



City of Lake Helen

Volusia County, Florida

MAYOR
Buddy Snowden
COMMISSIONERS
Ann Robbins
Vernon Burton
Rick Basso
Cameron Lane

Regular Meeting
Lake Helen City Commission
May 8, 2014
MINUTES

CALL TO ORDER

Mayor Buddy Snowden called to order the May 8, 2014 Regular Meeting of the Lake Helen City Commission at 7:05 pm.

Present:

Mayor Buddy Snowden	Vice Mayor Ann Robbins
Commissioner Rick Basso	Commissioner Vernon Burton
Commissioner Cameron Lane	City Administrator KC Cichon
City Attorney Lonnie Groot	Filling in for City Clerk Becky Witte

INVOCATION OR MOCIFICATIONS TO AGENDA: Invocation and Pledge of Allegiance was led by Lewis Long.

DELETIONS OR MODIFICATIONS TO AGENDA

Mayor Buddy Snowden notified there would be deletions to the agenda – Item 9e the Creative Arts Café Supervisor and Item 7G Consideration of applying for River to Sea Transportation Planning Organization funds for Phase II of Pleasant Street project.

City Administrator KC Cichon explained that after researching and discussing with the City Engineer they were notified that the matching portion is limited to local funds. CDBG funds would not be eligible. TPO funds will not be requested. He explained that the option of TPO funds will be left in the CDBG plan.

COMMISSION ANNOUNCEMENTS

(Audio Minutes: 5:07)

Commissioner Vernon Burton announced that on the 17th of May a Jobs Fair will be held at the Chisholm Center in Deland. Grants will be available for perspective businesses as start up money at the Fair.

Mayor Buddy Snowden announced the annual Lake Helen Clean-Up Day which is set for May 24, 2014. It will be an amnesty day for waste and a day to reach out to help the community clean up and encourage a spirit of cooperation.

The Commission discussed the Pancake Breakfast to be run by Miss Lake Helen and the logistics of the event.



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MOTION by **Commissioner Rick Basso** to hold a city sponsored event for May 24, 2014 for Lake Helen cleanup day, and May 25, 2014 as a continuation of the project to raise funds for Miss Lake Helen.

SECOND by **Commissioner Cameron Lane**

Discussion about the event and the necessary preparations.

Amended MOTION by **Commissioner Rick Basso** hold a city sponsored event for May 24, 2014 for Lake Helen cleanup day, and May 25, 2014 as a continuation of the project to raise funds for Miss Lake Helen and for Vice Mayor Ann Robbins to be designee for the event.

SECOND by **Commissioner Cameron Lane**

Discussion of the event.

Motion carried unanimously.

Mayor Buddy Snowden asked the audience to please spread the word that the Creative Arts Café will be open on May 24, 2014 and May 25, 2014 for breakfast.

Vice Mayor Ann Robbins brought the concern that Miss Lake Helen only asked for one day, May 24.

Commissioner Rick Basso volunteered to assist.

Mayor Buddy Snowden again encouraged that the assistance of someone who has familiarity with the equipment may be needed.

1. **MINUTES:** April 10, 2014 and April 28, 2014 (Community Development Block Grant Public Meeting)

MOTION by **Commissioner Cameron Lane** to approve the minutes as presented.

SECOND by **Vice Mayor Ann Robbins**

Vice Mayor Ann Robbins said there is one correction on the April 10, 2014 minutes, page 6 Debbie Nizynski lives on Lake Helen Osteen Road.

(Audio Minutes: 19:32)

Commissioner Vernon Burton questioned the minutes and that things were left unclear.

Discussion by the Commission regarding the minutes and discuss at the April 10, 2014 regarding the hiring of the City Clerk.

MOTION by **Commissioner Cameron Lane** to approve the minutes.

SECOND by **Vice Mayor Ann Robbins**.

Motion carried 4-1 with **Commissioner Vernon Burton** voting no.

(Audio Minutes: 47:19)

2. **CONSENT AGENDA:**

a) Bills paid through April 30, 2014

MOTION by **Commissioner Cameron Lane** to approve the bills.

SECOND by **Commissioner Rick Basso**.



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Motion carried unanimously.

- b) Consideration of Memorandum of Understanding with the Volusia County Supervisor of Elections for the 2014 elections

Mayor Buddy Snowden explained the history of the MOU with the Supervisor of Elections.

MOTION by **Commissioner Cameron Lane** to approve memorandum of understanding with Supervisor of Elections.

Commissioner Vernon Burton made an observation that the process has changed and the candidate books are now available.

SECOND by **Commissioner Vernon Burton**

Motion carried unanimously.

(Audio Minutes: 52:07)

- c) Proclamation observing the week of May 5th through May 9th 2014 as Teacher Appreciation Week

The Proclamation observing the week of May 5th through May 9th 2014 as Teacher Appreciation Week was read by **Mayor Buddy Snowden**.

MOTION by **Commissioner Vernon Burton** to the accept proclamation.

SECOND by **Vice Mayor Ann Robbins**.

Motion carried unanimously.

Commissioner Vernon Burton noted his wife is a teacher.

- d) Proclamation observing the month of May as Civility Month

The Proclamation observing the month of May as Civility Month was read by **Mayor Buddy Snowden**.

MOTION by **Vice Mayor Ann Robbins** to the accept the Mayor's proclamation

SECOND by **Commissioner Vernon Burton**

Motion carried unanimously.

3. PRESENTATIONS:

Mayor Buddy Snowden announced that this is a special year of elections and that candidates come to visit Lake Helen. They wish to identify themselves and we give them the opportunity to introduce themselves.

(Audio Minutes: 57:41)

Angela Dempsey, who is running for Volusia County Judge, made a presentation to the Commission.

Commissioner Vernon Burton thanked Mrs. Dempsey for visiting the city.

(Audio Minutes: 61:10)

- A) Presentation of River of Lakes Heritage Corridor Scenic Highway banner



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Vice Mayor Ann Robbins explained River of Lakes Heritage Corridor Scenic Highway program and how the banner was at no expense to the City. She discussed the partnership with the group.

Mayor Buddy Snowden commented that our Commissioners are very active and do not just come once a month to sit on the Dias. He thanked the Vice Mayor and noted that she keeps us well informed.

4. MONTHLY REPORTS:

- a) City Engineer: None for this meeting
- b) Local Planning Agency (PLDRC): **City Administrator KC Cichon** said that they recently met for a concept plan for Ivy Hawn Charter School expansion. He said there was good dialogue at the meeting and the next step is the preliminary site plan and continue to move on through the process.
- c) Parks and Recreation Board: **David Hughes, representative from Parks and Recreation Board** discussed the Easter Carnival. He asked for guidance for the spaghetti dinner. The Commissioners discussed the logistics of using the Creative Arts Café for events. He explained preparation of the 4th of July celebration. He discussed the band, and activities for the event. He asked the commission for guidance regarding the Grand Marshall for the parade. **David Hughes, representative from Parks and Recreation Board** continued to informing the group of the food truck and movie in the park event set for August 16, 2014. He said that the focus will be on back to school and a school supply drive will occur throughout the event. The donations received will be split between Volusia Pines and Ivy Hawn. Ballots to pick the movie are at various locations throughout the city including the Lake Helen Library, City Hall, Papa's Pizza and the Three Sisters Ice Cream. Voting ends June 30, 2014 and the movie choices are The Nut Job, Space Jam and Escape from Planet Earth.

Commissioner Rick Basso questioned if they are concerned about the heat.

David Hughes said it is scheduled for the evening.

Mayor Buddy Snowden requested a calendar of events to be given to the City Clerk.

(Audio Minutes: 83:50)

- d) Events Coordinator: **Johnnie Chavis, Events Coordinator** reminded the group of May 24 as Lake Helen Clean Up Day. She said that she has distributed flyers around town and requested to be informed if any changes to events are made.

Mayor Buddy Snowden, the other commissioners and **Johnnie Chavis, Events Coordinator** discussed the pancake breakfast for Lake Helen Clean-Up Day.

Mayor Buddy Snowden concluded saying that he will host the pancake breakfast and donations will be appreciated to support Miss Lake Helen.

Commissioner Rick Basso advised Ms. Chavis that as the events coordinator information should be gathered by her.



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Johnnie Chavis, Events Coordinator read her report. She said that Shuffleboard will reconvene in September due to the heat. Wonderful Wellness Wednesday's at Creative Arts Conference Room will occur on May 14th and May 28th at 11am and lunch is served at noon. This will continue. The second Gospel Happy Hour will occur on May 28 at Hopkins Hall. On Monday May 26 at 9:00am the City of Lake Helen Memorial Day at City Hall with a short program to honor those who have served.

Mayor Buddy Snowden expressed his concerns with the use of Hopkins Hall for Zumba classes and the wear on the floor.

The Commission discussed with Ms. Chavis Hopkins Hall and the Zumba classes. They discussed other locations for Zumba.

Commissioner Vernon Burton said he would reach out to Ivy Hawn to see if a partnership could be created.

(Audio Minutes: 103:41)

PUBLIC FORUM:

Betty O'Laughlin (MacKenzie Road) discussed the Creative Arts Café. She brought forth a plan to the commission and explained the overview of her plan. She said she would provide the plan to Becky Witte.

The Commissioners discussed their reservations of going back into the restaurant business. They also discussed the safety concerns for running the kitchen.

Commissioner Vernon Burton conveyed the need to meet ECHO grant requirements. He commented that anytime to remind the public of what we do is not a waste of time.

Mayor Buddy Snowden said he appreciates her information.

(Audio Minutes: 118:37)

Greta Tibbetts, (W. Michigan Ave) questioned food handling licenses.

Commissioner Cameron Lane said he suggests speaking to the health department.

Greta Tibbetts then questioned Zumba and the damage to the floor.

Mayor Buddy Snowden explained that the damage to the floor has been brought to the city's attention. He noted that pictures are detaching from the frames.

Commissioner Rick Basso and **Vice Mayor Ann Robbins** discussed the facility.

Betty O'Laughlin (MacKenzie Road) addressed Commissioner Burton's comments and discussed the city administrator. She discussed the difference between city administrator and city manager.

The Commission discussed the position of the City Administrator.

Mayor Buddy Snowden asked the group to remember the civility proclamation at the beginning in the meeting and that there is no reward in finding fault.

(Audio Minutes: 134:17)

Kristina Tschantre (E. Ohio Ave) said that Parks and Recreation are willing to assist with Zumba.

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The Commission discussed the history of the Zumba class and possible solutions.

Lewis Long (Euclid Ave) said that KC should have run it by the commission.

5. PUBLIC HEARINGS: none for this meeting

(Audio Minutes: 142:33)

6. COMMISSION CONSIDERATION:

A) Consideration of accepting donation from Michael Farrens for use by the Lake Helen Police Department

Mayor Buddy Snowden gave a history of the Farren's family. He discussed his mothers passing and how he had asked for the escort from the Police Department. Mr. Farren's was impressed with professionalism and assistance. He wanted to show his appreciation to the City Police department.

City Administrator KC Cichon said that Michael Farren's contacted him, they met and he identified that he would like the Police Department to use the donation. He suggested that Chief Walker come to the commission to describe what he would like to use the donation for.

MOTION by **Vice Mayor Ann Robbins** to accept the donation of \$300.00 to the City of Lake Helen Police Department from Mr. Michael Farrens.

SECOND by **Commissioner Vernon Burton**

Motion carried unanimously.

(Audio Minutes 147:00)

B) Consideration of FY 2014/15 Community Development Block Grant (CDBG) Annual Plan

City Administrator KC Cichon explained that this is an annual item for the city commission to approve the CDBG Annual Plan to be submitted to Volusia County. He explained that this plan lays out what the city will use the funds for, time table and components of work. A Public Meeting was held and a plan has been formulated for the storm water facilities and sidewalks along the western side of Pleasant Street from Ohio Avenue to Kicklighter Road with a crosswalk. If sufficient funding is available they would be improving the parking lot area of the ball field.

MOTION by **Commissioner Cameron Lane** to approve the FY 2014/15 Community Development Block Grant (CDBG) Annual Plan.

SECOND by **Commissioner Rick Basso**

Motion carried unanimously.

(Audio Minutes 149:14)

C) Consideration of request by Waste Pro for a rate adjustment



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City Administrator KC Cichon explained that at the last regular commission meeting this was discussed. The adjustment is in the contract and at the Workshop on May 6, 2014 staff presented a survey reflecting the current rate and current rates for other municipalities in Volusia County. The adjustment is a 1.2% increase. A homeowner should expect the rate to increase from \$19.94 to \$20.18 per month.

MOTION by **Commissioner Rick Basso** to approve the Waste Pro rate adjustment

SECOND by **Vice Mayor Ann Robbins**

Motion carried unanimously.

(Audio Minutes: 152:00)

D) Consideration of Resolution 2014 – 04 calling for Municipal Elections

City Administrator KC Cichon explained that this is also an annual event for city since the Commissioners and Mayor serve a 2 year term.

Mayor Buddy Snowden read the resolution into the record.

MOTION by **Vice Mayor Ann Robbins** to adopt Resolution 2014-04

SECOND by **Commissioner Cameron Lane**

Motion carried unanimously.

(Audio Minutes: 154:03)

E) Consideration of determining preferred date, city spokesperson, and presentation for the Water Quality Workshop.

City Administrator KC Cichon explained that Volusia County is putting together a workshop for water quality and is asking for each municipality to attend and participate. They have placed two dates that they recommend and are asking for the preference of dates and city spokesperson to be designated. He asked the Commission to provide him the designee as well as the message to deliver. He said he would relay the information to the county tomorrow.

The Commissioners discussed the city spokesperson for the Water Quality Workshop.

Commissioner Cameron Lane volunteered but he will be out of town for one of the selected dates.

Mayor Buddy Snowden said that he would fill in if Commissioner Lane was not available.

MOTION by **Vice Mayor Ann Robbins** to select Commission Cameron Lane to be the representative for the Water Quality Workshop but in his absence **Mayor Buddy Snowden** will represent.

SECOND by **Commissioner Rick Basso**

Motion carried unanimously.

City Administrator KC Cichon asked for the preferred date



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Commissioner Cameron Lane asked for June 26.

MOTION by **Commissioner Cameron Lane** to set the preferred date for June 26, 2014

SECOND by **Vice Mayor Ann Robbins**

Motion carried unanimously.

(Audio Minutes: 160:38)

F) Consideration to waive tree permit fees on Lake Helen Clean-up Day

Commissioner Rick Basso clarified that a tree permit is still required for Lake Helen cleanup day but fees will be waived.

Mayor Buddy Snowden explained that if a tree needs to be removed the tree permit fees will be waived. This is to assist the community and relay the message that the City Commission is available to help.

MOTION by **Commissioner Rick Basso** to waive tree permit fees on Lake Helen Clean-Up Day, May 24, 2014

SECOND by **Vice Mayor Ann Robbins**

Motion carried unanimously

Mayor Buddy Snowden clarified that the permit should be applied for on or before May 24, 2014 for waiver.

REMOVED FROM THE AGENDA

G) Consideration of applying for River to Sea Transportation Planning Organization funds for Phase II of the Pleasant Street project.

7. **COMMISSION DISCUSSION:** none for this meeting

8. **STAFF REPORTS:**

(Audio Minutes: 164:35)

- a. City Attorney: **City Attorney Lonnie Groot** said that he will be making recommendation to modify the agenda format. He also recommended that city boards receive sunshine law training. He said he will research the food handler certificate and information. He told the story of the City of Sanford Little Red Schoolhouse. He gave the Commissioners an opportunity to ask questions regarding the EEOC requirements and advertising for the City Clerk. No questions were asked of the City Attorney.



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(Audio Minutes: 173:22)

Mayor Buddy Snowden called for a 5 minute recess for **Michael Wright, Finance Director** to set up a presentation.

(Audio Minutes: 178:49)

Michael Wright, Finance Director presented his need for QuickBooks software.

Mayor Buddy Snowden requested a copy be given to the City Clerk.

MOTION by **Commissioner Rick Basso** to purchase software

SECOND by **Commissioner Vernon Burton**

Discussion:

The Commission discussed the software change, meeting audit requirements and needs.

City Attorney Lonnie Groot suggested sending a notice of termination to Mainstreet.

MOTION by **Commissioner Rick Basso** to vacate the current Mainstreet software and purchase the QuickBooks Accounting software

SECOND by **Commissioner Vernon Burton**

Motion carried unanimously.

Mayor Buddy Snowden said that typically it takes longer for a decision. He told Mr. Wright that he hopes it's the right decision and that the Commission is putting confidence in him. He said it hope it saves money and makes us look better.

(Audio Minutes: 219:08)

b. Police Chief: **Police Chief Mike Walker** discussed the Volusia Pines 5k run on May 31, 2014 at 8:00 am.

He said the run will not interfere with traffic and there will be four reserve officers and himself to attend the event. He said it is \$10 to participate and he would appreciate them coming by. He received twenty six tasers which would have cost individually \$599 and an additional \$100 for the holsters from the University of North Florida who was giving them away. The officers will be retrained on tasers. He then demonstrated the taser. He asked to use the \$300 donation from Mr. Farrens to purchase cartridges for the tasers.

The Commission discussed the tasers, cartridges, recertification and accepting the donation of the tasers.

City Attorney Lonnie Groot said that the Commission can ratify the chief acceptance of the equipment. He then suggested a letter from the mayor to express appreciation to the college for donation.

MOTION by **Commissioner Vernon Burton** to extend a letter to the college in appreciate for the tasers.



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SECOND by Vice Mayor Ann Robbins

Motion carried unanimously.

MOTION by Commissioner Rick Basso to allow use of the \$300 donated by Michael Farrens for the taser cartridges.

SECOND by Vice Mayor Ann Robbins

Motion carried unanimously.

Mayor Buddy Snowden asked if there was a cost to the city for the 5k run.

Police Chief Mike Walker answered no, reserve officers are free.

c. City Administrator: None

d. Code Enforcement Officer: None

REMOVED FROM THE AGENDA

e. *Creative Arts Café Supervisor - Deleted at the beginning of the meeting*

(Audio Minutes: 227:32)

9. MAYOR'S REPORT AND COMMISSIONERS' REPORTS BY ZONE

Zone 1, Vice Mayor Ann Robbins: She discussed holding the class reunion in September or October. She suggested additional publicity and she would like to see more students. The Commission discussed the class reunion as a reoccurring event. She brought up a road issue on East Ohio Avenue. She also discussed the dust from the dirt roads.

Zone 2, Commissioner Vernon Burton: He discussed the issue on Church Street which the Police Chief is involved regarding a truck. The Commission discussed the issue. **Police Chief Mike Walker** provided information on the issue.

Commissioner Rick Basso volunteered to look into sidewalk and road issue.

Zone 3, Commissioner Rick Basso: None

Zone 4, Commission Cameron Lane: None

Mayor Buddy Snowden: He requested visiting the City Administrator and said that the City Attorney keeps them well supplied with direction, opinions and information. He said the City Administrator has all the information and can express it to them

Vice Mayor Ann Robbins summarized he is requesting for the Commissioners to come in to City Hall more frequently.

Vice Mayor Ann Robbins announced the movie in the park equipment had arrived.

Mayor Buddy Snowden thanked the interim city clerk and all the citizens for involvement.

11. Adjournment

Mayor Buddy Snowden adjourned the May 8, 2014 Regular Meeting of the Lake Helen City Commission at 11:10 am.

The end.

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