



# 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**  
June 12, 2014  
**MINUTES**

### CALL TO ORDER

Mayor Buddy Snowden called to order the June 12, 2014 Regular Meeting of the Lake Helen City Commission at 7:04pm.

### Present:

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

### CALL TO ORDER: Mayor Buddy Snowden

**Mayor Buddy Snowden** discussed the community teamwork from the storm on Tuesday.

### CEREMONIAL MATTERS: LEGISLATIVE PRAYER AND PLEDGE OF ALLEGIANCE

**Commissioner Cameron Lane** played a recorded prayer from President Roosevelt from D-Day.  
**Commissioner Vernon Burton** arrived.

**PROCLAMATIONS AND AWARDS:** None for this Meeting

### BUSINESS OF THE COMMISSION:

#### ITEM 1: DELETIONS OR MODIFICATIONS TO AGENDA

**Commissioner Vernon Burton** distributed a memorandum for Item 10B relating to city legal representation.

**MOTION** by **Commissioner Vernon Burton** for the distributed memorandum entitled "Discussion relative to the resignation of the City Attorney" to be added as Item 10B. **SECOND** by **Commissioner Cameron Lane**. **Motion Carried 3-2 with Commissioner Rick Basso and Vice Mayor Ann Robbins voting no.**

**Commissioner Rick Basso** noted the 10 page document was not able to be read before the meeting. **Vice Mayor Ann Robbins** noted the same.

**Commissioner Vernon Burton** noted a Town Hall Meeting on Monday, June 16, 2014 at Hopkins Hall.

**City Administrator KC Cichon** asked for consideration of an addition of Florida Department of Transportation Entry Way Features on Main Street as Item 10C. He noted that representatives from the League for Better Living will be in attendance for the item.



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**MOTION by Vice Mayor Ann Robbins** to add Item 10C regarding the Florida Department of Transportation Entry Way Features on Main Street. **SECOND by Commissioner Vernon Burton.**

**MOTION CARRIED UNANIMOUSLY.**

## ITEM 2: COMMISSION ANNOUNCEMENTS

**Mayor Buddy Snowden** read a letter thanking the City Commission from Christie Locklin from Blake Day School regarding the use of Hopkins Hall on June 1, 2014 for Preschool graduation.

**Commissioner Vernon Burton** discussed a missing citizen earlier in the day.

**ITEM 3: APPROVAL OF MINUTES:** March 14, 2013 (Regular Meeting), May 9, 2013 (Regular Meeting), June 13, 2013 (Regular Meeting), July 11, 2013 (Regular Meeting), September 12, 2013 (Regular Meeting), April 28, 2014 (FY15 Budget Workshop), May 6, 2014 (Workshop), May 8, 2014 (Regular Meeting), May 23, 2014 (Special Meeting), May 29, 2014 (Special Meeting)

**MOTION by Commissioner Cameron Lane** to approve the Minutes of March 14, 2013 (Regular Meeting), May 9, 2013 (Regular Meeting), June 13, 2013 (Regular Meeting), July 11, 2013 (Regular Meeting), September 12, 2013 (Regular Meeting), April 28, 2014 (FY15 Budget Workshop), May 6, 2014 (Workshop), May 8, 2014 (Regular Meeting), May 23, 2014 (Special Meeting), May 29, 2014 (Special Meeting). **SECOND by Vice Mayor Ann Robbins. MOTION CARRIED UNANIMOUSLY.**

## ITEM 4: CONSENT AGENDA:

**Item 4a:** Bills paid through May 31, 2014

**MOTION by Commissioner Cameron Lane** to approve the bills through May 31, 2014. **SECOND by Vice Mayor Ann Robbins. MOTION CARRIED UNANIMOUSLY.**

## ITEM 5A: PRESENTATIONS TO THE COMMISSION: Joe Decker – Little League proposal

**Joe Decker** discussed the need to move from Little League to Babe Ruth. **Mayor Buddy Snowden** requested a written proposal. **Joe Decker** presented the facility proposal/user agreement and discussed the issues of zones. **Commissioner Rick Basso** suggested **Mr. Decker** working with staff on the issue. **Commissioner Vernon Burton** questioned time constraints and **Mr. Decker** answered that September is his goal for the change. The Commission discussed with **Mr. Decker** the change to better benefit the community.

## ITEM 6: MONTHLY REPORTS:

**ITEM 6A:** City Engineer: No Report

**ITEM 6B:** Local Planning Agency (PLDRC): No Report

**ITEM 6C:** Parks and Recreation Board:

**Chair Lynnette Wilham** discussed the relocation of the Spaghetti Dinner on Friday, June 13, 2014 at 6:30pm to Hopkins Hall. Ms. Wilham discussed 4<sup>th</sup> of July preparation and requested Portable Toilets at Blake Park. She brought forth the nomination of Alan Cooke for Parade Marshall. The Food Truck and Movie in the Park event is set for August 16, 2014. A Family Water/Field Day for August 30, 2014 is also being planned.



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**Commissioner Rick Basso** questions coordination between the Parks and Recreation and Little League.

**ITEM 6D:** Events Coordinator:

**Johnnie Chavis** gave her report to the Commission. She discussed the Unity and Community anniversary which occurred on June 4, 2014 and almost 70 people were in attendance. She noted the West Volusia Beacon newspaper article. Saturday, August 2, 2014 will be a Back to School Expo at Hopkins Hall. She discussed the Memorial Day Ceremony at City Hall as well as an upcoming Senior Luncheon on June 18, 2014 at Hopkins Hall. Ms. Chavis discussed Lake Helen Clean-Up Day. **Mayor Buddy Snowden** noted that approximately \$600 was raised at the Pancake Breakfast for Miss Lake Helen and the Parks and Recreation also had a successful fund raising event on Sunday, May 25, 2014.

The Commission discussed the Unity and Community event.

**ITEM 7:** PUBLIC FORUM

**Heather Lindsay** (Tangerine Avenue) discussed the concern regarding the water level in Lake Helen Lake. She distributed a list of contact information to the Commission prior to the meeting listing the US Army Corps of Engineers, Civil Works as well as Research and Development. She suggested contacting the US Army Corps of Engineers and the services they may be able to provide. She noted that it must be requested by the City.

**Betty O'Laughlin** (McKenzie Road) discussed World War II, the Little League and the recent storm damage at the Equestrian Center. **Commissioner Cameron Lane** said he will be working on removing the tree at the Equestrian Center.

**Alan Cooke** (Oak Tree Lane) requested information regarding the status of the Comprehensive Plan. He said the Dollar General is interested in erecting a store on Main Street.

The Commission discussed the Comprehensive Plan and adding it to an upcoming Commission Agenda.

**Janice Driggers** (Westlake Dr) discussed Hopkins Hall rental and cleanliness. She suggested policy changes or custodial services. **Commissioner Rick Basso** questioned a deposit for those organizations that the fee is waived. The Commission discussed rental of Hopkins Hall.

**Commissioner Vernon Burton** brought up the rental from Melissa Park the past weekend.

**Tura Schenbly** (Lakeview Dr.) spoke on the Comprehensive Plan update and the possibility of hiring a consultant. She also discussed her recent public records request regarding the Comprehensive Plan. **Commissioner Rick Basso** and **City Administrator KC Cichon** discussed the needed information to gain compliance.



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The Commission discussed gaining compliance with the state.

**Vice Mayor Ann Robbins** discussed adding a second meeting during the month to discuss a special project. The Commission discussed the option of adding a Special Meeting each month. City Administrator KC Cichon noted a grant was submitted to the State to assist with funding of the Comprehensive Plan Update.

**ITEM 8: PUBLIC HEARINGS:** None for this meeting

**ITEM 9: COMMISSION CONSIDERATION:**

**ITEM 9A:** Consideration to appoint Laura Viers and George Tunncliffe to the Parks and Recreation Board.

**MOTION** by **Commissioner Cameron Lane** to appoint Laura Viers to the Parks and Recreation Board. **SECOND** by **Commissioner Rick Basso**. **MOTION CARRIED UNANIMOUSLY.**

**MOTION** by **Commissioner Cameron Lane** to appoint George Tunncliffe to the Parks and Recreation Board. **SECOND** by **Commissioner Rick Basso**. **MOTION CARRIED UNANIMOUSLY.**

**ITEM 9B:** Consideration to appoint Karen Garyantes as the coordinator of the Market in the Park

**Mayor Buddy Snowden** noted that Karen Garyantes has assisted with the Market in the Park and officially appointing her as Market in the Park Coordinator.

**MOTION** by **Vice Mayor Ann Robbins** to appoint Karen Garyantes as the coordinator of the Market in the Park. **SECOND** by **Commissioner Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

**ITEM 9C:** Consideration of Resolution 2014-05 regarding the amendment of Resolution 2002-11 to modify fees charged for customers' late water utility payments

**Michael Wright, Finance Manager** described the need for Resolution 2014-05.

**MOTION** by **Vice Mayor Ann Robbins** to adopt Resolution 2014-05 regarding the amendment of Resolution 2002-11 to modify fees charged for customers' late water utility payments. **SECOND** by **Commissioner Rick Basso**.

*Discussion:*

**Mayor Buddy Snowden** questioned the fees and the change. **Michael Wright, Finance Manager** discussed a future increase to the water rates. He also noted the current bank fees and a cost savings with the new software. **Commissioner Rick Basso** asked about a possible late fee escalation. **Vice Mayor Ann Robbins** noted the labor cost of manual changes. **Commissioner Cameron Lane** noted his concern of raising the late fee in the future. **Commissioner Vernon Burton** questioned the loss of revenue. **Michael Wright, Finance Manager** noted the efficiencies from the change of software. **Commissioner Vernon Burton** questioned the need to



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read meters efficiently which was answered by **Commissioner Cameron Lane**. **Commissioner Vernon Burton** questioned electronic meter reading and the software.

**Vice Mayor Ann Robbins read the title of Resolution 2014-05 into the record.**

"A RESOLUTION OF THE CITY OF LAKE, FLORIDA, AMENDING RESOLUTION 2002-11 TO MODIFY FEES CHARGED FOR CUSTOMERS' LATE PAYMENTS; PROVIDING A SEVERABILITY CLAUSE AND PROVIDING FOR AN EFFECTIVE DATE."

**MOTION CARRIED UNANIMOUSLY.**

**ITEM 9D:** Consideration of renewing the Volusia County Cooperation Agreement FY 2014/15, 2015/16, and 2016/17 Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME), and Emergency Solution Grants Program (ESG)

**City Administrator KC Cichon** explained the agreement noting to meet the agreement the need to add the policy information in the motion.

**MOTION** by **Commissioner Cameron Lane** to approve the CDBG Cooperation Agreement between the City of Lake Helen and Volusia County; and that the City of Lake Helen will enforce all applicable Federal, State and Local laws prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and enforce all applicable Federal, State and Local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil demonstrations within jurisdictions. **SECOND** by **Vice Mayor Ann Robbins**.

**City Attorney Jennifer Nix** requested to have the email entered into the minutes. *(see attached)*

**MOTION CARRIED UNANIMOUSLY.**

**ITEM 9E:** Consideration of Interlocal Agreement for the Creation of the Metropolitan Planning Organization

**City Administrator KC Cichon** explained the item to the Commission.

**Mayor Buddy Snowden** questioned the contact for the city. **City Administrator KC Cichon** said Commissioner Rick Basso would be the contact. **Commissioner Rick Basso** requested a staff member be listed as the contact for the TPO.

The Commissioner discussed the contact for the City and the TPO.

**MOTION** by **Commissioner Cameron Lane** to approve the Interlocal Agreement for the Creation of the Metropolitan Planning Organization. **SECOND** by **Commissioner Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

**ITEM 9F:** Consideration of voting delegate for the 88<sup>th</sup> Annual Florida League of Cities Conference

**Mayor Buddy Snowden** discussed the conference and that he will be in attendance as well as additional money is available for staff or Commissioners to attend.



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The Commission discussed the classes available at the conference.

**MOTION** by **Vice Mayor Ann Robbins** to appoint **Mayor Buddy Snowden** as the voting delegate for the 88<sup>th</sup> Annual Florida League of Cities Conference and any elected official or staff member to contact the City Administrator if they wish to attend. **SECOND** by **Commissioner Cameron Lane**. **MOTION CARRIED UNANIMOUSLY.**

### ITEM 10: COMMISSION DISCUSSION:

ITEM 10A: Discussion relating to city legal representation

**MOTION** by **Vice Mayor Ann Robbins** to accept the resignation of Lonnie Groot as City Attorney. **SECOND** by **Commissioner Rick Basso**.

#### *Discussion:*

The Commission discussed the letter of resignation, the time frame for termination of legal services from Lonnie Groot, the concern if a contract or agreement exists and research needed.

**Tura Schnebly** (Lakeview Dr) recalled to the Commission that Attorney Stenstrom previously served as the City Attorney for the City of Lake Helen. She noted the letter said his resignation is effective at the appointment of a new Charter officer.

#### ***Vice Mayor Ann Robbins modified her motion:***

**MOTION** by **Vice Mayor Ann Robbins** to accept the resignation of Lonnie Groot as City Attorney and to research if an agreement exists with the firm. **SECOND** by **Commissioner Rick Basso**.

The Commission discussed the motion, the letter submitted and the resignation of Mr. Groot.

**MOTION DID NOT CARRY 2 to 3** with **Commissioner Rick Basso, Commissioner Cameron Lane** and **Mayor Buddy Snowden** voting no.

**MOTION** by **Commissioner Rick Basso** to have the Mayor to correspond with Lonnie Groot to advise if Jennifer Nix can serve as the replacement as the City Attorney. **SECOND** by **Commissioner Cameron Lane**.

The Commission discussed the means of communication with Mr. Groot.

**Heather Lindsay** (Tangerine Ave) discussed the resignation of Mr. Groot.

**MOTION CARRIED UNANIMOUSLY.**

**ADDITION OF ITEM 10B:** Discussion relating to the memorandum distributed by Commissioner Vernon Burton relating to city legal representation.

**Commissioner Vernon Burton** said the issues were not the City Attorney but with the client. He read his memorandum and discussed the selection process of the City Clerk. **Mayor Buddy Snowden** asked **Commissioner Vernon Burton** to discontinue his speech and discussed the change of process when selecting the City Clerk. **Commissioner Vernon Burton** discussed his





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view of the process for selecting the City Clerk. **Commissioner Rick Basso** asked **Commissioner Vernon Burton** for his goal of the discussion. **Commissioner Vernon Burton** said his goal was to determine the reason of resignation by City Attorney Lonnie Groot. **Commissioner Rick Basso** asked **Commissioner Vernon Burton** if his memorandum was to have a positive outcome and asked if he wished to put forth a motion of no confidence with the City Administrator. The Commission discussed the memorandum and the selection process of City Clerk as well as the City Administrator. **City Attorney Jennifer Nix** recommended review by Legal Counsel of all memorandums prior to submitting at a meeting.

**MOTION** by **Commissioner Vernon Burton** to have memorandums submitted in advance and have those items reviewed by Legal Counsel.

*Discussion:*

**Mayor Buddy Snowden** discussed the memorandum submitted at the May 29, 2014 Special Meeting and the process of selecting the City Clerk.

**Commissioner Vernon Burton** discussed the appearance of impropriety.

**Commissioner Rick Basso** discussed his stance that he wished to hire Becky Witte as City Clerk.

**NO SECOND** was made to Commissioner Vernon Burton's motion. **MOTION DIED.**

**ADDITION OF ITEM 10C:** Discussion relating Florida Department of Transportation Entry Way Features on Main Street.

**City Administrator KC Cichon** discussed the Entry Way Features and the agreement from Florida Department of Transportation. He requested the discussion by the commission and said the agreement will be brought forth at a later City Commission Meeting. **Ed Blackman** and **Ryan Hannah** (Connecticut Ave) discussed the agreement with the Commission. The Commission discussed the agreement and the process of approval. **City Administrator KC Cichon** noted that the agreement is with the City not the League for Better Living and the responsibilities of the City. **Ryan Hannah** noted that his organization's Professional Engineer will assist.

**City Attorney Jennifer Nix** noted concerns to commence an agreement with the League for Better Living. She noted the applicability of Section 4M for this agreement which may not be needed or should be revised.

**Tura Schnebly** (Lakeview Dr) requested that documents related to added items be provided to the audience.

**Ed Blackman** asked about the contract. **City Administrator KC Cichon** suggested adding the agreement at the June 26, 2014 Special Meeting. **City Administrator KC Cichon** and **City Attorney Jennifer Nix** discussed the Volunteer agreement.

**Tura Schnebly** (Lakeview Dr) questioned an agreement with a volunteer organization.

### ITEM 11: STAFF REPORTS

ITEM 11A: City Attorney: No report

Regular City Commission Meeting

June 12, 2014

Approved July 10, 2014



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ITEM 11B: Police Chief and Code Enforcement Officer: No report

ITEM 11C: City Administrator:

**City Administrator KC Cichon** discussed the final economic development plan in July. He discussed a special meeting set for June 26, 2014 at 7:00pm as well as storm damage. He thanked staff, Commissioners and citizens with assisting with the storm. He noted promoting the positive for the City.

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

**Vice Mayor Ann Robbins** wished the Father's a Happy Father's Day.

### ITEM 13: ADJOURNMENT

**Mayor Buddy Snowden** adjourned of the June 12, 2014 Regular Meeting of the Lake Helen City Commission at 10:55pm.

The end

**Becky Witte**

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**From:** KC Cichon [KCichon@LakeHelen.com]  
**Sent:** Friday, June 13, 2014 11:36 AM  
**To:** bwitte@lakehelen.com  
**Subject:** FW: CDBG Cooperation Agreement

-----Original Message-----  
**From:** Diana Phillips [mailto:dphillips@volusia.org]  
**Sent:** Thursday, June 12, 2014 11:13 AM  
**To:** KC Cichon  
**Subject:** Re: CDBG Cooperation Agreement

Yes, this seems appropriate.

Diana Phillips  
Housing and Grants Manager  
110 W. Rich Avenue  
Deland, FL 32720-4213

Phone: 386-736-5955 ext. 2958  
Cell: 386-748-0038  
Fax: 386-943-7011

>>> "KC Cichon" <KCichon@LakeHelen.com> 6/12/2014 11:00 AM >>>  
Good morning Diana,

As a confirmation, would the following motion or one of a similar nature meet with the County's approval for fulfilling II.12.a. and II.12.b. of the CDBG Cooperation Agreement?

Motion to approve the CDBG Cooperation Agreement between the City of Lake Helen and Volusia County; and that the City of Lake Helen will enforce all applicable Federal, State and Local laws prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and enforce all applicable Federal, State and Local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within jurisdictions.

Thank you,

KC Cichon

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