

**REGULAR MEETING  
LAKE HELEN CITY COMMISSION  
March 4, 2010  
7:00 P.M.**

**MINUTES**

**A REGULAR MEETING** of the City Commission of the City of Lake Helen, Florida was called to order by **Mayor Snowden** at approximately 7:00 p.m. Present were **Mayor Snowden, Commissioners Basso, Burton, Lane and Robbins**. Also present were **Jennifer Nix (standing in for City Attorney Lonnie Groot), City Administrator Don Findell and City Clerk Nancy Wilson**.

**CALL TO ORDER:** Mayor Snowden

**INVOCATION AND PLEDGE OF ALLEGIANCE**

**Pastor Cody** gave the invocation and led the pledge of allegiance.

**DELETIONS OR MODIFICATIONS TO AGENDA**

**COMMISSION ANNOUNCEMENTS**

**Commissioner Robbins** announced that Sean Abshire won the Boys and Girls Club Volunteer of the Year and Youth of the Year awards for Flagler and Volusia Counties.

**Commissioner Lane** announced that he was going to have a Zone 4 Commissioner meeting at Hopkins Hall on March 16<sup>th</sup> at 7 p.m.

**MINUTES:** *December 10, 2009, February 18, 2010*

**Commissioner Lane made a motion** to accept the December 10, 2009 and February 18, 2010 minutes

**Commissioner Burton seconded**

**All zones and the Mayor voted yes**

**CONSENT AGENDA:**

*Bills – March 4, 2010*

**Commissioner Burton** mentioned the Halifax Humane Society charge and asked if the long detention time for the animal was a result of a court order. Chief Chester said that

this involves a dog that was taken away from someone and the City is paying to house the animal. Patrick Clarino is working with the City Attorney on this.

**Commissioner Basso** asked about the number of chainsaws we have and why we would need so many chains and blades. **City Administrator Findell** explained that we have so many chainsaws because of the 2004 hurricanes. We stocked up on them because staff used them and they were distributed to volunteers who helped in the cleanup. They are probably getting ready for the season and it's cheaper buying in bulk.

*Heather Lindsay  
222 Tangerine Avenue*

"What is the time period for the bills?" The answer is that it's generally for a month.

**Commissioner Basso** wanted clarification about the Platinum Plus bill and how it's split between the General and Café funds and between food and supplies. **Commissioner Burton** said it would be helpful if those amounts were split out. He then asked about the Larry Mills charge for the Royal Park bathrooms. That charge was for the septic tank pump out.

**Commissioner Lane made a motion** to approve the Consent Agenda  
**Commissioner Basso seconded**

**All zones and the Mayor voted yes**

**PRESENTATIONS:** *none for this meeting*

**BI-MONTHLY REPORTS:**

*City Engineer – no report*

*Local Planning Agency (PLDRC) – no report*

*Historic Preservation Board – no report*

*Parks and Recreation Board*

**Sean Abshire**, Co-chairman – He said that there were almost 30 kids at the Sunday closing ceremonies for kickball and that **Commissioner Robbins** presented the kids with their award.

He also said that Parks & Recreation wants to move the 4<sup>th</sup> of July activities back to Blake Park. They've put together a budget for the Miss Lake Helen pageant and 4<sup>th</sup> of July and they're going to do some heavy fundraising between now and July 4<sup>th</sup>. Mr. Abshire asked for volunteers from the audience.

**PUBLIC FORUM**

*Angela Phillips  
Boys and Girls Club.*

Ms. Phillips has replaced Karen Greer as director of the Boys and Girls Club. "I'm just introducing myself and I want you to know that I want to establish a close working

relationship with the city. I've talked to a couple people at the Creative Arts Café about partnering and we may be doing some joint ventures with the Teen Program.” She hopes that they can do a lot of good things while in Lake Helen. She said Sean is their poster child and she'd like to see this happen with more children. “There are some behavior issues right now with the transition and I want to work with you so that we can have the best possible impact on these children.”

**PUBLIC HEARINGS – none for this meeting**

**COMMISSION CONSIDERATION:**

*Consideration of request by the Antique Automobile Club to conduct their annual show in Blake Park*

Present was Mr. John Meinelt from the Volusia region of the Antique Automobile Club of America. Their yearly car show is on April 24<sup>th</sup> this year and he is requesting permission from the Commission to hold it again in Blake Park. “We'll probably do everything like we did last year. Everything ran very smoothly and there were no problems. We had nothing but happy people and there were no complaints about anything. Many people praised the whole event, both our job and the city's job. I've never had a car show where there wasn't a problem but last year was the exception. There were 249 show cars and some cars for sale and we hope to get that many this year. We try to make it more interesting every year by doing something a little different to make sure everybody's happy when they leave.” He said he'll try to get people to participate in the July 4th parade (celebrated on Saturday, July 3<sup>rd</sup>) but some of them are hesitant to have their cars in parades in case they break down.

**Commissioner Burton made a motion** to allow the car show to be held in Blake Park on April 24<sup>th</sup>

**Commissioner Robbins seconded**

**All zones and the Mayor voted yes**

*Consideration of applications for the Planning Board (PLDRC)*

Three of the applicants were present: Lou Benton, Alan Cooke and William Irvine.

**Commissioner Lane** said that we are supposed to choose a replacement within a month after the resignation of a member. **Commissioner Basso** said, “It looks like all four applicants are qualified so maybe we should just pick a name out of a hat. How do we say no to any of these qualified candidates?” **Commissioner Burton** responded that he felt that would be a disservice to the citizens to pick a candidate that way.

**Commissioner Robbins made a motion** to appoint Mr. William Irvine

**Commissioner Basso seconded**

*Heather Lindsey  
222 Tangerine*

“Was that your vote for the gentleman in the back? The other two gentlemen, Mr. Cooke and Mr. Benton can't be considered. Conflict of interest. Mr. Troy subcontractors. We've been there before.”

**Mayor Snowden** said, "We're in the middle of a vote. If there's something you'd like to say about the nomination of Mr. Irvine, please do so."

**All zones and the Mayor voted yes**

William Irvine came forward to introduce himself. **Mayor Snowden** said, "Mr. Irvine is a 20 year resident who married into one of the older families in Lake Helen. We welcome him."

**Mayor Snowden** thanked Mr. Cooke and Mr. Benton for their continued interest in serving the community.

*Consideration of request by the West Volusia Saddle Club to erect temporary signs*

*Lou Benton  
Lake Pearl Drive*

Mr. Benton said that the Saddle club asked him to represent them. The request is permission to erect temporary signs in seven locations one week prior to Equifest 2010 on March 13<sup>th</sup>. The signs are 2'x3' and will be placed at:

- Prevatt and Ohio
- Lakeview and Ohio
- Lakeview and Main
- Summit and Main
- I4 exit
- Lake Pearl and Prevatt
- Summit and New York

The signs will be erected on March 5<sup>th</sup> and removed on March 13<sup>th</sup>.

**Commissioner Lane made a motion** to approve the request by the West Volusia Saddle Club to erect temporary signs  
**Commissioner Burton seconded**

Chief Chester added that he is fine with the placement of these signs.

**All zones and the Mayor voted yes**

*Consideration of request by the Parks & Recreation Board to have a spring carnival*

Sean Abshire, Co-chairman – "This is a fundraiser for the Fourth of July that will take place on April 3<sup>rd</sup> after the Easter Egg Hunt. We'll have many different activities and will maybe even do another pie throwing contest. A couple businesses have donated some gift certificates to raffle off and we have an Easter bunny costume that we're going to stick somebody in. We will use games that Chief Chester has used in the past for the Fourth of July. We're going to sell tickets - five for a \$1 or wristbands for \$10. For food vendors, we may charge 10% of what they bring in that day instead of a \$20 flat fee. We don't know how much revenue we'll make from this, being that this is the first year

we've done it, but we hope we'll make a decent amount of money. Typically the police department doesn't provide any officers for the Easter egg hunt. Public Works will put the tents up for safety reasons. There will be no cost to the city." **Commissioner Basso** asked if the Café had been consulted about being a food vendor. Mr. Abshire said, "I talked to Kelly about having kids from the Teen Program set up a hamburger or hot dog booth to raise money and I've spoken to a couple other vendors who want to do caramel apples and kettle corn. I'm waiting to contact other vendors at which point I'll contact the Creative Arts Café to see if they want to do something. Diane Jennings is contacting the Boy Scouts to see if the local Troop would like to be a vendor."

**Commissioner Basso made a motion** to approve the Spring Carnival  
**Commissioner Burton seconded**

**All zones and the Mayor voted yes**

**COMMISSION DISCUSSION:**

*Discussion regarding Amicorp's request to reduce solid waste collection service at the Lake Helen Villa from twice-a-week to once-a-week.*

**Commissioner Basso** said this sounds like a good idea and asked who owned the roads in the Villa. **City Administrator Findell** answered that they are private roads. Commissioner Basso then commented that reducing the number of pickups would help preserve the condition of their roads due to less traffic.

**Commissioner Basso made a motion** to approve Amicorp's request to reduce waste collection service to once-a-week  
**Commissioner Lane seconded**

**Mr. Findell** asked for a modification to the motion that there will be no net loss of revenue to the city

**All zones and the Mayor voted yes**

**City Administrator Findell** said, "We'll be coming back to you with the necessary amendments to the franchise agreement and to the solid waste ordinance. If there's a corollary agreement that has to be executed to implement the changes in the franchise agreement and the ordinance, we'll bring that back to you at the same time.

**Commissioner Robbins** said there are several people who would like to go to garbage pickup once a week but given that this is a separate little village and it's confined, it won't be a big deal. **Mr. Findell** added that it's a concentrated population and there is a specific demographic associated with that population in terms of it being an adult community and some of it is part-time, so the waste they generate in that community, as an entire community, is different and less than the waste that would typically be generated in a less homogeneous community which is the greater Lake Helen area. It reduces their costs by a little less than \$20,000 a year.

**STAFF REPORTS:**

*City Attorney - no report*

*Police Chief – no report*

*City Administrator – no report*

*Code Enforcement Officer – no report*

## **MAYOR'S REPORT AND COMMISSIONERS' REPORTS BY ZONE**

### ***Zone 1 /Commissioner Robbins – no report***

### ***Zone 2/Commissioner Burton***

“At the last meeting, it was requested that I survey those using Melissa Park about whether they would like to have one large bathroom that would be entered through an outside door along with extra storage or have the bathrooms stay intact inside the building and add another bathroom to the existing structure that has an outside entrance. The general consensus from the community is that they'd like to have the two inside bathrooms remain in the building and have one added to the outside.”

### ***Zone 3/Commissioner Basso***

“I made a request at the February 15<sup>th</sup> workshop that we put together a committee, at the Chief's suggestion, to look at the running of the café. It wasn't on last week's agenda so I wanted to put it on this agenda but it didn't get put on.” **City Administrator Findell** said, “Typically, if a Commissioner wishes to have something placed on the agenda, it can be done through two processes. One is to bring the item up for discussion at the commission meeting and have the commission vote on it to be put on the subsequent agenda. The other route it can take is to advise the City Clerk that you'd like to have an item put on the agenda. When you do that, you typically will be required, as any citizen would be required, to provide some backup material that allows the remainder of the commission to review the request and the reasoning for the request and the subject for discussion.” **Commissioner Basso** said, “I've had an opportunity to talk to the Chief and I'll have him talk to you about this.” Chief Chester said, “Most of you probably know Fred Tessier. He was instrumental in the original annexation of properties that are to the south of town off of Lake Helen-Osteen Road. He was also very instrumental in helping put together some policies and procedures for the city. He's a very well-respected man. His main expertise is inventory control and he's very well rounded. He has an extensive background in managing people and managing business and merchandise. He's a numbers guy and he's very detail oriented. We have approached him and asked him to come on board and help us because there are questions that the public wants answered and questions we need to have answered before we can move forward in a methodical way. There are questions that need answering and Mr. Tessier is going to help us get those answers and to get some controls in place. He's going to help us refine things. I just met with him today and it's going to take a little bit of time to get all that pulled together. He has a couple hours every day that he can spend helping us, where he can be hands-on. He's willing to do this for us and to start putting things together. I don't have an exact time frame but I could report to you each meeting about how we're progressing. I asked him today at our initial meeting to first interview Kelly, who is the general manager, then he can get with the Finance Manager and Don Findell to get a grasp of the overall picture.”

**Commissioner Basso** asked if the Chief thinks the results of this will give us a business model and maybe solve some of the problems that have been identified in the past? He answered yes. "Here's an example of one question that will arise. How much do we need to have coming in on a daily basis to keep that facility running? That's what he's going to help us refine. How much do you make on the average ticket that comes in? He could help us refine those things that we typically don't have time to do. He's putting together the facts for us and will put them down on paper so we can all understand them and figure out what the trends are and so forth." **Commissioner Basso** asked if 30 days is too short an amount of time to expect a report. **Mr. Findell** thought 60 days would be better. "Mr. Tessier is very meticulous. I can tell you that if he devotes himself to this, he will devote most of his spare time on it. He cares for his grandchildren right now and that's why he has a couple hours a day that he can spend on it down here but he can spend more time on it at home." **Commissioner Basso** said he looks forward to biweekly reports and then a final report in 60 days. Chief Chester said, "From day one, he has already started moving and is already providing data about inventory. He's going to tell us what we're already doing right and he's going to figure out what we could improve upon and where we need to make changes. And if we are going to put a Board together, he's going to guide us as to what would be the best information to give them." **Mr. Findell** added, "His background was in the space and military procurement industry. His specific background was managing large-scale programs. The ability of the company that he worked with to make a profit and to get their job or their contract performance done on time and on or under budget was basically Fred's responsibility. Therein lies the meticulousness and the ability to crunch numbers." Mr. Chester said, "He doesn't have a restaurant background but what he's going to provide for us and help us provide, if we get a restaurateur, are certain figures that a professional will need to make decisions. We'll have those figures." **Commissioner Basso** added that there's more than one magic formula in the restaurant industry. **Mayor Snowden** said, "Mr. Tessier is an excellent choice. Anyone who has worked with him will attest to his abilities and persistence and determination to do something and to do it 100%. I think he's an excellent choice and an excellent idea. Mr. Tessier received an award from the League of Cities for his previous involvement with the City of Lake Helen. He worked on several grants and he was a member of PLDRC. He's very task oriented."

#### **Zone 4/Commissioner Lane**

"I met with a Dr. William Andrews at Stetson University, he's the director of the entrepreneurship program at Stetson. I had a preliminary meeting with him about the restaurant to see if there were any consulting type services that Stetson might be able to work with us on in a joint way that wouldn't cost us any money. He was forthcoming but it sounds like what you've done here will provide us with the numbers we'll need to move forward. Dr. Andrews said he'd be willing to meet with us a few times at no cost and maybe be able to put something together with Stetson but anything more than that, he wasn't willing to commit to. Maybe after the 60 days are up, I can meet with him again."

Keith Chester said, "With help, there have been several programs put together along the lines of what we said we'd do with Echo. The community is coming together very well to get community programs going at the café. Some that are ECHO related programs and some that aren't, but the majority are. We're pretty excited about those."

We have a lot of people coming out so if you want to check out those classes, go to <http://www.creativeartscafé.com> and you can click to a link that has the new activities listed. There will be more classes added soon.”

**Commissioner Lane** said, “Another thing Dr. Andrews said, and he was being noncommittal because he was speaking about the School of Fine Arts as opposed to the School of Business, is that it might well be possible to get some support through the School of Fine Arts to help us with some art programs. I’ll pursue that as well, if you’d like, and maybe we can get some student volunteers or interns. I’ll see what I can find out. There are a lot of very talented people there and if we could tap into that resource, it would be nice.”

**Commissioner Basso** said, “I attended an MPO meeting and they put the tentative technical budget together for the 25 year plan. Interestingly enough, there is not a whole heck of a lot going on in Lake Helen in the plan, but when you’re dealing with over half a billion dollars for all of Volusia County, we’re just a dot. Apparently, there was some additional revenue that was found because so many projects came in under budget, so, apparently the sidewalk project is going to happen sometime in the next 12 months or so.” **City Administrator Findell** said, “I applied for stimulus funding for several projects in Lake Helen - road related projects. The principal one was the resurfacing of County Road 4139 from Kicklighter through the city limits. I also included several sidewalk projects: one was the replacement of sidewalk on Main Street, one was a sidewalk from Kicklighter to Ohio Avenue, another was a sidewalk on New York Avenue and another was some sidewalk segments on Main Street. The County Road 4139 resurfacing project was approved and will be starting shortly. The New York Avenue sidewalk project was included with the County Road 4139 project and the last project that is slated for funding currently is the sidewalk replacement from Washington Avenue to Main Street. The sidewalk we’ve got out here in front of us, if anyone’s walked on it they know that it’s in bad condition and has been for quite some time. I’ve been after the county for several years to make repairs or to replace that sidewalk. We’ve found the revenue to do that through the stimulus funds.

***Mayor/Mayor Snowden – no report***

Meeting was adjourned At 8 p.m.

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Buddy Snowden, Mayor

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Nancy Wilson, City Clerk