



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
July 10, 2014
MINUTES

CALL TO ORDER

Mayor Buddy Snowden called to order the July 10, 2014 Regular Meeting of the Lake Helen City Commission at 7:04 pm.

Present:

Mayor Buddy Snowden	Vice Mayor Ann Robbins	Commissioner Rick Basso
Commissioner Cameron Lane	City Clerk Becky Witte	City Administrator KC Cichon
City Attorney Jennifer Nix		

Not Present: Commissioner Vernon Burton

CALL TO ORDER: Mayor Buddy Snowden

CEREMONIAL MATTERS: LEGISLATIVE PRAYER AND PLEDGE OF ALLEGIANCE

PROCLAMATIONS AND AWARDS: Service award presented to Andrew Straley or Public Works for ten (10) years of service accepted by Public Works Superintendent Rick Mullen.

Mayor Buddy Snowden offered an opportunity for those running for office to introduce themselves.

- Dave Machuga running for Volusia County Council.
- Ernie DeBoliac running for City of Lake Helen City Commissioner Zone 2.
- David Hughes running for City of Lake Helen City Commissioner Zone 4.
- Cameron Lane running for City of Lake Helen City Commissioner Zone 4.

BUSINESS OF THE COMMISSION:

ITEM 1: DELETIONS OR MODIFICATIONS TO AGENDA

Mayor Buddy Snowden noted that an amended agenda was published on July 9, 2014.
MOTION by **Commissioner Cameron Lane** to approve the amended agenda packet provided to the public and Commission on July 9, 2014. **SECOND** by Commissioner Rick Basso. **MOTION CARRIED UNANIMOUSLY.**

ITEM 2: COMMISSION ANNOUNCEMENTS

Vice Mayor Ann Robbins noted the passing of previous Mayor John Smart.
Mayor Buddy Snowden mentioned the many accomplishments of Mayor Smart.



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MOTION by **Commissioner Cameron Lane** to send flowers from the City of Lake Helen to the grave side service. **SECOND** by **Commissioner Rick Basso**.

MOTION by **Vice Mayor Ann Robbins** to *amend the motion* to include sending a donation of \$25.00 to the Wounded Warrior Project as well as Flowers for the Grave Side Service. **SECOND** by **Commissioner Cameron Lane**. **MOTION CARRIED UNANIMOUSLY.**

Mayor Buddy Snowden requested staff to coordinate the sending of flowers and donation.

ITEM 3: APPROVAL OF MINUTES: August 8, 2013, June 12, 2014 and June 26, 2014

Vice Mayor Ann Robbins noted that the set of minutes for August 8, 2013 had no audio and her video had technical difficulties. She explained that City Clerk Becky Witte was able to use her notes to create the minutes. She requested the addition on Page 2, after Item 3 that Mayor Snowden allowed Mr. O'Shaunsey from the Cell Tower to speak to the Commission and he requested the Commission rescind the letter against the Cell Tower.

Mayor Buddy Snowden noted a spelling correction of Christie Locklin from the June 12, 2014 meeting.

MOTION by **Vice Mayor Ann Robbins** to approve the Minutes of August 8, 2013, June 12, 2014 and June 26, 2014. **SECOND** by **Commissioner Cameron Lane**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 4: CONSENT AGENDA:

Item 4a: Bills paid through June 30, 2014

Mayor Buddy Snowden asked that the size of the print on the bills be larger on the report.

Vice Mayor Ann Robbins asked about the Stenstrom, McIntosh, Colbert, Whigham & Partlow, P.A.bill. She questioned a possible billing error on Page 5 for \$37.50 that seems to be billed twice. **Vice Mayor Ann Robbins** also questioned four instances on the bill for emails to city residents and questioned why direct contact was made to citizens.

City Attorney Jennifer Nix noted that she will look into those items and report back to the Commission.

MOTION by **Commissioner Cameron Lane** to approve the bills through June 30, 2014. **SECOND** by **Commissioner Rick Basso**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 5: PRESENTATIONS TO THE COMMISSION:

ITEM 5A: Miss Lake Helen Cassadaga Pageant Winners



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Presentation was made by **Mayor Buddy Snowden** introducing the winners of Miss Lake Helen Cassadaga. The Winner of the Miss Pageant, Shelby Mullen, Junior Miss, Jayma Griffin and Little Miss Averie Cooke.

Mayor Buddy Snowden thanked the girls, their families and most of all Rebecca Fox for the coordination and leadership for the Pageant.

ITEM 5B: FY15 Tentative Budget

City Administrator KC Cichon presented the Fiscal Year 2014-2015 Tentative Budget. After his presentation he discussed Health Insurance and the mileage cap.

Commissioner Rick Basso noted his concern of the Health Insurance consultant and the cost. The Commission discussed Health Insurance.

City Administrator KC Cichon noted that RFP for external auditor services will be coming forth in August and additional RFP's can be advertised.

Mayor Buddy Snowden expressed his appreciation to City Administrator KC Cichon and preparation of the Tentative Budget.

ITEM 6: MONTHLY REPORTS:

ITEM 6A: City Engineer: None

ITEM 6B: Local Planning Agency (PLDRC): None

ITEM 6C: Parks and Recreation Board:

Treasurer David Hughes discussed the 4th of July events as well as the support of Public Works, City Administrator KC Cichon, the Master's family for donation for the Grease Pole, Good Time Bounce Houses as well as Miss Lake Helen team and many others. Mr. Hughes discussed vendor issues, spacing and not for profit vendors. He announced the Movie in the Park, Food Truck Affair, and Back to School Drive which is set for August 16, 2014. A field day is set for August 30, 2014 with assistance of Good Time Bounce Houses. He also said the board is planning a taco night in September.

ITEM 6D: Events Coordinator:

Johnnie Chavis presented her report to the Commission. She discussed the Senior Luncheons, Unity and Community Back to School Expo, as well as the Community Health Fair.

ITEM 7: PUBLIC FORUM

Veronica O'Connor (Creative Arts Early Learning Academy, 510 S. Lakeview Drive) introduced the new Creative Arts Early Learning Academy which will open in the fall at 510 S. Lakeview Drive.



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Betty Doherty (League for Better Living) notified the Commission and the public of a candidate night presented by the League for Better Living to be held on August 16, 2014 at 7:00pm at Hopkins Hall and five (5) minutes each will be given to each candidate.

Tura Schnebly (S. Lakeview Drive) complimented the Commission on the 4th of July events. She questioned the date of the next budget discussion and informed the Commission on the dates already selected by the County Council and School Board.

Mayor Buddy Snowden said that the date will be selected this evening.

Betty O'Laughlin (McKenzie Road) discussed the 4th of July parade, the Saddle Club members who carried the flag as well as the Horse Carriage in the parade. She noted the Equestrian Center Program on the 4th of July.

Mayor Buddy Snowden commented on the many compliments he received about the Lake Helen 4th of July Celebration.

ITEM 8: PUBLIC HEARINGS: None for this meeting

ITEM 9: COMMISSION CONSIDERATION:

ITEM 9A: Consideration of a facility use agreement with the West Volusia Athletic Club

Joe Decker discussed the change from Little League to West Volusia Athletic Club.

City Attorney Jennifer Nix noted her recommendation of Sexual Abuse/Molestation Insurance as well as the signature authority.

Thomas Grim, President of West Volusia Athletic Club described the program, the move from Little League and the benefits of youth baseball and softball.

MOTION by **Commissioner Rick Basso** to approve the Facility Use Agreement with West Volusia Athletic Club. **SECOND** by **Vice Mayor Ann Robbins**.

AMMENDED MOTION by **Commissioner Rick Basso** to approve the Facility Use Agreement with West Volusia Athletic Club to modify the dates to begin on July 15, 2014 to July 14, 2015.

SECOND by **Vice Mayor Ann Robbins**.

Discussion:

Mayor Buddy Snowden offered a chance for the public to speak upon the item and noted that youth baseball has historically been a large part of Lake Helen.

City Attorney Jennifer Nix verified that 8F was added to the agreement to include Sexual Abuse/Molestation Insurance.

Commissioner Rick Basso noted that the agreement was for one year.

MOTION CARRIED UNANIMOUSLY.



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ITEM 9B: Consideration of West Volusia Summit dates and agenda items

The Commission discussed VoTran and Sunrail systems, development on the West side of I-4 and discussions with the City of Deland.

MOTION by Vice Mayor Ann Robbins to set the preferred date of Saturday, September 20, 2014. **SECOND** by Commissioner Rick Basso.

Amended MOTION by Vice Mayor Ann Robbins to set the preferred date of Saturday, September 20, 2014 and request the agenda item of Sunrail/VoTran coordination. **SECOND** by Commissioner Rick Basso. **MOTION CARRIED UNANIMOUSLY.**

ITEM 9C: Consideration of the Community Aesthetics Feature Agreement with the Florida Department of Transportation

City Administrator KC Cichon discussed the agreement and questions posed to DOT which he is awaiting responses.

City Attorney Jennifer Nix noted her concerns with the contract and necessary information.

MOTION by Commissioner Cameron Lane to execute the Community Aesthetics Feature Agreement with the Florida Department of Transportation with City Staff to ensure legal requirements are met. **SECOND** by Commissioner Rick Basso. **MOTION CARRIED UNANIMOUSLY.**

ITEM 10: COMMISSION DISCUSSION:

ITEM 10A: Discussion of Creative Arts Café Request for Proposal

Mayor Buddy Snowden opened the discussion for input regarding use of the facility. He noted the sample RFP provided was a draft which was prepared by City Legal Counsel.

Commissioner Rick Basso said he thought the Commission decided not to utilize the facility as a restaurant facility. He suggested defining guidelines for the RFP.

The Commission discussed the use of the Creative Arts facility.

Betty O'Laughlin (McKenzie Road) discussed an option of a private company opening for Breakfast.

Ernie DeBoliac (Garden Street) questioned the ECHO program requirements and suggested the option of relocating City offices to the facility.

Betty Doherty questioned the septic tank and the grease trap.

Mayor Buddy Snowden noted the septic tank was satisfactory for single service.



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The Commission discussed a restaurant/café running out of the facility.

Kay Wilkens (McKenzie Road) suggested going back to volunteers running the facility and keeping it open for the kids.

Kristina Tschantre (Ohio Avenue) suggested creating a committee to review.

City Attorney Jennifer Nix noted that some details that would be necessary to add to the RFP.

Commissioner Rick Basso suggested creating a committee of staff, citizens and one Commissioner to work on the project of the RFP.

Tura Schnebly (S. Lakeview Dr) agreed with the idea of creating a small committee and discussing the original proposal as well as the future. Ms. Schnebly volunteered to be a part of the committee.

Mayor Buddy Snowden said that former Chief Keith Chester has said he will discuss the original proposal with staff.

Lynnette Wilham requested a member of Parks and Recreation to be a part of the Committee.

The Commission discussed the qualifications for those on the committee.

Tura Schnebly (S. Lakeview Dr) questioned the utilization of the facility for Creative Arts classes and suggested charging the events coordinator with the task of bringing.

Mayor Buddy Snowden suggested a structured workshop in August.

ITEM 10B: Discussion relating to city legal representation

Mayor Buddy Snowden said he spoke with City Attorney Lonnie Groot on July 2, 2014 and there is no contract with the firm. He said the firm confirmed remaining with the City until at least the end of the fiscal year. **Mayor Buddy Snowden** suggested advertising a request for proposal for legal representation.

The Commission discussed the request for proposal process.

MOTION by **Vice Mayor Ann Robbins** to have city staff work with Mr. Groot to create a request for proposal for Legal Representation for the City of Lake Helen as previously committed by Mr. Groot. **SECOND** by **Commissioner Rick Basso**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 11: STAFF REPORTS

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ITEM 11A: City Attorney:

City Attorney Jennifer Nix requested that the City Clerk should receive all public record requests.

ITEM 11B: Police Chief and Code Enforcement Officer: None

Mayor Buddy Snowden noted a recent minor vehicle accident with the Chief of Police vehicle and his personal vehicle.

ITEM 11C: City Administrator:

City Administrator KC Cichon introduced Scott Lorenz who discussed fence damage at 691 Pleasant Street which occurred during a recent storm. He requested the assistance of the City to remove the tree. **Mayor Buddy Snowden** questioned **City Attorney Jennifer Nix** about an indemnification agreement.

MOTION by **Commissioner Cameron Lane** to allow staff to assist with the removal of the tree at 691 Pleasant Street and to create an indemnification agreement with the home owner.

SECOND by Commissioner Rick Basso. **MOTION CARRIED UNANIMOUSLY.**

City Administrator KC Cichon presented revised dates for upcoming meetings. Monday July 21, 2014 at 7:00pm for the Special City Commission Meeting instead of Thursday, July 17, 2014.

MOTION by Vice Mayor Ann Robbins to set the Special Meeting on Monday July 21, 2014 at 7:00pm and to excuse the City Attorney from the meeting. **SECOND** by Commissioner Cameron Lane. **MOTION CARRIED UNANIMOUSLY.**

Consensus of the Commission to reschedule the Regular City Commission Meeting from Thursday August 14, 2014 to August 21, 2014 at 7:00pm and the Final Budget Hearing to be rescheduled from Thursday, September 25, 2014 to Wednesday September 24, 2014 at 6:00pm.

City Administrator KC Cichon noted a positive article in the West Volusia Beacon regarding the backlog of meeting minutes.

ITEM 12: MAYOR'S REPORT AND COMMISSIONERS' REPORTS BY ZONE

Vice Mayor Ann Robbins said she will be hosting the River to Lakes Corridor meeting on Monday, July 14, 2014 at City Hall.

MOTION by **Commissioner Cameron Lane** to authorize the reimbursement of Vice Mayor Ann Robbins to supply a continental breakfast for the River to Lakes Corridor Meeting on Monday July 14, 2014 at City Hall. **SECOND** by **Commissioner Rick Basso**. **MOTION CARRIED UNANIMOUSLY.**

Vice Mayor Ann Robbins read a poem to the group.



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Commissioner Rick Basso also recited a poem.

Mayor Buddy Snowden expressed appreciation of the Commission and the public noting the uniqueness of our community. He noted that he feels Commission memorandums should represent the Commission's collected opinion. He also requested that Commissioners calling Community or Town Hall Meetings discuss it before calling the meeting. He discussed at least four complaints received this week about a newsletter published in the City which is not a City sponsored or a not for profit.

ITEM 13: ADJOURNMENT

Mayor Buddy Snowden adjourned of the July 10, 2014 Regular Meeting of the Lake Helen City Commission at 10:35 pm.

The end.