



**TAVARES CITY COUNCIL
MEETING MINUTES
SEPTEMBER 2, 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
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**

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. Pastor Greg Watts, Liberty Baptist Church

Pastor Greg Watts, Liberty Baptist Church, provided the invocation and led those present in the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Mayor Boggus asked if there were any changes to the agenda. Mr. Drury said staff had no changes.

MOTION

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

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Tavares Chamber of Commerce Update

Mr. Berry said there were four new members for August, 2020 and the half price membership assistance program included fourteen renewals. Mr. Berry said the Chamber continues limited hours Tuesday through Thursday from 10:00 a.m. to 4:00 p.m.

Mr. Berry said Cares Act funding applications are available on the Chamber website. He said applications were available for businesses considered non-essential or forced to close. Within the next two weeks applications would be open for all business who experienced negative financial impact due to COVID-19.

Mr. Berry provided an update on upcoming events.

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

Attorney Holt stated there was one quasi-judicial matter before Council [Tab 5. Approve Resolution 2020-10 Comprehensive Plan Update 2040]. She gave the oath to those who wished to provide testimony.

Attorney Holt asked Council if they had any exparte communications to disclose.

Mayor Boggus said the Council discussed the Comprehensive Plan Update during multiple public meetings and hearings.

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read the following Ordinance and Resolution by title only:

RESOLUTION NO. 2020-21

A RESOLUTION OF CITY OF TAVARES, FLORIDA; AMENDING RESOLUTION 2020-06, FEMA PUBLIC ASSISTANCE; AUTHORIZING CARES ACT FUNDING AS A SUBRECIPIENT WITH LAKE COUNTY, FLORIDA; AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE DOCUMENTS RELATED TO CARES ACT FUNDING FOR THE COVID-19 PANDEMIC EMERGENCY; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

ORDINANCE 2020-10

AN ORDINANCE OF THE CITY OF TAVARES AMENDING THE CITY OF TAVARES COMPREHENSIVE PLAN IN ITS ENTIRETY PURSUANT TO FLORIDA STATUTES , CHAPTER 163; PROVIDING FOR ADOPTION OF THE CITY OF TAVARES COMPREHENSIVE PLAN 2040, INCLUDING AMENDMENTS TO THE FUTURE LAND USE ELEMENT AND THE FUTURE LAND USE MAP 2020, THE HOUSING ELEMENT, THE CONSERVATION ELEMENT, THE TRANSPORTATION ELEMENT, THE PUBLIC FACILITIES ELEMENT, THE CAPITAL IMPROVEMENTS ELEMENT, THE CONCURRENCY ELEMENT, AND THE INTERGOVERNMENTAL COORDINATION ELEMENT; PROVIDING FOR CREATION OF A RECREATION AND OPEN SPACE ELEMENT; INCLUSIVE OF ALL ASSOCIATED TABLES, EXHIBITS AND MAPS; PROVIDING FOR THE REPEAL OF ORDINANCES INCONSISTENT WITH THIS ORDINANCE PROVIDING FOR CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR TRANSMITTAL; AND PROVIDING FOR AN EFFECTIVE DATE.

VII. CONSENT AGENDA

Mayor Boggus asked the audience if they wished to comment on any items on the Consent Agenda. There were none.

Mayor Boggus asked Council if they wished to pull an item on the Consent Agenda for discussion. There were none.

MOTION

Lori Pfister moved to approve the Consent Agenda [Tab 3 – August 5, 2020 City Council Regular and Budget Workshop Meeting Minutes; Tab 4 - Approval of LCSO Dispatch Contract], seconded by Lou Buigas. The motion carried unanimously 5-0.

Tab 3. August 5, 2020 City Council Regular and Budget Workshop Meeting Minutes

Approved on Consent Agenda.

Tab 4. Approval of LCSO Dispatch Contract

Approved on Consent Agenda.

VIII. RESOLUTIONS

Tab 5. Approve Resolution 2020-21 Amending Resolution 2020-06, Authorizing Federal Public Assistance for COVID-19 Pandemic to include Cares Act Funding

Ms. Houghton made the following presentation:

On March 13, 2020, The President, declared a State of Emergency for the Coronavirus (COVID-19) Pandemic. The incident period for Public Assistance under the Declaration was effective beginning January 20, 2020.

The City of Tavares has incurred eligible costs related to the COVID-19 Pandemic Emergency, and On April 1, 2020, the City Council adopted Resolution 2020-06 providing authorization for the City Administrator to make application for Federal Public Assistance for the COVID-19 Pandemic (Disaster PA 4486). Resolution 2020-06 provided authorization for the City Administrator to execute agreements, contracts, and related documents required by the application for Federal Public Assistance (FEMA).

In addition to FEMA Disaster Assistance, the State of Florida has received Federal Cares Act Funding, and has allocated funds to Florida Counties for eligible expenditures related to the COVID-19 Pandemic. Each County may allocate funds to municipalities within their jurisdiction. Municipalities receiving allocations for Cares Act Funding from counties will be deemed sub-recipients for federal grant reporting.

The City of Tavares has incurred eligible costs related to the COVID-19 Pandemic emergency, and therefore Resolution 2020-20 provides expanded authorization to include Cares Act Funding in addition to FEMA Disaster Funding for eligible expenditures.

Staff recommends Council move to approve Option 1 – Approve Resolution 2020-21 authorizing the City Administrator to apply for Cares Act Funding Allocations from Lake County, Florida as a sub-recipient for eligible COVID-19 Pandemic expenditures, and to execute all documents related to and required by the application for Cares Act Sub-Recipient Funding with Lake County, Florida.

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

Mayor Boggus asked for comments from the Council.

Mayor Boggus said the item allows the City to apply for funding from the Federal Government. Mr. Drury confirmed.

Council Member Buigas asked for the type of items the City can be reimbursed. Mr. Drury said eligible items would include past items such as sanitation hand spray and masks as well as future items that are related to COVID such as virtual meeting video equipment necessary to hold public meetings. He said a package would be compiled to include items the City has purchased and items that would assist in future pandemics. The package would be forwarded to Lake County and then the State of Florida for eligibility review.

MOTION

Lori Pfister moved to approve, seconded by Roy Stevenson. The motion carried unanimously 5-0.

IV. TRANSMITTAL HEARING

Tab 5. Approve Resolution 2020-10 Comprehensive Plan Update 2040

Mr. Fitzgerald made the following presentation:

Florida growth management legislation requires local governments to maintain a comprehensive plan that provides the policy foundation for local planning and land use decisions. The comprehensive plan presents a vision for the future with long range goals and objectives that affect local government. Included in the comprehensive plan are elements pertaining to future land use, transportation, housing, recreation & open space, public facilities, capital improvements, conservation, and inter-governmental coordination.

City Council directed staff to complete the process of updating the City of Tavares Comprehensive Plan pursuant to Chapter 163, Florida Statutes (F.S.), and on December 5, 2018 approved the scope of services of Kimley-Horn consulting firm to assist staff in completing this task estimated to take approximately two (2) years. The process included hosting multiple visioning workshops providing the Public and the Comprehensive Plan Committee, made up of City and County stakeholders, the opportunity to express ideas about the future of Tavares, and to provide input and feedback on draft elements and key issues.

Ordinance 2020-10 proposes the adoption of the new comprehensive plan for the City of Tavares entitled "Taking Flight – Comprehensive Plan 2040" replacing in its entirety the City's Comprehensive Plan 2020 adopted on June 6, 2001.

At their July 16, 2020 meeting the Planning & Zoning Board, acting as the Land Planning Agency, voted unanimously to recommend approval of Ordinance 2020-10 and the City's new Comprehensive Plan.

Staff recommends that City Council moves to approve Option 1 – Approval of transmittal of Ordinance 2020-10 to the Florida Department of Economic Opportunity for review of the proposed comprehensive plan for the City of Tavares entitled “Taking Flight – Comprehensive Plan 2040” inclusive of all associated tables, exhibits, and maps, and replacing in its entirety the City’s Comprehensive Plan 2020.

Mr. Drury said the item before Council is for the transmittal of the plan to the state for comments. Those comments will come back to the City Council along with Planning and Zoning Board comments, Comprehensive Comp Plan Committee comments, staff comments, and public comments. The goal is for Council to receive all comments at an upcoming meeting.

Kelley Klepper, Mike Vaudo, and James Taylor, Kimley Horn Representatives, made a PowerPoint presentation of recommendations to the Comprehensive Plan including Goals of the Plan, Comprehensive Plan Process, 2040 Plan Highlights, Land Use Element, Transportation and Mobility Element, Housing Element, Public Facilities Element, Conservation Element, Recreation and Open Space Element, Intergovernmental Coordination Element, Capital Improvement Element, and Next Steps.

Mr. Drury noted that once the Comprehensive Plan completes the review process, the next item before the City will be to update the Land Development Codes to be consistent with the Comprehensive Plan. It is at that point the changes will occur for those who wish to build in the city.

Mayor Boggus asked for comments from the audience.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, said he did not see any discussion regarding the cost of each new elements or increased level of service. He said he does not believe the Council has been physically conservative in the process.

Council Member Boggus asked Mr. Drury to confirm there is no fiscal impact and the Comprehensive Plan sets goals for the city. Mr. Drury said the plan includes broad goals for the City. Land Development Regulations will be implemented and a Five-Year Capital Plan will be reviewed and approved each year along with an annual budget. He said the Council is adopting a budget that is 25% lower than last year, which is a decision by the Council to reduce the budget. The budget is also being adopted with the lowest millage rate in five years. Mr. Drury said each year the Council looks at the budget and the plan, and then decides, based on economic conditions and affordability, on the adopted budget at that time. The Comprehensive Plan is a plan for the future

look of the city to enable property owners who wish to build and exercise personal property rights know how their property should be compatible with the plans of the city.

Mayor Boggus asked for questions from the Council.

Council Member Singer thanked Kimley Horn for their hard work. He said he appreciates their comments about staff involvement and how hard they have been working on the project. He said it is exciting to see the Comprehensive Plan come to fruition after community and stakeholder involvement in the process.

MOTION

Roy Stevenson moved to approve the transmittal of the Comprehensive Plan, seconded by Troy Singer. The motion carried unanimously 5-0.

X. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

XI. GENERAL GOVERNMENT

Tab 7. Community Grant Award

Ms. Novack made the following presentation:

Council budgeted \$2000.00 in the current Fiscal Year 2020 for Community Grant awards. The city advertised at the beginning of the fiscal year an invitation to submit community grant applications for area not-for-profit organizations with a 501C3 designation for up to \$500.00 in funding for community and social service projects.

On January 15, 2020 the Council awarded two grants applications in the amount of \$500 each, resulting in a \$1000.00 remaining balance in budgeted Community Grant funds.

On February 19, 2020 Council moved to remove application deadlines from the Community Grant Policy, for grants to be awarded until funds are extinguished from this program.

The City received a new grant application from LovExtension, Inc. A ranking committee consisting of the City Clerk, Finance Director and Community Services Director met on August 27, 2020 to review the application for qualification, and determined the application met the program criteria for selection.

Staff recommends approval of Option 1 - Award a Community Grant in the amount of \$500.00 to LovExtension, Inc.

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 Option 1 to award a community grant in the amount of \$500.00 to LoveExtension, Inc., seconded by Lou Buigas. The motion carried unanimously 5-0.

Tab 8. Extension of Interlocal Agreement with School Board for Joint Use of Facilities

Mr. Aldrich made the following presentation:

On October 17, 2018, the City entered into an interlocal agreement with the School Board of Lake County for the joint use of facilities. The agreement established specific parameters and guidelines for both governmental agencies when utilizing the other's facilities.

This agreement is set to expire on September 30, 2020. The Agreement has in it a provision to extend on a yearly basis. Staff is recommending approval to extend this agreement for another year. A copy of the agreement is included in the agenda packet.

Staff recommends approval of Option 1 – Council move to approve and extend the interlocal agreement with the School Board of Lake County, Florida for the joint use of facilities for one year.

Mr. Drury said this item will come back to the Council each year for any desired changes.

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 Option 1 [Approve and extend the interlocal agreement with the School Board of Lake County, Florida for the joint use of facilities for one year.], seconded by Roy Stevenson.

Mayor Boggus thanked Mr. Aldrich for his hard work.

The motion carried unanimously 5-0.

Tab 9. Acceptance of Negotiated Contract with GatorSkitch Corporation for the Architectural Design Services of the Public Works/Solid Waste Facility

Mr. Dillon made the following presentation:

On May 20, 2020, City Council awarded the Architectural Design Services work to GatorSkitch Corporation for the design of the new Public Works/Solid Waste Facility and authorized staff to negotiate a contract.

Staff negotiated a contract for Architectural and Engineering services with Gatorskitch in the amount of \$644,574 which represents 9.2% of the approved \$7 million budget. As part of the contract negotiations, staff utilized the design professional fee guidelines from the Department of Management Services (DMS), which reflects the current market conditions for architectural and engineering services. The negotiated fee is well within those guidelines.

The contract covers architectural services, design and engineering services, development of construction documents and bid specifications, construction bidding services, project management, construction management and construction oversight, procurement services for furnishings, equipment, audio visual and information technology services.

Staff recommends approval of Option 1 - Approve the negotiated AIA contract with GatorSkitch Corporation for the Architectural Design Services of the Public Works/Solid Waste facility in the amount of \$644,574.

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

Mayor Boggus asked for comments from the Council.

Council Member Buigas referred to page 4 and asked for the expense of the geotechnical engineering by owner. Mr. Dillon said Phase 1 environmental aspect the city submitted is a grant application in the amount of \$2.2 million dollars. He said the cost of Phase 2 will depend on the architectural design. Once a survey and scope of work has been received staff will have a better understanding of the cost.

Council Member Buigas referred to page 3 and said the contract identified two different people as the Project Manager. Mr. Drury said Mr. Dillon will be designated as the Owners Representative and his title as Project Manager will be removed.

Council Member Buigas said material costs are increasing and wants to ensure the city is sensitive to those increases as the project is designed. If those costs continue to rise there may be consideration for a smaller building.

MOTION

Lou Buigas moved to approve Option 1 [Approve the negotiated AIA contract with GatorSkitch Corporation for the Architectural Design Services of the Public Works/Solid Waste facility in the amount of \$644,574.], seconded by Roy Stevenson.

Council Member Singer inquired about including Council discussion in the motion. Mr. Drury said the building would be designed within the budget and Mr. Dillon's title would be changed.

The motion carried unanimously 5-0.

XII. NEW BUSINESS

Council Member Singer said he would like the city to recognize the upcoming Veterans Day on November 11, 2020. Mr. Drury said if the Council would like staff to place flags on Main Street staff will make it happen. He asked if Council would like flags placed for the day or entire week.

There was a consensus from the Council to display flags on Main Street the week of Veterans Day.

Council Member Buigas inquired about the cost. Mr. Drury said the 4th of July flags can be utilized with staff installation.

XIII. OLD BUSINESS

XIV. AUDIENCE TO BE HEARD

Vance Jochim, Milwaukee Avenue, Lake County, said the Howey in the Hills Council reduced their Council pay per meeting. He said Minneola rolled back taxes below their roll back rate.

Belinda Rank, 216 Fern Avenue, Tavares, asked for an update on recent violence in the city. Chief Lubins said the Police Department enhanced patrolling in the area. He said the detectives and road patrols are working diligently each day, and investigations are moving forward. He said he is unable to provide details, and the small area experiencing the issues has an unprecedented presence of Police Officers. Chief Lubins noted there are shootings in Leesburg, Eustis, and Mount Dora and the cities and Sheriff's Department are working together to resolve the issue. He said it is the number one priority for the Tavares Police Department.

Christy Ferman, 204 N. Rockingham Avenue, Tavares, thanked the Tavares Police Department for protecting the residents. She asked for the best way residents can access updated information. Chief Lubins said information that can be made available

will be placed on the Tavares Police Department Facebook page. He said if there is a specific question or concern to not hesitate to call the Police Department.

Mayor Boggus noted Police Departments do not announce warrants for location and apprehension purposes. Chief Lubins confirmed

XV. REPORTS

Tab 10. City Administrator Report

Mr. Drury noted a Budget Hearing scheduled September 3, 2020 at 5:05 p.m. He said the budget is one of the most fiscally conservative budgets ever put together. The budget process began in January and the Board, citizens, and staff have worked hard to bring the budget down. He noted the following the highlights:

- The proposed property tax rate is the lowest in five years.
- The rates have been reduced for two consecutive years.
- The proposed debt service is the lowest tax rate in the last nine years.
- The rate has been reduced every year for the last eight years.
- The proposed city budget was reduced 25% over the current year.
- Reserve appropriation was increased.

Mr. Drury said Tavares has a stable government with a tax reduction program that is not reactionary or over-reactionary. It is a well thought out budget thanks to the Council, and allows the city to continue to provide the services the public and business community depends on in a stable and methodical way. He said Tavares is a steady-as-she-goes city that is fiscally responsible. He said he looks forward to continuing deliberating the budget with the Council.

Mr. Tweedie provided an update on the Seaplane Base & Marina reconstruction. He said the contract Notice to Proceed has been issued. Construction will be mobilized on site September 14, 2020. Fabrication has been completed offsite and the project is 30-40% complete. Mr. Tweedie said the project will be completed May 2021.

Mr. Dillon noted the build grant awards will be announced within two weeks.

Tab 11. City Council Member Reports

Council Member Buigas

- Thanked Mr. Fitzgerald and his Team for their work on the Comprehensive Plan.
- Thanked Mr. Tweedie for the news regarding Sunday Cool. She said it is nice to see Tavares in the national news in a positive light.

Quote of the Day: "Quality is not an act, it is a habit." ~Aristotle

Vice Mayor Pfister

Vice Mayor Pfister asked for an update on the golf cart crossing. Mr. Drury said the city hired a Griffey Engineering to update the study for the crossing. Once completed the update will be sent to FDOT District 5 and then to Tallahassee. Mr. Drury said staff will meet with Legislators through the process and he is hopeful the city will have an answer within sixty days.

XVI. ADJOURNMENT

There was no further business and Mayor Boggus adjourned the meeting at 5:02 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk