

**MINUTES OF THE REGULAR MEETING  
OF THE LADY LAKE TOWN COMMISSION  
LADY LAKE, FLORIDA  
June 15, 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:** Mayor Ruth Kussard
  
- D. **INVOCATION<sup>i</sup>:** Minister Matt Malott – New Life Christian Church
  
- E. **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; Derek Schroth, Town Attorney; Thad Carroll, Growth Management Director; C.T. Eagle, Public Works Director; Chief Chris McKinstry and Lt. Jason Brough, Police Department; Marsha Brinson, Director of Library Services; Pam Winegardner, Assistant Finance Director; and Nancy Slaton, Deputy Town Clerk

**F. PUBLIC COMMENTS<sup>ii</sup>**

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

**G. CONSENT<sup>iii</sup>:**

Mayor Kussard asked if the Commissioners would like to pull any Consent items for discussion.

Commissioner Hannan requested that Item G-2 be pulled for discussion.

**1. Minutes – June 1, 2015 – Regular Commission Meeting**

**3. Budget Amendment to Move Budget from Contingency to I.T. Capital Equipment Expense to Purchase a Remote Server; and to Library Repair Expense to Repair the Roof of the Youth Library (Jeannine Michaud)**

The background summary for this agenda item is on file in the Town Clerk's office. It states that Amendment BT15-008 decreases Contingency and increases Capital Equipment in Information Technology in order to purchase a remote desktop server to isolate the ERP client and create a more secure environment; and increases Library Repair and Maintenance to repair the roof of the Youth Library which is leaking. There is currently \$55,515 in Contingency. Both of these items were approved at the May 18, 2015 Commission Meeting.

*Upon a motion by Commissioner Richards and a second by Commissioner Holden, the Commission approved Consent Items #G-1 and #G-3 by a vote of 5 to 0.*

**2. Consideration of Job Classification Title Change (Chris McKinstry)**

The background summary for this agenda item is on file in the Town Clerk's office. It states that the organizational structure of the Lady Lake Police Department currently has two full-time staff members classified as the rank of lieutenant. Both lieutenants are operating in a command level position. At times, an outside agency or a resident will contact the police department and request to speak to a command level official. Since the lieutenant rank is generally considered as a line officer rank, whereas the rank of captain is generally considered an administrative or command position, confusion has sometimes resulted when a lieutenant responds. Add to this, the accreditation process and the contacts the department will have with outside assessors, the police department's current rank structure would be better suited with the rank of captain instead of lieutenant to alleviate any misconception.

This request for change is a request for title change only. In fact, only one word in the job description would be altered (lieutenant to captain). All other aspects of the job description, responsibilities, salary, and benefits would remain the same. This is not a request for additional positions, future positions, salary modification, nor is it a request for any additional layers of supervision. The Police Department's current staffing levels with the number of personnel currently employed are sufficient to meet all service and safety demands efficiently and effectively.

A salary comparison chart of local law enforcement agencies similarly sized as the Lady Lake Police Department, in addition to other Lake County agencies that currently have the rank of police captain, was included in the packet. The Lady Lake P.D. entry, highlighted in yellow, is the current police lieutenant salary range and it fits well within the parameters of all agencies with the rank of police captain, with the exception of the Clermont P.D., and therefore no modification is necessary.

Commissioner Hannan stated he wanted to clarify that the title change would not effect the salary range.

Town Manager Kris Kollgaard announced for the record that she distributed a hand-out showing that the proposed salary range for the new job title of captain is the same as the current salary range for the lieutenant position.

*Upon a motion by Commissioner Hannan and a second by Commissioner Richards, the Commission approved Consent Item #G-2 by a vote of 5 to 0.*

**H. OLD BUSINESS:** No old business.

**I. NEW BUSINESS:**

**4. Consideration of the Law Enforcement Mutual Aid Agreement for Traffic Enforcement between the Lake County Sheriff's Office and the Lady Lake Police Department (Chris McKinstry)**

Police Chief Chris McKinstry gave the background summary for this agenda item (on file in the Clerk's office). He stated that Combined Law Enforcement Mutual Aid Agreements are accepted practice between law enforcement agencies in furtherance of their respective duties under law for the purpose of facilitating assistance as described within the agreement. This specific MOU allows the Lady Lake Police Department to enforce traffic laws within the confines of the unincorporated areas described within the agreement. Chief McKinstry stated that Town Attorney Derek Schroth has reviewed and approved the attached agreement.

*Upon a motion by Commissioner Hannan and a second by Commissioner Holden, the Commission approved the Law Enforcement Mutual Aid Agreement for Traffic Enforcement between the Lake County Sheriff's Office and the Lady Lake Police Department by a vote of 5 to 0.*

**5. Consideration of Approval to Utilize Traffic and Criminal Software (TRACS) Data Collection and Reporting Tool, and Electronic License & Vehicle Information System (ELVIS) (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 has operated with the current VisionMobile software for the last 15 years as the core of its records management system. At that time, additional components were purchased and added to fully accomplish the P.D.'s mission to include CAD for dispatch, when the department still had a dispatch center, and Mobile for field units to enable the officers on the street to communicate with dispatch and to access NCIC/FCIC. Since the transfer of dispatch services to the Lake County Sheriff's Office, the CAD function is provided within the Department's existing contract with the LCSO and is no longer being used by the P.D. In fact, the only component other than the core RMS being used currently is the mobile NCIC/FCIC query function. He stated the currently pays a service/support fee of \$10,000 per year to maintain the functionality of that one feature.

Chief McKinstry stated that as technology advances and existing equipment becomes obsolete or inefficient, new programs and software are developed. Two of those available systems are being provided to all Florida law enforcement agencies free of charge by the FDOT. He stated that grant funding from the Florida Department of Transportation, in partnership with the FAMU-FSU College of Engineering, offers both TraCS and ELVIS free of charge to all law enforcement agencies in the state so that the ultimate goal of all agencies utilizing the same reporting software can be realized. Since the goal of FDOT is to mandate all agencies onto one platform, there are no plans to discontinue the grant funding. In fact, this grant funding has been in place for almost 10 years. The Lady Lake Police Department does not have to apply for this grant as it is provided directly from FDOT. Since the Town already owns the VisionMobile software and in the unlikely event the grant funding is ended, the only cost to the Town would be to re-establish its service support fee.

Chief McKinstry explained that ELVIS (Electronic License and Vehicle Information System) is a tool for running FCIC/NCIC queries from any device connected to the internet. ELVIS provides free access to FCIC/NCIC for the entire agency without any software to install. The P.D. can run queries, view results, access audit logs, and manage users from any agency computer that has access to the internet. He stated that as part of accreditation and CJIS (Criminal Justice Information

Systems) requirements, the P.D. must demonstrate that they are in compliance with all applicable standards and regulations. Chief McKinstry state that the built-in reports in ELVIS will help the P.D. get through its CJIS audits by providing easy access to the reports that the FDLE and FBI auditors want to see such as authentication logs, query logs, and user account audit trails.

Chief McKinstry reported that TraCS (Traffic and Criminal Software) is a data collection and reporting tool. He stated that the P.D. currently uses a third party vendor, iyeTek, for traffic crash reporting. At each crash, the officers have to hand write each and every traffic citation, and once they are written, they are submitted to the P.D.'s Records Division where they are each manually entered into the Records Management System (RMS). He stated that this is a time-consuming process, especially if the handwriting is not completely legible, and recently, the P.D. has had some difficulty with iyeTek providing a timely response to some technical issues. Chief McKinstry stated that the resolution of those issues have only been temporary, and the Town's IT Director, John Pearl, has become frustrated over the lack of urgency on the part of iyeTek.

Chief McKinstry stated that with TraCS, there is no need to hand write traffic citations at crash scenes or during enforcement activity, and Records will no longer need to manually enter every traffic citation from handwritten copies; all data is electronically reported directly into the Town's existing RMS. He stated that additionally, all data that is queried through the ELVIS system on traffic stops or traffic crashes is electronically populated into both the crash report and citation, eliminating the need to hand write anything. Chief McKinstry stated that as an added benefit, TraCS allows a driver exchange of information form containing all the essential data needed for an insurance claim to be electronically printed at the scene of a crash and can immediately be provided to the crash victims. He reported that Fruitland Park and Mascotte are the only other Lake County law enforcement agencies not currently using TraCS at this time.

Chief McKinstry stated that by utilizing TraCS and ELVIS, the Town can discontinue the use of VisionMobile and cancel the support services agreement currently funded at \$9,483.00 per year, and the savings from the discontinued support service would be utilized to purchase inexpensive printers for all patrol cars to enable printed crash reports and traffic citations at a cost not to exceed \$4,600.00.

Commissioner Hannan asked about the proposed printer purchases.

Chief McKinstry replied that they had been looking at printers costing approximately \$150.00 each.

The Commissioners commented that they liked this idea and complimented the Chief and his staff on the savings involved with this item.

*Upon a motion by Commissioner Vincent and a second by Commissioner Richards, the Commission approved the consideration to utilize Traffic and Criminal Software (TRACS) Data Collection and Reporting Tool, and Electronic License & Vehicle Information System (ELVIS) by a vote of 5 to 0.*

#### **J. TOWN ATTORNEY'S REPORT:**

**6. Ordinance No. 2015-02 – Second/Final Reading (Tabled from 6/1/15) – Phillip and Donna Willman Center – Rezoning/CP MOA Amendment to Add the Motor Vehicle, Recreational Vehicle or Boat Storage Land Use – Located at 917 Teague Trail/CR 25, North of Allstor Commerce (Thad Carroll)**

Mayor Kussard reported that it has been requested that the second/final reading of this item be tabled to the July 20, 2015 Commission meeting. (A copy of the e-mail request sent by the applicant is on file in the Clerk's Office.)

Town Manager Kris Kollgaard clarified that this is for Ordinance No. 2015-02.

Commissioner Richards commented that he may not be able to attend the July 20<sup>th</sup> meeting as he will most likely be in rehab after a surgical procedure. He asked that the applicants be notified.

Ms. Kollgaard stated she will make sure the applicants are aware that only four Commissioners are likely to be at the July 20<sup>th</sup> meeting.

Commissioner Hannan asked the town attorney if Commissioner Richards could send a memo in to be read in public on this issue.

Mr. Schroth replied that he could send a memo, but that it could not be a vote; a Commissioner must be in person to vote on an item. He stated that given the nature of the request, a full Commission may be a good idea.

Commissioner Hannan stated this item may need to be pushed back to the first meeting in August.

Ms. Kollgaard stated they will notify the applicant and find out what they would like to do.

**K. TOWN MANAGER'S REPORT:**

Town Manager Kris Kollgaard stated that she has no report this evening.

**L. MAYOR/COMMISSIONER'S REPORT:**

Commissioner Hannan announced that he has heard f Joe Quinn is not doing well after his surgery, according to his wife. He asked that everyone offer a few prayers for him.

The Commissioners stated they were sorry to hear about this.

Commissioner Richards commented that he is happy to have another son relocating to this area.

Commissioner Vincent expressed his concern about the number of trees being taken down in Water Oak. He asked the attorney if there was some way the Commission could increase the fees for taking out historic oak trees, and if there could be a different rate for corporations versus individuals.

Town Attorney Derek Schroth replied that the Commission could have increased penalties if it is intentional, but that they must be able to prove that.

Town Manager Kris Kollgaard remarked that the people cutting down the trees in Water Oak have contacted the Town and gone through the proper procedure for taking down the trees.

Commissioner Vincent stated that he would like to see the trees saved and that money is not stopping them.

Ms. Kollgaard asked the town attorney if the amount of trees being cut down could be limited.

Mr. Schroth replied that it could as long as it applies across the board.

Commissioner Hannan commented that trees in The Villages are being cut down and hat-racked every weekend. He asked what the fine is for cutting down a historic tree.

Ms. Kollgaard replied that she believes it is \$500.

Growth Management Director Thad Carroll confirmed that the fee for historic tree removal is \$500 for residential lots and that commercial lots must obtain a variance through the Commission and then pay a fee of \$100 per caliper inch, or a minimum of \$3,600. He explained that staff looks at the matrix for residential lot sizes and there is a minimum number of trees required with historical trees being the priority to save. He stated that the tree regulations and fees for residential lots were changed a couple of years ago. Mr. Carroll stated that they have been following the Town's process and paying the fees for the trees in Water Oak.

After further discussion, the Commissioners stated they would be in favor of looking into this issue again and perhaps changing the fees.

Ms. Kollgaard stated that staff will look into it and do a comparison on what other municipalities are doing.

**M. PUBLIC COMMENTS<sup>iv</sup>**

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

**N. ADJOURN:** There being no further discussion, the meeting was adjourned at 6:22 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

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<sup>i</sup>Any 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.

<sup>ii</sup> 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.

<sup>iii</sup> 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.

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