



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

June 26, 2014

MINUTES

CALL TO ORDER: Mayor Buddy Snowden called to order the June 26, 2014 Special Meeting of the Lake Helen City Commission at 7:08 pm.

Present: Mayor Buddy Snowden Vice Mayor Ann Robbins
Commissioner Vernon Burton Commissioner Cameron Lane
Commissioner Rick Basso (late arrival) City Administrator KC Cichon
City Attorney Jennifer Nix City Clerk Becky Witte

CALL TO ORDER: Mayor Buddy Snowden

CEREMONIAL MATTERS: LEGISLATIVE PRAYER AND PLEDGE OF ALLEGIANCE.

Led by **Commissioner Cameron Lane.**

DELETIONS OR MODIFICATIONS TO AGENDA

Addition of Item 3D: Consideration of approving an emergency roof repair/replacement for the Public Works Building located at 165 W. Ohio Avenue.

MOTION by **Commissioner Cameron Lane** to approve the addition of item 3D to the agenda for consideration of approving an emergency roof repair/replacement for the Public Works Building located at 165 W. Ohio Avenue. **SECOND** by **Vice Mayor Ann Robbins.** **MOTION CARRIED UNANIMOUSLY.**

BUSINESS OF THE COMMISSION:

ITEM 1 PRESENTATIONS TO THE COMMISSION

ITEM 1A Presentation of the Annual Financial Report for the Fiscal Year Ended September 30, 2013, by Alex Kish of Brent Millikan & Company, P.A. Certified Public Accountants.

Alex Kish of Brent Millikan & Company, P.A. Certified Public Accountants presented the Fiscal Year 2012/2013 audit.

Commissioner Rick Basso arrived.

Tura Schnebly (N. Lakeview) requested a copy of the financial report and PowerPoint.

ITEM 2 PUBLIC FORUM: None



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ITEM 3 COMMISSION CONSIDERATION

ITEM 3A Consideration of removing the remaining Creative Arts Café food products off of the inventory

City Administrator KC Cichon explained the need to remove the remaining food products from the inventory.

The Commission discussed the inventory at the Creative Arts Café and the recent Health Department inspection.

Commissioner Rick Basso asked for the dollar amount related to the food inventory.

Auditor Alex Kish informed the Commission that the food inventory is approximately \$5,500.00.

MOTION by Rick Basso to remove the remaining Creative Arts Café food products off of the inventory. **SECOND** by Commissioner Cameron Lane. **MOTION CARRIED UNANIMOUSLY.**

Commissioner Rick Basso asked the status of the Health Department Inspection.

Mayor Buddy Snowden explained that a follow up inspection will occur after the water heater issue has been resolved.

ITEM 3B Consideration of allowing City hourly employees the one-time use of 8 hours of accrued personnel time to adjust to the change in payroll periods

Finance Manager Michael Wright explained the need for the optional one-time use of 8 hours of personal time for hourly employees, to deal with the one-time change in payroll periods associated with the transition to the new payroll software system.

City Attorney Jennifer Nix noted that this will be an optional one-time use of leave.

MOTION by Vice Mayor Ann Robbins to approve the optional one-time use of 8 hours of personal time for hourly employees, to deal with the one-time change in payroll periods associated with the transition to the new payroll software system. **SECOND** by Commissioner Cameron Lane.

Discussion:

Commissioner Cameron Lane questioned if the 8 hours would be pulled from their Personal Leave Bank.

Michael Wright confirmed that was correct.

The Commission discussed the use of personal leave.

MOTION CARRIED UNANIMOUSLY.

ITEM 3C Consideration of increasing the capitalization threshold from \$750 to \$1,000

Finance Manager Michael Wright explained request for increasing the capitalization threshold from \$750 to \$1,000.

The Commission discussed the history of the capitalization threshold and the need to increase.



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MOTION by **Commissioner Rick Basso** to increase the capitalization threshold from \$750 to \$1,000 for non infrastructure assets. **SECOND** by **Vice Mayor Ann Robbins**.
MOTION CARRIED UNANIMOUSLY.

Addition of ITEM 3D: Consideration of approving an emergency roof repair/replacement for the Public Works Building located at 165 W. Ohio Avenue.

Mayor Buddy Snowden explained the need for the emergency repair/replacement.

City Administrator KC Cichon explained the roof issue which has existed for many years. He explained that the bid did not express the additional repairs and wood replacement but would be included in the contract.

Commissioner Rick Basso discussed the differences in the quality of the product within the bids. He suggested in the future utilizing a more specific bid document.

Commissioner Cameron Lane and **Mayor Buddy Snowden** agreed with **Commissioner Rick Basso**.

Chief Mike Walker addressed the Commission to clarify the bids and the contract.

Tura Schnebly (N. Lakeview) asked if a standard bid document is used by the City.

MOTION by Commissioner Vernon Burton to approve contracting with Senez Roofing for \$8,475.00 for the emergency roof repair/replacement for the Public Works Building located at 165 W. Ohio Avenue to include all additional repairs and damaged wood replacement and the style and color be consistent with the Police Department.

Commissioner Rick Basso asked that style and color is consistent with the Police Department.

SECOND by Commissioner Cameron Lane.

Tura Schnebly (N. Lakeview) asked for clarification of the cost.

Mayor Buddy Snowden confirmed and requested staff to prepare the contract.

MOTION CARRIED UNANIMOUSLY.

COMMISSION ANNOUNCEMENTS:

Vice Mayor Ann Robbins discussed an email she received today. She read the email to the Commission.

Commissioner Vernon Burton requested that the candidates receive agenda packets as well. He discussed the Town Hall Meeting on June 16, 2014 with 20 people in attendance.

Commissioner Rick Basso discussed the TPO meeting and asked if someone would take his place for the next few upcoming meetings.

Commissioner Cameron Lane volunteered to attend the next few TPO meeting.

Commissioner Rick Basso shared his experience on the City Commission and although he has one more year as Commissioner he may not run again.

Mayor Buddy Snowden commented on Commissioner Rick Basso's enthusiasm and dedication to the City.



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Commissioner Cameron Lane discussed the Water Quality Workshop he and City Administrator KC Cichon attended and shared the information he received. The Commission discussed water and wastewater.

Mayor Buddy Snowden noted he has an upcoming meeting with City Attorney Lonnie Groot as well as an upcoming Resolution. He discussed an upcoming Ordinance relating to Medical Marijuana.

Commissioner Cameron Lane discussed his reservations of requesting assistance from the Army Corps of Engineers. He asked the City Attorney if Commissioner Rick Basso can bring him up to speed on TPO. **Commissioner Rick Basso** explained his duties at TPO.

Commissioner Vernon Burton requested a Candidate Night and Betty Doherty answered that the League for Better Living sets up the Candidate Night.

ITEM 4 ADJOURNMENT: Mayor Buddy Snowden adjourned of the June 26, 2014 Special Meeting of the Lake Helen City Commission at 9:02pm.

The end.