



**TAVARES CITY COUNCIL
MEETING MINUTES
MARCH 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 - *Absent*
Bob Grenier, Council Member
Lori Pfister, Council Member
Troy Singer, Council Member**

STAFF PRESENT

**John Drury, City Administrator
Lindsay Holt, City Attorney
Erick Hernandez, Staff Assistant
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 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

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

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Citizen Donation Program

Mayor Price made the following presentation:

The City Council implemented a departmental Citizen Donation Program that not only recognizes and honors someone special in an individual's life, but also helps others through scholarship programs, purchases of new books for the Tavares Library Book Drive, or by donations to the First Responder Memorial Fountain.

Carolyn Cox is the City's first participant in the Citizen Donation Program in honor of her late husband, Randy Cox. Ms. Cox made her donation in the amount of \$250 to the Tavares Youth Recreation Scholarship Program and a 4-inch nameplate will be placed on the Wall of Appreciation at the Woodlea fields. The Tavares Youth Recreation Scholarship Program provides funding for children who cannot afford participation fees and costs.

Mayor Price will present a Citizens Donation Program certificate of appreciation to Carolyn Cox in recognition of her generous donation and being the first participant of the program.

Mayor Price presented a certificate of appreciation to Carolyn Cox.

Ms. Cox said she chose to donate to the Tavares Youth Recreation Scholarship Program in honor of her husband because he spent many hours at Stover Field, where their children played ball while growing up. She thanked the Recreation Department and Council.

Mayor Price, Council Member Singer, and Mr. Drury thanked Ms. Cox.

Tab 3. Tavares Chamber of Commerce Update

Mr. Drury noted the Chamber representative was not in attendance.

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

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Mr. Hernandez read the following resolutions by title only:

RESOLUTION 2023-03

A RESOLUTION OF CITY OF TAVARES, FLORIDA, RELATING TO THE STATE REVOLVING FUND LOAN PROGRAM; AUTHORIZING SECOND AND FINAL AMENDMENT TO SRF LOAN AGREEMENT DW350980 FOR LAKE HERMOSA/AVALON PERMANENT BOOSTER STATION DESIGN ACTIVITIES; SETS THE LOAN AMOUNT; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

RESOLUTION 2023-04

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AUTHORIZING THE ACCEPTANCE OF A JUSTICE ASSISTANCE GRANT FROM THE UNITED STATES DEPARTMENT OF JUSTICE TO PURCHASE FIVE DOCK CHARGING PORTS FOR THE BODY CAMERA SYSTEM.

VII. CONSENT AGENDA

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

MOTION

Bob Grenier moved to approve the Consent Agenda [Tab 4. Approval of the March 1, 2023, City Council Meeting Minutes], seconded by Troy Singer. The motion carried unanimously 5-0.

Tab 4. Approval of the March 1, 2023, City Council Regular Meeting Minutes

Approved on the Consent Agenda.

VIII. RESOLUTIONS

Tab 5. Resolution 2023-03 – SRF Lake Hermosa Design Loan DW35080 Second Amendment

Ms. Houghton made the following presentation:

Previously, the City Council Adopted Resolution 2021-14 authorizing the application and acceptance of a State Revolving Loan for Project DW350980, for design activities for the Lake Hermosa Permanent Booster Pump Project. The original loan document was executed on July 15, 2021 with a disbursable loan amount of \$240,000.

On April 21, 2022, the City Council of the City of Tavares adopted Resolution 2022-07 which provided a term extension for completion of the project, set the first repayment date as February 15, 2023.

This amendment, Amendment Two (2) provides additional time for the completion date for the project, and the Amendment changes the date for the first semi-annual loan payment from February 15, 2023 February 15, 2025. (Changes are shown in italics.)

- *Design activities – disbursable amount is \$240,000*
- *Capitalized interest (non-disbursable) amount is \$500*
- *Estimated loan service fee is \$4,800*
- *Semi-annual loan payments are estimated at \$12,972*
- *The first semi-annual loan payment is due February 15, 2025*
- *Loan term is Ten (10) years*
- *Annual loan interest rate is 1.08%*

Staff recommends Option 1, for Council to approve Resolution No. 2023-03 which authorizes the Mayor to execute SRF Loan DW350980 Amendment Two (2).

Mayor Price asked for comments from the Council.

Council Member Singer asked for confirmation the amendment pushes the project date back with no financial changes. Ms. Houghton said the amendment keeps the project's total time the same and allows additional time for administrative items such as final disbursement, invoicing, and closeout. Mr. Clark said Covid pushed the project back minimally and it was generally on time. He said he would bring back additional construction information in the future.

MOTION

Lori Pfister moved to approve [Resolution 2023-03], seconded by Bob Grenier. The motion carried unanimously 4-0.

Tab 6. Resolution 2023-04 – Acceptance of United States Department of Justice Edward Byrne Memorial Justice Assistance Grant

Ms. Houghton made the following presentation:

The City of Tavares Police Department was awarded a United States Department of Justice (US DOJ) Edward Byrne Memorial Justice Assistance Grant (JAG) to purchase four body-worn cameras, one smart upload station, and five dock charging ports to upgrade the current body camera system in place.

Details of the grant include the following:

- *Agreement Number: 8C133.*
- *Pass-through Entity: Florida Department of Law Enforcement.*
- *Subrecipient: City of Tavares.*
- *Grant Award: \$4,062.*
- *No grant match required.*
- *Award Period: 10/1/2022 – 9/30/2023.*

The grant is subject to all applicable rules, regulations, and conditions, as contained in the Department of Justice Grants Financial Guide, and the Office of Management and Budget Uniform Grant Requirements (2 C.F.R. Part 200).

Staff recommends Option 1, for Council to approve Resolution 2023-04 authorizing the Chief of Police and Mayor to execute the wireless surveillance camera JAG grant.

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

MOTION

Lori Pfister moved to approve [Resolution 2023-04], seconded by Bob Grenier. The motion carried unanimously 4-0.

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 7. Board Appointment – City Representative to the Lake County Arts & Cultural Alliance – Alternate Position

Mayor Price made the following presentation:

An opportunity is provided for the Mayor to recommend the appointment of an Alternate City Representative to the Lake County Arts & Cultural Alliance Committee. The appointment is for a three-year term from March 2023 through March 2026. Currently, Iliana Buigas serves as the City Representative. An application has been received from Erika Buigas to serve as the Alternate. No

other applications have been received. The City advertised the open position in the Daily Commercial and on the City website.

Staff recommends Option 1, for the Mayor to recommend the appointment of Erika Buigas as the Alternate City Representative to the Lake County Arts & Cultural Alliance Committee, with approval from the Council.

Mayor Price recommended the appointment of Erika Buigas to serve as the Alternate City Representative on the Lake County Arts & Cultural Alliance Committee.

MOTION

Troy Singer moved to approve the Mayors recommendation [The appointment of Erika Buigas to serve as the Alternate City Representative on the Lake County Arts & Cultural Alliance Committee.], seconded by Bob Grenier. The motion carried unanimously 4-0.

Tab 8. Updated Interlocal Agreement Between the City of Tavares and Lake Technical College

Mr. Dillon made the following presentation:

On May 4th, 2022, Council approved the interlocal agreement for Lake Technical College to co-locate their student educational, instructional, and certification transportation programs at the City of Tavares' new Public Works Operations Center. Over the past year, Lake Technical College and the City secured an additional \$4 million in State Appropriations and a \$105,000 non-matching grant from Lake County Water Authority. The original agreement describes and agrees to an \$18,875,497 funding program which was depicted in Exhibit B. The revised budget currently equates to \$22,980,497, which reflects the additional \$4,105,000.00 in non-matching grants. Therefore, City Staff is seeking Council Approval of the updated agreement and funding program depicted in Exhibit B. The attached agreement has been developed by City and Lake Tech. Administration and reviewed, edited, and finalized by the two respective City and Lake Tech. attorneys.

Salient points include:

- 1. Identifying the Public Works Director as the project manager and providing an opportunity for Lake Tech to appoint its Project manager.*
- 2. The Architectural Site Plan (Exhibit A) depicting the project has been approved by both parties.*
- 3. Describes the payment process that both parties agree to for architectural and construction services.*
- 4. Describes the collaborative process between City and Lake Tech on approval of the Architectural plans.*

5. Describes and agrees to the \$22,980,497 funding program depicted in (Exhibit B).

Staff recommends Option 1, for Council to approve the revised interlocal agreement, and authorize the City's Administrator to execute the same.

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

MOTION

Lori Pfister moved to approve Option 1 [Approve the revised interlocal agreement and authorize the City's Administrator to execute.] seconded by Bob Grenier. The motion carried unanimously 4-0.

Tab 9. Award Construction Contract for the New Public Works Operations Center

Mr. Dillon made the following presentation:

On November 19th, 2022, An Invitation to Bid for the construction of the new Public Works Operations Center (ITB No. 2023-0005) was opened publicly and closed on January 18th, 2023, at 2:00 pm, resulting in the receipt of three (3) bids. On February 1st, 2023, Council selected DE Scorpio Corporation, who submitted the lowest responsive Construction Bid for the new Public Works Operations Center, and authorized staff to negotiate a contract that is within budget for Council's consideration and approval at a subsequent meeting. At that time, the budget for the construction portion of this project was \$19,489,517, placing Scorpio's bid of \$21,327,007 at 8% above budget (\$1,837,489). City staff is pleased to report that the newly negotiated contract equates to \$19,300,000.00, placing the project below budget. A large portion of contract savings is derived from owner direct purchases which Florida allows government entities to purchase goods and services tax-free if the government entity makes direct payment to the vendor. Additional cost-saving measures include the reduction of furniture, fixtures, and equipment (FF&E), overflow gravel parking in lieu of asphalt parking, and reduced the mezzanine. Therefore, City staff as well as the Architect on record, is seeking the Council's approval to award the contract to DE Scorpio Corporation and authorize the City's Administrator to execute the attached Letter of Intent Award and Contract.

Option #1. Council moves to award the contract to De Scorpio for the construction of the multi-phase Public Works Operations Center including the Lake Tech - Tavares Transportation Facilities in the amount of \$19,300,000.00 and authorize the City's Administrator to execute all pertinent agreements.

Mayor Price asked for comments from the Council.

Mayor Price thanked and commended Mr. Dillon for cutting almost \$2 million dollars from the project as he stated at a previous meeting.

Council Member Singer thanked Mr. Dillon for his hard work and was happy to see the project progress. He said he looks forward to the groundbreaking. He also thanked the Finance team. He it was one of the most significant projects in the City of Tavares. He thanked past Council Member and Mayor Amanda Boggus, who was on the Horizon Team and a considerable driving force in moving the project forward. He thanked Lake Technical College, the State of Florida, Governor DeSantis, Lake County Water Authority, and Lake County, who had a hand in making the project come to fruition. He said the project was the first in the state and possibly the country.

Council Member Grenier said he was proud to be the first and last Council member serving on the projects Horizon Team. He noted receiving all the grant monies was miraculous and looks forward to the groundbreaking ceremony.

Council Member Pfister commended Mr. Dillon. She asked if the entire project would be completed. Mr. Dillon said it would be fully complete except for the mezzanine, which would be completed at a later date. He said the project was designed for future growth.

MOTION

Bob Grenier moved to approve Option 1 [award the contract to De Scorpio for the construction of the multi-phase Public Works Operations Center including the Lake Tech - Tavares Transportation Facilities in the amount of \$19,300,000.00 and authorize the City's Administrator to execute all pertinent agreements], seconded by Lori Pfister. The motion carried unanimously 4-0.

Tab 10. Hurricane Nicole Marina Repair Funding

Ms. Houghton made the following presentation:

Hurricane Nicole made landfall in the early morning hours of November 10, 2022, on the East Coast of Florida and tracked Northwest into Central Florida impacting all of Lake County, including Tavares and our Marina at the Lake Dora waterfront, with sustained tropical storm and hurricane force winds. The high sustained winds created waves of 5 to 6 feet continuously for several hours which resulted in significant, but not catastrophic, damage to sections of the marina floating docks.

Damages to the marina docks include the separation of 8 separate floating dock float compartments from the underside of the docks, (1) one of which requires complete replacement and (7) seven others that need to be reinstalled. In addition, there was approximately 200' of rub rail that was damaged and needs to be replaced as well. This physical damage requires specialized labor involving divers and other certified personnel. Replacement of these floating units are

essential and required to maintain the physical integrity of the entire floating dock system.

Rush Marine LLC, the company that built the Marina, is able to repair the damage at a cost of \$75,944. The City received an insurance settlement of \$33,975 to pay for the repairs. An additional \$44,019 will be required from other available funding sources to complete the repair.

In 2020, Capital Improvement Note 2020 A & B (\$1,915,000) was approved by the City Council for various capital projects. Approximately \$79,679 remains unappropriated and available for use on capital projects. This money must be spent to close out the note; therefore, it is recommended that the City Council appropriate \$44,019 of available funding from Capital Improvement Note 2020 A & B towards the Marina repairs.

Option 1: Authorize staff to award the contract to Rush Marine LLC and appropriate \$44,019 in available funding from Capital Improvement Note 2020 A & B.

Mayor Price asked for comments from the Council.

MOTION

Lori Pfister moved to approve Option 1 [Authorize staff to award the contract to Rush Marine LLC and appropriate \$44,019 in available funding from Capital Improvement Note 2020 A & B.], seconded by Bob Grenier.

Council Member Singer inquired about repayment or refinancing the loan due to the \$79,000 in unappropriated loan funds. Ms. Houghton said a review of the loan proceeds balance indicated available funding for the project, and staff brought it back to the Council to decide on appropriation. Mr. Drury noted the loan was obtained at a lower interest rate than could now be obtained.

The motion carried unanimously 4-0.

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

Tab 11. City Administrator Report

City Administrator

Mr. Drury noted upcoming events in the downtown.

Department Directors

Mr. Tweedie said the Planes, Tunes & Barbeque (PTB) event the past weekend was fantastic, with beautiful weather. He provided an update on the event and commended his team, including Operations Coordinator Cheri Moan and Waterfront Operations Manager Ken Cunningham, for an outstanding job executing the event. Mr. Tweedie noted upcoming Florida Vintage Raceboat Regatta, Sunnyland Antique, and Classic Boat Show events.

Ms. Houghton provided an update on scheduled Utility Billing renovations and computer upgrades.

Tab 12. City Council Member Reports

Council Member Pfister

Council Member Pfister said the Planes, Tunes, and Barbeque (PTB) event is better each year. She commended the Economic Development Team and noted each City department assisted in the event.

Council Member Grenier

- Said he said enjoyed participating in a recent Fire Department pinning ceremony for new hires and promotions.
- Noted March 10th was Major Saint Clair Abrams's birth date, and the Tavares Historical Museum included presentations that were well attended.
- Said the Friends of the Tavares Library held a pet parade on March 11th, including dogs, snakes, and a baby goat.

Council Member Singer

- Said he enjoyed attending Babe Ruth opening day events. He thanked and commended Mr. Aldrich and his team for their hard work and said seeing the community come out for the event was great. Council Member Singer noted the Police Department participated in competition against coaches, and the Fire Department made a flag presentation.
- Thanked Ms. Bublitz for hosting the employee appreciation picnic at the Civic Center. He thanked the entire City staff for all their efforts each day.
- Said PTB was a fantastic event, and the drone show was a major hit with their US flag and Tavares logo aerial displays. He commended Ms. Moan for her efforts and noted the bands gave her shout-outs when they would come onstage, which reflected excellent working relationships.
- Wished those present a Happy Saint Patrick's Day.

Mayor Price

- Said he enjoyed attending the opening of Babe Ruth. Mayor Price noted that his son played ball on Stover Field for many years.
- Said it was an honor to attend and participate in the Fire Department pinning ceremony. He noted his son is a firefighter/paramedic.
- Said the PTB event was great, and he enjoyed the drone show. He thanked and commended Mr. Tweedie and his team.

XV. ADJOURNMENT

There was no further business and Mayor Price adjourned the meeting at 4:42 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk