Council Member Singer asked to compare the anticipated revenue versus operating expense and ongoing maintenance to the old docks. Mr. Tweedie said there would be significantly more on the revenue side and lowered on the maintenance side as the docks are new, constructed under current standards, and under warranty for a year. He said revenue is estimated at full occupancy to bring approximately \$200,000 of operating revenue per year to offset general fund contributions to the seaplane base and be placed in the marina seaplane base enterprise fund.

Council Member Singer said he supports moving forward with the recommendation without a waitlist fee. He said there might be more of an administrative hassle collecting the fee. He suggested residents receive a discount on the first month's rent upon providing a utility bill proving residency, or one month's free rent.

Council Member Pfister asked if residents could pay a lesser fee and a premium because for those who do not live in the city. She said residents should have every opportunity to lease slips as they are limited in number.

Vice Mayor Buigas asked if there will be an area dedicated to a Tavares Police boat. Mr. Tweedie confirmed. Chief Lubins said there would be a Police boat available at all times.

Vice Mayor Buigas asked if overnight and weekly stays could be integrated with See-Click-Fix to pay for slip fees. Ms. Houghton said the City is currently looking at a system for rentals that would integrate with finance systems. She said the staff would come back with that information at a later date.

Vice Mayor Buigas said she believes city residents should get some courtesy. She noted her support to keep the rates the same with an increase for non-residents.

Mayor Boggus said she understands the point of the application fee for those with a serious commitment and would advise if they rented somewhere else. Mr. Tweedie said the fee is also to offset staff costs involved in maintaining a waitlist, including annual updates.

Mayor Boggus asked Attorney Holt if there are any legal implications if the City charges everyone a \$50 fee but only credit toward a rental for City residents. Attorney Holt said she does not see any legal issue. Other municipalities offer disparity in rates between city residents and non-city residents for swimming fees or classes. Mayor Boggus noted a concern for staff to have to check and ensure residency status.

Council Member Price said he understands the rationale for the \$50 waitlist fee and agrees that there should be a lower rate for citizens of Tavares versus non-citizens of Tavares. He recommended leaving the \$50 fee and implementing different rate structures for residents and non-residents.

Further discussion was held regarding waitlist fee and resident discount options.

Mr. Tweedie recommended removing the waitlist fee and limiting the waitlist to a certain number of people, such as the marina's capacity; 60 people could be on a waitlist at a time. There was a consensus from Council.

Mayor Boggus asked Mr. Tweedie if he has a suggestion for citizen preference. Mr. Tweedie said he recommends a uniform slip price. He said it is like water and sewer rates as well as other enterprise funds. The City is charging a fee for service for a particular commodity such as a storage unit facility. Ms. Houghton said the City charges the same fee for all utility customers unless they live outside the city limits where, under state statutes, there is a premium to address the additional cost of maintaining assets outside of the corporate limits.

MOTION

Lori Pfister moved to accept the rate plan with no waitlist fee, a wait list reservation limit of 60 persons, a 10% premium to wet slip monthly rentals for non-city resident owned boats with the production of a drivers license and utility bill with their name and address, and with a caveat there would be an automatic adjustment for annexed property. The motion was seconded by Lou Buigas.

Discussion was held, and there was a consensus from Council to modify the rental agreement to show a discount to the citizens and not a surcharge to non-citizens.

Mr. Tweedie asked for confirmation the rate would be the provided figures plus 10% as the standard rates, with a 10% discount for city residents. There was confirmation from Council.

Ms. Houghton asked for confirmation that staff can create two separate rate structures based on Council's instructions. There was confirmation from the Council.

The motion carried unanimously 5-0.

Tab 9. Art Displays in City Hall

Mr. Aldrich made the following presentation:

Historically, City Hall has been the site of various rotating art displays and quarterly art shows for the public. Art pieces were on display throughout the first floor of City Hall, including the Council Chambers as one of the only means for providing the citizens of Tavares with a variety of public art. The different selections of art that were displayed represented everything from historical pieces and images of our past, to modern sculptures and contemporary pieces that showcased the work of local artists.

Throughout the past year with the Hurricane Hardening project and Live Streaming renovations and equipment installations occurring at City Hall and the Council Chambers, the art displays and public shows have been postponed. Now that those full renovations are complete, an opportunity is provided to the City Council to discuss displays inside City Hall. The following offers a general overview and some broad ideas for Council's consideration:

** City Hall has been renovated into an updated clean government building for the public to conduct the public's business*

** Council Chambers was equipped with updated technology, including live streaming equipment and video recording devices*

- The old art gallery rails previously installed on the walls of City Hall and the large display panels have been removed, creating a cleaner public space with fresh paint and informational display monitors in the lobby for the public.*
- The Lake County Museum of Art recently relocated to downtown Tavares on Ruby Street, offering art shows and displays open to the public*
- Expected to open in late Spring, the Tavares History Museum will offer public displays of historical artifacts, including photos and other art collections relating to Tavares history*

To lead the discussion, the following are a few options to consider.

1. Install a permeant display of photography on the walls that reflect Tavares' brand of "America's Seaplane City". The pieces would depict the current era of the community and be meant to remain in place as permanent displays, avoiding the need to remove and reinstall art that may damage the walls.

2. Another option would be to install a display of Tavares history-themed art and images. The pieces and images would highlight the history of Tavares and also be meant to remain in place as permanent displays. This option could either complement or detract from the new history museum opening just down the street.

3. A third option to consider is to contract with the Lake County Museum of Art to install quarterly exhibits and host art shows inside City Hall. This group of professional volunteers would acquire, coordinate, install, remove, and host the respective public events. If this option is pursued, things to consider include:

a) This option may require the installation of new gallery art rails and art lighting system.

b) There are logistics associated with allowing public access inside City Hall after hours in the evenings for the art shows, which would include issuing the LCMA a key for access to city hall and the responsibility of locking it up or assigning city staff to do that.

c) Rotating Art Shows do provide for wear and tear of walls due to installing and removing multiple pieces of art along the walls

d) Security related increased chance of damage or theft of the new technology that was recently installed for live streaming meetings.

e) This option could either complement or detract from their new museum located on Ruby Street.

f) A procedure for who is responsible for approving or denying the type of art installed in the "Public Building" would need to be established so as not to offend any public visiting City Hall.

Staff recommends Option 1, installing an updated permanent display of America's Seaplane City based themed art in City Hall.

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

Mayor Boggus asked for comments from the Council.

Mayor Boggus said she agendaized the item as she is the city liaison to the Lake County Museum of Art. She said there was discussion regarding displaying art in the lobby as a teaser for upcoming exhibits at the Lake County Museum of Art, where the full exhibit would be on display. She said there could also be teasers for the Tavares History Museum.

Council Member Pfister said she is in support of a permanent display with current and historical photographs and art.

Vice Mayor Buigas noted her support for a permanent collection, including branding. She said the Tavares Historical Museum and Lake County Art Museum bookends the downtown. She said the Art in the Square budget be reallocated to other items and would not want the funds included in the budget each year. Mr. Aldrich said other budgeted art events, including the African American Heritage Festival and cultural art events, are included in the budget. Funds were spent on refreshments and entertainment for the art shows and not specific art pieces.

Council Member Singer said he attended many art shows at City Hall. He said that was before there was a museum in Tavares, and if the City continued, it would compete with the Lake County Historical Museum. He said the museum is providing the service now and noted his support to use the funds for a permanent display.

Council Member Price said he concurs with the Council as there is an art and history museum downtown. He noted his support of a permanent display of photographs. He said he does not like security and liability issues associated with art displays.

Mayor Boggus said she missed looking at the photographs of former Mayors in the Council Chambers and asked if they would be displayed at the Tavares History Museum.

MOTION

Lou Buigas moved to approve Option 1, seconded by Lori Pfister.

Council Member Pfister said she would like the City to allocate all art funds to the Lake County Museum of Arts to take over art events.

The motion carried unanimously 5-0.

XI. NEW BUSINESS

Council Member Singer said Governor DeSantis recently suspended all emergency orders and inquired about the effect on the City. Attorney Holt said there were two executive orders. One order (101) addresses the suspension of any municipal emergency orders due to Covid 19 and becomes effective July 1, 2021. She said the order covers items such as vaccination distribution plans. The reasoning is vaccinations are readily available. The second order (102) was effective immediately on May 3, 2021, and suspended or abolished any restrictive local orders on mandating Covid 19 masks, including occupancy limitations. She said the City did not have a local mandate, and there is no effect. Attorney Holt said the emergency order put into place so the City could apply for Covid 19 PPE emergency relief funds has passed.

Council Member Price said he received a request to advertise the Back in Blue march on the covered crossover between the Judicial Center and Lake County jail in the future. Mayor Boggus said the City would have to coordinate with the Sheriff and County.

Council Member Pfister commended Chief Lubins for assisting a resident who had speeding issues on a City property located on a County road. She said Chief Lubins coordinated with the Sheriff's office for immediate response.

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

Tab 10. City Administrator Report

Ms. Houghton noted Mr. Drury provided a list of upcoming meetings and events in the agenda.

Mr. Aldrich said the Library expansion project would break ground on May 17, 2021, and the Tavares History Museum grand opening is May 27, 2021, with a reception and entertainment.

Tab 11. City Council Member Reports

Council Member Singer said he would not be available to attend the grand opening of the Tavares History Museum as his son is graduating from Tavares High School. He thanked Mr. Fitzgerald for providing a tour of the new Community Development offices. Council Member Singer wished all mothers a Happy Mother's Day.

Vice Mayor Buigas said she recently toured the Tavares History Museum. She said Mr. Aldrich and his team have done a beautiful job with the museum. She said she put her name down to volunteer and challenged her fellow Council members to volunteer once a month.

Vice Mayor Buigas provided the following quote: "Once you replace negative thoughts with positive ones, you will start having positive thoughts." ~Willie Nelson

Mayor Boggus wished those present a Happy Cinco de Mayo.

XV. ADJOURNMENT

There was no further business and Mayor Boggus adjourned the meeting at 5:24 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk