



**TAVARES CITY COUNCIL
MEETING MINUTES
APRIL 5, 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

**Lori Houghton, Finance Director
Lindsay Holt, City Attorney
Susie Novack, City Clerk
Mike Fitzgerald, Community Development Director
Scott Aldrich, Community Services Director
Bob Tweedie, Economic Development 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 Michael Watkins, Friendship C.M.E. Church

Pastor Michael Watkins, Friendship C.M.E. 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. Ms. Houghton said staff had no changes.

MOTION

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

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Proclamation – Water Conservation Month

Mayor Price read a Proclamation declaring April 2023 as Water Conservation Month in the City of Tavares.

MOTION

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

Mr. Clark said water is a valuable commodity, and the purpose of the proclamation was for public education and to meet FDEP regulatory permit requirements. He said Kristie Pelfrey, Utilities Administrative Assistant, put together the First Annual Water Day event in Tavares with the assistance of Water Department Staff Assistant Mackenna Crow, Project Manager Brian Dykes, Wastewater Field Manager Bob Kenner, Stormwater/ROW Supervisor Jason Spann, and Stormwater Supervisor Travis Steele. He introduced Ms. Pelfrey to provide information on Water Day.

Ms. Pelfrey said the first annual Water Day event would be held on April 9, 2023, from 9:00 a.m. to 1:00 p.m. in Wooton Park. She said that as part of the stormwater and water permit process, the City must do a public outreach by educating residents and businesses on water conservation, stormwater, and wastewater. Ms. Pelfrey said some items that will be covered include stormwater drains, water leaks, water meter demonstration, and Florida-friendly plants would be available for attendees. She said the Lake County Water Authority, Lake County Agriculture Center, Blood Mobile, and the Tavares Library would also participate in the event. A cooking oil disposal station would be available.

Mayor Price said he was advised by Mr. Clark that cooking oil dumped in a sink was one of the biggest problems for the City. Mr. Clark confirmed.

Tab 3. Presentation – Tavares Transition Training Program Recognition

Mr. Sherrard invited the T3 student participants and Ms. Metheny to the podium as he made the following presentation:

The Tavares High School T³ (Tavares Transition Training) is a program for students with significant cognitive disabilities who have deferred their diploma. T³ consists of school-based vocational training “businesses” such as Bulldog Baristas (coffee shop) and Bulldog Bubbles (car wash) plus other “jobs” around campus which include, but not limited to, custodial and clerical assignments. T³ participates in community-based instruction through partnerships with the community. The students in T³ learn life skills, self-determination, self-advocacy and ways to promote independence as much as possible through community-based instruction, instruction in their mock apartment, and instruction in the classroom.

While participating in community-based instruction with the Tavares Recreation Department, the students learned how to read a diagram and set up the Civic Center and TRA room for various meetings. They have learned how to work together to get the job done. Throughout the year, they have become more efficient and quicker with greater accuracy while maintaining appropriate work conversations. The students also learned how to be a part of an assembly line as they got the bags of candy ready for this past year's Boo! Festival.

The T³ (Tavares Transition Training) program is led by Tavares High School, Intensive Support Teacher, Michelle Metheny.

We would like to recognize and thank Michelle and her students for the hard work and support of the City of Tavares Recreation Department.

Mr. Sherrard thanked Ms. Metheny and the students for all the help they provided the City.

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

Attorney Boggus said there were no quasi-judicial matters before the Council for consideration.

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Attorney Holt joined the meeting at 4:28 p.m.

Attorney Boggus left the meeting at 4:29 p.m.

Ms. Novack read the following resolution and ordinances by title only:

RESOLUTION 2023–05

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA, AUTHORIZING AND ESTABLISHING A SPECIAL REVENUE FUND TITLED “DONATION PROGRAM FUND”.

ORDINANCE 2023-05

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE FOLLOWING SECTIONS OF THE CITY LAND DEVELOPMENT REGULATIONS; CHAPTER 13 ENVIRONMENTAL, SECTION 13-30 DETERMINATION OF THE ZONE OF EXCLUSION AND WELLFIELD PROTECTION AREA, SECTION 13-31 RESTRICTIONS ON DEVELOPMENT, SECTION 13-32 RESTRICTIONS ON SITING OF NEW PUBLIC WATER WELLS, SECTION 13-33 EXEMPTIONS; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR SEVERABILITY AND CONFLICTS; PROVIDING AN EFFECTIVE DATE.

ORDINANCE 2023-06

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, REZONING APPROXIMATELY 04.75 ACRES OF PROPERTY LOCATED NORTH OF LANE PARK CUTOFF, EAST OF STATE ROAD 19, FROM PUBLIC FACILITIES DISTRICT (PFD) TO INDUSTRIAL DISTRICT (I); SUBJECT TO THE RULES, REGULATIONS, AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2023-07

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2040, PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON APPROXIMATELY 04.75 ACRES OF PROPERTY FROM PUBLIC FACILITY / INSTITUTIONAL (PUB) TO INDUSTRIAL (IND) FOR PROPERTY LOCATED NORTH OF LANE PARK CUTOFF, EAST OF STATE ROAD 19; PROVIDING FOR SEVERABILITY AND CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

VII. CONSENT AGENDA

Mayor Price asked if anyone wished to pull an item from the Consent Agenda for discussion. Mayor Price asked to pull Tab 6. Council Member Grenier asked to pull Tab 4. Vice Mayor Gamble asked to pull tab 5.

Tab 4. Approval of the March 15, 2023, City Council Meeting Minutes

Council Member Grenier noted the March 15, 2023, minutes referred to him as being absent and should reflect that he was in attendance. *[Scrivener error correction made to reflect Vice Mayor Gamble as absent during the March 15, 2023, City Council meeting.]*

MOTION

Bob Grenier moved to approve the March 15, 2023, City Council meeting minutes as amended, seconded by Lori Pfister. The motion carried unanimously 5-0.

Tab 5. Cresswind at Lake Harris Phase 1 Preliminary Plat

Vice Mayor Gamble inquired about the access road construction for existing Peninsula residents and asked how soon the existing residents would be able to hook up to water and sewer.

Chuck Hoitt, Halff Associates, Inc., 902 N. Sinclair Avenue, Tavares, said a site plan was submitted to the City to relocate Peninsula Drive, and once approved, road construction would begin. After the new road was constructed for the residents to utilize, the existing road would be removed.

Mr. Clark said laying pipe to the Peninsula would commence by May 1, 2023.

Council Member Grenier noted the agenda item before Council was placed on the Consent Agenda, and the final plat would come back to Council at a future date for discussion.

MOTION

Lori Pfister moved to approve the Cresswind at Lake Harris Phase 1 Preliminary Plat, seconded by Sandy Gamble. The motion carried unanimously 5-0.

Tab 6. Avalon Park Tavares Phase 2 Preliminary Plat

Mayor Price inquired about the expired school concurrency report included in the agenda. Mr. Fitzgerald noted that an email from the School Planner should have been included in the agenda packet that school concurrency was extended. Mayor Price said he wanted to ensure the extension was made. Mr. Fitzgerald said yes.

MOTION

Troy Singer moved to approve the Avalon Park Tavares Phase 2 Preliminary Plat, seconded by Sandy Gamble. The motion carried unanimously 5-0.

VIII. RESOLUTIONS

Tab 7. Resolution 2023-05 – Authorizing Donation Special Revenue Fund

Ms. Houghton made the following presentation:

In September 2011, as required by the Governmental Accounting Board, the City Council formally adopted GASB Statement number 54 to meet the “highest level decision criteria” for governmental fund reporting. This standard sets forth the requirements needed to establish and account for Special Revenue Funds.

On December 7, 2022, the City of Tavares City Council authorized establishing a Donation Policy Program for accepting donations for various city projects and initiatives and setting up a restricted fund for the management of the Donation Policy Program.

In order to meet GASB Statement No. 54 requirements for the establishment of a Special Revenue Fund for Financial Reporting and disclosure (highest level decision criteria), Resolution No. 2023-05 has been prepared to meet accounting requirements for reporting and disclosure.

Staff recommends Option 1, for Council to approve Resolution 2023-05, authorizing the establishment of a Special Revenue Fund titled “Donation Program Fund” to account for donations received for program, projects, and initiatives.

MOTION

Troy Singer moved to approve Resolution 2023-05 [Option 1], seconded by Bob Grenier. The motion carried unanimously 5-0.

IX. ORDINANCES – PUBLIC HEARING

First Reading

Tab 8. Ordinance 2023-06 – Adventure Christian Church – Rezoning of Approximately 4.75 Acres Located North of Lane Park Cutoff, East of State Road 19

No discussion at First Reading.

Tab 9. Ordinance 2023-07 – Adventure Christian Church – Small Scale FLUM Amendment of Approximately 4.75 Acres Located North of Lane Park Cutoff, East of State Road 19

No discussion at First Reading.

Tab 10. Ordinance 2023-05 – Land Development Regulation Amendment – Chapter 14 – Environmental

No discussion at First Reading.

Second Reading

X. GENERAL GOVERNMENT

Tab 11. Council Member Appointment to the 2023 Election Canvassing Board

Mayor Price made the following presentation:

The 2023 City Council election will be held on Tuesday, November 7, 2023, and requires the City's Board of Canvassers to participate in the municipal election cycle. By Code of Ordinances, 2-167, Administration, "the Board of Canvassers shall consist of the City Clerk, City Attorney, and one (1) Council Member who is not a candidate for election during the particular election, to be appointed by the mayor." The Council members eligible to serve on the 2023 Board of Canvassers are Mayor Price, Council Member Pfister, and Council Member Grenier.

Canvassing Board meeting dates will be forthcoming. All Canvassing Board meetings are open to the public per Sunshine Laws and will be noticed per state statutes.

Mayor Price asked if any Council members would like to serve on the 2023 City of Tavares Election Canvassing Board. Vice Mayor Gamble nominated Mayor Price to serve on the Canvassing Board. Council Member Grenier seconded the nomination of Mayor Price.

Ms. Novack noted an alternate would also need to be selected. The Council discussed Council representation on the 2023 Election Canvassing Board. Council Member Grenier volunteered to serve as the alternate.

MOTION

Lori Pfister moved to approve Mayor Price as the Council Canvassing Board member, and Council Member Grenier as the alternate member, and seconded by Sandy Gamble. The motion carried unanimously 5-0.

Mayor Price noted he previously served on the City's election Canvassing Board.

Tab 12. Award Bid to the Lowest Responsive Bidder for Woodlea Sports Park Irrigation Improvements

Mr. Aldrich made the following presentation:

On February 12, 2023, the City of Tavares advertised a Request for Proposal for the Woodlea Sports Park irrigation improvements. On March 16, 2023, two bidders responded:

Creative Wall and Landscaping

862 S. Duncan Drive
Tavares, FL 32778

Maverick's Landscaping & Lawn Service, Inc.
P.O. Box 2264
Apopka, FL 32704

*It was stated in the pre-bid that the budget was \$100,000.00
Creative submitted a cost of \$138,750.00
Maverick submitted a cost of \$99,433.00*

A selection committee was held on March 28, 2023 (attached) and Maverick was selected as the lowest responsive bidder.

Staff recommends Option 1, for the Council to approve the recommended lowest responsive bidder and authorize staff to negotiate a contract.

Vice Mayor Gamble inquired about the irrigation improvements. Mr. Aldrich said improvements were a complete overhaul of the irrigation system, including replacing valve boxes, switches, controls, wiring, and piping around the skate park, field 1, field 2, field 3, football field, and common areas. Vice Mayor Gamble noted the City was negotiating for a regional park at the location and said he was concerned there would be a need to relocate some of the irrigation as some field locations may change. He stated a concern the City might put irrigation in places that were not needed. Mr. Aldrich said the field locations should remain the same.

Council Member Pfister said the irrigation improvements were long overdue, and the funds were approved and budgeted. Ms. Houghton confirmed.

MOTION

Lori Pfister moved to approve the lowest bidder, Maverick's Landscaping & Lawn Service, Inc., and authorize staff to negotiate a contract [Option 1], seconded by Bob Grenier.

Vice Mayor Gamble said his approval would be with reservation.

The motion carried unanimously 5-0.

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

Tab 13. City Administrator Report

City Administrator

Ms. Houghton noted a list of upcoming meetings was provided to the Council in the agenda packet.

Mr. Aldrich commended Mr. Sherrard on his work with the All-Star program, and noted tryouts would be held later in the evening and on Friday, April 15, 2023.

Tab 14. City Council Member Reports

Council Member Pfister

Council Member Pfister wished those present a Happy Easter and hoped everyone enjoyed time with their families.

Council Member Grenier

- Commended the Fleet Department on their recent Blue Seal of Excellence Award. Mr. Dillon said the Fleet professionals go above and beyond each day, and it was a significant award for the City.
- Commended the Tavares Library staff and noted a recent musical show, including a saxophone player with 115 people in attendance. He praised librarians Valerie Madden and Marli Lopez on their Easter-themed toddler storytime efforts earlier in the day.
- Said the Tavares Historical Society was doing well and noted Lake Sumter State College (LSSC) recently filmed a documentary on the history of the LSSC and Johnson Junior College at their research center. Council Member Grenier said he was interviewed, and the Historical Society building was featured. He said he was excited about the future of the Tavares Historical Society. He invited those present to visit the Tavares Historical Museum.
- Wished those present a Happy Easter.

Council Member Singer

- Commended Ms. Houghton for doing a fantastic job filling in for City Administrator during his absence. Ms. Houghton said it is her pleasure to serve the Board.
- Wished those present a Happy Easter.

Vice Mayor Gamble

- Said the drone show during the Planes, Tunes & Barbeque event was spectacular.
- Noted he was absent during the previous Council meeting as he was out of town.
- Said the City's staff does a great job.
- Noted Council Member Singer's nephew, Brady Singer, won his first season game for the Kansas City Royals.
- Noted an Easter sunrise service would be held at Ingraham Park at 6:30 a.m. on Easter Sunday.

Mayor Price

- Said the Antique Boat Show was a great success and well attended.
- Provided a legislative update from his recent trip to Tallahassee, meeting with state representatives with a Lake County delegation.
- Wished those present a Happy Easter.

XV. ADJOURNMENT

There was no further business and Mayor Price adjourned the meeting at 4:40 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk