

**REGULAR MEETING
LAKE HELEN CITY COMMISSION
April 1, 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 **Sandra Ambrose (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

Mayor Snowden gave the invocation and led the pledge of allegiance.

DELETIONS OR MODIFICATIONS TO AGENDA

COMMISSION ANNOUNCEMENTS

Commissioner Robbins thanked Ranger James for cleaning three of Lake Helen's lakes. **Mayor Snowden** said the signs at the lake will be changed to reflect more strict enforcement of polluting and littering. He also said he'd been to a CDBG luncheon and Lake Helen was recognized for utilizing the CDBG funds for the South Summit Avenue Paving Project

MINUTES

none for this meeting

CONSENT AGENDA:

Proclamation – "Easter Day - 2010"

Mayor Snowden read the proclamation in its entirety:

**MAYOR'S PROCLAMATION
"2010 EASTER DAY PROCLAMATION"
CITY OF LAKE HELEN**

Warm greetings are extended to all those observing Easter. On this day, many Lake Helen residents will celebrate the Resurrection.

WHEREAS, Easter is a day when the earth "rejoices in shining splendor, radiant in

the brightness of its King"; and

WHEREAS, it is a time to be humbled by, and grateful for, God's sacrifice and boundless love. It is also a time to rejoice in the sheer wonder of life and the promise of victory over death; and

WHEREAS, Easter comes at the end of the Lenten season, a period of penitence and solemnity, with many traditions that have become a part of our American way of life; and

WHEREAS, although these customs may differ among our residents, the universal message of Easter can be summarized by loving our neighbors and giving of ourselves for others. On this joyous day, let us also remember all those in need.

NOW THEREFORE, I, Buddy Snowden, Mayor of the City of Lake Helen, Florida, on behalf of the Lake Helen City Commission, would like the community to join me in sending best wishes for a wonderful Easter to all those celebrating and urge citizens to observe this day, April 4, 2010, with ceremony and prayer

IN WITNESS WHEREOF, I hereunto set my Hand and cause the Seal for the City of Lake Helen to be affixed this 1st day of April, 2010.

Mayor Snowden mentioned the services in Lake Helen that are being held to celebrate Easter.

Bills – April 1, 2010

Commissioner Robbins asked what amount of money was earned by the Teen Program at the Equifest event. A report from the West Volusia Saddle Club is forthcoming. She also asked about the invoice for the City Observer. The City made a profit on the Health Fair event held in February. The paper was a "Health Fair" issue paid for by vendor fees.

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

There was some discussion about removing this Board from the Bi-Monthly Reports until such time as a Board with sufficient members exists.

Parks and Recreation Board

Sean Abshire, Co-chairman of the Parks & Recreation Board, asked for volunteers to help at the Spring Carnival the following Saturday from 10am – 2pm. The Board has also begun fundraising for the Fourth of July event.

*James Tyler
217 N. Lakeview Drive*

He asked if the City has a fund dedicated to the Fourth of July. It was explained that we have a fund from which money is spent on a variety of activities throughout the year. Mr. Tyler suggested we ask surrounding cities for help. **Mayor Snowden** said the Board will be soliciting donations from a variety of businesses, organizations and individuals.

PUBLIC FORUM

*Vivian Griffin
801 W. Ohio Avenue*

Ms. Griffin said she has to pay \$26.30 every quarter for water but they have a well and don't use City water. She is requesting that the meter be removed. The request was granted and Public Works will remove the meter. She was told that once the meter is removed, she won't have access to City water and will have to pay a fee to have it reconnected in the future if necessary. The cost to reinstall a meter is \$480.

*James Tyler
217 N. Lakeview Drive*

He suggested that for senior citizens, Lake Helen should institute a program to charge a lesser amount. While a good idea, there was an argument against it which is that other people's bills will have to be raised to compensate. Mr. Lou Benton said it's a health issue to have a well and City water connected unless a backflow valve is installed.

*Janice Driggers
Lake Helen*

Ms. Driggers read a letter drafted by The Crafty Ladies regarding use of City facilities:

March 30, 2010

To: Mayor Snowden and Commissioners
From: The Lake Helen Tuesday Morning Crafty Ladies

The Crafty Ladies are asking Mayor Snowden to please read this letter at the April 1st Commission Meeting so the citizens of our community will understand what our role has been in the City for the last twenty years.

It has been brought to the attention of the Crafty Ladies that during the March 17th City Commission meeting, upon Commission discussion of one of the agenda items, it was mentioned that the Crafty Ladies had been using City Facilities without paying a fee. Yes, that is true. The Crafty Ladies have been on the exempt list for approximately twenty years. We are not organized in an

official capacity and do not collect dues or take minutes, so it is difficult to know when we first started using City facilities to meet. The 10:00 a.m., Tuesday morning meetings, have been and still are, open to all who wish to attend.

The Crafty Ladies' activities are varied. We have had instructors teach classes for many different crafts including stained glass and painting on wood items. The majority of time, at our Tuesday meeting, we are each working on individual projects and assisting each other in methods of stitches, designs etc. The crafts that are created are not sold as a group and each individual can do with their work as they see fit. Some crafts are individually sold at the October craft fair but no monies are kept by the Crafty Ladies group.

Through the years we have been called upon by City personnel to perform or assist in planned activities. Some of these events include: Filling popcorn bags to distribute with cider at every Annual Christmas Tree Lighting Ceremony; baking cookies, pies and cakes, whenever requested for different events including: the Lake Helen Biennial Home Tour, Library sponsored community events, the Authors' Fair, Candidates Night, The Lake Helen Christmas Ball, Christmas Luncheons; and every other year we paint identifying pins for Home Tour hostesses and volunteer to assist where needed.

Many of you will be surprised to know that Mary Heebner, who drew the wonderful illustrations of the City's historic homes, was a Crafty Lady. The Ladies bought the frames for Mary's pencil drawings and hung all of them in Hopkins Hall with help from one of the husbands. Also, are you aware the Crafty Ladies made the drapes in Hopkins Hall? The fabric was purchased by the League for Better Living and the Ladies brought their sewing machines to Hopkins Hall and we had a "sewing day". The same husband that hung all Mary Heebner's drawings made the curtain rods and hung the drapes too. The Hopkins Hall Old Library is decorated at Christmas by the Ladies, also.... and the lists of activities go on and on.

Aside from the City activities the Ladies are always working on projects that we donate. We are knitting Lap afghans for the disabled children that attend Camp Boggy Creek each year. We knit caps and receiving blankets for premature babies at Arnold Palmer Children's Hospital. We sew book bags and fill them with supplies to distribute to local schools for underprivileged kids. We give cash donations to the Lake Helen Library for the Summer Program.

It is important to note that the Crafty Ladies are not reimbursed for the cost of these activities except for the materials needed for the Home Tour Christmas pins. Proceeds from our Annual Craft Fair are donated to the Lake Helen Library. We have always worked for the benefit of the City and the enjoyment of setting aside a few hours a week for relaxation. We do not speak about religion or politics, although Mayor Shuttleworth used to stop in from time to time to "get the pulse of the city". We are sure there are many important events not included in the above dissertation, but we believe it is necessary for you, and those in the community that may not be familiar with us, to accurately know what the Crafty Ladies are really about.

As a result of the March 18th Commission discussion members of the Crafty Ladies have been called and asked if the crafts we made, while using City

Facilities, were sold for profit. Rather than continue to be a target for not paying to use City facilities and so that we will not have to explain ourselves to those who may doubt our charity and good intentions -- THE CRAFTY LADIES WILL NO LONGER USE ANY CITY FACILITIES AND WILL MEET IN INDIVIDUAL MEMBER'S HOMES AS WE DID IN THE BEGINNING.

We thank the City Commissions for their kindnesses over the years and wish them well.

The letter was signed by all members of the Crafty Ladies group. Ms. Driggers added that if anybody has any questions about what the group does, they should come to one of their meetings. **Mayor Snowden** announced that a workshop on the use of public facilities will be held on April 14th. **Commissioner Burton** said that it was a shame that the integrity of the group was questioned.

PUBLIC HEARINGS

none for this meeting

COMMISSION CONSIDERATION:

Consideration of application for vacation of portion of Hobart Avenue located on the east side of N. Goodwin Street

This item was tabled until the meeting on April 15th because Mr. Pfeiffer, who made the request, was not in attendance.

Consideration of request by Commissioner Basso to provide the Commission with a plan to facilitate a timely audit

A plan drafted by Finance Manager, Cheryl Leonard, was presented to the Commission and it follows:

Commissioner Basso asked me to outline to the Commission what assistance I will need to get to the point where Brent Millikan can begin our audit for 2009. As you all know, state mandates, new auditing standards and the day-to-day demands of the job have increased exponentially over the years yet staffing has not. I can no longer work the overtime hours necessary to keep up and am thus requesting the following:

- Allow the City Clerk to perform bookkeeping functions and general clerical help
- Permission to consult with Dynavistics, Inc., our Microsoft Partner, at \$150/hour (not to exceed \$5,000 without Commission approval) for closing the 2008 year end books and to, down the road, use the auditor's books for migration to the new software
- Allow me to work four – 10-hour days: Monday, Tuesday, Thursday and Friday from 11am until 7:30pm. This will give me more time to work in peace in the evening while providing ample time to interface with citizens and employees during our regular operating hours
- Allow me to cut checks weekly to avoid late payments and the overhead of vendor calls inquiring about payment

- Encourage staff to communicate with me via email unless they need something urgently

I may tweak these requests but after many hours of consideration, these are the minimum requirements I believe are necessary to get the job done. Though I considered outside help, the overhead of training somebody and the unknown factors of work ethic and personality led me down the path of handling this in-house. I can't emphasize enough the importance of allowing me uninterrupted time to work.

Hopefully, my plan can be implemented immediately and I can work toward timely preparation of the audit. My best guess for when Brent Millikan can begin their work is August 2nd. With our books in excellent order, they will be able to complete the audit in a timely fashion which will allow ample time for Commission approval and subsequent state filing by the end of September.

There was some discussion about how best to accommodate Ms. Leonard's request for help and the Commissioner ultimately came to the conclusion by a vote of 4-1 that her plan was a good one.

Commissioner Basso made a motion to approve the request by the Finance Manager regarding her request for help
Commissioner Burton seconded

Zone 1, Commissioner Robbins voted "no"
Zone 2, Commissioner Burton voted "yes"
Zone 3, Commissioner Basso voted "yes"
Zone 4, Commissioner Lane voted "yes"
Mayor Snowden voted "yes"

Motion carried

COMMISSION DISCUSSION:

Discussion regarding dirt road maintenance

Mr. Pete Shortlidge submitted a letter to the Commission regarding the road base that was put on some of the City's dirt/sand roads. He said the product consists of recycled concrete and is not intended to be used as a permanent road surface. His issue is with the dust from the road base material and the potential health effects.

City Administrator Findell and Public Works Supervisor Mullen discussed road materials and road conditions at length. Mr. Mullen provided a document for the Commission outlining the shortcomings of the material that was put on Hobart Avenue. The document follows:

PennzSuppress Facts & Figures

PennzSuppress is a petroleum resin that is shipped in concentrated form and is used to suppress dust on properly prepared roads. Its effectiveness is determined by anticipated traffic, weather, porosity, etc.

Product alone cost

Lake Helen has approximately 43 city blocks of dirt roads. A minimum of 3-55 gallon drums (barrels) is needed for each city block of 660 feet. Each barrel costs \$336.45 (\$186.45 product + \$150 freight), therefore, each block would have a base cost of \$1009.35.

With 43 city blocks, the minimum initial cost would be \$43,402.05.

Maintenance cost

1-2 barrels applied per year is required to keep the dust suppressed.

- 1 barrel, per year = \$14,467.35
- 2 barrels, per year = \$28,934.70

NOTES:

- These figures do not include man hours*, truck or equipment time and water usage to mix chemical. A minimum of 21,500 gallons of water would be required for the initial treatment of roads.
- These figures also do not factor in the cost of applying road aggregate to the majority of roads in Lake Helen.** To bring all roads in Lake Helen up to the standards necessary to apply the product would cost approximately \$36,340.

*this would require dedicating 3 of the 5 employees in Public Works to the project that could take months

**only 8 city blocks already have the road base necessary to apply the dust suppressant product. It cost \$8,075 plus 4000 gallons of water to do those.

To apply road base material to the roads that don't have it already and then apply PennzSuppress would cost a minimum of \$83,000 in the first year. There are many additional costs that could easily bring that figure up around \$100,000.

Test Case

As most of you know, we experimented on Vice-mayor Robbins' road, Hobart Avenue. This experiment uncovered some "hidden" costs involved in this project and gave a more realistic picture of what we could expect if we were to apply Pennzsuppress to all of our roads. The supplier only charged us shipping on the 3 barrels used on her road which totaled \$450. We had to use our solids handling pump to spray the product and once that pump is used for any petroleum based material, it is ruined. We had to replace it at a cost of \$841. The distributors now want to place another two barrels of product on Hobart so if this is done, we will have spent about \$1600, excluding ancillary costs, on something that may or not be effective in the long run. It's also important to point out that we only applied the PennzSuppress three months ago so we don't know how it will hold up long term.

It was agreed that road millings are the way to go but cost is a factor. Dry weather makes the dust worse. It was decided that Mr. Mullen would get a price on a water truck and the matter would be discussed at the next meeting.

Discussion regarding going out for bid for painting City Hall

Alternatives were discussed at length among the Commission. At the conclusion of the conversation, City Administrator Findell was tasked with finding out the expense involved in hiring a painter to be on staff and to get bids on what it would cost to paint the building. This item was put on hold until more information is obtained.

Discussion regarding draft rewritten Article 20 (Solid Waste Ordinance).
Three items were added to the existing ordinance to address issues that the Commission has talked about over the past few years.

1. Establishing the location where solid waste could be placed for collection (collection point)
2. Establishing the time that solid waste, and solid waste receptacles and recycling containers, could be placed, and remain, at the collection point
3. Establishing the general location where garbage receptacles and recycling containers could be kept when not in place at the collection point

The Commission agreed to allow **City Administrator Findell** to move forward on this ordinance and have a first reading on April 15th and a Public Hearing at the meeting after that date depending on advertising requirements.

STAFF REPORTS:

City Attorney – no report

Police Chief - no report

City Administrator

Mr. Findell noted that the MPO sidewalk replacement project on Lakeview Drive from Washington to Main Street is still on the stimulus funding list.

Code Enforcement Officer – no report

MAYOR’S REPORT AND COMMISSIONERS’ REPORTS BY ZONE

Zone 1/Commissioner Robbins – Announced her Zone 1 Town Hall Meeting on the following Wednesday

Zone 2/ Commissioner Burton – no report

Zone 3/Commissioner Basso – Talked about the high speed rail project discussed at the last MPO meeting, saying that although it’s funded to be built, it’s not funded to be operated. It’s expected to cost \$142 million to run.

Zone 4/Commissioner Lane – He condemned the high speed rail project. Also, he mentioned that the Sandhill Crane, with the dart in his neck, was rehabilitated and released by Sea World. He also talked about a citizen who has complained about a barking dog. It was suggested that the complainant talk to Officer Clarino.

Commissioner Burton interjected some census statistics and reiterated the importance of responding. He also talked about the status of Florida schools

Mayor/Mayor Snowden – He attended a meeting with the School Board relating to crossing guards. Funding for the crossing guards will continue until the end of this school year, at which time, the issue will be revisited.

A meeting with VCOG uncovered dismal news for Volusia County. We are looking at tax increases. Property values are down. If we go to a rollback rate to keep the same level of service that we have presently, we'll have to go to 5.9 mils. More bad news is ahead of us and we'll feel this for several years to come. He also talked about Smart Growth and water usage.

Mayor Snowden complimented the latest issue of the City Observer. The whole edition was positive and reinforced all that's good about Lake Helen.

He met with the other Mayor's of West Volusia County and they discussed the future as it relates to economic development. There's concern about Amendment 4 that will be on the ballot.

ADJOURNMENT

The meeting was adjourned at 10:25pm

Buddy Snowden, Mayor

Nancy Wilson, City Clerk