



City of Lake Helen

Volusia County, Florida

MAYOR

Buddy Snowden

COMMISSIONERS

Ann Robbins

Vernon Burton

Rick Basso

Cameron Lane

Special Meeting Lake Helen City Commission May 23, 2014

MINUTES

CALL TO ORDER

Mayor Buddy Snowden called to order the May 23, 2014 Special Meeting of the Lake Helen City Commission at 2:06 pm.

Present:

Mayor Buddy Snowden

Vice Mayor Ann Robbins

Commissioner Vernon Burton

Commissioner Cameron Lane

City Administrator KC Cichon

City Attorney Lonnie Groot

Filling in for City Clerk Becky Witte

Not Present: Commissioner Rick Basso

CALL TO ORDER: Mayor Snowden

CEREMONIAL MATTERS:

LEGISLATIVE PRAYER: Lead by City Attorney Lonnie Groot

PLEDGE OF ALLEGIANCE

BUSINESS OF THE COMMISSION:

DELETIONS OR MODIFICATIONS TO AGENDA

Mayor Buddy Snowden requested to first handle item 4 regarding CDBG.

Mayor Buddy Snowden noted that Commissioner Rick Basso was unable to attend.

PUBLIC FORUM: None

Item 4 COMMISSION DISCUSSION: FY 2014/15 Community Development Block Grant (CDBG) Proposed Project – Pleasant Street Stormwater and Sidewalk Improvements

City Administrator KC Cichon explained to the Commissioners the letter which was received by Volusia County staff requesting to submit a new CDBG eligible project which can be completed within one year. City Administrator KC Cichon explained the alternatives to address the situation.

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Mayor Buddy Snowden inquired if reimbursement from the County would be available if the City would fund the project to be completed in one year.

City Administrator KC Cichon answered that Volusia County staff indicated that is not allowable.

Vice Mayor Ann Robbins discussed her concerns and opinions.

Mayor Buddy Snowden asked if this was time sensitive and the procedure for the appeal process.

City Administrator KC Cichon indicated that he will reach out to County staff for an answer. He then gave the option of the Elvira Street Project and the potential for use of TPO funds.

Commissioner Cameron Lane discussed splitting the Pleasant Street Project into phases.

Mayor Buddy Snowden explained that he would like to see the project complete. He indicated that he has concerns on changing the project. He asked about the funding issues.

City Administrator KC Cichon relayed the messages he received from County staff.

Commissioner Cameron Lane questioned an option of the City funding the project and being reimbursed later.

City Administrator KC Cichon and **Commissioner Cameron Lane** discussed the funding and reimbursement from the County.

Mayor Buddy Snowden asked **City Administrator KC Cichon** about the risk of funding the project with later reimbursement. He explained his concerns of not completing the project.

Vice Mayor Ann Robbins and **Mayor Buddy Snowden** discussed the history as well as stormwater fees.

Commissioner Cameron Lane asked if the CDBG funds are based on City size and noted that an appeal would be an option.

(Audio Time: 20:57)

Roger Sonnenfeld, (N. Lakeview Dr.) questioned the CDBG funding versus the amount needed from the City to complete the project within one year. He indicated that there are dedicated funds and the issues with reimbursement.

City Administrator KC Cichon explained that the city provides funds for every CDBG project.



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Mayor Buddy Snowden asked the funding impact to the City.

City Administrator KC Cichon explained that it would be in the \$54,000 range.

Ricky Mullen, Public Works Director said there is a lack of manpower to complete the project in house.

Mayor Buddy Snowden questioned stormwater funds.

City Administrator KC Cichon discussed the stormwater fund project order set by the Commission during last budget year.

Commissioner Vernon Burton discussed Pennsylvania Avenue projects that he feels needs to be addressed.

Vice Mayor Ann Robbins asked the location of the issue in which **Commissioner Vernon Burton** explained.

Mayor Buddy Snowden noted that although important, it may not be on the CDBG funding list.

Vice Mayor Ann Robbins noted that it might be a project that takes several years of funding as well.

The Commissioners discussed the history, vegetation needs and the need for the engineer to review.

Commissioner Vernon Burton discussed the location and the process. He would like it to be looked in to.

Mayor Buddy Snowden requested for **City Administrator KC Cichon** to research the appeal process.

Mayor Buddy Snowden called for a five minute recess at 2:30pm.

City Administrator KC Cichon said that County staff is unavailable but will be calling him soon.

(Audio Time: 32:57)

Mayor Buddy Snowden reconvened the meeting at 2:40pm. He announced that the discussion will be postponed awaiting information from Volusia County.

Item 3 COMMISSION CONSIDERATION: City Clerk hiring process



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Mayor Buddy Snowden announced that 28 applications were received. The City Administrator has formed a selection committee and approximately 5 or 6 applicants have been selected. He voiced his concerns of the selection. He asked the Commission for direction.

Commissioner Cameron Lane questioned the history of the process. He asked if all positions will be selected by the commission or if department heads should select.

Mayor Buddy Snowden said his concern is the selection criteria, process, and committee.

City Attorney Lonnie Groot explained that this is not a “normal” employee. He provided a history of the Charter and Charter revisions. His recommendation is for the City Commission to review and rank the applicants.

Commissioner Cameron Lane requested direction on the distinction between City Commission selection and department head selection.

Vice Mayor Ann Robbins said she spent time reviewing the applications.

Mayor Buddy Snowden requests that all applicants be reviewed by the Commissioners.

Commissioner Vernon Burton read an excerpt from an email from City Attorney Lonnie Groot. He said that the City Administrator should have sought the direction of the City Commission before going forward.

Commissioner Cameron Lane questioned the direction from the Commission regarding the process.

Commissioner Vernon Burton said the direction was to advertise.

Commissioner Cameron Lane and **Commissioner Vernon Burton** discussed the applicant review process.

City Attorney Lonnie Groot questioned **City Administrator KC Cichon** on the employment status of Cissy Burgess.

Commissioner Cameron Lane requested for the Commission to establish a process to review the applications. He shared that he feels the process was not tainted. He posed the question to **City Attorney Lonnie Groot**.

MOTION by Commissioner Cameron Lane for the City Commission to accept and review the 28 City Clerk applicants.



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SECOND by Vice Mayor Ann Robbins

Tura Schenbly, (N. Lakeview Drive) gave a history of the Charter review and the changes made. She questioned if the committee was under Sunshine requirements.

City Attorney Lonnie Groot elaborated on her question and his concern of that as well.

Tura Schenbly agreed with **City Attorney Lonnie Groot**. She said she is appalled at the salary range of \$4,000. She said she feels it is happening too fast for her and that meeting once a month is difficult for residents to keep up. She feels transparency is lost.

Commissioner Cameron Lane commented that it is difficult.

Tura Schenbly said she would like them to reevaluate the City Administrator position as opposed to having a clerk that is more administrative and have the salary range commiserate with the duties. She discussed the salary adjustment and her concerns for the applicants. She expressed her concern of the rush. She suggested that the Commission reevaluate the position of clerk.

Mayor Buddy Snowden thanked **Tura Schenbly**. He said it has been a challenge to get the Commission on the same page.

Commissioner Vernon Burton explained difference between Commission and Council and that they are governed by the Charter. He discussed the difference between Charter and Policy. He voiced his concerns of the selection committee for reviewing the City Clerk applicants. He said there was no authority or direction given to a selection committee.

Mayor Buddy Snowden reminded the commission of the motion on the floor.

Commissioner Cameron Lane discussed the motion and the information received from Ms. Schnebly. He suggested reevaluating the position, clearly defining the position and questioned if there was a pressing need to fill the position.

City Administrator KC Cichon clarified the salary range, the loss of qualified candidates if the process does not move forward.

Commissioner Vernon Burton and **Commissioner Cameron Lane** discussed the process.

Commissioner Vernon Burton asked if the motion should include notifying the applicants.

City Administrator KC Cichon discussed the issue of the committee.



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City Attorney Lonnie Groot said that a committee, a vote, and any selection would be under the Sunshine Law.

Mayor Buddy Snowden reminded the commission of the motion was for the city to accept the 28 applications and for the Commission to review the applicants.

Commissioner Cameron Lane said this is the motion to begin the process. He said if the commission wants to realign duties, a new motion should be made.

Mayor Buddy Snowden said he thinks the positions need to be reevaluated but he feels they have acted in good faith. He also said he would like them to be consistent with the charter.

Commissioner Cameron Lane asked to hear **Commissioner Vernon Burton's** and **Vice Mayor Ann Robbins'** thoughts.

Vice Mayor Ann Robbins discussed the salary range and her stance of starting salaries and increases only after proof of performance. She would like to have the group review the applicants.

Commissioner Vernon Burton clarified his stance on the City Administrator position and issues he sees with Mr. Cichon. He discussed that working multiple positions does not historically equate to additional compensation. He discussed his concern with the salary increase for Becky Witte.

Commissioner Cameron Lane questioned **Commissioner Vernon Burton** to move on with the hiring or restructuring City Hall staff.

Commissioner Vernon Burton said that he would like to review the applicants.

City Administrator KC Cichon clarified that he requested direction from the Commission regarding a salary adjustment. He discussed the hiring process.

Mayor Buddy Snowden clarified the significance of the City Clerk position.

City Administrator KC Cichon gave a history of the hiring process. He referenced the interview policy, interview guidance form, and the past procedures. He explained the established processes of the previous City Administrator. He addressed his concern of the City Administrator duties.

Commissioner Vernon Burton discussed the impediment of hiring for the Creative Arts Café and providing the authority to the City Administrator which was then delegated to the City Clerk. He



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suggested taking to the voters a City Manager form of government, which they have historically have declined. He stated he is uncomfortable with certain items and he will bring those to the table.

(Audio Minutes: 1:45:20)

David Hughes (Rose Ave) suggested removing names from the applications and the idea of selecting a few residents as part of the committee.

Mayor Buddy Snowden said the charter says the Commission is the selection committee.

Roger Sonnenfeld (N. Lakeview Dr.) noted that the City Commission can delegate an action, not responsibility.

Mayor Buddy Snowden reminded the Commission of the motion and asked **Commissioner Lane** if the motion stands.

MOTION by **Commissioner Cameron Lane** for the City of Lake Helen to accept and begin the review process by the City Commission of the City Clerk applicants.

SECOND by **Vice Mayor Ann Robbins**

Motion carried unanimously.

Mayor Buddy Snowden said that Michael Wright will provide the applications. **Mayor Buddy Snowden** suggested that the group should reevaluate the salary ranges of staff.

Commissioner Vernon Burton noted that was rectified when previous Administrator Don Findell left. He said the qualifications of an applicant are more important than who they like.

David Hughes (Rose Avenue) discussed the appearance of preferential treatment.

Vice Mayor Ann Robbins questioned the posting, the job description in the Job Description book and the version created by the City Attorney.

City Attorney Lonnie Groot said he disagrees with the job description.

Vice Mayor Ann Robbins and **City Attorney Lonnie Groot** discussed the job description.

City Attorney Lonnie Groot said he attempted to align the job description to the City Charter. He explained that the City is bound through the job description presented when employing. He said the charter does not say that the city clerk reports to the City Administrator.

Mayor Buddy Snowden said that he is unsure that the job descriptions were adopted.

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City Attorney Lonnie Groot said many policies may not have been adopted.

Mayor Buddy Snowden expressed his concern of the applicants who were notified.

City Administrator KC Cichon said the applicants were notified that they were selected for an interview.

Mayor Buddy Snowden suggested evaluating and returning as a commission to condense the list.

Commissioner Vernon Burton questioned the process.

City Attorney Lonnie Groot described his view of the process.

City Administrator KC Cichon said that there is the possibility to have the selection made by the June 12, 2014 City Commission Meeting. He requested giving the candidates a one week notice before interviews.

Mayor Buddy Snowden questioned the availability of the Zone 3 Commissioner. He announced his preference to complete before the end of May.

Vice Mayor Ann Robbins noted that she has reviewed the applications.

Mayor Buddy Snowden asked to set a date for the discussion.

The preferred date to discuss selections was set as Thursday, May 29, 2014 at 2:00pm with a backup date as Friday, May 30, 2014.

City Administrator KC Cichon questioned an evening meeting to accommodate **Commissioner Rick Basso**.

Mayor Buddy Snowden asked for City Administrator to notify the commission after a date is chosen.

Mayor Buddy Snowden returned to Item 4, Commission Discussion.

Return to Item 4 COMMISSION DISCUSSION: FY 2014/15 Community Development Block Grant (CDBG) Proposed Project – Pleasant Street Stormwater and Sidewalk Improvements

City Administrator KC Cichon said that the appeal process will not impact the funds for FY15.

Mayor Buddy Snowden asked if the engineer will prepare the appeal.

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City Administrator KC Cichon described the City Engineer's stance on the funding.

The Commission discussed funding, the history of projects, and issues associated with funds.

City Administrator KC Cichon discussed **Vice Mayor Ann Robbins** suggestion of a partnership with cities and looking at innovative techniques. He said there could be issues with future fund allotments.

MOTION by **Commissioner Cameron Lane** to move forward with the appeal process and designate the City Administrator to report back at the next meeting.

SECOND by **Commissioner Vernon Burton**

City Administrator KC Cichon asked the City Attorney to assist.

Mayor Buddy Snowden questioned the appeal process.

City Administrator KC Cichon said no process was provided by County staff and he will pursue that.

Commissioner Cameron Lane withdrew his motion.

MOTION by **Commissioner Cameron Lane** to have the City Administrator research the appeals process and return with information at the Special Meeting set for next week.

SECOND by **Commissioner Vernon Burton**

Motion carried unanimously.

Commissioner Vernon Burton asked about bee eradication.

Mayor Buddy Snowden explained he discussed the issue with a bee keeper and that there is not much that can be done.

The Commission discussed bee eradication.

ADJOURNMENT

Mayor Snowden adjourned of the May 23, 2014 Special Meeting of the Lake Helen City Commission at 4:50 pm.

The end