

**MINUTES OF THE SPECIAL MEETING  
OF THE LADY LAKE TOWN COMMISSION  
LADY LAKE, FLORIDA  
April 21, 2014**

The Special 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 5:30 p.m.

1. **CALL TO ORDER:** Mayor Ruth Kussard
  
2. **ROLL CALL:** Tony Holden, Commissioner Ward 2  
Dan Vincent, Commissioner Ward 3  
Paul Hannan, Commissioner Ward 4  
Jim Richards, Commissioner Ward 5  
Ruth Kussard, Mayor/Commissioner Ward 1

**STAFF MEMBERS PRESENT:** Kris Kollgaard, Town Manager/Town Clerk; Jeannine Michaud, Finance Director; Pam Winegardner, Assistant Finance Director; Debbie Rodriguez-Lopez, Senior Account Specialist; Kristal Learn, Accounting Clerk; Thad Carroll, Growth Management Director; C.T. Eagle, Public Works Director; John Pearl, IT Director; Chief Chris McKinstry, Police Department; Tia O'Neal, Human Resource Director; and Nancy Slaton, Deputy Town Clerk

3. **Presentation and Acceptance of the Audit Report for Fiscal Year Ending September 30, 2013 (Chet Ross, Shumacker, Johnston & Ross)**

The Mayor introduced Chet Ross of Shumacker, Johnston & Ross, PA, to present the audit report.

Mr. Ross stated that he is presenting the audited comprehensive annual financial report for the Town for year-ending September 30, 2013. The official letter to the Commissioners communicating his formal results of the audit as required by *Government Auditing Standards* was handed out at the beginning of the meeting.

Mr. Ross stated the first items he will review are a couple of financial highlights. He stated the Management's Discussion and Analysis in the front part of the report includes this information. Mr. Ross stated that the Town's equity or net position increased by \$563,000, and the unrestricted equity was at \$7.9 million, including the general fund at \$5.8 million and the utility fund at \$2.9 million. He stated this is 66% or two-thirds of the Town's annual general fund expenditures, and is a strong position as this is seven to eight month's worth, and he likes to see at least six months. Mr. Ross stated he is aware that the Town has committed to projects such as the road resurfacing to use some of this money.

Mr. Ross stated there is nothing of consequence noted in the audit for this year. He stated the Town has not selected policies regarding fund balance in terms of what is committed and assigned and who does it, and thus the Town Commission makes these decisions. Mr. Ross stated the Town currently has a sewer capacity reserve agreement with The Villages and he is

happy to see the Town has recently done a flow test to assure that the pipe is working, and thus, the asset is still valuable.

Mr. Ross also reported that when the Town entered into the agreement with the Lake County Sheriff's Office for dispatch services last year, the budget stated the Town will buy \$77,000 worth of equipment. Mr. Ross noted that although the Town may have paid for the equipment, the County owns it, and he had to move it to an operating expense rather than a capital acquisition as it is not the Town's equipment.

Mr. Ross stated that there was a \$75,000 deferred asset in the utility fund for engineering services for sewer for Lady Lake Boulevard and Clay Avenue which was done back in 2004. He stated he has been carrying that asset forward, but that he wrote it off this year to get it off the books since sewer has not been completed and new engineering would probably have to be done if the project commenced again.

Mr. Ross stated the Commissioners could contact him at any time if they have a question. He thanked them for the opportunity to present his report in this forum, and asked them to accept the report for distribution.

The Mayor, Commissioners and Town Manager thanked Mr. Ross for his presentation. Mayor Kussard commented that it was a very complete report.

*Upon a motion by Commissioner Richards and seconded by Commissioner Hannan, the Commission approved the distribution of the Comprehensive Annual Financial Report for Fiscal Year Ending September 30, 2013, by a vote of 5 to 0.*

Town Manager Kris Kollgaard thanked Mr. Ross and stated it was a pleasure to work with him and that he is a valuable resource.

Commissioner Hannan requested that two pages be added to next year's budget to include a personnel summary and fund balances where reserves are tracked over the years.

Mr. Ross pointed out that the reserves are tracked on pages 88 and 89 of the current report, and the personnel summary is shown on page 105.

Commissioner Hannan apologized, stating he had not noticed them in this report. He asked if the word "reserves" has changed.

Mr. Ross replied that the terminology changes every so often.

#### **4. Presentation of the Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year Ending September 30, 2012 (Mayor Kussard)**

Mayor Kussard presented the Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ending September 30, 2012 to the Finance Department staff. It states that this award is presented by the Government Finance Officers Association of the United States and Canada to government units and public employer retirement systems whose comprehensive annual financial report achieved the highest standards in government accounting and financial reporting.

Town Manager Kris Kollgaard noted that the plaque has changed this year, and now has a space to place the year of the award on the same plaque year after year.

The Mayor, Commissioners and Town Manager recognized the staff of the Finance Department who played a large part in the Town achieving this award.

**5. ADJOURN:** There being no further discussion; the meeting was adjourned at 5:45 p.m.

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Kristen Kollgaard, Town Clerk

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Ruth Kussard, Mayor

Minutes transcribed by Nancy Slaton, Deputy Town Clerk