

**MINUTES OF THE SPECIAL WORKSHOP MEETING
OF THE LADY LAKE TOWN COMMISSION
LADY LAKE, FLORIDA
October 17, 2016**

The Special Workshop 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 5:00 p.m.

1. CALL TO ORDER

- 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; John Pearl, I.T. Director; Thad Carroll, Growth Management Director; C.T. Eagle, Public Works Director; Mike Burske, Parks and Recreation Director; Pam Winegardner, Finance Director; Police Chief Chris McKinstry; Wendy Then, Town Planner; and Nancy Slaton, Deputy Town Clerk

3. Discussion of Upcoming Projects

a. Municipal WAN Feasibility Study

Town Manager Kris Kollgaard stated that it was recommended at the last Commission workshop to proceed with the municipal WAN feasibility study. She stated staff would like to postpone this for at least a year if the Commission approves as Leesburg has put its fiber-optics out to bid; they are selling it. Ms. Kollgaard stated that it might be prudent to wait and see how this turns out, and the widening of US Hwy 27/441 is not slated for a few more years yet. She stated they will look at it again during next year's budget review.

After discussion, it was the consensus of the Commission to postpone the municipal WAN feasibility study.

b. Future Utilities Building

Ms. Kollgaard stated that the auditor had previously stated the Town could use impact fees for the new Utilities building, but has now stated the impact fees cannot be used because the utilities have not expanded enough. Instead, the auditor recommends using the infrastructure (penny sales tax) surtax funds. She stated that the Town will be using the impact fees for the relocation of the utility lines in the Skyline area, and after paying off the library loan using infrastructure surtax funds at the end of this month, there should be a balance of approximately \$50,000. Ms. Kollgaard stated that the Town averages receiving \$1.2 million each year, and after taking \$200,000 to \$300,000 out for new police cars next year, there should still be nearly \$900,000 left next year. She recommended proceeding with the engineering and the request for bid for the new Utilities building at this time, and perhaps beginning construction next December.

Commissioner Vincent asked if there will be any other uses for the penny sales tax that would be more open to the public than the new Utilities building.

Ms. Kollgaard replied the penny sales tax was renewed for another 15 years after 2017. She stated that staff is looking at replacing the Community Building in the future, which would be another use for these funds. Ms. Kollgaard stated she would like to build the new Utilities building without taking out a loan.

Commissioner Holden asked how much it is estimated to cost, and what the interest rate would be on a loan.

Ms. Kollgaard replied that it is estimated to cost \$1.2 or \$1.3 million. She stated the auditor has said that any costs for SCADA can come out of the impact fees. She stated the current interest rate on the library loan is 4% (confirmed by the Finance Director).

Commissioner Hannan stated that a loan could be considered if necessary as the library would not have been completed without obtaining a loan.

Ms. Kollgaard agreed that once the library loan is paid off, the Town will be in a much better position if a new loan becomes necessary.

Commissioner Richards asked for more clarification on why the auditor stated that impact fees cannot be used for the new Utilities building. He stated the building will be used to house equipment the Town must maintain.

Ms. Kollgaard replied that the new Utilities building was originally in the master plan, but the auditor stated that the Town's utilities have not expanded enough to warrant the new building, and impact fees cannot be used to maintain.

Mr. Eagle agreed; stating that impact fees cannot be used for future expansion, only if there is a deficit.

Commissioner Holden stated he would be in favor of going ahead with the new Utilities building, and even take out a loan if necessary.

Ms. Kollgaard stated the Town may have funds available for construction by the time it is needed.

Commissioner Vincent stated that construction bids are all going higher than expected lately.

Public Works Director C.T. Eagle stated that it depends on how long it takes as construction costs are going up approximately 25% each year.

It was the consensus of the Commission to move forward with the engineering and preliminary bidding on the Utilities building.

c. Web Design Update

Ms. Kollgaard reported that staff has been working on a new web site, but it is taking longer than anticipated as it is more involved than first thought. Staff is looking at other web sites and trying

to incorporate the most information and user-friendly options. She stated that I.T. Director John Pearl has suggested having the public use the new web site for a month and invite feedback on it.

Commissioner Richards asked if work orders will be able to be done from the new web site.

Mr. Pearl replied that the Town would have to purchase new software that would enable the work order system to integrate with the web site.

Commissioner Hannan suggested that the Town should have an application created for use by persons with a smart phone. He asked if Mr. Pearl could create an application easily.

Mr. Pearl replied that applications are not easy to create. He stated the Town's first priority should be to have a quality web site with quality content and services.

Ms. Kollgaard agreed, stating that many people do not have smart or I-phones, but most have computers.

d. Software

Ms. Kollgaard stated that the Town has been using its current HTE software for nearly 20 years. She stated it is very outdated and staff has to go through many screens to complete processes such as business tax receipts and permitting. This software does not allow downloading from the web site, and it is not easy to pull up reports. She stated that HTE has done a lot of patching, but it does not support JAVA, so I.T. has had to separate it for security reasons.

Ms. Kollgaard stated that over the next year, staff would like to look at what software other municipalities are using, how long they have been using it, and if they are experiencing any problems. The projected expense for changing software is \$350,000 to \$400,000.

Commissioner Richards asked if staff has any particular software in mind to look at.

Ms. Kollgaard replied that the City of Eustis has recently changed to Edmunds & Associates; their contract cost was \$254,000, including five years of maintenance, and Eustis chose to add another five years of maintenance to that for an additional \$160,000. She stated the department heads will meet with the employees to find out what problems they are having with the current software, and what they would like the new software to do. Ms. Kollgaard stated this will be a major investment and not something staff will rush into.

e. Additions/Changes to LDR's

Ms. Kollgaard asked that the Commissioner think about any changes they would like made to the Land Development Regulations over the next couple of months. They can be discussed at a future Commission meeting so the changes can be made all at once as it is more cost effective.

Ms. Kollgaard stated tree stump removal is one concern that has been brought to her attention. She stated that stump removal is required when a tree removal permit is issued, but that certain tree removals do not require a permit and stumps are being left in some cases.

Commissioner Hannan commented there are many tree stumps left on lots in his area, and wondered if property owners should be required to take down dead trees.

Mayor Kussard commented this could be costly for residents.

Commissioner Vincent commented that many trees being pulled up during construction in the Water Oak community are being burned, creating a lot of smoke that is causing problems for people with respiratory ailments in his area. He stated they are apparently meeting the county regulations regarding burning, but he would like to see a no-burn regulation in residential areas.

Ms. Kollgaard stated she will discuss this with the Town Attorney and see if anything can be done, as this is governed by forestry.

f. Discussion of Tree Donations from Tree Bank

Town Manager Kris Kollgaard stated that Commissioner Holden had previously suggested tree donations to residents. She stated that she has discussed this with Mike Burske, Parks and Recreation Director, and they have come up with the idea of giving out \$200 vouchers by drawing names at the Arbor Day celebration in January. The Commission had agreed to a total amount of \$5,000 to be spent on this, and it would result in 25 names being drawn for the \$200 vouchers. The vouchers would be from Burke's Nursery on CR 466A and the winners could pick out what they want from Burke's and arrange for them to be planted. Ms. Kollgaard stated that Burke's knows which trees are permissible to be planted in Lady Lake and would not sell invasive species, etc.

After discussion, it was the consensus of the Commission to hold a drawing of 25 names at the January 2017 Arbor Day celebration for Lady Lake residents to receive \$200 vouchers from Burke's Nursery.

4. ADJOURN: There being no further discussion; the meeting was adjourned at 5:30 p.m.

Kristen Kollgaard, Town Clerk

Ruth Kussard, Mayor

Minutes transcribed by Nancy Slaton, Deputy Town Clerk