



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

September 11, 2014

MINUTES

CALL TO ORDER

Mayor Buddy Snowden called to order the September 11, 2014, 2014 Regular Meeting of the Lake Helen City Commission at 8:03 pm.

Present:

Mayor Buddy Snowden

Vice Mayor Ann Robbins

Commissioner Vernon Burton

Commissioner Rick Basso

City Clerk Becky Witte

City Administrator KC Cichon

City Attorney Jennifer Nix

Not Present: Commissioner Cameron Lane

CALL TO ORDER: Mayor Buddy Snowden

CEREMONIAL MATTERS: LEGISLATIVE PRAYER AND PLEDGE OF ALLEGIANCE

Led by Commissioner Vernon Burton.

PROCLAMATIONS AND AWARDS: None

BUSINESS OF THE COMMISSION:

ITEM 1: DELETIONS OR MODIFICATIONS TO AGENDA:

Deletion of Item 5: Presentation by Ms. Libertad Acosta-Anderson, FDOT Project Manager and Mr. Alan Danaher, Consultant Project Manager regarding the Project Advisory Group for the Volusia Transit Connector Study since the presenters were not present.

Mayor Buddy Snowden requested a presentation by Dick Kelton regarding the Range Riders.

ITEM 2: COMMISSION ANNOUNCEMENTS

ITEM 3: APPROVAL OF MINUTES: August 21, 2014

MOTION by Vice Mayor Ann Robbins to approve the Minutes of August 21, 2014. **SECOND** by Commissioner Vernon Burton. **MOTION CARRIED UNANIMOUSLY.**

ITEM 4: CONSENT AGENDA:

Item 4a: Bills paid through August 31, 2014

MOTION by Commissioner Vernon Burton to approve the bills through August 31, 2014. **SECOND** by Vice Mayor Ann Robbins. **MOTION CARRIED UNANIMOUSLY.**

ITEM 5: PRESENTATIONS TO THE COMMISSION:

Regular City Commission Meeting

September 11, 2014

Approved October 9, 2014



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ITEM DELETED: Presentation by Ms. Libertad Acosta-Anderson, FDOT Project Manager and Mr. Alan Danaher, Consultant Project Manager regarding the Project Advisory Group for the Volusia Transit Connector Study

ITEM ADDITION: Presentation by Dick Kelton regarding the Range Rider Program.

Vice Mayor Ann Robbins, Commissioner Vernon Burton and Commissioner Rick Basso noted the expertise of the Range Riders as well as the guidance they can provide.

ITEM 6: MONTHLY REPORTS:

ITEM 6A: City Engineer: None

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

ITEM 6C: Parks and Recreation Board:

David Hughes discussed upcoming events including the Cycle for Life event (10/5/2014), Lantern Launch for Breast Cancer Awareness (10/18/2014), Fall Festival, Trunk or Treat and Movie (10/25/2014), as well as a winter wonderland (12/13/2014).

ITEM 6D: Events Coordinator:

Johnnie Chavis presented her monthly report including August events including the Unity and Community Back to School Event, Community Health and Wellness Fair. Today was the 9/11 Memorial Ceremony with over 100 attendees. Seniors Luncheon is set for September 17. The Wonderful Wellness Series will run through October. Zumba is now in the Shuffleboard Building.

ITEM 7: PUBLIC FORUM:

Alan Cooke (Oak Tree Lane) discussed the Comprehensive Plan Update and distributed a letter regarding Compressive Plan from Sue Murphy from P&M Consulting Group Inc.

Betty Doherty (Cypress Circle) requesting update on Gateway Sign. **City Administrator KC Cichon** said DOT has the signed contract and the money. Ed Blackman and Ryan Hannah have been notified.

Tura Schnebly (N. Lakeview Dr) noted the information she has received regarding the Comprehensive Plan.

ITEM 8: PUBLIC HEARINGS: None for this meeting

ITEM 9: COMMISSION CONSIDERATION:

ITEM 9A: Consideration to appoint Kelly Frasca and Cory Spaziani to the Historic Preservation Board.

MOTION by **Vice Mayor Ann Robbins** to appoint Kelly Frasca to the Historic Preservation Board.
SECOND by **Commissioner Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**



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MOTION by Vice Mayor Ann Robbins to appoint Cory Spaziani to the Historic Preservation Board.
SECOND by Commissioner Vernon Burton. **MOTION CARRIED UNANIMOUSLY.**

ITEM 9B: Consideration of City Administrator Hiring Process

Mayor Buddy Snowden recapped the presentation by Dick Kelton and the services the Range Riders will be providing the City of Lake Helen. He noted the job description attached in the agenda packet.

MOTION by Commissioner Rick Basso to accept the job description and ask the Clerk to forward to Mr. Dick Kelton. **SECOND** by Vice Mayor Ann Robbins.

City Administrator KC Cichon agreed to attend the September Final Budget Hearing and the early part of October through the middle of October in a limited basis.

MOTION CARRIED UNANIMOUSLY.

ITEM 9C: Consideration of Food Vendor Request for Proposals

Mayor Buddy Snowden introduced the potential for a City Food Vendor.

The Commission discussed the terms of agreement and the cost to provide services.

Tura Schnebly (N. Lakeview Dr.) commented on the terms in the RFP. She questioned the idea of the food vendor. She commented on the ECHO grant and the hold harmless. She discussed the insurance requirements and suggested requesting copies of the insurance policies.

Mayor Buddy Snowden noted that the ECHO funding does cover the kitchen area.

City Attorney Jennifer Nix discussed adding the ECHO information on the City Website and suggested discussing the proposal with the County before awarding and entering into a contract. She discussed insurance and that designated revenue should remain in the facility.

MOTION by Commissioner Rick Basso to advertise the Food Vendor 14-001 Request for Proposals. **SECOND** by Commissioner Vernon Burton.

The Commission discussed security deposit, cost of service and the review committee.

Commissioner Rick Basso said he would not sit on the review committee. He noted that he expects the Cafe to be revenue neutral.

MOTION CARRIED UNANIMOUSLY.

ITEM 9D: Consideration of Resolution 2014-09 for Certification of the Canvassed Election Results relating to the Primary Election held on August 26, 2014

Mayor Buddy Snowden read the title of **Resolution 2014-09.**

MOTION by Vice Mayor Ann Robbins to adopt Resolution 2014-09 for Certification of the Canvassed Election Results relating to the Primary Election held on August 26, 2014.



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

Betty O'Laughlin (McKenzie Road) discussed the snack bar for the teen program and the upcoming program she is working on.

ITEM 11: STAFF REPORTS

ITEM 11A: City Attorney:

City Attorney Jennifer Nix suggested an ordinance regarding public records.

The Commission discussed public records and the potential of an ordinance.

Vice Mayor Ann Robbins discussed Ethics Training and the cost.

MOTION by **Commissioner Rick Basso** to engage the City Attorney to draft an Ordinance regarding the process and procedures of Public Records. **SECOND** by **Commissioner Vernon Burton. MOTION CARRIED UNANIMOUSLY.**

ITEM 11B: Police Chief and Code Enforcement Officer: **Mayor Buddy Snowden** noted the recent assistance from the local police team to assist the Volusia County Sheriff's Office in a safe and effective manner.

ITEM 11C: City Administrator:

City Administrator KC Cichon asked for direction regarding the events coordinator.

Commissioner Rick Basso said he would like to see the full time employee over the contracted employee.

Mayor Buddy Snowden discussed the Events Coordinator position and the future of the position.

The Commission discussed the Special Projects Coordinator position.

Commissioner Vernon Burton discussed the evaluation of the Events Coordinator position.

The Commission discussed the vision of Events through the City of Lake Helen.

Commissioner Rick Basso said he would like to not renew the contract for the Events Coordinator.

City Administrator KC Cichon read from the Events Coordinator Contract regarding the termination date.

MOTION by **Commissioner Rick Basso** to contact Johnnie Chavis, the current events coordinator to inform her that her contract will not be renewed.

NO SECOND was made. **MOTION DIED.**

City Administrator KC Cichon discussed talking with Johnnie Chavis that no action to renew was taken by Commission.

Vice Mayor Ann Robbins noted that Ms. Chavis discussed that in her report.

Commissioner Vernon Burton said he did not realize Ms. Chavis' contract would end on September 30, 2014 or that her position would be a discussion item.



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

Vice Mayor Ann Robbins discussed N. Lakeview at Craig Avenue bushes which need to be trimmed, and an email received regarding the West Volusia Summit. She discussed the 5k run for December 24, 2014 and to use the money for Parks and Recreation.

City Administrator KC Cichon asked that a City Commissioner to be in attendance for the West Volusia Summit.

Mayor Buddy Snowden discussed the 88 acres near I-4 for a Hotel (Holiday Inn) and Soccer as well as an Ace Hardware Store.

Mayor Buddy Snowden complimented **City Administrator KC Cichon**.

ITEM 13: ADJOURNMENT

Mayor Buddy Snowden adjourned of the September 11, 2014 Regular Meeting of the Lake Helen City Commission at 10:17 pm.

The end.