

**MINUTES OF THE REGULAR MEETING  
OF THE LADY LAKE TOWN COMMISSION  
LADY LAKE, FLORIDA  
August 3, 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. INVOCATION<sup>i</sup>:** Moment of Silence in lieu of Pastor Jim Hanson of His Fellowship 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; Captain Jason Brough, Police Department; Pam Winegardner, Acting Finance Director; Marsha Brinson, Library Director; John Pearl, I.T. Director; Mary Richichi, Staff Assistant to Town Clerk; 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. PROCLAMATION:**

**1. National Clown Week (Mayor Kussard/Doris Turlo)**

Mayor Kussard proclaimed the week of August 3<sup>rd</sup> through August 9<sup>th</sup>, 2015 as “*National Clown Week*” in the Town of Lady Lake, and urged the citizens of Lady Lake to give full support of the efforts toward the mission of Clown Alley #179 to lift the spirits and boost the morale of people everywhere. She presented the proclamation to Doris Turlo of Clown Alley #179.

H. CONSENT<sup>iii</sup>:

Mayor Kussard announced that an error was noted in the July 20, 2015 minutes on page 6, line 41, and it has been corrected to say September 2<sup>nd</sup> instead of September 3<sup>rd</sup>. She asked if there were any other questions or comments on the Consent items.

2. **Minutes – July 15, 2015 – Commission Budget Workshop Meeting**  
**– July 20, 2015 – Regular Commission Meeting**

3. **Consideration of Budget Amendment to Transfer Funds from Elections-General Operating to Library Books, Publications (Pam Winegardner, Acting Finance Director)**

The background summary for this agenda item is on file in the Clerk's Office. It states that Amendment BT15-014 increases available funds by \$2,000 for the Library-Books, Publications line item expenses and decreases Election-General Operating available funds by \$2,000 in order to purchase additional books for the library. This amendment will not change the bottom line of the budget.

*Upon a motion by Commissioner Richards and a second by Commissioner Hannan, the Commission approved Consent Items #H-2 and #H-3 by a vote of 5 to 0, with the correction to the minutes of July 20, 2015 as noted.*

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

J. **NEW BUSINESS:**

4. **Consideration of the Purchase of One Radar Speed Display and Message Sign to Enhance Traffic Safety and Community Awareness and to Utilize the Town Forfeiture/Law Enforcement Trust Fund Account to Finance This Purchase (Chris McKinstry)**

Captain Jason Brough gave the background summary for this agenda item (on file in the Clerk's office). He stated that variable message signs are devices that can be temporarily installed along roadways to display messages relating to everything from speed violations and traffic conditions to community events. He stated the Lady Lake Police Department does not currently have a message sign in its inventory, and a common concern from residents relates to vehicles exceeding the speed limit in residential neighborhoods. Captain Brough stated that the message sign recommended by staff has an integrated radar connected to the sign display allowing the Police Department to utilize the message sign for multiple purposes including speed awareness. He stated that staff has obtained three quotes from vendors marketing message signs, and the vendor with the lowest price quote is the one recommended by staff. Captain Brough reported that the Town's auditor, Chet Ross, has confirmed that this request complies with the provisions of Section 932, Florida Statutes, for use of the Law Enforcement Trust Fund.

Commissioner Richards stated he is favor of this purchase, but thought that the Town already had a radar detector board.

Captain Brough replied that they do have a very old one that is having electronic problems, and it is only a radar detector, and does not include a display board for messages.

Commissioner Holden stated he is in favor of this purchase, but questioned the need for a \$300 upgrade on rims for the tire or for a spare tire.

Captain Brough explained that it was only part of one quote that was received, and staff did not recommend that quote.

Town Manager Kris Kollgaard clarified that there are no upgrades on the radar detector/message board that staff recommends purchasing.

*Upon a motion by Commissioner Richards and a second by Commissioner Hannan, the Commission approved the purchase of one radar speed display and message sign to enhance traffic safety and community awareness and to utilize the Town Forfeiture/Law Enforcement Trust Fund Account to finance this purchase by a vote of 5 to 0.*

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

**5. Resolution No. 2015-106 – First/Final Reading – Declaration of Qualifying Dates for the Office of Town Commissioner for Wards One, Three and Five for the November 3, 2015 General Election; and Authorization for the Supervisor of Elections to Conduct the General Elections for the Town (Kris Kollgaard)**

Town Attorney Derek Schroth read the resolution by title.

Town Manager Kris Kollgaard stated that as Town Clerk, she is requesting to adopt Resolution No. 2015-106 which announces the qualifying dates for Town Commissioner candidates for the general election to be held on November 3, 2015. She stated that the qualifying period will begin August 24, 2015 at 12:00 noon and end on August 28, 2015 at 12:00 noon, and that Wards 1, 3, and 5 are up for election this year.

Ms. Kollgaard stated that a request is also being made to authorize the Town Clerk to request that Emogene Stegall, Supervisor of Elections for Lake County, conduct the November 3, 2015 general election for the Town of Lady Lake.

*Upon a motion by Commissioner Hannan and a second by Commissioner Richards, the Commission approved Resolution No. 2015-106 declaring the qualifying dates for the November 3, 2015 election on first/final reading by a 5-0 vote.*

*Upon a motion by Commissioner Hannan and a second by Commissioner Holden, the Commission approved the request that the Lake County Supervisor of Elections conduct the November 3, 2015 general election by a 5-0 vote.*

**6. Resolution No. 2015-107 – First/Final Reading – Tree Tops Storage Holdings, LLC – Special Permit Use Request to Install an Electronic Message Board/Marquee Sign on an Existing Freestanding Sign at the Rolling Acres Self Storage Site – Located at 175 S. Rolling Acres Rd. (Thad Carroll)**

Town Attorney Derek Schroth read the resolution by title.

Growth Management Director Thad Carroll gave the background summary for this agenda item (on file in the Clerk's office). He stated that the applicant, Michael Girard, on behalf of Tree Tops

Storage Holdings, LLC, has submitted a Special Permit Use application for the proposal to install an electronic message board on an existing and approved monument sign. Pursuant to the provisions of Chapter 17, Section 17-3).e).4)., the applicant is requesting via Resolution No. 2015-107 to be allowed the installation of the electronic message board/marquee sign on the property owned by Tree Tops Storage Holding LLC for the Rolling Acres Self Storage site, located at 175 South Rolling Acres Road (AK #3250290). Mr. Carroll stated that staff recommends approval.

On December 17, 2014, the Town issued a Development Order for the first phase of the Rolling Acres Self Storage site consisting of eight buildings, being approximately 110,289 sq. ft. of mini-storage space. On April 6, 2015, the applicant completed the major modification to site plan process to finish the last phase with two proposed indoor motor vehicle/RV/boat storage buildings totaling 41,400 sq. ft. and an RV sewage dump station. The site has been in operation and the applicant is ready to incorporate a message board into their existing sign.

Mr. Carroll showed a site plan showing the location of the parcel and a rendering of the proposed LED message sign to be installed on the existing sign. He stated the proposed digital LED copy area is two feet by six feet; which is under the allowable total of 14 sq. ft. and meets code.

Mr. Carroll reported that a statement of adherence to the guidelines of the electronic message board/marquee sign has been submitted indicating that the applicant will follow most standards outlined under the provisions of Town of Lady Lake Land Development Regulation, Chapter 17, Section 17-3).e).(4)., including dimming features and capabilities for the light-emitting diode (LED) sign.

The future land use and zoning designations of the adjacent properties are as follows:

**Future Land Use**

Subject Property	Lady Lake – General Commercial Retail Sales & Services (RET)
<b>Future Land Use of Adjacent Properties</b>	
West	Lake County – Urban Low
East	Lady Lake –Multi-Family Low Rise- (MF-LR)
North	Lady Lake- Other Institutional Facilities (OIF)/Lake County-Urban Low
South	Lady Lake – General Commercial Retail Sales & Services (RET)

**Zoning**

Subject Property	Lady Lake – Planned Commercial (CP)
<b>Zoning of Adjacent Properties</b>	
West	Lake County-Agricultural Residential
East	Lady Lake –MF-12 (Up to 12 dwelling units per acre)
North	PFD (Public Facilities District)/ Lake County-Agricultural
South	Lady Lake- Planned Unit Development (PUD)

The zoning of the subject site allows for the installation an electronic message board/marquee sign upon Town Commission approval; therefore, the requested permit is consistent with the directives of the Land Development Regulations and Comprehensive Plan. Applications for Special Permit Use (SPU) must be made to the Town in accordance with the procedures established for Electronic Message Boards pursuant to Chapter 17, Section 17-3, (e). (4).

**Chapter 17, Section 17-3,(e), (4) Review Criteria.** When reviewing an application for a special permit use for Electronic Message Boards, the Town Commission shall consider the following guidelines:

- a. Shall only be placed on approved freestanding signs.
- b. Maximum copy area shall not exceed 14 square feet per each side.
- c. Flashing, scintillating, beacon or running lights or movement or which gives the visual impression of such flashing, scintillation, or movement shall not be allowed.
- d. Shall only display text. The text shall be amber-colored or similar lettering with black background.
- e. All electronic message boards/marquee signs are required to incorporate dimming features and capabilities. These features will be reviewed concurrent with the permitting process.

Mr. Carroll stated that notices to inform the surrounding property owners (9) within 150' of the subject property of the proposed Special Permit Use were mailed by certified mail return receipt by Monday, July 20, 2015 and the property was also posted this same date. He showed photos of the posting of the property.

Mr. Carroll reported that staff received the application on July 2, 2015. The members of the Technical Review Committee individually reviewed the application for Resolution No. 2015-107 and provided all comments by Monday, July 27, 2015. He noted that the Planning and Zoning Board does not review Special Permit Use applications.

Mr. Carroll stated again that staff recommends approval based on the fact that similar LED display boards are in existence along CR 466 at the First Baptist Church, Lady Lake Family Medicine, and most recently at the American Legion. He stated owner Mike Girard is present if there are any questions.

*Upon a motion by Commissioner Vincent and a second by Commissioner Holden, the Commission approved Resolution No. 2015-107 on first/final reading by the following roll call vote:*

<i>HOLDEN</i>	<i>YES</i>
<i>VINCENT</i>	<i>YES</i>
<i>HANNAN</i>	<i>YES</i>
<i>RICHARDS</i>	<i>YES</i>
<i>KUSSARD</i>	<i>YES</i>

**7. Ordinance No. 2015-02 – Second/Final Reading (Tabled from 7/20/15) – 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)**

Town Attorney Derek Schroth read the ordinance by title.

Growth Management Director Thad Carroll gave the background summary for this agenda item (on file in the Clerk’s office). He stated that the applicant, James Senatore, has submitted an application on behalf of property owners Phillip A. and Donna D. Willman for property located along County Road 25, north of the Allstar Commerce Center, approximately 440 lineal feet south of the intersection of County Road 25 and Griffin Avenue. The property includes approximately 2.67 ± acres (referenced by Alternate Key #2830476 and #3539605 respectively) currently in the Town of Lady Lake. Mr. Carroll stated that the applicant has filed the following application for this property for a motor vehicle, RV/boat storage facility:

- Rezoning of 2.67 ± acres from Lady Lake CP (Planned Commercial) to Lady Lake CP (Planned Commercial) to change language of the Memorandum of Agreement (MOA) to include new permitted uses and to establish new terms regarding landscaping buffers, new buildings, fencing, parking spaces, and hours of operation.

Mr. Carroll showed photos and aerial views of the property. He stated the subject property is currently home to Water Wizard Irrigation. Pursuant to the provisions of the Town of Lady Lake Land Development Regulations, the applicant is requesting to use the property primarily as an RV storage facility consisting of approximately 70 RV spaces with a typical dimension of 14’x 56’. As part of the application, the applicant has provided the new Memorandum of Agreement (MOA) ordinance terms (Exhibit “B”) and bubble plan (Exhibit “C”) showing the new proposed building, retention pond area, parking area, landscaping buffers and fence detail, and gate. For safety/security purposes, and in accordance with the land use, the applicant will be proposing a gate at the entrance and opaque fencing along the perimeter of the property to secure the RV storage facility.

The application has been reviewed and determined to be complete. The applicant has submitted all appropriate material in compliance with the Land Development Regulations (LDRs).

Mr. Carroll noted that the zoning designation is not changing; only the permitted uses under the MOA for this ordinance. He reviewed the Future Land Use and Zoning designations of the adjacent properties are as follows:

**Future Land Use**

Subject Property	Lady Lake – General Commercial Retail Sales & Services (RET)
<b>Future Land Use of Adjacent Properties</b>	
West	Lady Lake- Commercial General-Retail and Sales Services (RET).
East	Lake County- Urban Low Density
North	Lady Lake- Commercial General-Retail and Sales Services (RET). Lake County- Urban Low Density Lady Lake- Single Family Low Density
South	Lake County-Urban Low Density

The subject property lies in Section 08, Township 18, Range 24, in Lady Lake, Florida. The property is zoned “CP” Planned Commercial and the current Future Land Use designation of the subject property (2.67 ± acres) is Lady Lake Commercial General – Retail Sales & Services (RET)

and is compatible with the requested commercial uses. Therefore, the applicant is not requesting any changes regarding the future land use designation with this application.

**Zoning**

Subject Property	Lady Lake – Planned Commercial (CP)
<b>Zoning of Adjacent Properties</b>	
West	Lady Lake-Light Commercial (LC)
East	Lake County- R1
North	Lady Lake-Light Commercial (LC) Lake County-R1 Lady Lake- RS-3
South	Lake County-R1

Comments:

- 1) Permitted uses and restrictions of the property will be governed by the attached Memorandum of Agreement, superseding all uses and prohibitions as stated in the Ordinance No. 2004-16 Memorandum of Agreement executed on November 1, 2004, as recorded in ORB. 2705 PGS. 0141-147.
- 2) Should the amendment to the Memorandum of Agreement be approved, the applicant will be required to submit a site plan application to develop the site.
- 3) In accordance with comments provided by Lake County Public Works, at the time that the developer proceeds with the site plan application, the submittal of a R.O.W. Vacation application for Oxford Avenue will be required since the County does not want to have a platted right-of-way next to a future driveway for a commercial business as this practice would be against access management rules.
- 4) Applicant will be seeking connection to the Town's potable water supply, central sewer system, as well as the Town's reclaimed water system for irrigation. Sufficient capacity exists for all utilities.

Mr. Carroll reported that the initial notices to inform the surrounding property owners (3) within 150' of the property of the proposed Rezoning-CP MOA Amendment were mailed by certified mail return receipt on Monday, March 30, 2015. The property was posted on Wednesday, April 1, 2015. Additional notices were sent on April 28, 2015 to advise adjacent property owners of the application's public hearing date changes, and the property was re-posted as well.

Mr. Carroll stated that the following conditions have been added to the Ordinance (MOA) since its first reading on May 18, 2015:

- Vehicle Registration. Owner shall ensure all recreational vehicles, boats, and/or other vehicles must maintain proper registration at all times while parked within the storage facility.
- Designated Spaces. Each leasable space within the facility shall be clearly marked by a post and numbering system. The contents of each space must remain entirely within the area designated for the lessee of the assigned space.
- Maintenance Standards. Owner shall ensure all vehicles within the facility shall be properly maintained as to not exhibit mildew, broken windows, discoloration, or cracking and/or chipped paint. Owner shall ensure any covers used in conjunction with boat storage or other vehicles

shall be properly secured and shall also be absent of tears and mildew. The property owner shall bear the responsibility of adherence to these standards.

- High Grass. Owner shall maintain the property to ensure the height of the grass does not exceed a maximum of ten inches (10”), under, around, or between vehicles and/or boats, as well as on all other portions of the property.

Mr. Carroll reported that he received an email from the property owner, Mr. Willman, on Friday, July 31, 2015, in which he had several requested changes. He stated that this email was handed out to the Commissioners prior to the start of the meeting, and that he has spoken with Mr. Willman and clarified some of the issues listed in his email. Mr. Carroll stated that Mr. Willman asked him to address the issues.

1. Permitted Uses – What is excluded from this list that is normally on CP zoning?

Mr. Carroll explained that CP provides them with a variety of uses between light and heavy uses and commercial/tourist.

3. Hours of Operation – Owners would like to create their own hours.

Mr. Carroll explained that although the ordinance reads 8 a.m. to 5 p.m., it does not force them to man the office during those hours as they will have a control pad for 24 hour entry into the facility.

6. Landscaping – Landscaping is excessive and might be a security issue.

Mr. Carroll stated that the applicant is requesting a Type A buffer consisting of two canopy trees every 100 ft. in lieu of a Type B buffer consisting of four canopy trees every 100 ft. because the applicant’s facility will have other people’s property stored there and too much screening can be a security issue. He stated the Land Development Regulations permit a Type A buffer if the Commission allows it.

Commissioner Richards asked who put the Type B buffer in the MOA language, and if it had anything to do with the property possibly backing up to residential use.

Mr. Carroll replied that it was submitted that way by the applicant. He showed an aerial view of the county property behind this property having an abundance of trees and stated that the owners will have a vinyl fence from the front down the sides of the property.

7. Vehicle Registration – Not required in a storage facility in the State of Florida.

Mr. Carroll stated the applicant would like this requirement taken out of the language as vehicles would be in storage and not operating on the roads. The owner communicated with other storage facilities in the area and no other storage facilities require vehicles stored to be registered.

Mayor Kussard asked what would be stored that would not require registration.

Mr. Carroll replied that the owner is of the opinion that any vehicle in storage would not need a registration if it is not in use.

Commissioner Vincent commented that stolen vehicles could be moved in and out of a storage facility and if the vehicle is not registered, the police would have no way of checking. He stated he believes all vehicles should be registered, and would prefer that heavy equipment not be stored there; only RVs and boats.



Commissioner Hannan stated that one Commissioner's comments are not necessarily how the other Commissioners feel.

9. Maintenance Standards – Standards are unreasonable.

Mr. Carroll stated that he discussed this issue with the applicant this afternoon and explained these standards are the same as required by code throughout the Town, and is not specific to this property, and the applicant agreed that this language will not be changed.

10. High Grass – Standards are unreasonable.

Mr. Carroll stated that he explained that this is also the same standard as required throughout the Town by code, and the applicant was in agreement with this language being unchanged.

Mr. Carroll summarized that the owners are requesting to change the landscaping buffer from a Type B to a Type A buffer, and to change the language requiring that vehicles be registered. He stated that other than those two requests, the language of the ordinance would be unchanged.

The Technical Review Committee (TRC) members individually reviewed the application for Ordinance No. 2015-02 and provided comments on April 7, 2015 that determined the application complete and ready for transmittal to the Planning & Zoning Board and the Town Commission. The Planning and Zoning Board heard the application for Ordinance No. 2015-02 at their regular meeting on Monday, April 13, 2015, and recommended approval by a 4-0 vote. The Town Commission voted to approve Ordinance No. 2015-02 on its first reading at their regular meeting held on Monday, May 18, 2015, by a vote of 4-1, with additional conditions to be added to the ordinance prior to final approval.

On June 1, 2015, the Town Commission voted to table Ordinance No. 2015-02 to a date certain (6/15/15) at their regular meeting as requested by the applicant. On June 15, 2015, the applicant requested to table Ordinance No. 2015-02 to a date certain (7/20/15) to allow time to review the terms of the amended Memorandum of Agreement. On July 20, 2015, the applicant again requested to table Ordinance No. 2015-02 to a date certain, that date being August 3, 2015.

Mr. Carroll stated that the owners, Phillip and Donna Willman, are present if there are any questions.

Mayor Kussard asked if anyone in the audience had any questions or comments.

Mr. Willman introduced himself and stated they would like to be allowed to store other than RVs or boats as they would have fencing and other screening.

Mayor Kussard asked for an example of what they would store if it was not a boat or an RV.

Mr. Willman replied that it could be a tractor or other piece of equipment.

Commissioner Hannan commented that this facility should not be held to a higher standard than other storage facilities in the town.

Commissioner Richards commented that he is fine with allowing other types of equipment to be stored as long as the maintenance standards are upheld, and Commissioner Holden agreed.

Commissioner Vincent stated that he did not agree that other types of equipment other than boats and RVs should be stored on the property.

Commissioner Richards commented that Water Wizard is currently in business on this property and their equipment is stored on site.

*Upon a motion by Commissioner Hannan and a second by Commissioner Richards, the Commission approved Ordinance No. 2015-02 on second/final reading, to include modifications to the MOA language to delete required vehicle registration and to allow Type A landscaping buffers instead of Type B, by the following roll call vote:*

<i>HOLDEN</i>	<i>YES</i>
<i>VINCENT</i>	<i>NO</i>
<i>HANNAN</i>	<i>YES</i>
<i>RICHARDS</i>	<i>YES</i>
<i>KUSSARD</i>	<i>YES</i>

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

**8. Consideration of Three Appointments/Reappointments to the Parks, Recreation and Tree Advisory Committee (Kris Kollgaard)**

Town Manager Kris Kollgaard reported that there is currently one vacancy on the Parks, Recreation & Tree Advisory Committee and two members whose terms expired. She stated that Chyrle Lowery and Doris Turlo are currently members and both wish to be reappointed, and there are also two new applications on file for Linda Denby and Phil Mathias for consideration of appointment to this committee. Ms. Kollgaard asked if there were any comments from the Commission or the audience before a vote was turned in.

Mayor Kussard asked if any member candidates were in the audience.

- Linda Denby introduced herself and stated she is very active with the youth in the area and serves on the Lady Lake Little League Board. She stated she is involved with the Leesburg High School Band Parents Association and also serves on the Little League International Parent Advisory Committee. Ms. Denby stated she thinks someone of her generation with children actually utilizing the parks is a voice that needs to be heard.

Mayor Kussard stated Ms. Denby has a very impressive resume. She asked Ms. Turlo if she would like to speak, and Ms. Turlo replied she would not.

Commissioner Hannan read a statement regarding the importance of choosing volunteers for the boards and committees. He expressed his concern over one application received that was not completed correctly.

Ms. Kollgaard asked the Commissioners to make their selections.

*The Commissioners voted as follows:*

- Commissioner Vincent: Re-appointment of Doris Turlo; appointment of Linda Denby & Phil Mathias
- Commissioner Holden: Re-appointment of Doris Turlo; appointment of Linda Denby & Phil Mathias
- Commissioner Richards: Re-appointment of Doris Turlo & Chryle Lowery; appointment of Phil Mathias
- Commissioner Hannan: Re-appointment of Doris Turlo & Chryle Lowery; appointment of Linda Denby
- Mayor Ruth Kussard: Re-appointment of Doris Turlo & Chryle Lowery; appointment of Linda Denby

*The results were five votes for the re-appointment of Doris Turlo, four votes for the appointment of Linda Denby, and a tie vote of three each for the re-appointment of Chryle Lowery and the appointment of Phil Mathias.*

Ms. Kollgaard asked that the Commissioners vote again either for Chryle Lowery or Phil Mathias to break the tie vote.

*The Commissioners voted as follows:*

- Commissioner Vincent: Appointment of Phil Mathias
- Commissioner Holden: Appointment of Phil Mathias
- Commissioner Richards: Re-appointment of Chryle Lowery
- Commissioner Hannan: Re-appointment of Chryle Lowery
- Mayor Ruth Kussard: Re-appointment of Chryle Lowery

*As a result of the vote and tie-breaker vote, Chryle Lowery and Doris Turlo were re-appointed and Linda Denby was appointed as a new member.*

#### **9. Town Manager Annual Evaluation & Merit Performance Adjustment (Kris Kollgaard)**

Town Manager Kris Kollgaard reported that according to her contract with the Town of Lady Lake, an annual evaluation must be done by the Town Commission on the Town Manager's performance, and if it is the Commission's desire, a performance merit adjustment can be made to the base salary. She stated that the Town is proposing a 2% cost of living increase (COLA) and up to a 2% merit increase for the employees this year, for a total of up to 4%. She stated it is her request that she get the same merit increase as the Town gives its employees.

Commissioner Richards commented that he marked Ms. Kollgaard as "Exceeds Expectations" on almost all categories, and that she has done a great job and will receive the highest merit raise given to all Town employees.

Mayor Kussard asked that the Commissioners turn their evaluations in to Ms. Kollgaard for her review and for the record.

Ms. Kollgaard thanked the Commissioners and requested that they contact her with any concerns.

#### **M. MAYOR/COMMISSIONER'S REPORT:**

Commissioner Hannan stated that he can only pass on his thoughts to the other Commissioners in public forum, and he did not believe the statement he was reading earlier should have been interrupted.

Commissioner Vincent stated that he believes that using the office of Commissioner to try to disparage any person or citizen is below the dignity of Lady Lake, and that an apology is due the Mayor and the Town.

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

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

**O. ADJOURN:** There being no further discussion, the meeting was adjourned at 6:45 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

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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.*

<sup>iv</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.*