



AGENDA
TAVARES CITY COUNCIL
March 1, 2023
4:00 PM
TAVARES CITY HALL COUNCIL CHAMBERS
201 E MAIN STREET, TAVARES

(Members of the public wishing to speak on an item that is on the agenda must fill out a Request to Speak form available from the City Clerk or at the Council Meeting prior to the meeting being called to order. In addition, the Mayor will ask for comment under the agenda item titled "Audience to be Heard" for matters not on the Agenda. For further information contact the City Clerk at (352) 742-6209 or snovack@tavares.org)

I. CALL TO ORDER

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1 Pastor Morgan Flagler, First Baptist Church of Tavares

III. APPROVAL OF AGENDA

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2 Proclamation - Employee Appreciation Day - March 3 (Mayor)

Tab 3 Proclamation - Florida Government Finance Professional's Week -
March 20-24 (Mayor)

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD

VII. CONSENT AGENDA

Tab 4 Approval of the February 1 and February 15, 2023, City Council
Regular Meeting Minutes (City Clerk)

VIII. RESOLUTIONS

IX. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 5 Fire Station 29 Air Quality Improvement Project (Fire)

Tab 6 Utilities Department Update (Utilities)

Tab 7 Police K9 Program Update (Police)

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

Tab 8 City Administrator Report

Tab 9 City Council Member Reports

XV. ADJOURNMENT

F.S. 286.0105 If a person decides to appeal any decision or recommendation made by Council with respect to any matter considered at this meeting, he will need record of the proceedings, and that for such purposes he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least two (2) working days in advance of the meeting date and time at (352) 742-6209.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/1/2023**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor Morgan Flagler, First Baptist Church of Tavares

OBJECTIVE:

Pastor Morgan Flagler, First Baptist Church of Tavares, will provide the invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Pastor Morgan Flagler, First Baptist Church of Tavares, will provide the invocation and lead those present in the Pledge of Allegiance.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

Attachments not provided are available to the public upon request to the City Clerk.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/1/2023**

AGENDA TAB NO.: 2

SUBJECT TITLE: Proclamation - Employee Appreciation Day - March 3 (Mayor)

OBJECTIVE:

For the Mayor to read, and the Council to adopt, a Proclamation declaring March 3, 2023, Employee Appreciation Day.

SUMMARY:

Employee Appreciation Day was created by Dr. Bob Nelson, a founding member of Recognition Professionals International in 1995, as a means of rewarding and thanking employees for their hard work and dedication to an organization. Employee Appreciation Day is held on the first Friday of March each year.

OPTIONS:

1. For the Mayor to read, and the City Council to adopt, a Proclamation declaring March 3, 2023, as Employee Appreciation Day.
2. Do not adopt the Proclamation.

STAFF RECOMMENDATION:

Option 1. For the Mayor to read, and the City Council to adopt, a Proclamation declaring March 3, 2023, as Employee Appreciation Day.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Employee Appreciation Day Proclamation

Attachments not provided are available to the public upon request to the City Clerk.



PROCLAMATION

WHEREAS, Employee Appreciation Day was created by Dr. Bob Nelson, founding member of Recognition Professionals International, in 1995 to be held annually on the first Friday of March; and,

WHEREAS, the City of Tavares recognizes the many contributions of the dedicated individuals committed to providing valuable services and activities to the community; and,

WHEREAS, the City of Tavares employees have seen their roles expanded to match the growing needs of the community and still answer the call for efficient, effective, and responsive quality service; and,

WHEREAS, the City of Tavares employees are equipped with visionary leadership and a spirit of continuous improvement, always striving to understand customer needs, identify problems, improve processes, and measure results to enhance the quality of services provided to the public; and,

WHEREAS, these dedicated individuals endeavor daily to perform their jobs with professionalism and integrity to improve lives and help the community become a better place to live, work and play.

NOW, THEREFORE, the Tavares City Council does hereby proclaim March 3, 2023, as

EMPLOYEE APPRECIATION DAY

PASSED AND DULY ADOPTED, by the Tavares City Council on this 1st day of March 2023.

Walter B. Price, Mayor

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/1/2023**

AGENDA TAB NO.: 3

SUBJECT TITLE: Proclamation - Florida Government Finance Professional's Week - March 20-24 (Mayor)

OBJECTIVE:

To request Council recognition for Florida Government Finance Professionals Week, and Proclaim March 20 through March 24, 2023 as Florida Government Professionals week in Tavares, Florida.

SUMMARY:

Government Finance Professionals Week is an event sponsored by the Florida Government Finance Officers Association (FGFOA) to recognize the vital services of all government finance professionals that they provide to our state and our communities.

The FGFOA was established in 1937 and serves over 3300 members. The FGFOA provides professional resources to government finance professionals. Resources include:

- A Code of Ethics and Standards
- Continuing education
- Networking
- Leadership
- Information resources
- Legislative changes related to government finance

Finance staff are responsible for the proper accounting of all City funds, and compliance of all applicable regulations and laws as they pertain to fiscal matters. Areas of responsibility include, but are not limited to accounting, grant reporting, financial reporting and disclosure, billing, inventory oversight, accounts receivable, purchasing, contract administration, state and federal reporting, debt service management, investment of City funds, preparation, development, implementation, and control of the City budget, and technical systems for reporting and data collection .

OPTIONS:

1. For the Mayor to Read and the City Council to Adopt a proclamation designating March 20 through March 24, 2023, as Government Finance Professionals Week in the City of Tavares.
2. Do not adopt the Proclamation.

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. FGFOA FinanceProfessionalWeek_Proclamation_03012023_V2 (1)

Attachments not provided are available to the public upon request to the City Clerk.



PROCLAMATION

WHEREAS, The Florida Government Finance Officers Association is a professional association founded in 1937 and serves more than 3,300 professionals from state, county, and city governments, school districts, colleges and universities, special districts, and private firms; and

WHEREAS, the FGFOA is dedicated to being your professional resource by providing opportunities through education, networking, leadership, and information; and

WHEREAS, this Government Finance Professionals Week, sponsored by the FGFOA and all of its member governmental organizations, is a weeklong series of activities aimed at recognizing government finance professionals and the vital services that they provide to our state and our community; and S

WHEREAS, during this week, government finance professionals throughout the State of Florida will be acknowledged for their hard work, dedication, and leadership.

NOW THEREFORE, I, Walter Price, as Mayor, and on behalf of Vice-Mayor Sandy Gamble, City Council Member Troy Singer, City Council Member Lori Pfister, and City Council Member Robert Grenier, do hereby proclaim March 20-24, 2023, as Government Finance Professionals Week in the City of Tavares and extend our appreciation to all government finance professionals throughout the State of Florida and here in the City of Tavares for their hard work, dedication, and leadership.

PASSED AND DULY ADOPTED this 1st day of March 2023.

Walter B. Price, Mayor

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/1/2023**

AGENDA TAB NO.: 4

SUBJECT TITLE: Approval of the February 1 and February 15, 2023, City Council Regular Meeting Minutes (City Clerk)

OBJECTIVE:

To consider approval of the February 1 and February 15, 2023, City Council regular meeting minutes.

SUMMARY:

Attached are the February 1 and February 15, 2023, City Council regular meeting minutes as submitted by the City Clerk.

OPTIONS:

1. Move to approve the City Council meeting minutes under the Consent Agenda.
2. Move to approve the City Council meeting minutes with corrections.

STAFF RECOMMENDATION:

For Council approval.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 02-01-2023 CC Minutes
2. 02-15-2023 CC Minutes

Attachments not provided are available to the public upon request to the City Clerk.



**TAVARES CITY COUNCIL
MEETING MINUTES
FEBRUARY 1, 2023 – 4:00 PM
TAVARES CITY HALL COUNCIL CHAMBERS
201 EAST MAIN STREET, TAVARES 32778**

COUNCIL MEMBERS PRESENT

**Walter Price, Mayor
Sandy Gamble, Vice Mayor
Bob Grenier, Council Member
Lori Pfister, Council Member
Troy Singer, Council Member**

STAFF PRESENT

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

I. CALL TO ORDER

Mayor Price called the meeting to order at 4:00 p.m. He asked those who wished to speak on an agenda item to complete and submit a Request to Speak form.

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1. Pastor Jamison Elder, Umatilla Baptist Church

Pastor Jamison Elder, Umatilla Baptist Church, provided the invocation and led those present in the Pledge of Allegiance.

III. APPROVAL OF AGENDA

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

MOTION

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

IV. PROCLAMATIONS/PRESENTATIONS

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

Attorney Holt stated there were no quasi-judicial matters before the Council for consideration.

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

VII. CONSENT AGENDA

Mayor Price asked if anyone wished to pull an item from the Consent Agenda for discussion. There were none.

MOTION

Troy Singer moved to approve the Consent Agenda [Tab 2. Approval of the January 18, 2023, City Council Regular Meeting Minutes; and, Tab 3. Board Appointments – Police and Fire Pension Boards], seconded by Bob Grenier. The motion carried unanimously 5-0.

Tab 2. Approval of the January 18, 2023, City Council Regular Meeting Minutes

Approved on the Consent Agenda.

Tab 3. Board Appointments – Police and Fire Pension Boards

Approved on the Consent Agenda.

VIII. RESOLUTIONS

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 4. Broad Budget Priorities

Mr. Drury made the following presentation:

As provided for in the prior City Council meeting, an opportunity is provided at this Council meeting for the City Council to develop its FY 2024 (October 1, 2023 - September 30, 2024) Broad Budget Goals which City staff will use as guiding principles and a starting point to build the annual City Budget over the next several months. The budget will then be presented back to the City Council this summer. Thereafter, the Council will continue to refine it through July and August and finalize it and adopt it in September with public commentary and input along the way. Attached are the prior year's Broad Budget Goals that the former City Council set forth, many of which were incorporated into the budget. Also, re-included from the prior Council meeting are the current projects and initiatives underway.

The Council members provided their Broad Budget Priorities as follows:

Vice Mayor Gamble

- Maintain level of service
- Continue and finish Capitol Projects
- Sidewalk replacement and new where needed
- Installation of exhaust system in station 29 if not completed before
- Adopt new Impact Fees for residential housing
- Finalize the deal of Stover Complex to Lake County School Board if not completed at the time of Budget
- Continue to lower debt and not go further into debt
- Add a person to shifts at Station 29

Council Member Singer

- Continue to lower the millage
- Offer the same level of services
- Road repaving
- Take care of infrastructure
- Continue to pursue grant programs
- Ensure staff is well compensated
- Continue to work on current capital projects and finish
- Add to Reserves

Council Member Singer asked Ms. Houghton if the City met the criteria for Reserves. Ms. Houghton confirmed. Council Member Singer said he would like Reserves to remain at their current level.

Council Member Pfister

- Make sure the YMCA is a priority that is funded to get the project off the ground
- Impact fees for residential housing and possible incentives for commercial building
- Be mindful when developing the Highway 19 frontage
- Safety lighting for downtown

Mr. Drury said lighting was completed along the trail and waterfront, and a plan is being put together for lighting at the traffic circle.

- Continue to look for grants
- Make Pontoon Promenade a tourist destination

Council Member Grenier

- Complete Public Works building
- Continue with the West Main Street Gateway
- Do something for the Old 441 gateway
- Plan the new Tavares frontier along SR19/561/448 corridor well with no sprawl and be mindful of economics, residential development, land conservation, and a possible convention center.
- Continue to make sure the Tavares History Museum and Tavares Library have the resources needed to keep a high level of service to patrons and guests
- Replace the small directional sign at the Tavares Cemetery to the Lane Park Cemetery
- Do something to recognize Major St. Clair Abrams in an appropriate and honorable way for future generations
- Keep streets/alleyways/stormwater going, improving, and at a good level of service
- Keep the needs of the Police and Fire Departments to ensure they keep their high level of service

Mayor Price

- Try to get to the rollback rate, if not continue the trend of lowering the millage rate
- Accelerate and continue to pay down City debt
- Would like to see West Main Street Gateway Project come to fruition
- Continue to pursue grants
- Continue the same level of service

- Increase reserves where we can
- Increase lighting on sidewalks in Wooton Park. Mr. Drury confirmed lighting had been installed
- Finish ARPA projects in progress
- Continue the current hold on the HVAC at the historical fire station until the buildings future has been determined

Mr. Drury thanked the Council and said he and the staff would work to create a budget to bring back for consideration.

Tab 5. Board Appointment – Code Enforcement Special Magistrate

Mayor Price made the following presentation:

Code Enforcement Special Magistrate Rick Joyce recently retired, leaving the Special Magistrate position vacant. Tavares Attorney Benjamin M. Boylston has indicated he is interested in the position. The City Administrator, City Attorney, Police Chief, and Code Enforcement Officer are in support of the appointment. The annual contract has the same terms/rates/conditions as the previous Special Magistrate.

Mayor Price said he would like to appoint Benjamin M. Boylston as the City of Tavares Code Enforcement Special Magistrate.

MOTION

Lori Pfister moved to approve the nomination of Benjamin M. Boylston as the City of Tavares Code Enforcement Special Magistrate, seconded by Bob Grenier.

Council Member Singer, Vice Mayor Gamble, and Mayor Price thanked Mr. Boylston.

The motion carried unanimously 5-0.

Mr. Boylston thanked the Council and said he was honored to be appointed as Special Magistrate and looked forward to getting to work.

Tab 6. Tavares Square Request for Proposals Continuation of Discussion

Mr. Tweedie made the following presentation:

The city-owned downtown property now known as Tavares Square was originally purchased from Lake County in 2015 for the purpose of fulfilling the vision of the City Council's adopted Downtown Master Plan. The Master Plan conceptualized transforming this property, which was previously occupied by a County Government Records Center, into a multi-level, mixed-use commercial development, with elements of open plaza space, multi-family residential and

retail/office space, "...through negotiations with potential developers" - Page 102 Downtown Tavares Redevelopment Master Plan.

After the City acquired and converted the property to open public space, the City began marketing efforts to solicit private sector interest in purchasing and redeveloping this property consistent with the vision of the Master Plan. An initial RFP was conducted in late 2015/early 2016, resulting in no market interest or proposals. Subsequently, a contractual engagement with a Commercial Real Estate Broker was entered into for a 2-year period. Due to soft market conditions at the time, the City received no interest from the private sector and the Council directed staff to suspend active marketing efforts on the property until more favorable market conditions emerged.

As market conditions became more favorable in 2022, in May of that year, Council approved staff for the third time to seek interest in Tavares Square from private developers by conducting another RFP solicitation process to solicit a potential developer for the sale and redevelopment of the Tavares Square property consistent with the Downtown Master Plan. RFP solicitation # 2022-0014 resulted in four (4) proposals being received at the proposal deadline of 08/31/2022. A selection committee consisting of the City Administrator, Economic Development Director, and Community Development Director was convened to review, score, and rank these firms. The result was a tie score between Cagan Management and G3 Development being the top two ranked firms.

These two mixed-use proposals from these two top-ranked firms were presented to Council at the previous Council meeting for the purpose of selecting one of the two firms to negotiate a contract with and then bringing that negotiated contract back to the Council for consideration and final approval. Both firms presented the Council with an overview of their proposed projects at the meeting. After receiving, reviewing, and discussing the proposals, the Council determined that additional information should be provided to the two (2) proposers on what the Board is looking for, in addition to the Board needing more information before the board could make a decision to award the project to one of the firms for contract negotiations.

This item has therefore been brought back to City Council for further consideration and it is recommended that:

1: Council hold a discussion on what they are looking for from the proposers for the site and upon the conclusion of these discussions, that

2: The top two ranked Proposers fine-tune their proposals or not over the next two weeks based on this Council input for a final submittal by the two top-ranked firms to the City Council at the next meeting for consideration and selection of the number one ranked firm to negotiate a contract with.

After the Board selects the number one ranked firm at the next meeting, staff will negotiate a contract with that firm and bring a negotiated contract back to the Council for consideration and approval at a subsequent meeting.

Staff recommends Option 1, for Council to discuss and provide input as to what they are looking for from the two top-ranked firms and then request that Cagan Management and G3 Development re-submit their proposals with any revisions they may or may not want to make based on the City Council's input.

Mr. Drury said an opportunity was provided for the Council to discuss their wishes for the property.

MOTION

Lori Pfister moved to approve Option 1 for discussion, seconded by Bob Grenier.

Council Member Pfister said after further thought, she felt the development would need a parking garage, and people would only want to live at the location with access to nearby parking. She suggested locating a garage along Main Street and would be amenable to an increase in height if needed to make the project financially feasible. Council Member Pfister stated she would like to ensure the Ruby Street end of the property was open with views of the lake and would like water features and a European flavor.

Council Member Grenier said a parking garage would need to be backstage and accessible to the residents and businesses. He said the buildings should maintain the historical downtown theme and not be modern with glass or exposed staircases.

Council Member Singer said both developers would be a great choice as they were highly involved in the community and had outstanding projects in Tavares. Council Member Singer said he would like proposals with and without the parking garage and noted a concern for parking used by area business customers. He said there were plans for a future parking garage when Public Works moves locations, and he wanted to avoid the concept of a parking garage on Main Street. Council Member Singer said he would like additional information regarding a lease option for a parking garage.

Vice Mayor Gamble said he would like the project to follow the existing Land Development Regulations, as any changes would set a precedent for future development. Vice Mayor Gamble said a parking garage should be at no expense to the City for purchase or lease, and he would not want a parking garage street side. Vice Mayor Gamble noted his preference for a facade similar to City Hall.

Mayor Price asked G3 if they would still include 60 units with surface-only parking. Mr. Gunther said no, as replacement parking could be obtained with surface-only parking.

He said G3 proposed 60 units because the Downtown Redevelopment Master Plan discusses higher densities downtown.

Mayor Price inquired about the enforcement of surface parking. Mr. Gunther said it would not be their intention for parking to be limited to the tenants and noted there were currently 57 parking spots. The building residents would use parking in the morning and evening, and the public would use parking during the day.

Mayor Price noted he did not support committing the City to a future lease obligation. He said a garage might not cover the City's long-term parking needs over a future parking garage at the existing Public Works site.

Mayor Price asked if the construction cost would go up if over three stories. Mr. Gunther said no.

Mayor Price said he preferred the look of a hybrid coastal building with brick at the bottom and more modern at a higher level. He said it is an exciting project for the City and is needed on the site.

Kristie Furman, 204 N. Rockingham Avenue, Tavares, said her favorite thing about downtown Tavares was the architecture. She noted Tampa has a parking garage with a public garden top on the top floor.

Council Member Grenier said he would like to see two options from each firm; a parking garage and on-street parking.

Mr. Drury said parking would have to be addressed to meet the City's Land Development Regulation requirements, whether surface parking or a parking garage. He said the Council indicated a parking garage should be at no cost to the City, aesthetically pleasing, and street side. He said both proposals included adequate onsite parking to meet the City codes and noted the Council shared good comments on their preferences.

The motion carried unanimously 5-0.

Tab 7. Select Contractor for the new Public Works Operations Center

Mr. Dillon made the following presentation:

On October 29th, 2021, Governor Ron Desantis awarded the City of Tavares six (6) million dollars through the Florida Job Growth Grant Fund to complete the funding program for the new Public Works Operations Center that will accommodate the entire operation of the City of Tavares Department of Public Works and serve as a regional transportation training and innovation center for the City of Tavares and Lake Technical College's Diesel and Automotive program. On May 4th, 2022, representatives from GatorSketch, Lake Technical

College, and City Staff presented to City Council the interlocal agreement and Architectural Site Plan for the new Public Works Operations Center. At that meeting, the City Council approved the interlocal agreement, schematic design, and authorized staff to finalize the design, develop the construction documents and bid the job out. An Invitation to Bid for the construction of the new Public Works Operations Center (ITB No. 2023-0005) was opened publicly on November 19th, 2022, and closed on January 18th, 2023, at 2:00 pm, resulting in the receipt of three (3) bids as follows:

<i>DE Scorpio Corporation</i>	<i>\$21,327,007.00</i>
<i>Mark Cook Builders, Inc.</i>	<i>\$22,121,068.00</i>
<i>Charles Perry Partners, Inc.</i>	<i>\$23,786,686.00</i>

The budget for the construction portion of this project is \$19,489,517 placing the low bid of \$21,327,007 at 8% above budget (\$1,837,489).

Pursuant to the attached engineer's recommendation, it is recommended the Council approve Option 1 A, B, and C as follows:

- A. Select DE Scorpio Corporation as the lowest most responsive bidder for the project*
- B. Instruct staff and the Engineer to negotiate a contract within budget.*
- C. Bring back to the Council at its next meeting a construction contract within budget.*

Mr. Dillon said the architect and staff believed a contract could be negotiated within the budget.

Mayor Price asked for comments from the Council.

MOTION

Lori Pfister moved to approve Option 1 [A. Select DE Scorpio Corporation as the lowest most responsive bidder for the project; and, B. Instruct staff and the Engineer to negotiate a contract within budget; and, C. Bring back to the Council at its next meeting a construction contract within budget], seconded by Bob Grenier

Council Member Singer and Council Member Grenier noted their support for the project.

The motion carried unanimously 5-0.

Tab 8. Fairgrounds Horizon Team

Mr. Drury made the following presentation:

Lake County Fairgrounds is exploring relocation to Tavares across the street from Miracle Field off CR 448 next to the Animal Shelter. As this County project takes shape, a concerted coordination effort will take place between Lake County, the Fairgrounds Board, and Tavares to address utilities, traffic, support hotels, and other related economic support and infrastructure. Having a Council member join the Horizon Team (City Administrator, Economic Development Director, Utilities Director, and Public Works Director) to report back to Council on progress and needs will benefit the project and Council.

Council Member Pfister said she had worked on the project for many years and wished to be appointed Council representative on the Fairgrounds Horizon Team.

MOTION

Bob Grenier moved to appoint Lori Pfister as the Fairgrounds Horizon Team Council Representative, seconded by Troy Singer. The motion carried unanimously 5-0.

Tab 9. Award of Quote for Fred Stover Sports Complex Appraisal

Mr. Aldrich made the following presentation:

Attached is a letter from the School Board of Lake County, Florida expressing their interest in purchasing the Fred Stover Sports Complex. Previously, at the November 2, 2022 meeting, the council directed staff to begin negotiating a purchase & sale agreement with the school board for the property. Staff has met with school board representatives and is currently developing that agreement and a negotiated sale price. An appraisal of the property is needed, and staff has solicited three price quotes as follows:

- 1. Pomeroy Appraisal Associates of Florida, Inc - \$4,800*
- 2. Clayton, Roper & Marshall Inc. - \$6,500*
- 3. The Spivey Group, Inc. - \$7,450*

Staff is seeking council authorization to move forward with the lowest price quote from Pomeroy Appraisal Associates of Florida in order to proceed with the purchase & sale agreement negotiations. Funds for the appraisal are available in the City Administrator's FY23 Contingency line item for miscellaneous purchases. Once the appraisal is complete, staff will bring the purchase & sale agreement back to the Council with the negotiated sale price for approval.

Mayor Price noted Pomeroy was a residential firm in Volusia County and recommended the approval of Clayton, Roper & Marshal, Inc. as they had commercial property experience and a Member Appraisal Institute (MAI) designation. He said while he wanted to save money, he felt it would be best to consider Clayton, Roper & Marshal, Inc. for the project.

Mr. Drury noted there were sufficient funds to accommodate the increased cost.

Council Member Pfister inquired about ballfield appraisals. Mayor Price said appraising a ballfield would be unique and specialized.

Vice Mayor Gamble and Council Member Singer supported Mayor Price's recommendation.

MOTION

Sandy Gamble moved to approve Clayton, Roper & Marshal, Inc. at a cost of \$6,500, seconded by Lori Pfister. The motion carried unanimously 5-0.

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

Kristie Furman, 204 N. Rockingham Avenue, said she enjoyed the Ribbon on Ruby event and commended Cheri Moan on her efforts. Ms. Furman said she appreciates Mayor Price's fiscal conservatism and recommended Mr. Drury review the complications associated with millage and rollback rates.

Mr. Drury thanked Ms. Furman for her comments and said each Council member meets with him and the Finance Director to review the budget.

Ms. Furman said she is excited about the development of the fairgrounds and thanked Council Member Pfister for her efforts. She noted concern regarding the Tavares Chamber of Commerce. Mr. Drury said Council Member Singer and Mr. Tweedie attend each Chamber board meeting, and the Chamber makes a presentation to the Council every other meeting. He said the relationship between the Tavares Chamber of Commerce and the City of Tavares is strong.

Gary Santoro, Royal Harbor, welcomed Council Member Grenier back to the Council. He said he hoped the Council did not forget the staff, including Mr. Drury, during the budget process.

XIV. REPORTS

Tab 10. City Administrator Report

City Administrator

Mr. Drury said a list of upcoming events was provided to the Council. He highlighted upcoming African American Heritage events at the Tavares Library and Wooton Park.

Department Directors

Mr. Tweedie said the 2nd Annual Ribbon on Ruby Event was a great success and commended Cheri Moan, Operations Coordinator, for her efforts. He thanked the City departments who assisted, including Public Works, Fire, and Police. He thanked the Council for their support of the event.

Mr. Aldrich said Babe Ruth signup would be held through the following week and was reflecting a 30% increase from the previous year, with 160 participants registered.

Ms. Houghton said she looks forward to working with the Council during the budget season.

Tab 11. City Council Member Reports

Council Member Pfister

- Said she enjoyed the weekend festivities downtown and looked forward to the event season.

Council Member Grenier

- Noted Chief Coursey would present Lifesaving Awards and swear in two new officers on February 9, 2023.
- Said Tavares Square was an important project, and the history of the site should be cherished.
- Said he looked forward to the opening of the new Public Works Facility.

Council Member Singer

- Said the Ribbon on Ruby was a fantastic event, and he enjoyed the bands. He asked Mr. Tweedie to pass on his thanks and commendation to Ms. Moan. He thanked all the Departments for their assistance with the event.

Vice Mayor Gamble

- Inquired about golf carts on sidewalks along the lakeshore. Chief Coursey said the golf carts were not allowed and asked Vice Mayor Gamble to contact the Police Department if he witnessed violations. Mr. Tweedie said he would look into additional signage.
- Said it was Nancy Elkins's last day as the City Receptionist and wished her well in her retirement.
- Said Captain Buddy Luckock would be retiring later in the month and said he had been a faithful employee of the City for many years.
- Asked for the schedule of the water park. Mr. Dillon said Wootton Wonderland was on schedule, with a grand opening in June 2023.

Mayor Price

- Said the Ribbon on Ruby was a nice event.
- Said he was happy to see the Public Works Facility come to fruition.

XV. ADJOURNMENT

There was no further business and Mayor Price adjourned the meeting at 5:23 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk



**TAVARES CITY COUNCIL
MEETING MINUTES
FEBRUARY 15, 2023 – 4:00 PM
TAVARES CITY HALL COUNCIL CHAMBERS
201 EAST MAIN STREET, TAVARES**

COUNCIL MEMBERS PRESENT

**Walter Price, Mayor
Sandy Gamble, Vice Mayor
Bob Grenier, Council Member
Lori Pfister, Council Member
Troy Singer, Council Member**

STAFF PRESENT

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

I. CALL TO ORDER

Mayor Price called the meeting to order at 4:00 p.m. He asked those who wished to speak on an agenda item to complete and submit a Request to Speak form.

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1. Pastor James Gardner, Umatilla Baptist Church

Pastor James Gardner, provided the invocation and led those present in the Pledge of Allegiance.

III. APPROVAL OF AGENDA

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

MOTION

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

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Proclamation – Irish American Heritage Month

Mayor Price made the following presentation:

Greg Sean Canning, Florida Secretary of the Ancient Order of Hibernians, requested the City Council adopt a Proclamation declaring March 2023 as Irish American Heritage Month in recognition of the long history of Irish American contributions in the State of Florida. Irish Americans in Florida have provided leadership and service to their state, counties, and local communities. The Irish forebears have contributed to education, business, sports, literature, science, engineering, medicine, science, and the arts.

Mayor Price read the proclamation in its entirety.

MOTION

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

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

Attorney Holt stated there were no quasi-judicial matters before the Council for consideration.

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read the following Resolution by title only:

RESOLUTION 2023-02

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA, DEDICATING CERTAIN CITY OWNED PROPERTY AS A PUBLIC

RIGHT OF WAY; SUBJECT TO THE RULES AND REGULATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR AN EFFECTIVE DATE.

VII. CONSENT AGENDA

Mayor Price asked if anyone wished to pull an item from the Consent Agenda for discussion. There were none.

MOTION

Lori Pfister moved to approve the Consent Agenda, seconded by Bob Grenier. The motion carried unanimously 5-0.

Tab 3. Leela Reserve Subdivision Phase 1 – Final Plat

Approved on the Consent Agenda.

Tab 4. Request Council's Approval of Equipment for Auction

Approved on the Consent Agenda.

VIII. RESOLUTIONS

Tab 5. Resolution 2023-02 – Dedication of Janes Way Right-of-Way

Mr. Fitzgerald made the following presentation:

On October 20, 2022, a Quit Claim Deed was recorded in Lake County Public Records conveying approximately 0.70 acres of property to the City of Tavares for the purpose of having the property eventually dedicated as right-of-way and serving as the newly constructed entrance for Seasons at Lakeside Forest subdivision. Resolution 2023-02 proposes that the subject property be dedicated for the perpetual use of the public and designated as Janes Way. The subject property shall serve as the main entrance from State Road 19 to the Seasons at Lakeside Forest subdivision currently being constructed west of State Road 19. The dedication of the subject property as Janes Way is in conjunction with City Council's consideration of the approval of the Final Plat for Seasons at Lakeside Forest. The Preliminary Plat for this subdivision was approved by City Council on February 3, 2021. Improvements to Janes Way shall meet the roadway construction standards per the City of Tavares Construction Specifications Manual. Improvements to Janes Way shall be inspected by the City of Tavares prior to acceptance as a City road and bonded for a period of two (2) years from the date of the issuance of a Certificate of Completion.

Staff recommends Option 1, that City Council moves to approve the dedication of 0.70 acres of property as Janes Way right-of-way.

Mayor Price asked for comments from the Council.

Mayor Price and Council Member Pfister noted their support and hoped a red light would be approved at the intersection.

MOTION

Lori Pfister moved to approve Option 1 [that City Council moves to approve the dedication of 0.70 acres of property as Janes Way right-of-way], seconded by Troy Singer. The motion carried unanimously 5-0.

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 6. Seasons at Lakeside Forest Subdivision – Final Plat

Mr. Fitzgerald med the following presentation:

Seasons at Lakeside Forest is a proposed residential subdivision located west of State Road 19, north of Royal Harbor Boulevard. The subject property is 119.57 acres in size, and the proposed Final Plat subdivides the land into 134 lots for the construction of single family dwellings as permitted under the existing Residential Single Family (RSF-2) zoning approved by City Council on August 19, 2020. The Preliminary Plat for this subdivision was approved by City Council on February 3, 2021. City staff has reviewed the Final Plat and determined that adopted levels of service for all regulated public facilities will be provided. This Final Plat document meets the requirements of the City of Tavares Land Development Regulations and Comprehensive Plan.

Staff recommends Option 1, that City Council moves to approve the Final Plat for Seasons at Lakeside Forest Subdivision Located West of SR-19, North of Royal Harbor Blvd.

Mayor Price asked if the final plat included the new right-of-way entrance. Mr. Fitzgerald said no and noted the approved Resolution would marry up with the final plat in the public records.

MOTION

Lori Pfister moved to approve [Seasons at Lakeside Forest Subdivision – Final Plat], seconded by Sandy Gamble.

Council Member Grenier said he was glad to see single-family dwellings in the area.

The motion carried unanimously 5-0.

Tab 7. Tavares Square Request for Proposals Continuation of Discussion

Mr. Tweedie made the following presentation:

At the City Council meeting of January 18th, Council received proposals and presentations from Cagan Management and G3 Development for RFP#2022-14, the purchase and redevelopment of Tavares Square. After review and discussion on this item, Council determined that additional information should be provided by the two (2) proposers as to what the Council is seeking, and moved to continue the item to the next meeting for further discussion as to what information would be needed to make a decision to award the project to one of the firms for contract negotiations.

At the following Council meeting of February 1, 2023, the board further reviewed and discussed the proposals and provided further input for the proposers to consider in terms of architectural features, parking, building orientation, and related development features. Council voted to give the two firms, Cagan Management, and G3 Development, an opportunity to fine-tune and resubmit their proposals and present any revisions they may choose, based on this input, at the next Council meeting.

Staff recommends Option 1, for Council to receive any revisions presented by each of the two proposers, Cagan Management & G3 Development, and choose one (1) of the two firms for staff to negotiate a purchase & sales agreement to be brought back to Council when negotiations are completed for consideration.

Jeff Cagan, Cagan Management, provided a PowerPoint presentation. He said his proposal was based on the City's Downtown Redevelopment Plan and did not require changing the Land Development Regulations. He provided a summary of the units, Planned Development use specifications, and design renderings.

Mr. Gunther, G3 Development, said their goal was to select a team most qualified to deliver a product the Council wishes to see on the property. He noted G3 focused on the City's Master Plan, and taller buildings with approximately sixty units would fit well.

Mr. Tweedie thanked both firms for their professionalism throughout the project. He said both firms are excellent and had worked on many projects throughout the City. Mr. Tweedie appreciated the Council's due diligence and noted the process took work and would have a lasting impact. He said staff recommended the Council select one of the two firms for staff to negotiate a contract for purchase and sale. An agreement would be

brought back to the Council for consideration, including the sales price, terms, and conditions.

Mayor Price asked for comments from the Council.

Mayor Price asked Mr. Gunther if G3 could come back with an option for a parking garage that would not cost the City. Mr. Gunther said no, and if the City wished for a parking garage, they could do it together with the City at approximately \$25 thousand dollars per space.

Council Member Singer and Council Member Pfister noted their support for both firms. A discussion was held regarding each firm's experience, parking, and the proposed number of units.

MOTION

Lori Pfister moved to approve the selection of Cagan Management, seconded by Bob Grenier.

Council Member Singer said both firms did an amazing job. Vice Mayor Gamble said it was important to stay within the existing zoning requirements.

The motion carried unanimously 5-0.

Tab 8. Special Events FY23 Budget Adjustment

Mr. Tweedie made the following presentation:

The adopted FY2023 budget includes an allocation of ten thousand dollars (\$10,000) in the Community Redevelopment (CRA) TIF fund for City sponsorship of Hydro-Drag Jet Ski Races. The City has been informed by the owner of H2X Racing Promotions, the event operator, that he has retired from the business of jet ski event promotions and operations and will no longer be conducting these jet ski races.

An opportunity exists to enhance the entertainment offerings for this year's City Organized Planes, Tunes & Barbecue (PTB) event which will be taking place March 10-11 at our outdoor events venue at Pontoon Promenade. This ten thousand dollar (\$10,000) reallocation to PTB, will allow for the potential addition of an exciting new event element of a nighttime show of hundreds of lighted, synchronized drones, which will be a first for Lake County in our City of Firsts.

Staff recommends Option 1, for the Council to approve the re-allocation of \$10,000 within the current budget, and approve CRA TIF budget to enhance the Planes, Tunes & Barbeque event budget allocation.

Mr. Tweedie provided a drone show video.

Council Member Pfister and Council Member Singer noted their support.

MOTION

Lori Pfister moved to approve Option 1 [, for the Council to approve the re-allocation of \$10,000 within the current budget, approve CRA TIF budget to enhance the Planes, Tunes & Barbeque event budget allocation], seconded by Troy Singer.

Council Member Singer commended Mr. Tweedie for thinking outside of the box.

The motion carried unanimously 5-0.

Mr. Tweedie thanked the Council.

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

Kristie Furman, 204 N. Rockingham Avenue, Tavares, said a farmers market would be held in front of Hemmingway's on Ruby Street on the last Sunday of the month, February 26, 2023. She said music would be featured and thanked the Council for their support.

Michael Watkins, 805 Summerall Road, Tavares, thanked the Council and staff for their assistance and support of the recently held African American Heritage Festival.

XIV. REPORTS

Tab 9. City Administrator Report

City Administrator

Mr. Drury recognized Lake County Board of County Commission Chairman Kirby Smith in the audience.

Department Directors

Chief Coursey said she attended a recent Officer of the Year ceremony hosted by the Elks Club, where Officer Teddy Pearl was awarded 2022 Officer of the Year for Tavares.

Mr. Tweedie said the third Pontoon Promenade volleyball court and lighting projects were complete. He thanked Ken Cunningham, Waterfront Operations Manager, who managed the construction project and delivered on time and within budget.

Tab 10. City Council Member Reports

Vice Mayor Gamble

- Noted Captain Luckock's retirement celebration would be held the following day at the Public Safety Complex.

Mayor Price

- Said he attended the African American Heritage Festival, and it was a great event with good food.
- Said he attended a Pinning Ceremony for new Police Officers and a Lifesaving Ceremony in recognition of heroism and lifesaving measures taken by Corporal O'Shea and Sargent Mahaney.
- Congratulated the Cagan Management Group.

XV. ADJOURNMENT

There was no further business and Mayor Price adjourned the meeting at 4:57 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/1/2023**

AGENDA TAB NO.: 5

SUBJECT TITLE: Fire Station 29 Air Quality Improvement Project (Fire)

OBJECTIVE:

To fund the completion, installation, and award of contract for the Air Quality Improvement project at Fire Station 29

SUMMARY:

The Fire Department received a FEMA grant to improve air quality which called for the purchase and installation of a MagneGrip Diesel Exhaust Removal System at Fire Station 29. The equipment has been received. To complete the installation of the exhaust system, the Fire Station roof truss system will be retrofitted to support the weight load of the equipment.

The City Council has authorized \$103,000 in ARPA grant funds towards completing the roof truss system retrofit project. The project engineer (GatorSkitch) has designed the project and the Public Works Director has negotiated a contract and costs with Johnson-Laux Construction for two options for the City to select from as follows:

Option 1: Cost = \$271,162.81. This option strengthens the roof truss system and performs the bare minimum required to support the exhaust system equipment.

Option 2: Cost = \$342,230.35. This option includes strengthening the roof truss system plus adding a hard ceiling, lighting improvements, electrical improvements, and installation of air curtain fans at the two doors leading into the interior living spaces.

It should be noted the City's Public Works Director selected Johnson-Laux Construction by utilizing the City's membership in the Sourcewell Local Government Purchasing Coop. Sourcewell provides support to local governments by pre-qualifying contractors for advanced procurement of various goods and services by utilizing a national competitive process. Attached is a letter from the Public Works Director recommending Johnson-Laux Construction to do the work.

OPTIONS:

Option 1: Award contract to Johnson-Laux Construction in the amount of \$271,162.81. Authorize staff to utilize ARPA contingency funds to complete this project.

Option 2: Award contract to Johnson-Laux Construction in the amount of \$342,230.35. Authorize staff to utilize ARPA contingency funds to complete this project.

Option 3: Do not award contract to Johnson-Laux Construction, and direct staff to take a different course of action.

STAFF RECOMMENDATION:

Option 2: Award contract to Johnson-Laux Construction in the amount of \$342,230.35. Authorize staff to utilize ARPA contingency funds to complete this project.

FISCAL IMPACT:

- ARPA allocated funds for Fire Station 29 Air Quality Improvements - \$103,000.
- Total Station 29 project costs - \$380,545.35. Project costs include the following:
 - Option 2 Johnson-Laux Construction Quote - \$342,230.35.
 - Contingency - \$30,000 (7.9%)
 - Design and Engineering - \$8,315.
- Additional funding needed to complete project - \$277,545.35.
- Current ARPA Reserve Contingency - \$373,308.
- Recommend using \$277,545.35 from ARPA Contingency Reserves for the project.
- Remaining ARPA Contingency (after this action) - \$95,762.65.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. STA 29 Project WOP #112589.00
2. STA 29 Project WOP #112720.00
3. FW_ Johnson-Laux Construction, Director of Public Works Bid Recommendation

Attachments not provided are available to the public upon request to the City Clerk.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/1/2023**

AGENDA TAB NO.: 6

SUBJECT TITLE: Utilities Department Update (Utilities)

OBJECTIVE:

Utility Dept. update

SUMMARY:

The Utilities Director will provide an update on Utility Capital Projects and Grants that are underway.

OPTIONS:

Receive the update

STAFF RECOMMENDATION:

Receive the update

FISCAL IMPACT:

None to receive the update

LEGAL SUFFICIENCY:

N/a

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

Attachments not provided are available to the public upon request to the City Clerk.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/1/2023**

AGENDA TAB NO.: 7

SUBJECT TITLE: Police K9 Program Update (Police)

OBJECTIVE:

To provide a high level overview of the Police Department's progress of implementing the K9 unit

SUMMARY:

A K9 enclosure for a patrol vehicle has been ordered and will be received and installed in six (6) weeks. Once the enclosure has been installed, the two assigned Police Officers will be dispatched to Southern Coast Kennels, located in New Smyrna Beach, Florida, to select their new K9 partner. A Police Lt. and the Police Chief will accompany the two (2) Officers during this process.

The process of selecting the K9 is somewhat unique. The officers will be placed in a kennel with approximately 10 dogs. The trainers will observe and monitor the dog's interactions with these new K9 officers and will select the dog that best fits each respective officer. Once selected, the officer will bring home their new partner to begin the bonding, which will take approximately 1-2 weeks. After the one-on-one bonding process, the officers will then bring their dogs back to Southern Coast Kennel to begin a 4-week handler training course, which will provide instruction on how to utilize the dogs for patrol purposes. The dogs from Southern Coast Kennels will be approximately 15-20 months old at the time of selection and are from Europe.

The Department anticipates activating the K9 program to assist citizens late Spring, or early summer.

OPTIONS:

none

STAFF RECOMMENDATION:

Receive the update.

FISCAL IMPACT:

Already budgeted

LEGAL SUFFICIENCY:

yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

Attachments not provided are available to the public upon request to the City Clerk.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/1/2023**

AGENDA TAB NO.: 8

SUBJECT TITLE: City Administrator Report

OBJECTIVE:

The City Administrator will inform the Council on city-related matters.

SUMMARY:

The City Administrator will provide a summary at the meeting.

UPCOMING MEETINGS:

City Council Meetings	March 15, 2023, 4:00 p.m., Tavares City Council Chambers
Planning and Zoning Board Meeting	March 16, 2023, 3:00 p.m., Tavares City Council Chambers
Library Board Meeting	March 8, 2023, 4:00 p.m., Tavares Library Conference Room
Code Enforcement Special Magistrate Hearing	March 28, 2023, 5:00 p.m., Tavares City Council Chambers

OUTSIDE AGENCY MEETINGS:

Lake County League of Cities Meeting	March 10, 2023, 12:00 noon, Mount Dora Golf Course
Lake Sumter MPO Governing Board Meeting	April 26, 2023, 2:00 p.m., Conference Room 206, 1300 Citizens Boulevard, Leesburg
Tavares Chamber of Commerce Business Meeting	March 22, 2023, 11:30 a.m., Tavares Civic Center

CITY EVENTS:

The current 2023 City Event calendar is attached.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Tavares_2023_EventCalendar_2.23.2023

Attachments not provided are available to the public upon request to the City Clerk.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/1/2023**

AGENDA TAB NO.: 9

SUBJECT TITLE: City Council Member Reports

OBJECTIVE:

To inform the Council on city-related items.

SUMMARY:

The Council will be offered an opportunity to provide a report at the meeting.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

Attachments not provided are available to the public upon request to the City Clerk.