

1 **DRAFT MINUTES OF THE COMMISSION WORKSHOP MEETING**
2 **TOWN OF LADY LAKE, FLORIDA**

3 **July 27, 2020**

4 The workshop meeting of the Lady Lake Town Commission was held via an online streaming
5 service in order to inhibit the spread of the COVID-19 virus in conformance with Governor’s
6 Executive Order #20-69 issued March 20,2020. A video/audio screen was provided in the
7 Commission Chambers at Lady Lake Town Hall, 409 Fennell Blvd., Lady Lake, Florida, during
8 the meeting and social distancing of any attendees was enforced. The meeting convened at
9 10 a.m.

10 **A. CALL TO ORDER**

11 Mayor Pro Tem Ruth Kussard

12 **B. ROLL CALL**

Commissioner (Ward)	Present
Hannan (Four)	YES
Kussard (One)	YES
Holden (Two)	YES
Vincent (Three)	NO
Richards (Five)	YES

13 **STAFF PRESENT**

14 Kris Kollgaard, Town Manager; and Nancy Slaton, Deputy Town Clerk

15 **C. NEW BUSINESS**

16 **1. Discussion with Ken Parker, Coordinator with Senior Advisor Program (Range Riders),**
17 **Regarding Their Services and Review of the Process if Utilized for Assistance in Recruiting a**
18 **New Town Manager**

19 Mayor Pro Tem Kussard thanked Mr. Parker for agreeing to share his expertise with the Town
20 Commission regarding hiring a new Town Manager. She began by giving her replies to the
21 policy questions included in Mr. Parker’s email. She stated that she would not like to involve
22 citizens or the community in the process as it may draw out the process with community
23 meetings. She stated the third question regarding hiring an interim candidate would have to

1 be considered if Ms. Kollgaard decided to step down immediately, and if so, she stated she
2 would like to give an interim candidate the option of applying for the position if they so
3 choose.

4 Commissioner Hannan agreed with Mayor Pro Tem Kussard.

5 Mayor/Commissioner Richards stated he has a concern since the Town Manager position is
6 over the Police Department, and he feels the applicant needs to have proven credentials in
7 that area.

8 Commissioner Holden stated he agreed with everything Mayor Pro Tem Kussard said, except
9 that he is all for bringing in an outside candidate.

10 Mayor Pro Tem Kussard reviewed Option One, the first of the four options provided by Mr.
11 Parker which involved hiring a recruiting firm. She asked Mr. Parker if he knew the cost of
12 hiring a recruitment firm.

13 Mr. Parker replied that the going cost appears to be approximately \$25,000 and can vary with
14 travel and ancillary costs.

15 Commissioner Hannan asked if an outside firm was hired ten years ago.

16 Town Manager Kris Kollgaard replied that an outside firm was not hired in the past.

17 Mayor Pro Tem Kussard asked Mr. Parker about the advertising process the recruitment firm
18 would use. She confirmed with Mr. Parker that he would be able to give the Commissioners
19 names of recruitment firms, that he would assist with drawing up a Request for Proposal, and
20 that a recruitment firm would develop a recruitment packet.

21 Mayor Pro Tem Kussard reviewed Option Two provided by Mr. Parker which had to do with
22 handling the recruitment process internally with Mr. Parker's assistance in reviewing the
23 documents and resumes.

24 Mayor Pro Tem Kussard reviewed Option Three which allowed the Senior Advisers to advise
25 the staff on recruiting with most of the work done by staff.

26 Mayor Pro Tem Kussard asked the Commissioners what they would like to do, and this was
27 discussed.

28 Commissioner Holden and Mayor Pro Tem Kussard said they were in favor of Option One —
29 hiring a recruiting firm.

30 Mayor/Commissioner Richards and Commissioner Hannan were initially in favor of Option
31 Two — having staff handle the recruitment process internally.

1 Mayor Pro Tem reviewed the time frame for the recruiting process as outlined by Mr. Parker in
2 the documents he provided. She stated it looks like it would take approximately four months.
3 Mr. Parker stated he believes it will take a bit longer than four months. He confirmed that if
4 Option One (a recruiting firm) is picked, the Senior Advisers will no longer be involved in the
5 hiring process.

6 **After further discussion, Commission Holden made a motion to choose Option One which**
7 **involves employing a recruiting firm to handle the recruitment of a new Town Manager.**
8 **Mayor/Commissioner Richards seconded the motion and it passed by a vote of 3 to 1**
9 **(Hannan).**

10 The Commissioners expressed their appreciation to Mr. Parker for his time and for sharing his
11 expertise in this matter.

12 **D. ADJOURN**

13 There being no further business, the meeting was adjourned at 10:37 a.m.

14 _____
15 Kristen Kollgaard, Town Clerk

16 _____
17 Ruth Kussard, Mayor Pro Tem

18 Minutes transcribed by Nancy Slaton, Deputy Town Clerk