



City of Lake Helen

Volusia County, Florida

Mayor Buddy Snowden
Vice Mayor Vernon J. Burton
Commissioner Tura Schnebly
Commissioner Tom Wilson
Commissioner Michael Woods

Regular Meeting
Lake Helen City Commission
May 12, 2016
MINUTES

CALL TO ORDER

Mayor Buddy Snowden called to order the May 12, 2016 Regular Meeting of the Lake Helen City Commission at 7:02 pm.

Present: Mayor Buddy Snowden	Vice Mayor Vernon Burton	Commissioner Tom Wilson
Commissioner Michael Woods	Commissioner Tura Schnebly	City Clerk Becky Witte
City Attorney Scott Simpson	City Administrator Jason Yarborough	

CALL TO ORDER: Mayor Buddy Snowden

LEGISLATIVE PRAYER AND PLEDGE OF ALLEGIANCE: Led by **Commissioner Tom Wilson**

BUSINESS OF THE COMMISSION:

ITEM 1: DELETIONS OR MODIFICATIONS TO AGENDA:

City Administrator Jason Yarborough asked for minor modifications to the Agenda.

MOTION by **Vice Mayor Vernon Burton** to move Item 4B: Team Volusia Presentation to 4A, move Item 4A: Burton & Associates Presentation of Initial Fire Assessment Results to 4B and Item 7a: First Reading of Ordinance 2016-03 to Item 4C. **SECOND** by **Commissioner Tom Wilson**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 2: COMMISSIONER ANNOUNCEMENTS: None

ITEM 3: Consent Agenda (*Audio Minutes: 3:23*)

Approval of Minutes: April 12, 2016 (Administrator Evaluation Workshop), April 14, 2016 (CDBG Public Meeting), April 14, 2016 (Regular), May 2, 2016 (Workshop - Charter Review)

Bills paid through April 30, 2016

MOTION by **Commissioner Michael Woods** to approve the consent agenda which includes Approval of Minutes for April 12, 2016 (Administrator Evaluation Workshop), April 14, 2016 (CDBG Public Meeting), April 14, 2016 (Regular) and May 2, 2016 (Workshop - Charter Review) as well as the Bills paid through April 30, 2016. **SECOND** by **Vice Mayor Vernon Burton**.

Commissioner Tura Schnebly asked about the CAC budget with input from Finance Manager Michael Wright.

MOTION CARRIED UNANIMOUSLY.

ITEM 4: PRESENTATION TO THE COMMISSION

ITEM 4B: Team Volusia Presentation (*Audio Minutes: 5:37*)

Keith Norden, CEcD, President & CEO presented information regarding Team Volusia EDC to the City Commission.



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ITEM 4A~~B~~: Burton & Associates Presentation of Initial Fire Assessment Results (Audio Minutes: 28:54)

Erick van Malssen presented the results to the City Commission with input from Chris Roe.

MOTION by Vice Mayor Vernon Burton to exempt churches and non-profits.

Mayor Snowden passed the gavel to Commissioner Michael Woods.

SECOND by Mayor Buddy Snowden.

Discussion.

Roll Call:

Mayor Buddy Snowden: Yes

Vice Mayor Vernon Burton: Yes

Commissioner Tom Wilson: No

Commissioner Michael Woods: No

Commissioner Tura Schnebly: Yes

MOTION CARRIED 3-2 with Commissioner Tom Wilson and Commissioner Michael Woods voting No.

Discussion with input from City Attorney Scott Simpson, City Administrator Jason Yarborough, Consultants Chris Roe and Erick van Malssen.

Consensus to request that staff to return with an assessment cap and escalators in concept.

ITEM 7A-4C: Public Hearing: First Reading of Ordinance 2016-3 Assessment Procedure

(Audio Minutes: 01:12:08)

City Attorney Scott Simpson read the title of **ORDINANCE 2016-03: AN ORDINANCE OF THE CITY OF LAKE HELEN, FLORIDA RELATING TO THE FUNDING OF CAPITAL IMPROVEMENTS AND ESSENTIAL SERVICES THROUGH THE IMPOSITION OF SPECIAL ASSESSMENTS; PROVIDING THE PROCEDURE FOR THE IMPOSITION OF SUCH SPECIAL ASSESSMENTS; PROVIDING DEFINITIONS AND FINDINGS; AUTHORIZING THE IMPOSITION AND COLLECTION OF SPECIAL ASSESSMENTS TO FUND THE COST OF CAPITAL IMPROVEMENTS AND ESSENTIAL SERVICES PROVIDING A SPECIAL BENEFIT TO REAL PROPERTY WITHIN THE CITY; AUTHORIZING THE CREATION OF ASSESSMENT AREAS; PROVIDING FOR THE OPTIONAL AND MANDATORY PREPAYMENT OF ASSESSMENTS; ESTABLISHING PROCEDURES FOR NOTICE AND ADOPTION OF ASSESSMENT ROLLS AND FOR CORRECTION OF ERRORS AND OMISSIONS; PROVIDING THAT ASSESSMENTS CONSTITUTE A LIEN ON ASSESSED PROPERTY UPON ADOPTION OF THE ASSESSMENT ROLLS; ESTABLISHING PROCEDURES AND METHODS FOR COLLECTION OF ASSESSMENTS, INCLUDING ASSESSMENTS IMPOSED ON GOVERNMENT PROPERTY; AUTHORIZING THE ISSUANCE OF OBLIGATIONS SECURED BY ASSESSMENTS; PROVIDING FOR VARIOUS RIGHTS AND REMEDIES OF THE HOLDERS OF SUCH OBLIGATIONS; PROVIDING THAT SUCH OBLIGATIONS WILL NOT CREATE A GENERAL DEBT OR OBLIGATION OF THE CITY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Mayor Buddy Snowden opened the Public Hearing.

No comments.

Mayor Buddy Snowden closed the Public Hearing



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MOTION by **Vice Mayor Vernon Burton** to approve the first reading of Ordinance 2016-03 Assessment Procedure. **SECOND** by **Commissioner Tura Schnebly**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 5: MONTHLY REPORTS: (Audio Minutes: 01:15:34)

ITEM 5A: Planning and Land Development Regulation Commission: No Report

ITEM 5B: City Administrator/City Engineer: City Administrator Jason Yarborough discussed an upcoming Homeless Workshop on May 23, 2016 at 6pm in DeLand, an upcoming budget workshop set for June 7, 2016 at 7:00pm, Volusia League of Cities Dinner, a meeting with Volusia County regarding Fire, Volunteer Appreciation Day on June 4, 2016 at 6pm at Spec Martin Stadium as well as the letter from ECHO Coordinator regarding the Creative Arts Café concern.

Discussion of the Creative Arts Café concern.

Discussion of the Homelessness Workshop hosted by the City of DeLand on Monday, May 23, 2016.

Mr. Yarborough announced that the City Engineer lost his wife recently and has invited the City Commission to a celebration of Life on Saturday, May 14, 2016 at 2:00pm in New Smyrna Beach.

ITEM 5C: City Attorney: None

ITEM 5D: Police Chief and Code Enforcement Officer: Mayor Buddy Snowden asked about Code Enforcement with input from Police Chief Mike Walker. Commissioner Tura Schnebly inquired about the house at the corner of Park Street and Euclid Avenue.

ITEM 6: PUBLIC FORUM:

(Audio Minutes: 01:34:15)

Jeremy Liggett (New Horizon Service Dogs) requested Melissa Park for Team Training – June 13th through the 25th from 9:00 am until 5:00 pm and asked for a waiver of rental fee.

Discussion of Request with input from City Clerk Becky Witte.

MOTION by **Vice Mayor Vernon Burton** to approve a waiver of fees for Melissa Park for the New Horizon Service Dogs from June 13-25, 2016 for Team Training. **SECOND** by **Commissioner Tom Wilson**. **MOTION CARRIED UNANIMOUSLY.**

(Audio Minutes: 01:47:00)

Betty O’Laughlin (McKenzie Road) discussed Founders Day set for September 17, 2016.

(Audio Minutes: 01:51:38)

Heather Mosler (Miss Lake Helen/Cassadaga Pageant) discussed the Miss Lake Helen budget and requested the City Commission purchase the Tiaras and the Sashes.

Discussion with input from City Attorney Scott Simpson, City Clerk Becky Witte as well as City Administrator Jason Yarborough.

City Administrator Jason Yarborough discussed an idea of a special events policy.

Consensus to have staff purchase the tiaras and sashes.



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(Audio Minutes: 02:03:31)

Betty Doherty (Cypress Lane – Lake Helen Villas) discussed historical properties upkeep.

Discussion with input from City Administrator Jason Yarborough.

ITEM 7B: PUBLIC HEARING: First Reading of Ordinance 2016-02 City Charter to Ballot Language

(Audio Minutes: 02:09:22)

Discussion with input from City Attorney Scott Simpson regarding the schedule of the Ballot either the August Primary, General Election or with language that allows that decision to be made at a future date.

City Attorney Scott Simpson read the title of **ORDINANCE 2016-02: AN ORDINANCE OF THE CITY OF LAKE HELEN, VOLUSIA COUNTY, FLORIDA ADOPTED PURSUANT TO FLORIDA STATUTE SECTIONS 101.161 AND 166.031 SETTING FORTH A REVISED CITY CHARTER TO BE SUBMITTED TO THE VOTERS OF THE CITY, PROVIDING THE DATE OF THE ELECTION; PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.**

MOTION by **Commissioner Tura Schnebly** to approve the first reading of Ordinance 2016-03 City Charter to Ballot Language.

SECOND by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 8: COMMISSION CONSIDERATION:

ITEM 8A: Consideration of COA for Accessory Structure at 240 N. Euclid Avenue *(Audio Minutes: 02:18:24)*

Discussion with input from City Administrator Jason Yarborough and home owners Mr. and Mrs. Williams.

MOTION by **Commissioner Tom Wilson** to grant the Certificate of Appropriateness for Single Family Residence at 240 N. Euclid Avenue for Mr. and Mrs. Jeremy Williams. **SECOND** by **Commissioner Michael Woods**.

MOTION CARRIED UNANIMOUSLY.

Five Minute Recess – resumed at Audio Minutes: 02:35:00

ITEM 8B: Consideration to Lake Helen Events Committee 4th of July Events *(Audio Minutes: 02:35:18)*

Kelly Frasca discussed 4th of July as well as request of revenue from the Mobile Vendors.

Discussion of Events.

MOTION by **Vice Mayor Vernon Burton** for \$200 for Band on the 4th of July at Royal Park. **SECOND** by **Commissioner Tom Wilson**.

Discussion

Withdraw of Motion and Second.

MOTION by **Vice Mayor Vernon Burton** for Mr. Yarborough to oversee the 4th of July Event and oversee expenses up to \$1,000 for the event. **SECOND** by **Commissioner Tom Wilson**.

Discussion

MOTION CARRIED UNANIMOUSLY.



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ITEM 8C: Consideration of Resolution 2016-02 Calling for Municipal Elections (*Audio Minutes: 03:00:56*)
City Attorney Scott Simpson discussed minor changes made prior to the meeting on the Resolution.

City Attorney Scott Simpson Read the Title of Resolution 2016-02 Calling for Municipal Elections:
RESOLUTION 2016-02: A RESOLUTION BY THE CITY OF LAKE HELEN, FLORIDA, CALLING FOR MUNICIPAL ELECTIONS TO BE HELD IN THE CITY OF LAKE HELEN, FLORIDA, ON AUGUST 20, 2016 (PRIMARY IF NEEDED) AND/OR TUESDAY, NOVEMBER 8, 2016 (GENERAL) FOR THE PURPOSE OF ELECTING A COMMISSIONER FOR ZONE 2 AND A COMMISSIONER FOR ZONE 4, EACH OF WHOM SHALL SERVE A TWO (2) YEAR TERM OF OFFICE TO COMMENCE AT THE FIRST REGULAR CITY COMMISSION MEETING FOLLOWING THE GENERAL ELECTION; SETTING CANDIDATE QUALIFYING DATES, AND PROVIDING FOR THE LOCATION OF THE POLLING PLACE AS STATED BY THE VOLUSIA COUNTY UNIFORM MUNICIPAL ELECTION SCHEDULE.

MOTION by **Commissioner Tura Schnebly** to adopt Resolution 2016-02 Calling for Municipal Elections.
SECOND by **Commissioner Michael Woods**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 9: Commission Discussion:

ITEM 9A: Discussion of Code Codification of City Ordinances and Articles (*Audio Minutes: 03:02:50*)
Discussion with input from City Administrator Jason Yarborough, City Attorney Scott Simpson as well as City Clerk Becky Witte.
Discussion of the Historic Preservation Article.
Discussion of notification requirements. Consensus of sign posted for notice instead of advertising.

ITEM 9B: Discussion of Comprehensive Plan Update (*Audio Minutes: 03:19:00*)

Discussion
Request of a Special Meeting Date for Comprehensive Plan Review on Monday, June 6, 2016 at 9:00AM.

ITEM 10: MAYOR'S REPORT AND COMMISSIONERS' REPORTS BY ZONE (*Audio Minutes: 03:25:37*)

Commissioner Tom Wilson discussed the Chili Cook-Off at the Boys and Girls Club on Saturday, May 14, 2016.

Vice Mayor Vernon Burton discussed June 3, 2016 NAACP banquet dinner, car show and a recent positive citizen encounter regarding water.

Commissioner Michael Woods discussed an assessment report of the Equestrian Center he will bring forth next month. He also discussed the River to Sea Sun Rail project.

Commissioner Tura Schnebly announced that she will not seek re-election in 2016.

Mayor Snowden and Commissioner Wilson commented on her announcement.

Mayor Buddy Snowden discussed the Community Roots Garden as well as transplanting trees at the Equestrian Center.

ITEM 11: ADJOURNMENT: **Mayor Buddy Snowden** adjourned of the May 12, 2016 Regular Meeting of the Lake Helen City Commission at 10:40 pm.