



**TAVARES CITY COUNCIL
MEETING MINUTES
OCTOBER 6, 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 - *Absent***

STAFF PRESENT

**John Drury, City Administrator
Lindsay Holt, City Attorney
Susie Novack, City Clerk
Mike Fitzgerald, Community Development Director
Bob Tweedie, Economic Development Director
Lori Houghton, Finance Director
Richard Keith, Fire Chief
Stoney Lubins, Police Chief
James Dillon, Public Works Director
Phil Clark, Utilities Director
Crissy Bublitz, Human Resources Director
Mark O'Keefe, Public Communications Director
Scott Aldrich, Community Services Director**

I. CALL TO ORDER

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

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1. Pastor John Carter, First Baptist Church of Tavares

Pastor John Carter, First Baptist Church of Tavares, provided the invocation and led those present in the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Mayor Boggus asked for any changes to the Agenda. Mr. Drury said staff had no changes to the Agenda.

MOTION

Lori Pfister moved to approve the Agenda, seconded by Lou Buigas. The motion carried unanimously 4-0.

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Proclamation – Taiwan’s 110th National Day

Mayor Boggus made the following presentation:

The City of Tavares and New Taipei, Republic of China (Taiwan) have established and continue to maintain a sister city relationship in furtherance of bilateral economic, trade, and cultural opportunities. Each year the National Day of the Republic of China (Taiwan) is observed on October 10th and the Taipei Economic and Cultural Office in Miami holds ceremonies in celebration of this occasion. Director General Amino C.Y. Chi and the Taipei Economic and Cultural Office (TECO) in Miami requested the City issue a proclamation recognizing Taiwan for this special day.

Mayor Boggus read the proclamation in its entirety.

MOTION

Lori Pfister moved to approve the Proclamation, seconded by Lou Buigas. The motion carried unanimously 4-0.

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

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read the following resolution by title only:

RESOLUTION NO. 2021-26

**A RESOLUTION OF CITY OF TAVARES, FLORIDA;
AUTHORIZING THE ACCEPTANCE OF A GRANT FROM THE
FLORIDA INDUSTRIAL PRETREATMENT ASSOCIATION FOR
COOKING OIL RECYCLING EFFORTS; AND PROVIDING FOR
CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.**

VII. CONSENT AGENDA

Mayor Boggus asked if the Council wished to pull any item(s) from the Consent Agenda for discussion. There were no requests.

MOTION

Walter Price moved to approve, seconded by Lou Buigas. The motion carried unanimously 4-0.

Tab 3. Approval of September 22, 2021 Tavares City Council Regular and Budget Hearing Meeting Minutes

Approved on the Consent Agenda.

VIII. RESOLUTIONS

Tab 4. Resolution 2021-26 – Request Authorization to Accept Florida Industrial Pretreatment Association C.O.R.E Grant

Ms. Houghton made the following presentation:

The City of Tavares has been awarded a Florida Industrial Pretreatment Association Grant. The Grant provides funding for Cooking Oil Recycle efforts (C.O.R.E.). The award represents the first C.O.R.E Grant to be awarded for this program.

The C.O.R.E grant program was developed by the Florida Industrial Pretreatment Association as a state-wide initiative to educate citizens and municipalities on residential used cooking oil collection and recycling. The Florida Industrial Pretreatment Association, a non-profit entity, has awarded the first ever C.O.R.E. Grant in the amount of \$500.00 to the City of Tavares.

Various details of the grant include the following:

- *Grant amount is \$500.00*
- *Municipalities/ utilities must be located in Florida.*
- *Money used must be documented and a report submitted to the C.O.R.E. Coordinator within six months of the award.*

- *No grant match is required.*

Expenditure items covered by grant include, but are not limited to:

- *Printed brochures*
- *Handouts such as fliers or pens*
- *Print advertising*
- *Containers to store cooking oil*
- *Vehicle wraps or signage*

Mr. Clark said the grant is the first of its kind, providing an educational tool for the residents. He noted Bob Kenner, Wastewater Field Supervisor, secured the grant, another piece that makes the City of Tavares Sewer Department a world-class organization.

Mayor Boggus asked for comments from the audience.

David Serdar, 66 Wintergreen Drive, Fruitland Park, said he was a certified public cleaner and noted his support.

Mayor Boggus asked for comments from the Council.

MOTION

Lori Pfister moved to accept the grant, seconded by Lou Buigas. The motion carried unanimously 4-0.

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 5. Designate a City Council Member to Join the Tavares Legislative Delegation Team

Mr. Drury made the following presentation:

From time to time the City has items that are at a state level and need a City presence in Tallahassee to move the item forward. Typically, the City Administrator and the Department Director whose wheelhouse the item is in will attend the meetings in Tallahassee to move the initiative. Having a City Council member join the legislative delegation from Tavares provides a benefit to this process.

In the past, it has been either the Mayor or the Council member who is on a specific Horizon Team that is most closely related to this initiative needing a presence in Tallahassee who attends the Tallahassee meetings. An opportunity is presented to Council to keep the same approach or designate one Council member to represent the City's best interest in Tallahassee on all initiatives that require a presence in Tallahassee.

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

Mayor Boggus asked for comments from the Council.

Council Member Price asked if there could be leeway to the current process of sending the Mayor or Vice Mayor as legislative delegates when another Council member has expertise on a topic. Mr. Drury said if there is a short lead time, he follows the protocol of asking the Mayor to attend legislative or regulatory meetings. If there is a lot of lead time he comes back to the Council for consideration to send a Council Horizon Team member.

Council Member Pfister said the Mayor should be asked to attend first, and project liaisons should go when specific to their Horizon Team. She said Representative Truenow asked her to meet legislators the following week, and she would like the Council to create a Legislative Horizon Team.

Vice Mayor Buigas said she would like to keep the current protocol. She said the door is always open in Tallahassee and the Council should be able to represent the City.

Council Member Pfister noted Representative Truenow is securing an opportunity to meet with Transportation Secretary Thibault.

Mayor Boggus said she believes protocol has been working well. She noted her support for Council members to meet with legislators and thanked Council Member Pfister for representing the City.

Council Member Price noted his support to maintain the current protocol, and those with specific expertise should attend topic-specific meetings.

Vice Mayor Buigas inquired about the costs for Council Member Pfister to attend the upcoming meetings in Tallahassee with Representative Truenow. Council Member Pfister said costs would be minimal.

There was a consensus from the Council to maintain the current protocol, and for Council Member Pfister to attend the upcoming meetings in Tallahassee with Representative Truenow.

Council Member Pfister said she would like to hand-deliver a letter of thanks from the Council for his help in securing the U.S. 441 golf cart crossing. Mr. Drury said a letter would be prepared the next day.

Tab 6. Tavares Library Expansion Project Update

Mr. Aldrich provided a PowerPoint presentation and made the following update:

In May of this year, Morton Construction Company began construction on the library expansion, adding just under 2,400 square feet of additional space to the existing Tavares Public Library. Fully funded through Lake County Impact Fees at an amount of \$1,000,000, the expansion project is on target to be completed in mid-November and remains under budget. The much-needed additional space at the library will provide a place to hold programs, activities, and educational meetings.

Staff is currently planning to hold a ribbon-cutting ceremony at the Library in early December.

Mayor Boggus asked for comments from the audience.

Debbi Weinert, 724 Lake Dora Drive, Friends of Tavares Library Representative, provided information on the upcoming Friends of the Tavares Library scarecrow contest. She passed around posters to the Council and the audience and noted the themed competition, 'Flight or Fright,' costs \$20.00 per scarecrow. She said all funds would be used to create an affiliate chapter of the Dolly Parton Imagination Library program.

David Serdar, 66 Wintergreen Road, Fruitland Park, commended the Tavares Library and said he visits libraries frequently.

Mayor Boggus asked for comments from the Council.

Council Member Pfister commended Mr. Aldrich on a job well done.

Vice Mayor Buigas said the project is moving quickly and noted her support.

Mayor Boggus said the Council has received many compliments on the Library expansion project.

Tab 7. Update City Council on On-Line Payment Options for Building Permits

Ms. Houghton provided a PowerPoint presentation and made the following update:

In March 2018, the City of Tavares implemented credit card payment acceptance for Building Permits, and created a Merchant Account with the City's credit card processor. All building permits with the exception of new construction, may be

paid by credit card.

In Fiscal Year 2020, staff began the planning process for on-line building permit payment options as well as for on-line building permit inquiry.

After much planning, internal control review, and extensive testing staff has implemented on-line payment availability for most building permit transactions. Building permit customers wishing to pay on-line may now access Click2Gov through the Community Development web page and through the City's Website at www.tavares.org.

The new accessibility for payments does not stop there! Customers may now make inquiries for all building permits on the same site. Customers may access information using a permit number, an address, a parcel name, or permit applicant name.

The Finance Director has prepared a short presentation to provide the City Council an overview of this expanded service option available to building permit applicants and residents.

Ms. Houghton provided a PowerPoint demonstration for online bill pay on the City website at www.tavares.org.

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

Mayor Boggus asked for comments from the Council.

Mayor Boggus thanked Ms. Houghton for the update.

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

Allen Zell, 1075 Mansfield Road, Tavares, said Mansfield Road has potholes due to delivery trucks and asked when the road was scheduled to be repaired.

Mr. Drury said the City has identified and graded each road for repair. He asked Mr. Zell to call his office for information on when Mansfield Road is scheduled for repair in the Road Plan. He advised Mr. Zell he could use SeeClickFix for immediate pothole needs. SeeClickFix is available on the City website at www.tavares.org as well as the phone app store.

Edwin Hall Drew, 955 Mansfield Road, Tavares, said he is a veteran and noted his concern that the Habitat for Humanity village has changed from a veteran's village to a

55 and older community. Mr. Drury said the staff would review what the developer presented to the Council during the approval process.

Mr. Drew said he believes Mansfield Road sunk a foot over time.

David Serdar, Fruitland Park, thanked Mr. Drew for his service. He said Tavares is a great place to live with a library, lake, and seaplanes. He noted he would be attending legislative day in Tallahassee.

XIV. REPORTS

Tab 8. City Administrator Report

Mr. Drury said the Marina and Seaplane Base ribbon cutting is scheduled for October 16, 2021, at 10:00 a.m. during Roctoberfest. He said Roctoberfest would also include a seaplane fly-in and live music rounding out a great community event.

Chief Keith said Tavares High School is dedicating its October 22, 2021 football game against the Eustis High School Panthers to first responders. He said both Tavares and Eustis Mayor's would be attending the game, and both are alumni of their respective City high schools. Chief Keith encouraged those in attendance to stop by and visit the Police and Fire vehicles displayed during the game.

Mr. Aldrich, thanked Ms. Weinert, and said the scarecrow contest winners would be announced during the Boo Fest event. He encouraged those in attendance to come out and support the event.

Attorney Holt noted it was her first official meeting as City Attorney and said she is honored with the appointment.

Tab 9. City Council Member Reports

Council Member Pfister

Council Member Pfister said she would not be available to attend the October 20, 2021 City Council meeting as she will be traveling.

Council Member Price

Council Member Price welcomed Lindsay Holt to the Team and said he is looking forward to the Roctoberfest and Boo Fest Events.

Vice Mayor Buigas

Vice Mayor Buigas thanked the Directors for their monthly reports and said it is a good tool for the Council.

Vice Mayor Buigas said Denise Laratta sends her regards to the Council and Department Directors and said she is doing well.

Vice Mayor Buigas provided the following positive quote of the day: "Patience is not the ability to wait, but the ability to keep a good attitude while waiting." ~Joyce Meyer

XV. ADJOURNMENT

There was no further business and Mayor Boggus adjourned the meeting at 4:50 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk