

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

November 20, 2023

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 Rietz presiding. The meeting convened at 6:00 p.m.

CALL TO ORDER

INVOCATION

Dr. Paul Harsh from First Baptist Church of Lady Lake gave the invocation.

PLEDGE OF ALLEGIANCE

Led by Mayor Rietz

ROLL CALL

Commissioner (Ward)	Present
Kussard (One)	YES
Gourlie (Two)	YES
Freeman (Three)	YES
Rietz (Five)	YES

STAFF PRESENT

Bill Lawrence, Town Manager; Derek Schroth, Town Attorney; Thad Carroll, Growth Management Director; C.T. Eagle, Public Works Director; Mike Burske, Parks & Recreation Director; Aly Herman, Library Director; Elisha Pappacoda, Communications Director; Pam Winegardner, Finance Director; John Pearl, IT Director; Tamika DeLee, HR Director; Steve Hunt, Police Chief; Julia Harris, Staff Assistant to the Town Manager; Jackie Schilling, Staff Assistant to the Town Clerk; Carol Osborne, Deputy Town Clerk; Nancy Wilson, Town Clerk

Town Manager Lawrence recognized Senator Baxley who was in attendance for the swearing-in ceremony. He also said that it was not made clear at the November 15th Special Meeting that all sworn officers are to be given the 30% increase in pay – both union and non-union. That point was not made clear at the meeting.

Commissioner Kussard made a motion to ensure both union and non-union sworn officers are included in the 30% pay increase; Commissioner Gourlie seconded. Motion carried 4-0.

PRESENTATION OF APPRECIATION OF SERVICE

Mayor Jim Rietz and Commissioner Ruth Kussard were given a gift from the town and Ms. Kussard was presented a Years of Service Award by Senator Dennis Baxley.

Both Commissioner Kussard and Mayor Rietz gave exit speeches.

COMMISSION SWEARING-IN CEREMONY:

Treva Roberts, Ward One

Ed Freeman, Ward Three

Mike Sage, Ward Five

Ed Regan, Special Election, Ward Four

The Town Clerk officiated the swearing in of the Commissioners.

CONSIDERATION OF SELECTION OF MAYOR FOR 2023-2024

Commissioner Roberts said she wanted to appoint Commissioner Ed Freeman as mayor for the next period; Commissioner Sage seconded. Motion carried 5-0.

ROLL CALL WITH NEW COMMISSION

Commissioner (Ward)	Present
Regan (Four)	YES
Roberts (One)	YES
Gourlie (Two)	YES
Sage (Five)	YES
Freeman (Three)	YES

CONSIDERATION OF SELECTION OF MAYOR PRO-TEM 2023-2024

Mayor Freeman made a motion to have Treva Roberts serve as Mayor Pro-Tem; Commissioner Sage seconded.

Commissioner (Ward)	Vote
Regan (Four)	YES

Commissioner (Ward)	Vote
Roberts (One)	YES
Gourlie (Two)	YES
Sage (Five)	YES
Freeman (Three)	YES

1 **Motion carried 5-0.**

2 **Mayor Freeman thanked all those who stepped up to run for office.**

3 **CONSIDERATION OF SELECTION OF COMMISSION LIAISONS FOR 2023-2024**

4 Chamber of Commerce – John Gourlie

5 Florida League of Cities – Treva Roberts

6 Lake County School Concurrency Representative – Treva Roberts

7 Lake County Technical Advisory Committee – primary: Becky Higgins; alternate: C.T. Eagle

8 Metropolitan Planning Organization – Ed Freeman

9 MPO Citizens Advisory Committee – Dan Vincent

10 Parks, Recreation & Tree Advisory Committee – Mike Sage

11 Police Pension Board – John Gourlie

12 Villages Elementary School of Lady Lake – Treva Roberts

13 **Commissioner Gourlie made a motion to approve the commission liaisons for 2023-2024;**

14 **Commissioner Roberts seconded. Motion carried 5-0.**

15 **PRESENTATION**

16 Elisha Pappacoda was instrumental in the preparation of a police recruitment video that was
17 presented to the commission and audience. Chief Hunt said the town has some wonderful
18 people working in the police department and we are thankful to have them. This
19 presentation, the generous pay increase and the new recruitment platform should go a long
20 way in finding qualified recruits to staff our department.

21 **The Commission recessed at 6:35pm so the public could welcome the new commissioners.**

22 **The Commission reconvened at 6:45pm**

23 **A. CONSENT**

1. Minutes — November 6, 2023 — Commission Meeting

Commissioner Gourlie made a motion to approve the Consent Agenda as presented;
Commissioner Regan seconded. Motion carried 5-0.

B. NEW BUSINESS

2. Consideration of Approval for the US 27/441 at Oak Street Master Grading Plan MJSP 10/22-001 – Proposing a Master Grading, Paving, Drainage, and Utilities Plan on property being approximately 35-96 acres, owned by James H. Mayfield, Jr. Trustee, Et Al, located on the south side of the intersection of North Highway 27/441 and County Road 25 within the Town Limits of Lady Lake, Florida

Growth Management Director Carroll stated that on October 10, 2022, The Town of Lady Lake received a New Major Site Plan application from Jordan Draper with Kimley-Horn and Associates, Inc., on behalf of property owner, James H. Mayfield Jr. Trustee, et al, proposing master grading, paving, and utilities improvements for a 35.96-acre property.

The proposed site plan will include the connection of Fennell Boulevard and North Clay Avenue, as well as a connection to North Highway 27/441 and access roads to each parcel and sidewalks.

The application proposes a 12-inch potable water main along the western property line of approximately 1,095 linear feet. A 12-inch reclaim line extension is proposed from the northwestern corner of the property, running east along North Highway 27/441, south then west along the internal access road to the North Clay Avenue extension, and ending at the intersection of North Clay Avenue and Oak Street, being approximately 3,087 linear feet.

Included in this project, the applicant also proposes three stormwater dry ponds and three retaining walls.

The drawing depicts a few storm water ponds and four out parcels. A road will be constructed across the center of the parcel and the apartments will be constructed. Mr. Carroll reiterated that staff has not received a formal site plan to date, other than from Portillos.

Mr. Carroll showed the location of the retention area in association with the town's lift station, in the vicinity of Oak Street to Clay Ave. He also presented the landscaping plans and stressed there will be landscaping buffers as is required by our site plan process and those buffers will be installed individually as each site is developed.

Mr. Carroll advised that the applicant is working with FEMA to obtain a conditional letter of map amendment revision. He explained that fill dirt will be brought in that will increase the

1 elevation of the property, which requires approval from FEMA. He stated that the applicant
2 has submitted all of the technical information and is now waiting for the final response. Mr.
3 Carroll advised that commencement of construction on the property is not permitted until
4 that letter is received.

5 Mr. Carroll said that based on the ITE trip generation rates, the proposed development is
6 anticipated to generate approximately 4,894 net new trips. He stated that this traffic study
7 was based on a high turnover, sit down restaurant, a drive through restaurant, a bank and
8 apartments. Because staff does not have applications for those buildings, the ITE trip
9 generation rate could change.

10 Mr. Carroll advised that the preliminary survey for gopher tortoise burrows was conducted,
11 and no burrows were observed on the project site. He stated that there are no species on the
12 property that will be affected by this project.

13 He stated that the site plan has been reviewed and satisfied by the fire inspector, the town
14 engineer and other parties who review our site plans. C.T. Eagle had several meetings with
15 the applicant regarding the right-of-way connection.

16 Mr. Carroll stated that the technical review committee found the site plan in order and ready
17 to be submitted to the town commission. Mr. Carroll advised that site plans are presented
18 directly to the town commission.

19 Mr. Carroll stated that Jorden Draper, with Kimley Horn, the engineer of record, is present if
20 the commission has any questions.

21 Commissioner Roberts stated that the site plan shows sidewalks and a pedestrian crosswalk
22 at CR 25 and Hwy 27/44 and stated that it is her understanding that there will not be a traffic
23 light at that area.

24 Mr. Carroll advised that he does not know the timing. He stated that currently with the
25 volume of traffic that comes in from CR 25 to Hwy 27/441, there will be a light. He stated that
26 he does not know when it will be constructed because that area will go from a three-way
27 intersection to a four-way intersection as the development progresses.

28 Jordan Draper advised that area will be signalized and that they are under permit review with
29 the DOT to add that fourth leg/south leg for the development at the signal.

30 Commissioner Roberts asked about the expected timeline of the site development.

31 Mr. Draper advised they anticipate breaking ground during the first quarter 2024.

Mayor Freeman stated that he is very concerned about the traffic on Clay Avenue, and he is hoping that something can be done to mitigate the traffic issues on that street. He stated that he does believe that stop signs are a bad idea.

Commissioner Gourlie made a motion to approve the US 27/441 at Oak Street Master Grading Plan; Commission Roberts seconded. Motion carried 5-0.

C. TOWN ATTORNEY’S REPORT

Town Attorney Derek Schroth told the commission to contact him with any questions between now and his presentation regarding the sunshine law, public records law, or Florida ethics law, don’t hesitate to contact him.

3. Ordinance No. 2023-16 – Second and Final Reading - An Ordinance of the Town of Lady Lake Amending Chapter 2, Article VI, Division 2 of the Code of Ordinances for the Town of Lady Lake, Florida, Setting Forth Procedures for the Use of Town Parks and Facilities and Terms and Conditions of the Use of Town Parks and Facilities, Including Providing for Enforcement and Penalties; Providing for Severability; Providing for Repeal of Conflicting Ordinances; and Providing for an Effective Date.

Parks & Recreation Director Burske stated that at the October 2, 2023 Town Commission meeting, there was a discussion about rental fees for town parks and facilities with a focus on Snooky Park since it is new to the lineup. After a lengthy discussion, it was decided that an ordinance would be drafted that would require large groups and organizations to pay a deposit of \$500 in addition to providing insurance naming the Town of Lady Lake as certificate holder. This verbiage would be referenced in the ordinance and included in the new rental application (attached). A deposit would not be required for family events and gatherings.

Also suggested for inclusion in the ordinance are hours of operation from between sunrise and sunset, that no motorized vehicles are allowed and that pets must be leashed and cleaned up after.

This ordinance was approved (4-0) on first reading at the November 06, 2023 Town Commission Meeting. Since that time, no modifications have been made to the ordinance.

Commissioner Gourlie made a motion to adopt Ordinance 2023-16 on second reading as presented; Commissioner Regan seconded.

Commissioner (Ward)	Present
Regan (Four)	YES

Commissioner (Ward)	Present
Roberts (One)	YES
Gourlie (Two)	YES
Sage (Five)	YES
Freeman (Three)	YES

1 **Motion carried by a 5-0 vote.**

2 **TOWN MANAGER’S REPORT**

3 Town Manager Lawrence gave a shout out to Elisha Pappacoda for her work on the police
4 recruiting video. He also asked if the members of the Commission would check their
5 schedules to see if they could attend a workshop on Wednesday, December 6th at 3:30pm. The
6 purpose of the workshop is to have the department heads discuss current projects and to
7 discuss communication among staff, the Town Manager, and the commission. C.T. Eagle will
8 also give any interested commissioners a tour of town facilities. In conclusion, Mike Burske
9 outlined all upcoming holiday events.

10 **MAYOR AND COMMISSIONER’S REPORT**

11 No reports.

12 **PUBLIC COMMENTS**

13 Jeannie Lazzo - Lady Lake Chamber of Commerce

14 Ms. Lazzo welcomed and congratulated the new commissioners and stated that she looks
15 forward to working with everyone. She invited all to contact her anytime and she looks
16 forward to seeing them at all their events. She stated that a board member is typically at the
17 commission meetings.

18 **ADJOURN**

19 There being no further business, the meeting was adjourned at 7:03 p.m.

20 _____
21 Nancy Wilson, Town Clerk

22 _____
23 Ed Freeman, Mayor