

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

June 20, 2016

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 6:05 p.m.

- A. CALL TO ORDER:** Mayor Ruth Kussard

- B. PROCEDURE:** *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. INVOCATION:** Reverend Dr. Paul Harsh – First Baptist Church of Lady Lake

- D. PLEDGE OF ALLEGIANCE** – led by Joe Quinn

- 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; Mike Burske, Parks and Recreation Director; Chief Chris McKinstry, Police Department; Pam Winegardner, Finance Director; Julia Harris, Administrative Assistant to Town Manager; and Nancy Slaton, Deputy Town Clerk

- F. PUBLIC COMMENTS:** Mayor Kussard asked if there were any comments at this time.
 - Larry Edwards of 171 Palermo Ct. stated that he has a proposal to address the congestion on Rolling Acres Road between US Highway 27/441 and C.R. 466, and will plead his case with the Lake County Commission on Tuesday, June 21, 2016. He stated he will point out the fact that Rolling Acres Road is not wide enough to move traffic at a reasonable pace and there are no current plans to correct this situation. Mr. Edwards stated he believes Lake County has been remiss in their responsibility to take positive action and generate a financial plan of action to resolve this problem, as they say they have no funds for this. He suggested an increase in impact fees on new purchases in north Lake County vicinity may be required. He extended an invitation for others to join him tomorrow at 315 Main St. in Tavares at 9 a.m.

- G. ANNOUNCEMENT:**

1. Announcement of Qualifying Period from 12 Noon on June 20, 2016 to 12 Noon on June 24, 2016 for the Office of Town Commissioner for Wards 2 & 4 for the General Election on November 8, 2016 (Mayor Kussard)

Mayor Kussard read the announcement as required for each meeting prior to the qualifying period ending.

H. CONSENTⁱ:

2. Minutes – June 9, 2016 – Special Commission Meeting

3. Consideration for the Lady Lake Soccer Association to Host Their Annual British Soccer Camp on June 27, 2016 - July 1, 2016 at the Rolling Acres Sports Complex Soccer Fields and to Donate the Field Rental Fees to the Lady Lake Soccer Association for Scholarships for the Fall Season (Mike Burske)

The background summary for this agenda item is on file in the Clerk's Office. It states that the Lady Lake Soccer Association is seeking permission to once again host their summer British Soccer Camp through Challenger Sports. The camp has given the area children the opportunity to learn soccer skills from very skilled coaches. The camp and how it has been coordinated through the years appears to be a benefit to the community. At the camp, all participants are given a ball and are given a shirt for the camp if they signed up early. The Commissioners were asked to view the Challenger Sports website at www.challengersports.com before the meeting to see who they are and what they teach. Challenger Sports provides their own insurance and also provides background checks for all of the coaches. Challenger Sports will once again rent the fields. Last year, the Town donated the field rental fee to the Lady Lake Soccer Association to assist those who are unable to pay to play soccer. The funds would come in too late to help those who are unable to pay for the camp. The camp varies from 30 to 80 participants.

Mayor Kussard asked if there were any questions or comments on the Consent items, and hearing none, asked for a motion.

Upon a motion by Commissioner Richards and a second by Commissioner Vincent, the Commission approved Consent Items #H-2 and #H-3 by a vote of 5 to 0.

I. OLD BUSINESS: No old business.

J. NEW BUSINESS:

4. Consideration of Approval to Award Bid No. 2016-0004 for the Guava Street Sports Complex Concession Building and Parking Lot Project to Tumbleson White Construction, Inc., for the lump Sum of \$440,000.00 (Mike Burske)

Parks and Recreation Director Mike Burske gave the background summary for this agenda item (on file in the Clerk's office). He stated that Tumbleson White Construction, Inc. (TWC) came in as the lowest competent bidder the second time this project was put out to bid. Their original bid was \$448,320.00 and it was negotiated down to \$440,000.00, leaving a \$27,000.00 contingency. As the Construction Engineering and Inspection (CEI) will come to \$20,000.00, the total for the project will be \$460,000.00. Mr. Burske noted that it will change the look of the area and give the Little League a new concession stand and meeting/storage building.

Upon a motion by Commissioner Holden and a second by Commissioner Richards, the Commission approved Awarding Bid No. 2016-0004 for the Guava Street Sports Complex Concession Building and Parking Lot Project to Tumbleson White Construction, Inc., for the lump sum of \$440,000.00 by a 5-0 vote.

5. Consideration of Approval to Utilize Neel-Schaffer, Inc. for Construction, Engineering and Inspection (CEI) Services for the Guava Street Athletic Complex Concession Stand and Parking Lot Project (Mike Burske)

Parks and Recreation Director Mike Burske gave the background summary for this agenda item (on file in the Clerk's office). He stated that Neel-Schaffer Engineering has presented a proposal for the CEI Services for the concession stand and parking lot project. These services make sure that the contractor is doing his job by constructing the job per the plans and code. The fee is \$20,000.00 for these services per the attached contract. The estimated time for the completion of this project is 120 days.

Upon a motion by Commissioner Vincent and a second by Commissioner Richards, the Commission approved utilizing Neel-Schaffer, Inc. for Construction, Engineering and Inspection (CEI) Services for the Guava Street Athletic Complex Concession Stand and Parking Lot Project, by a 5-0 vote.

6. Consideration of Proposal from Aztek Systems for Replacement of the Access Control System (C.T. Eagle)

Public Works Director C.T. Eagle gave the background summary for this agenda item (on file in the Clerk's office). He stated that the Town's current access control system is in a failing state and is in need of replacement. Aztek Systems is the Town's current contracted security systems contractor, and the Police Department currently has surplus funds in the Gas and Diesel budget line item that could be utilized to fund this project if so approved.

Upon a motion by Commissioner Holden and a second by Commissioner Hannan, the Commission approved the proposal from Aztek Systems for replacement of the Access Control System, by a 5-0 vote.

7. Consideration of the Mutual Agreement for Pavement Management-Preservation Services with CW Roberts Contracting, Inc. for the FY 2015-16 Annual Street Resurfacing Project (C.T. Eagle)

Public Works Director C.T. Eagle gave the background summary for this agenda item (on file in the Clerk's office). He stated that the agreement included in the packet is the 2016 Pavement Management Plan Update furnished by KCA, consultants. The update includes the proposed street resurfacing list for this fiscal year. He stated staff recommends utilizing or "piggybacking" the current procured and executed contract between the Board of Sumter County Commissioners and CW Roberts Contracting, Inc. Mr. Eagle stated that this is a budgeted item and this agreement has been reviewed and approved by the Town Attorney.

Commissioner Richards questioned that this agreement is piggy-backing on Sumter County and includes 1" overlay only with striping, and no other treatment such as micro-surfacing.

Mr. Eagle replied that the plan only calls for hot mix this year, which is why they piggy-backed on the C.W. Roberts contract.

Commissioner Richards stated he reviewed Campo's estimate and they give little credence to micro-surfacing, while recommending 1" overlays everywhere. He stated he has concerns for the budget as they recommend \$600,000 a year going toward resurfacing, when some roads are low traffic and may not need the 1" overlay.

Mr. Eagle stated this year's plan includes getting major components done, and is a catch-up year before going back into the micro-surfacing arena next year. He stated there are some low traffic subdivision roads in The Villages included in this year's plan that are in need of being milled and overlaid. Mr. Eagle stated there will be a Pavement Management Plan update done next year to include re-inspection and re-inventory.

Commissioner Richards asked that Mr. Eagle keep an eye on it.

Town Manager Kris Kollgaard mentioned that the Driving Range was not included in this year's plan at this time, but once the specs come in, it will be added.

Upon a motion by Commissioner Holden and a second by Commissioner Hannan, the Commission approved the Mutual Agreement for Pavement Management-Preservation Services with CW Roberts Contracting, Inc. for the FY 2015-16 Annual Street Resurfacing Project, by a 4-1 (Richards) vote.

8. Consideration of Approval to Advertise RFP 2016-0005 for Building Official Services, Plan Review, Inspections and Related Support Services (Thad Carroll)

Growth Management Director Thad Carroll gave the background summary for this agenda item (on file in the Clerk's office). He stated that in May of 2012, a Request for Proposal (RFP) was circulated to solicit firms to provide Building Inspection Services, Building Plan Review Services, Fire Plan Review Services, and Building Official Services for the Town of Lady Lake. In response to the proposals received, NOVA Engineering, Inc. was awarded the contract to provide these services for the Town of Lady Lake and is currently our contracted provider. Mr. Carroll stated that the current contract was initially for two years and was extended twice; there is no option to extend the contract again.

Mr. Carroll stated that given that four years have elapsed and that the Town of Lady Lake is currently underway with the budget preparations for the next fiscal year, the Growth Management Department, in coordination with the Town Manager's office, believes that it is appropriate to circulate a Request for Proposal for these services once again in an effort to ensure that the Town is paying the going rate for these services. In addition, our current contract with NOVA will expire on October 1, 2016. Upon receipt of these proposals, the Town may elect to utilize another agency for these services, or retain the current provider under a new contract. The RFP as it will be circulated is attached. It is also the intent of the Town to enter into a new contract for the inspection services of Kerry Barnett of Fire Safety Consulting, LLC, via utilization of the terms of an existing contract with another Florida municipality.

Upon a motion by Commissioner Vincent and a second by Commissioner Richards, the Commission approved the request to advertise RFP 2016-0005 for Building Official Services, Plan Review, Inspections and Related Support Services, by a 5-0 vote.

9. Consideration of Renewing the Town Manager’s Employment Contract, and if Renewed, Consideration of Annual Evaluation and COLA/Merit Performance Adjustment (Kris Kollgaard)

Town Manager Kris Kollgaard gave the background summary for this agenda item (on file in the Clerk’s office). She stated that her current employment contract for the Town Manager position expires June 21, 2016. She stated if it is the pleasure of the Commission to renew this contract she would be agreeable to renewing the contract under the existing terms for another two years.

Ms. Kollgaard stated that according to the Town Manager’s contract with the Town of Lady Lake, an annual evaluation must be done by the Town Commission on the Town Manager’s performance, and a performance merit adjustment can be made to the base salary if it is the Commission’s desire. She stated that Town is proposing a 2% COLA and up to a 3% merit increase for the employees this year, for up to a 5% increase total.

Commissioner Richards commented that Ms. Kollgaard has always exceeded expectations and he agreed with the proposed increase.

The Commission approved the renewal of the Town Manager’s employment contract under existing terms and approved the COLA/merit performance adjustment by consensus.

K. TOWN ATTORNEY’S REPORT: No report.

M. TOWN MANAGER’S REPORT:

10. Consideration of Two Appointments/Reappointments to the Police Pension Board (Kris Kollgaard)

Town Manager Kris Kollgaard gave the background summary for this agenda item (on file in the Clerk’s office). She stated that the terms of two current Police Pension Board members expired in April and their terms were extended until after the Police Pension Board meeting on June 8th. Pete Chiasson and John Schmied are current members and would like to be reappointed.

There were also two applications on file for this board for consideration for Robert Conlin, Sr. and Ronald Francis, III, although Mr. Francis’ application was withdrawn as he has been transferred.

Ms. Kollgaard asked the Commissioners to make their selections. The following results were read into the record and tallied:

- Commissioner Vincent voted for Robert Conlin Sr. and Pete Chiasson.
- Commissioner Hannan voted for Pete Chiasson and John Schmied.
- Commissioner Holden voted for Pete Chiasson and John Schmied.
- Commissioner Richards voted for Pete Chiasson and John Schmied.
- Mayor Kussard voted for Pete Chiasson and John Schmied.

As a result, Pete Chiasson received five votes and John Schmied received four votes, and both were re-appointed.

Ms. Kollgaard reported that an RFP for the Police Pension Board attorney has been drafted and approved by the Board members. It will be advertised tomorrow.

N. MAYOR/COMMISSIONER’S REPORT:

Commissioner Hannan reported that trees have been cut down and hat-racked in the last three weeks at the following addresses: 673 Rainbow Blvd., 504 Jason, 505 Jason, 536 Jason, 604 Jason, 714 Heathrow, 207 Palermo Ct., 703 Sharon, and 1235 Pompano. He asked if other Commissioners have noticed this in their wards. He stated that although some had permission, it is a shame that so many trees are being taken down.

Commissioner Vincent stated that there have been a lot of trees cut down in Water Oak as well.

Commissioner Holden stated that they should be required to replace it with a live oak or water oak.

Commissioner Hannan said this is being done when they go through proper channels.

Commissioner Hannan also brought up that contractors are parking on the wrong side of the road and that there should be some consequences when breaking the law. He stated he has reported it to Town staff and The Villages, as well.

Ms. Kollgaard stated that she has forwarded these complaints to the Chief, but it is her understanding that the contractor has to be present before the officer can write a ticket.

O. PUBLIC COMMENTS:

Mayor Kussard asked if there were any further questions or comments.

- Joe Quinn of 633 Rainbow Blvd. asked who should be called for things such as parking on the wrong side of the road.

He was informed to call non-emergency police dispatch which is manned 24 hours a day.

P. ADJOURN: The meeting was adjourned at 6:39 p.m.

Kristen Kollgaard, Town Clerk

Ruth Kussard, Mayor

Minutes transcribed by Nancy Slaton, Deputy Town Clerk

ⁱ 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.