



**TAVARES CITY COUNCIL
MEETING MINUTES
MARCH 18, 2020 – 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/Emergency Management Director**

TAVARES HISTORICAL SOCIETY

Betty Burleigh, Librarian/Historian and Board Member

TAVARES CHAMBER OF COMMERCE

J. Scott Berry, Executive Director

I. CALL TO ORDER

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

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1. Reverend Kenneth H. Frey, Union Congregational United Church

Reverend Kenneth H. Frey, Union Congregational United Church, provided the invocation and led those present in the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Mr. Drury said he would like to add the following items under New Business:

- Tab 5A – Coronavirus Update
- Tab 5B – Special Events
- Tab 5C – Declaration of Emergency
- Tab 5D – AdventHealth Waterman Update

MOTION

Troy Singer moved to approve the agenda with changes [Tab 5A, Tab 5B, Tab 5C, Tab 5D], seconded by Roy Stevenson. The motion carried unanimously 5-0.

IV. PROCLAMATIONS/PRESENTATIONS

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

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read the following Ordinance by title only:

RESOLUTION 2020-05

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, RELATING TO THE DECLARATION OF STATE OF LOCAL EMERGENCY; AND PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2020-03

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE FOLLOWING SECTIONS OF THE CITY LAND DEVELOPMENT REGULATIONS; SECTION 4-45 NOTICE OF HEARING (C) POSTING OF SITE;

SECTION 24-2 PLANNING & ZONING DIVISION FEES (C) ADVERTISING FEES; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING AN EFFECTIVE DATE.

VII. CONSENT AGENDA

MOTION

Roy Stevenson moved to approve the Consent Agenda, seconded by Lou Buigas. The motion carried unanimously 5-0.

Tab 2. Approval of the March 4, 2020 Regular City Council Meeting Minutes

Approved on the Consent Agenda.

VIII. RESOLUTIONS

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

Tab 3. Ordinance 2020-03 – Amendment to Land Development Regulations Section 4-45, Notice of Hearing (C), Posting of Site; Section 24-2, Planning & Zoning Division Fees (C), Advertising

Mr. Fitzgerald made the following presentation:

At the November 20, 2019 meeting, City Council discussed Notice of Hearing – Posting of Site regulations outlined in Chapter 4 of the City's Land Development Regulations. Currently the City requires signage at properties subject to annexation, rezoning, and land use changes every 100 feet of property abutting road frontage notifying the Public of the date, time, and place of the Public hearing, and a brief description of the proposed action. City Council directed staff to draft an ordinance to amend Notice of Hearing – Posting of Site regulations to require one (1) sign with generic message content regarding Public hearings, the City's contact phone number and website address, and a QR code for information access with a mobile device. The City would provide one (1) metal real estate type sign, two (2) square feet in size, with information tubes for property less than five (5) acres and would require a deposit from the applicant to pay the anticipated cost of replacement of the sign if not returned to the City. The approximate cost of the metal signs including information tubes is \$75.00 each. City Council directed staff to amend the regulations to require that property five (5) acres or greater is posted with one (1) large sign mounted on 4"x4" posts. The applicant would provide and

post signs for property five (5) acres or greater, and no deposit will be collected by the City.

At their February 20th meeting the Planning & Zoning Board moved to approve Ordinance 2020-03 subject to the deletion of the requirement for large signs being posted at property five (5) acres or larger. The Planning & Zoning Board's sentiment during discussion was that the two (2) square foot sign would be sufficient, and that the regulation should be consistent for all property owners regardless of the size of the property.

Per the direction of the City Attorney, staff is presenting two versions of Ordinance 2020-03. One version proposes changes that reflect City Council's original directive to staff, and the second version proposes changes that reflect the recommendation of the Planning & Zoning Board to eliminate the large sign requirement.

Staff recommends that City Council moves to approve Ordinance 2020-03 amending the City's Regulations Section 4-45 Notice of Hearing (C) Posting of Site; Section 24-2 Planning & Zoning Division Fees (C) Advertising Fees.

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

Council Member Buigas asked how often information tubes would be filled. Mr. Fitzgerald said staff would provide approximately 25 sheets of information for a public hearing or as many that will fit. He said a sign will be posted and the information tube will be filled with information once.

Mr. Drury inquired about Council's preference for a tube.

Council Member Buigas said as long as a QR Code is available there is no need for an information tube.

Council Member Singer noted he is not in support of an information tube or larger signs for five acres and over. He said it would be more convenient to have one uniform sign size.

Council Member Stevenson noted his preference to include information tubes.

Vice Mayor Pfister noted her preference to include information tubes.

MOTION

Lori Pfister moved to approve Option 2 [Approve Ordinance 2020-03 amending the City's Regulations Section 4-45 Notice of Hearing (C) Posting of Site; Section 24-2 Planning & Zoning Division Fees (C) Advertising Fees as per the recommendation of the Planning & Zoning Board], seconded by Roy Stevenson.

Council Member Singer asked if other cities use information tubes. Mr. Fitzgerald said no, and noted his research indicated other cities use one snipe sign per property. Council Member Singer said he is in support of the signs but not the information tube.

Council Member Stevenson said the information tube is one more way the city can inform the citizens of a proposed land change.

Mayor Boggus inquired about information that would be included in an information tube flyer. Mr. Fitzgerald said the information flyer will include a copy of the mailer that is mailed to abutting properties within 300 feet of the subject property and include the ordinance title with meeting dates and times. Mayor Boggus said the information would be relevant for citizens who have not received the information.

The motion carried 3-2 as follows:

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

X. GENERAL GOVERNMENT

Tab 4. Tavares Square, Authorization for RFP Solicitation

Mr. Tweedie made the following presentation:

The property now known as Tavares Square located on Main Street between Rockingham Avenue and New Hampshire Avenue, was purchased by the City from Lake County in 2015. The property was purchased for the purpose of removing and relocating the County Clerk of Courts Records Center which occupied the property and converting the space into a use more compatible with the vision of the City's downtown master plan.

Upon the City purchase of the property, the Clerk of Courts relocated the records center to the County's Government Campus at West Main Street and the City removed the building and converted it to green space. Council then authorized an RFP solicitation for sale of the property to a private developer to create a mixed use commercial development with components of open space, residential and commercial spaces as depicted in the then current downtown master plan. Although the RFP solicitation was heavily marketed locally, statewide, nationally and even internationally receiving some interest and inquiries, ultimately there were no proposals submitted after extending the deadline and continued efforts to market the RFP.

The Council subsequently authorized an RFP solicitation for a commercial real estate broker to market the property and a broker was selected and placed under

contract. After two years of marketing the property, no qualifying offers were received and the real estate contract expired. It has been approximately two years since these efforts were completed and market conditions have changed.

The Economic Development Horizon Committee met recently and discussed the current status of the property, market conditions and potential opportunities for a broad based RFP solicitation which would seek creative private sector proposals to enhance the vibrancy of our downtown and stimulate further economic growth.

Staff recommends that Council moves to approve Option 1 - Authorize staff to develop an RFP solicitation for the potential commercial development of Tavares Square.

J. Scott Berry, Executive Director, Tavares Chamber of Commerce, said the Chamber Board of Directors is in favor of the RFP and possible business ventures in Tavares.

Mayor asked for comments from Council.

Council Member Buigas said she enjoys the Tavares Square green space and would like to see an Request For Proposal (RFP) for the Alfred Street Fire Station. Mr. Tweedie said staff is developing an RFP for the Alfred Street Fire Station. He said the request is for an RFP to determine if there is a suitable proposal to entertain, and does not lock the city into a commitment.

Council Member Singer said he enjoys the Tavares Square green space and said the city also seeks different types of businesses to move into the area. He said the Ace Hardware building is now a green space and would like the city to exhaust all possibilities before dedicating the space to a green space. He noted his support for an RFP.

Council Member Stevenson said Tavares Square is a unique area that benefits the welfare of the citizens and he is not in support of building on the property.

Vice Mayor Pfister said she enjoys the Tavares Square green space and would like a seaplane fountain with water shows placed on the property. She said the fountain could have seasonal displays and also allow extra green space as an entertainment destination. She asked if Council would like to find the monies to purchase a fountain or have the property developed with a conditional seaplane fountain.

Mayor Boggus inquired about the Downtown Master Plan designation for the Tavares Square area. Mr. Fitzgerald said the Tavares Square property is designated as a mixed-use space with a mixture of commercial, residential, and open space. Mr. Drury said the Downtown Master Plan images depict open space in the center with green space surrounded by mixed use. Mayor Boggus asked for the cost to maintain the green space. Mr. Drury said Tavares Square maintenance is included in the right-of-way budget and includes the cost is to mow, blow trimmings, and fertilize.

Council Member Singer said he would like to something unique, different, and interesting on the property and noted a concern for the cost of a fountain funded by the citizens. He said if a private investor could incur the costs then he would be in support.

Council Member Stevenson said he shares the concern of cost to the taxpayers and does not see the motivation for a private investor to incur the cost of a fountain.

Mayor Boggus said if a private business owns the property then they can decide how they would like to use their property as long as it falls within city codes.

Vice Mayor Pfister said a fountain could be considered a business venture such as a Christmas village where outside vendors and the private sector would like to participate during events and invest in the community. She said she would like the fountain to be large enough to attract people as a destination that sets the city apart.

MOTION

Troy Singer moved to authorize staff to seek an RFP to solicit commercial development for the Tavares green space, seconded by Lou Buigas. The motion carried 3-2 as follows:

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

Tab 5. Agreement with DRMP, Inc. to Facilitate the BUILD Grant Application

Mr. Dillon made the following presentation:

Lake County Florida, City of Tavares, and City of Mount Dora are working together to obtain a \$25 million Rails To Trails grant through the BUILD grant program for the design, engineering, right-of-way acquisition and construction of the planned Rails To Trails project beginning in Tavares traversing to the east through Lake County and into Mount Dora and out to Sorento which will then connecting to the Wekiva Trail. The BUILD grant application submission deadline is 5:00pm on May 18, 2020.

Staff solicited interest from two firms who are on the City's Library list of Consultants who have past experience with BUILD grants (Kimley Horn Inc. and DRMP Inc.). In order to get on the City's Library list, both firms previously had submitted their qualifications, were vetted by an In-House City selection team and approved by the City Council. These two firms were the only firms that had BUILD Grant experience on the Library List the City maintains. Kimley Horn declined to

submit a proposal due to the short time frame on application deadline and amount of work required to put a BUILD grant application together. DRMP, Inc. agreed to take the project on. Staff negotiated a contract in the amount of \$42,500 (see attached) and finds the cost commensurate with the scope of work and deliverables negotiated. DRMP will facilitate the application with Tavares, Mount Dora, Lake County, CSX, the Rail Road, State of Florida DOT, MPO and the United States Department of Transportation located in Washington DC. DRMP has extensive experience with these types of Federal Grants. DRMP will handle the coordination and collection of data between all entities and develop a complete and concise representation of the needs, benefits and goals required by the BUILD grant application. The cost proposal for services from DRMP, Inc. is \$42,500.00 and the City Manager of Mount Dora will be recommending to her Council a cost share participation of 50/50 with the City of Tavares there by reducing the Tavares amount down to \$21,250. Lake County Manager is recommending to his Commission a \$500,000 contribution to this project in the form of conducting the PD&E study that is a requirement for the project if the grant is awarded.

Although this Grant does not require a grant match, those grant applications that have a grant match score higher than those that do not. If this agenda item is approved and DRMP is retained to put the application together, the City of Mount Dora, Lake County and Tavares will discuss a collective appropriate grant match amount to remain competitive and bring that amount back to this City Council for consideration in the near future.

Staff recommends Option 1, for Council to approve a contract with DRMP, Inc. to facilitate the \$25 Million BUILD Federal Grant application in the amount of \$42,500 subject to reimbursement by City of Mount Dora in the amount of \$21,250 for the Rails to Trails Project (Wekiva Trail Extension - Segment 5). He said funds to be derived from the currently budgeted Streets Division Engineering 001-4102-541.31-15 line item in the amount of \$21,250.

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

Mayor Boggus asked for comments from Council.

Council Member Singer asked if the funding will affect repaving city streets. Mr. Dillon said no.

Council Member Buigas asked if there have been changes to the grant application deadline. Mr. Dillon said no.

Mayor Boggus asked if the City of Mount Dora will reimburse Tavares. Mr. Drury said the item will be considered by the City of Mount Dora, and if Mount Dora does not agree to 50% funding then it does not move forward. Mayor Boggus asked for information on Lake County funding for the project. Mr. Drury said Lake County will hire a consultant to complete a PD&E preliminary study for the Tavares to Mount Dora portion of the trail at a cost of \$500,000. Mayor Boggus asked if there are items not included in the contract

that are necessary for the grant. Mr. Dillon said not at this time, and noted any changes would be brought back to Council.

MOTION

Lou Buigas moved to approve Option 1 [Approval of a contract with DRMP, Inc. to facilitate the \$25 Million BUILD Federal Grant application in the amount of \$42,500 subject to reimbursement by City of Mount Dora in the amount of \$21,250 for the Rails to Trails Project (Wekiva Trail Extension - Segment 5], seconded by Roy Stevenson. The motion carried unanimously 5-0.

XII. NEW BUSINESS

Tab 5A. Coronavirus Update

Mr. Drury said the coronavirus is an evolving situation. He provided a national, state county and city update and noted the President of the United States and CDC issued strong guidance titled '15 Days to Slow the Spread.'

Mr. Drury highlighted the following mitigation efforts by the City:

- First Responders (Police and Fire) remain on duty and fully capable of responding 24 hours 7 days a week.
- AdventHealth Waterman Hospital remains fully open and in service to handle medical emergencies.
- Tavares EOC has been activated at Level 3.
 - Police Chief, Fire Chief, City Administrator, Emergency Management Director, and Mayor meet at the City EOC or virtually each morning at 9:00 a.m. and review Federal and State plans specific to COVID-19, with Department Directors joining virtually.
 - Police Chief, Fire Chief, Emergency Management Director participate in Lake County EOC operations.
 - Updates are issued each day by 12:00 noon to the City Council to provide National, State, County, and City updates.
 - Library is closed until further notice.
 - Recreation programs are cancelled.
 - Pavilion on the Lake is closed, weddings are being rescheduled.
 - Work stations in the city are limited to ten people or less in all city buildings.
 - Council Chambers have been rearranged to keep public at safe distances when seated. Only Department Directors with items on the agenda will be present, all others Directors have called in and are listening to the meeting.
 - Department Directors are holding team meetings virtually.
 - All restrooms and buildings are receiving extra cleaning with reminders to wash hands in all public restrooms.

- Work from home procedures are being developed using virtual private network protocol with the goal of providing basic level services to the public. Work from home remains an option but has not been instituted.
- All private run special events have been cancelled by the event organizers.
- The City Administrator is making a recommendation to close next weeks Seaplane Event well in advance; all events will have been closed prior to the event.
- The City Administrator will make a recommendation to issue a Declaration of Emergency opening the doors to suspend certain provisions within the Fire Union Contract regarding minimum staffing levels and paving the way for Federal and State reimbursement for coronavirus related costs.

Mr. Drury thanked Mayor Boggus for attending all EOC meetings. Mr. Drury said he is available for questions.

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

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

Tab 5B. Special Events

Mr. Drury said all events scheduled by private event organizers have been cancelled. He recommended cancelling the City's Seaplane A Palooza event.

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

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

MOTION

Troy Singer moved to cancel Seaplane A Palooza for the year, seconded by Roy Stevenson. The motion carried unanimously 5-0.

Tab 5C. Resolution Declaration of Emergency

Mr. Drury said Resolution 2020-05 relates to a Declaration of the State of Local Emergency and provides an effective date. He said the resolution will pave the path for flexibility in current agreements for employees as well as reimbursement for coronavirus related items.

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

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

MOTION

Roy Stevenson moved to approve Resolution 2020-05 authorizing the City Administrator to move forward as needed, seconded by Lou Buigas. The motion carried unanimously 5-0.

Tab 5D. Hospital update.

Mr. O'Keefe introduced Cara Anderson, Manager of Regulatory Readiness and Quality and Infection Control, AdventHealth Waterman. He recognized Leslie Matthews, Communications, AdventHealth Waterman in the audience. He noted Ms. Anderson and Ms. Matthews are both Tavares residents.

Ms. Anderson said the country is in a fluid and unique situation. She said AdventHealth is a strong organization and Waterman is connected to all AdventHealth facilities across the United States. She said all communities will receive the same information and message, and the hospital is prepared and fully functional. She said contingency plans are in place and asked the community to follow Federal and State government guidance. Efforts are in place to curb those incidents in Italy and Spain and flatten the curve. She said she is available for specific questions.

Mayor Boggus asked for comments from the audience.

Kristie Firmin, 2345 Idamere Shores, asked if AdventHealth has the authority to make decisions on local community outbreak issues as part of a larger consortium.

Deb Murphy, 1723 Sunrise Court, asked how cases are determined and where test kits are available.

Ms. Anderson said she recommends viewing the Department of Health website for current information. She said COVID-19 is a different virus that detection is not included in a typical respiratory panel. Tests are becoming more readily available and AdventHealth Waterman has tests. It is recommended that those with symptoms call the AdventHealth information line 1-877-847-8747 and asked citizens to contact their personal care physicians prior to coming to the emergency room. Ms. Anderson said that due to the fluid nature of the outbreak AdventHealth Waterman is looking at other facilities for testing in the future. More labs can now assist in testing and there is a current backlog of tests being processed.

Ms. Anderson said AdventHealth works closely with the Department of Health and if there was a community situation that needed to be addressed they are prepared, along with their state and county partners.

Attorney Williams asked if AdventHealth Waterman has any active cases. Ms. Anderson said no.

Mr. Drury said AdventHealth is doing a great job. Ms. Anderson noted AdventHealth has a website that also includes resources.

Council Member Buigas thanked Ms. Anderson for attending the meeting. Ms. Anderson noted AdventHealth and its staff are part of the community. She said there is a lot of work going in behind the scenes to ensure everyone's safety.

Council Member Stevenson asked how many tests are available in Tavares. Ms. Anderson said AdventHealth Waterman had over 180 tests earlier in the day. She said if an individual is in an emergency situation they would go to the hospital, otherwise they should contact their personal physician. She said all other diseases would first be ruled out prior to testing. Some of the planning that is going in to place is eventual walk-in testing but AdventHealth is not at that point. She confirmed all medical providers are doing pre-screening for certain criteria before a test is administered. Council Member Stevenson asked when a person becomes contagious. Ms. Anderson said the CDC has recommended a fourteen-day quarantine with temperatures taken twice per day. Council Member Stevenson inquired about drive-thru facilities for testing. Ms. Anderson said they are in communication with their corporation for local drive-thru testing, but at this time the determining factor is the availability of testing. She said you should call before you go anywhere for phone screening first. She said CentraCare is also available for phone screening. Council Member Stevenson asked for her recommendation to citizens for their safety. Ms. Anderson said follow the recommendations of the CDC, Federal Government, and State Government. Those decisions are made in conjunction with specialists. She said the effort is to prevent community outbreak of transmissions.

Mr. Drury recommended citizens have fourteen days of food and supplies for each person in the household in the event of a self-quarantine situation and call 1-877-847-8747 with clinical questions. Ms. Anderson said the CDC and Florida Department of Health has useful information and the FDOH has a toll-free number for questions.

Vice Mayor Pfister said the Surgeon General said a healthy person will feel the effects of the flu more than the effects of the coronavirus. Ms. Anderson confirmed that those 65 and older cronic medical conditions, immune disorders or those taking chemotherapy are most affected. Ms. Anderson said this is a new strain and there is no community immunity which is the biggest concern. Vice Mayor Pfister discussed herd immunity.

Mayor Boggus said the difference is the coronavirus and the flu is there are vaccines for the flu virus and medications to symptoms. Ms. Anderson confirmed there are no current treatments for COVID 19. She said it is similar in nature to H1N1.

XIII. OLD BUSINESS

None.

XIV. HISTORICAL PERSPECTIVE

Tab 6. Tavares Historical Society

None.

XV. AUDIENCE TO BE HEARD

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

XVI. REPORTS

Tab 7. City Administrator Report

Mr. Drury thanked the Council for their participation, support, and said the city has a great team. He thanked AdventHealth Waterman for attending the meeting and commended Tavares First Responders and general employees. He said the employees of Tavares are the last to go and the first to return during any event in order to continue providing the public with services they will need throughout the event. He said he will continue to update the Council on a regular basis until the event is done.

Attorney Williams noted he is on the Leesburg Hospital Board and said they received their first patient from Sumter County.

Tab 8. City Council Member Reports

Vice Mayor Pfister

Vice Mayor Pfister commended and thanked the City of Tavares First Responders.

Council Member Singer

Council Member Singer commended the city employees and said they did a great job on the opening day of the Babe Ruth baseball program. He noted his appreciation for AdventHealth Waterman as a community partner and appreciates the information provided.

Council Member Buigas

Council Member Buigas said she enjoyed the opening of the Babe Ruth baseball program. She thanked those who provide department monthly reports and said it is a resourceful tool to use when asked questions by residents.

Quote of the Day: "You can't calm the storm, so stop trying. What you can do is calm yourself. The storm will pass." ~Timber Hawkeye

XVII. ADJOURNMENT

There was no further business and Mayor Boggus adjourned the meeting at 5:15 p.m.

Respectfully,

Susie Novack, MMC/FCRM
City Clerk