

**MINUTES OF THE REGULAR MEETING
OF THE LADY LAKE TOWN COMMISSION
LADY LAKE, FLORIDA
February 2, 2015**

The Regular Meeting of the Lady Lake Town Commission was held in the Commission Chambers at Lady Lake Town Hall, 409 Fennell Blvd., Lady Lake, Florida with Mayor Ruth Kussard presiding. The meeting convened at 6:00 p.m.

- A. CALL TO ORDER:** Mayor Ruth Kussard
- B. PROCEDURAL:** *Citizens are encouraged to participate in the Town of Lady Lake meetings. Speakers will be limited to three (3) minutes. Additional time may be granted by the Mayor. Citizen groups are asked to name a spokesperson and the Mayor, at his/her discretion, may allow longer than three minutes. Upon being recognized by the Mayor, please approach the dais, state your name and address, and speak into the microphone. The order of agenda items may be changed if deemed appropriate by the Town Commission. Please be respectful of others and put your cell phone on silent mode.*
- C. PLEDGE OF ALLEGIANCE:** Led by Joe Quinn.
- D. INVOCATIONⁱ:** Pastor Keith Johnson, Chapel of Christian Faith
- E. ROLL CALL:** Tony Holden, Commissioner Ward 2
Dan Vincent, Commissioner Ward 3
Jim Richards, Commissioner Ward 5
Ruth Kussard, Mayor/Commissioner Ward 1
- ABSENT:** Paul Hannan, Commissioner Ward 4

STAFF MEMBERS PRESENT: Kris Kollgaard, Town Manager; Derek Schroth, Town Attorney; Thad Carroll, Growth Management Director; C.T. Eagle, Public Works Director; Chief Chris McKinstry and Reserve Police Officer Breanne Brown, Police Department; Jeannine Michaud, Finance Director; Becky Schneider, Growth Management Permitting Tech; Julia Wolfe, Staff Assistant to Town Clerk; and Nancy Slaton, Deputy Town Clerk

F. PUBLIC COMMENTSⁱⁱ

Mayor Kussard asked if anyone in the audience would like to speak on any item. There were no comments.

Mayor Kussard called Chief Chris McKinstry and Growth Management Director Thad Carroll to the podium to introduce new employees.

Chief McKinstry introduced Officer Breanne Brown as the Police Department's newest addition and gave a brief background, stating she is a July 2014 graduate of the College of Central Florida Law Enforcement Academy who is pursuing her Associates Degree in Criminal Justice.

Growth Management Director Thad Carroll introduced Becky Schneider as the new Permitting Tech, stating she has had three years' experience working at Lake County's Building Department. He stated she is a welcome addition to his department and has already received compliments on her customer service skills.

G. CONSENTⁱⁱⁱ:

Mayor Kussard asked if the Commissioners had any questions or comments regarding the consent items.

1. Minutes – January 5, 2015 – Regular Commission Meeting

2. Consideration of Approval to Sign the Commission for Florida Law Enforcement Accreditation, Law Enforcement Agreement (Chris McKinstry)

The background summary for this agenda item is on file in the Town Clerk's office. It states that as part of the Police Department accreditation process, the Commission for Florida Accreditation requires that a formal agreement be signed in order to participate. That agreement has been provided for Town Commission review. The Police Department is requesting approval to sign the document in order to continue on with the process. All expenses required for this fiscal year have already been budgeted and no further funding is required. Town Attorney Derek Schroth has reviewed this agreement.

3. Consideration to Host the Annual Lady Lake Easter Egg Hunt at the Junior Field at the Guava Street Athletic Complex on March 28, 2015 (Mike Burske)

The background summary for this agenda item is on file in the Town Clerk's office. It states that last year, the Lady Lake Easter Egg Hunt volunteers counted over 2,700 people attending the event. The Parks and Recreation Director will be proposing to host this event at the Junior Baseball Field at the Guava Street Athletic Complex. The size of the field and the available parking will assist us in handling a crowd of this size. As in years past, there have been many different groups and organizations that assist the Town with this event. Many Chamber members, businesses and churches donate their time, labor and signs for the event. Last year, there were over 30 different groups who supported this event and gave those in our area the ability to have a controlled Easter Egg Hunt. The egg hunt goes for the duration of the event and allows children of similar ages to hunt at the same time. The number of children is also controlled to make sure every child is able to get several eggs.

Some of the groups who assisted last year were the Lady Lake Library, Chamber of Commerce, Girls Scouts, Relay for Life, Steeple People, Life Family Practice, United Southern Bank, Lady Lake Area Rotary Club, First Baptist Church of Lady Lake, Crossroads Community Church, Sonic Drive Thru, Chick-Fil-A, Z88 Radio, Recreation Plantation, and the Historical Society. As with any event, the groups and games will change from year to year. As in years past, bounce houses have been donated for the children and the donation is expected once again this year. The businesses who donate their time and efforts are able to advertise who they are and hand out coupons or literature to help support their organization. This is also the practice for the Halloween Party.

To assist with marketing, this event will appear on many websites for different organizations. This gives us great exposure while not having to pay to advertise. There are many different churches and organizations that volunteer to run the egg hunt and the front gate. This gives the Town the ability to staff the event without utilizing paid staff. Including those running games, around 100 people volunteer for this event and assist in the coordination.

This year, the Lady Lake Kiwanis Club is the Town's major sponsor. The Kiwanis will invest \$1,800.00 in Easter Eggs and will also work to staff the event. In return they want to be able to advertise that they are partnering with the Town for the egg hunt. E-mails requesting this were included in the packet. The Parks and Recreation Department believes the requests are valid and are happy to have the new partnership. The Heritage Community Church is no longer part of the egg hunt and no longer sponsors the event.

4. Consideration of the Interlocal Agreement Between Lake County and the Town Regarding the E9-1-1 System (Kris Kollgaard)

The background summary for this agenda item is on file in the Town Clerk's office. It states that an internal audit of the E-9-1-1 services was conducted by the Lake County Clerk of the Circuit Court, Division of Inspector General. During this audit, it was recommended to Lake County that they update their interlocal agreements with the municipalities. The interlocal agreement has been reviewed and approved by the Town Attorney.

Upon a motion by Commissioner Richards and seconded by Commissioner Holden, the Commission approved Consent Items #G-1 through G-4 by a vote of 4 to 0.

H. OLD BUSINESS: No old business.

I. NEW BUSINESS:

5. Consideration to Add a Part-Time Position at the Lady Lake Library (Marsha Brinson)

Library Director Marsha Brinson gave the background summary for this agenda item (on file in the Clerk's office). She stated that at the current time, the Lady Lake Library has seven full-time employees and the library would like to add one part-time employee to provide for an increase in programming for youth and adults, as well as serve patrons in a timelier manner. Ms. Brinson reported that the former Youth Coordinator earned a wage of \$20.18 per hour after having been employed by the library for 11 years, and the current Youth Coordinator earns a wage of \$13.96 per hour, for a difference of \$6.22 per hour or \$12,937.60 per year. She stated that this amount is already encumbered under present Personal Service levels, and because it is a part time position, there is no long term employee liability due to insurances and no increase in employee salary to the town.

Ms. Brinson reported that the library has expanded its programming schedule to include more and varied programs for youth and adults and would like to add more new programs. A part-time position would enable staff to move toward their goal of creating quality programs for the Town's citizens. She stated that the person hired for the new position, if approved, would work mainly in Youth Services assisting at the circulation desk, but also creating and helping with programs. She stated this would also improve security, as at present staffing levels, there is only

one staff member working in the Youth Library and the Youth Library is separated from the main library by a hallway and fire door. There is a concern about safety and security and adding a part-time position would help with the level of security in the Youth Library. Ms. Brinson stated that the library's statistics have increased a great deal in the past few years and a new position would enable staff to serve patrons at a better level of efficiency.

Town Manager Kris Kollgaard commented that Ms. Brinson and the I.T. Director have done a great job implementing new programs for the youth section and it increases the workload. She stated there has been a very positive response to the new programs, and a new part-time staff member will assist in continuing this level of service.

Commissioner Vincent stated he is interested in the technology programs and asked if other than youths could attend.

Ms. Brinson replied that the youth programming includes children from birth to age 18.

Mayor Kussard commented that she has been very impressed with some of the technology that has come into the library.

Upon a motion by Commissioner Richards and seconded by Commissioner Holden, the Commission approved the Consideration to Add a Part-Time Position at the Lady Lake Library and the job description for this position as attached, by a vote of 4 to 0.

6. Consideration to Host the Third Annual Scam-Jam-Shred-A-Thon on Saturday, March 14, 2015 (Chris McKinstry)

Police Chief Chris McKinstry gave the background summary for this agenda item (on file in the Clerk's office). He stated that the Lady Lake Police Department is requesting to host the Third Annual Scam Jam Shred-A-Thon on Saturday, March 14, 2015 from 10 a.m. until 2 p.m. at the north front parking area of Target. This program is designed to increase public awareness with regard to current trends in criminal scams effecting the community and identify those responsible. Additionally, the Town will have educational information available to help citizens protect their identity and personal financial information from being compromised. Chief McKinstry stated that residents will be able to bring documents to be destroyed to this event and two shred trucks are being made available courtesy of Citizens First Bank, and community partners confirmed for this event thus far include: Citizens First Bank, Target, Seniors vs. Crime, and our local Sheriff's offices. Chief McKinstry commented that Chick-Fil-A and the Home Depot have also expressed their interest in participating in this event.

Upon a motion by Commissioner Holden and seconded by Commissioner Vincent, the Commission approved the Consideration to Host the Third Annual Scam-Jam-Shred-A-Thon on Saturday, March 14, 2015, by a vote of 4 to 0.

7. Consideration of a Law Enforcement Ride-Along Program (Chris McKinstry)

Police Chief Chris McKinstry gave the background summary for this agenda item (on file in the Clerk's office). He stated that many law enforcement agencies in the Central Florida area offer the opportunity for Law Enforcement Academy recruits to job shadow a police officer/deputy sheriff during the performance of his/her shift duties and this experience is considered by the

majority of the recruits to be the highlight of their academy training. Chief McKinstry stated that as important as this educational block of instruction is for the recruit, it is equally advantageous for the Police Department. He stated that a ride-along program would offer this department the opportunity to showcase the marketability and assist in evaluating prospective employment applicants. Chief McKinstry stated he is requesting to implement a ride-along program for law enforcement recruits and prospective applicants in an effort for the Lady Lake Police Department to continue its excellent working relationships with local training academies. He stated the Town's PRM attorney has reviewed and approved the Law Enforcement Ride-Along Program Application and Acknowledgement/Release Forms.

Upon a motion by Commissioner Holden and seconded by Commissioner Richards, the Commission approved the Law Enforcement Ride-Along Program by a vote of 4 to 0.

8. Consideration of Charging for Lien Searches (Kris Kollgaard)

Town Manager Kris Kollgaard stated that this item has been pulled and may be on the agenda for the next Commission meeting.

J. TOWN ATTORNEY'S REPORT:

The Town Attorney had nothing to report this evening.

K. TOWN MANAGER'S REPORT:

Town Manager Kris Kollgaard reported that students from the Villages Elementary School wrote letters and drew pictures in support of the Town's police officers. She stated they did a good job on them and they are on the table for everyone's viewing this evening.

L. MAYOR/COMMISSIONER'S REPORT:

Commissioner Richards thanked and congratulated the Mayor for the wonderful comments she made on Law Enforcement Day. He stated she represented the Town well.

Mayor Kussard reported that she attended the Art in the Park on Saturday and that there was a phenomenal turn out at the event; the largest she has seen thus far.

Town Manager Kris Kollgaard agreed that it was very busy.

M. PUBLIC COMMENTS^{iv}:

Mayor Kussard asked if anyone in the audience would like to speak on any item.

- Dan Bard of 1021 Del Rio Drive asked what time the Annual Lady Lake Easter Egg Hunt would begin on March 28th.

Town Manager Kris Kollgaard stated she would let him know the time at a later date

- Joe Quinn of 633 Rainbow Blvd. also thanked the Mayor for her comments at Law Enforcement Day. He agreed the crowd was huge at Art in the Park and that he would have liked to hand out brochures talking about the Town if they had been available.

N. ADJOURN

There being no further discussion, the meeting was adjourned at 6:15 p.m.

Kristen Kollgaard, Town Clerk

Ruth Kussard, Mayor

Minutes transcribed by Nancy Slaton, Deputy Town Clerk

ⁱAny invocation that may be offered before the official start of the Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Commission, and the Commission is not allowed by law to endorse the religious beliefs or views of this, or any other speaker.

ⁱⁱ This section is reserved for members of the public to bring up matters of concern or comments. It is not limited to items on the agenda and it is open to any concern or comments that the public may have.

ⁱⁱⁱ All items listed under consent are considered routine by the Town Commission and will be enacted by one motion. There will be no separate discussion of these items unless a Town Commissioner so requests, in which event the item will be removed from the consent agenda and considered in its normal sequence.

^{iv} This section is reserved for members of the public to bring up matters of concern or comments. It is not limited to items on the agenda and it is open to any concern or comments that the public may have.