



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
August 21, 2014
MINUTES

CALL TO ORDER

Mayor Buddy Snowden called to order the August 21, 2014 Regular Meeting of the Lake Helen City Commission at 7:05 pm.

Present:

Mayor Buddy Snowden	Commissioner Vernon Burton
Commissioner Rick Basso	Commissioner Cameron Lane
City Clerk Becky Witte	City Administrator KC Cichon
City Attorney Jennifer Nix	

Not Present: Vice Mayor Ann Robbins

CALL TO ORDER: Mayor Buddy Snowden

Mayor Buddy Snowden noted the absence of **Vice Mayor Ann Robbins**

CEREMONIAL MATTERS: LEGISLATIVE PRAYER AND PLEDGE OF ALLEGIANCE

Led by Commissioner Cameron Lane.

PROCLAMATIONS AND AWARDS: None

BUSINESS OF THE COMMISSION:

ITEM 1: DELETIONS OR MODIFICATIONS TO AGENDA: None

ITEM 2: COMMISSION ANNOUNCEMENTS

Commissioner Vernon Burton announced the successful bid for the tax deed sale on S. Volusia Avenue, next to Melissa Park.

ITEM 3: APPROVAL OF MINUTES: July 10, 2014, July 21, 2014 (Special Meeting), August 7, 2014 (Special Meeting), August 7, 2014 (Workshop)

MOTION by **Commissioner Cameron Lane** to approve the Minutes of July 10, 2014, July 21, 2014 (Special Meeting), August 7, 2014 (Special Meeting), August 7, 2014 (Workshop). **SECOND** by **Commissioner Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 4: CONSENT AGENDA:

Item 4a: Bills paid through July 31, 2014

Regular City Commission Meeting

August 21, 2014

Approved September 11, 2014



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MOTION by **Commissioner Cameron Lane** to approve the bills through July 31, 2014. **SECOND** by **Commissioner Rick Basso**.

Mayor Buddy Snowden noted a concern he discussed with the Finance Manager and City Administrator.

MOTION CARRIED UNANIMOUSLY.

ITEM 5: PRESENTATIONS TO THE COMMISSION: None

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 the successful Movie in the Park and Food Truck Event. He discussed the upcoming Cycle for Life event on October 5th, Breast Cancer Awareness Lantern Launch on October 18th, Fall Fest and Movie in the Park on October 25th at the Equestrian Center as well as a Pot Luck "Friendsgiving" in Blake Park in November. On August 30th a Water Field Day is scheduled and Mr. Hughes requested a motion for the expenditure of money for bounce houses.

Commissioner Vernon Burton inquired about the funds raised by the Parks and Recreation team.

MOTION by **Commissioner Cameron Lane** to approve \$297.00 for the rental of Bounce Houses for the August 30th Water/Field Day Event. **SECOND** by **Commissioner Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 6D: Events Coordinator: **None**

ITEM 7: PUBLIC FORUM:

Concerned Members of The Christmas The League for Better Living, The 125th Jubilees, The Christmas Ball on the two year disgraceful wait for the Gateway Entry.)Betty Doherty, Connie Hughes, Dene Masters and Lou Gutshall)

The group inquired about the entry way feature sign. **Commissioner Cameron Lane** discussed the DOT right of way. The group asked the time frame and **City Administrator KC Cichon** described the requirements of DOT. The group asked if the agreement was signed which **City Administrator KC Cichon** answered yes. Mayor Buddy Snowden described the history of the project.

Alan Cooke (Oak Tree Lane) questioned the Comprehensive Plan update. **Commissioner Vernon Burton, Commissioner Rick Basso** and **Commissioner Cameron Lane** discussed Mr. Cooke's question. **Mayor Buddy Snowden** discussed the financial constraints.

Betty O'Laughlin (McKenzie Road) discussed a proposed Youth Empowerment Summit at the Creative Arts Café for youth between the ages of 12 to 18 regarding programs for youth.

Commissioner Vernon Burton discussed the Catalyst Program and Ms. O'Laughlin's comments.



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ITEM 8: PUBLIC HEARINGS: None for this meeting

ITEM 9: COMMISSION CONSIDERATION:

ITEM 9A: Consideration to appoint Kelly Frasca to the Historic Preservation Board
Ms. Frasca was not present. Item was tabled until September.

ITEM 9B: Consideration of employee health insurance options for Fiscal Year 2014-2015

City Administrator KC Cichon referred to the proposals in the agenda packet. He informed the Commission that last year they wisely signed a two year agreement for Short Term Disability and Life Insurance. He discussed the increase for the Florida Blue Health Insurance Plan and the Guardian Dental Plan. Staff recommended remaining with the current medical and dental plans.

Mayor Buddy Snowden talked about the Florida League of Cities Conference and that most organizations are seeing an increase in health insurance costs.

Robin Riley (Brown and Brown/ PRIA, agent of record) discussed the increase is partly because of a 12 percent trend in health insurance costs and the health care reform additional fees (reinsurance, PICORI fees) which is approximately 4 percent plus adding the age of our employee population. She discussed the formal bid process her company performed as they do each year.

Commissioner Rick Basso repeated his concern of going out for a RFP and discussed that with Ms. Riley. Ms. Riley informed the Commission of the many services provided by Brown and Brown as the agent of record.

Commissioner Vernon Burton discussed combining our organization to achieve a better rate with Ms. Riley.

Commissioner Cameron Lane questioned the proposal differences.

The Commission discussed the insurance increase with **City Administrator KC Cichon** and **Robin Riley**.

MOTION by **Commissioner Cameron Lane** to remain with the current Medical and Dental plans for employee health insurance for Fiscal Year 2014-2015. **SECOND** by **Commissioner Vernon Burton**.

MOTION CARRIED UNANIMOUSLY.

ITEM 9C: Consideration of Lake Helen L.P. lot split development order and lot binding agreement

City Administrator KC Cichon described the lot split and lot combination of 581 S. Euclid Avenue and 510 S. Lakeview Drive to meet the needs of the new Preschool/Daycare.

MOTION by **Commissioner Rick Basso** to approve the Lake Helen L.P. lot split development order and lot binding agreement. **SECOND** by **Commissioner Cameron Lane**.

Commissioner Vernon Burton discussed traffic concerns of a citizen.

Mayor Buddy Snowden encouraged touring the Lake Helen LP property.

MOTION CARRIED UNANIMOUSLY.



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ITEM 9D: Consideration of request by Audrey Harris to extend the term of the Recreation Vehicle Temporary Use Permit Development Order

Mayor Buddy Snowden discussed the need for the extension.

Commissioner Rick Basso asked why it was not complete and if 60 days is enough time to complete the project.

Audrey Harris discussed the insurance and mortgage company delays and asked for 90 days to complete.

MOTION by **Commissioner Rick Basso** to approve the request by Audrey Harris to extend the Recreation Vehicle Temporary Use Permit Development Order until November 20, 2014.

SECOND by **Commissioner Cameron Lane**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 9E: Consideration of a deposit, letter of credit, or performance bond in the amount of \$2,500 as required by the Florida Department of Transportation Community Aesthetics Agreement

MOTION by **Commissioner Cameron Lane** to approve the expenditure of \$2,500 for the Florida Department of Transportation Community Aesthetics Agreement providing that the City Administrator cannot negotiate a waiver. **SECOND** by Commissioner Rick Basso. **MOTION CARRIED UNANIMOUSLY.**

ITEM 9F: Consideration of the FY 2014-2015 Animal Sheltering Services contract for Halifax Humane Society

Mayor Buddy Snowden discussed the annual agreement and that no changes were made to this agreement.

MOTION by **Commissioner Vernon Burton** to approve the FY 2014-2015 Animal Sheltering Services contract for Halifax Humane Society. **SECOND** by **Commissioner Rick Basso**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 9G: Consideration of Fiscal Year 2014-2015 River to Sea TPO Membership Assessment & Funding Agreement

MOTION by **Commissioner Rick Basso** to approve the Fiscal Year 2014-2015 River to Sea TPO Membership Assessment & Funding Agreement. **SECOND** by **Commissioner Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 9H: Consideration of support for the proposed Volusia Council of Governments and Volusia League of Cities merger

Mayor Buddy Snowden discussed the merger of the organizations.

MOTION by **Commissioner Rick Basso** to support for the proposed Volusia Council of Governments and Volusia League of Cities merger. **SECOND** by **Commissioner Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**



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ITEM 9I: Consideration of City Attorney Legal Services Request for Qualifications

Mayor Buddy Snowden discussed the assistance from Mr. Lonnie Groot. He discussed the time for the RFQ.

MOTION by **Commissioner Rick Basso** to advertise the City Attorney Legal Services Request for Qualifications. **SECOND** by **Commissioner Vernon Burton**.

City Administrator KC Cichon handed out the original proposal.

City Attorney Jennifer Nix noted the differences including years of experience changed from 5 to 10, extraordinary recognition listed, list of public sector clients, billing for public sector clients, insurance requirements.

Commissioner Rick Basso asked if she had any objections.

City Attorney Jennifer Nix said no and noted some of the differences.

Mayor Buddy Snowden noted that this does not show as being unhappy with current legal staff.

MOTION CARRIED UNANIMOUSLY.

ITEM 10: COMMISSION DISCUSSION:

ITEM 10A: Discussion relating to Auditor Services Request for Proposals and selection process

Commissioner Rick Basso explained the need for a Request for Proposals on services and noted that this does not say the Commission is unhappy with the services. He suggested a policy of going for bid at minimum of every ten (10) years.

Mayor Buddy Snowden asked if Commissioner Basso would prefer this to be done before the audit.

City Administrator KC Cichon said the RFP would have to be brought forth in September and the audit will probably not occur until next calendar year. He noted that his comments are not to reflect upon our current service, he was simply noting what he has seen in smaller cities.

Commissioner Rick Basso asked for staff recommendation.

Michael Wright, Finance Manager agreed with soliciting RFP for Fiscal Year 2015. He discussed the need to allow the current Auditor to provide services for the next fiscal year.

Commissioner Vernon Burton discussed with **Commissioner Rick Basso** the update Comprehensive Plan and how it relates to the audit. **Commissioner Rick Basso** said he simply noted the Comprehensive Plan be included in the next budget year if we wish to get into compliance. He discussed being visionary and establishing a path as a Commission.

MOTION by **Commissioner Rick Basso** to direct staff to solicit Auditor Services Request for Proposals for the FY 2015 Audit. **SECOND** by **Commissioner Vernon Burton**.

Commissioner Rick Basso asked about the review committee.

Mayor Buddy Snowden asked for staff to return at a later date with the review committee.

Commissioner Rick Basso asked to solicit volunteers to sit on the Audit Services Request for Proposals review committee.

City Administrator KC Cichon recommended using citizens with experience in the field and **Commissioner Rick Basso** agreed.



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City Administrator KC Cichon also recommended that the Commission serve as the Audit Review Committee for the City Legal Services and how to select and rank.

City Clerk Becky Witte discussed a proposed/draft scoring sheet that could be used.

Commissioner Rick Basso suggested a committee to review and present the top three.

City Attorney Jennifer Nix noted that the sunshine law does apply for those committees as well as bid openings.

Commissioner Cameron Lane noted his concern which **City Administrator KC Cichon** discussed.

MOTION CARRIED UNANIMOUSLY.

ITEM 10B: Discussion relating to Health Insurance Consultant Services Request for Proposals

Mayor Buddy Snowden noted that this was discussed in Item 9B.

Commissioner Rick Basso discussed the disconnect because he does not work with the service providers and he asks staff on the relationships and services provided. He asked that staff should come forward when needed to complete an RFP for services.

City Administrator KC Cichon described his history with RFP's and cost saving.

Mayor Buddy Snowden noted that it is a healthy exercise.

The Commission discussed the insurance industry and relationships.

Mayor Buddy Snowden noted an email received today from David Santiago's office. **City Clerk Becky Witte** read the email.

Consensus of the Commission for a letter to be drafted and submitted in favor of the grant application.

ITEM 11: STAFF REPORTS

ITEM 11A: City Attorney:

City Attorney Jennifer Nix asked that the Commissioners to read an email she sent today. She noted the ECHO grant was finally received and she was able to review it on Tuesday. She discussed the RFP process and suggested discussing with the County the RFP responses. She read excerpts from the ECHO restrictions.

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

Commissioner Vernon Burton asked about an RV on Daycare Drive which was moved but not removed and the Police Chief will look into.

ITEM 11C: City Administrator:

City Clerk Becky Witte provided a status report on the CAC classes.

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

Commissioner Cameron Lane discussed the candidate forum and upcoming primary election.

Commissioner Rick Basso thanked City Administrator KC Cichon for bringing on Becky Witte on the team.



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Commissioner Vernon Burton gave appreciation to the Lake Helen League for Better Living for candidate's night. He noted that serving the community as City Commissioner has been the most rewarding job he has held.

Mayor Buddy Snowden asked for a work order to repair the microphones. He said that City Administrator KC Cichon has accepted a position with another agency and they will be tasked with searching for a new City Administrator. He noted his dealings with KC and his impact on the City. His discussed that his heart has been here, and that he never wavered from his commitment to serve the community.

City Administrator KC Cichon said that last week was the first time he was not present in the city for one day and he thinks that speaks volumes of how he feels about the City of Lake Helen.

Mayor Buddy Snowden said he hopes that KC will let them know of his future plans. **City Administrator KC Cichon** said he will meet with the Mayor tomorrow.

Commissioner Rick Basso asked that the people on the short list for City Administrator be contacted to see if they are still interested.

Mayor Buddy Snowden asked staff to resurrect that list.

ITEM 13: ADJOURNMENT

Mayor Buddy Snowden adjourned of the August 21, 2014 Regular Meeting of the Lake Helen City Commission at 9:46 pm.

The end.