



# 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**  
June 9, 2016  
**MINUTES**

**CALL TO ORDER**

Mayor Buddy Snowden called to order the June 9, 2016 Regular Meeting of the Lake Helen City Commission at 7:04 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 **Vice Mayor Vernon Burton**

**BUSINESS OF THE COMMISSION:**

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

**ITEM 2: COMMISSIONER ANNOUNCEMENTS:**

**City Clerk Becky Witte** noted contributions of Outreach Ministries work at the Lake Helen Cassadaga Cemetery most notably Charles Tinkey and Mark Moran.

**ITEM 3: Consent Agenda (Audio Minutes: 03:21)**

- Approval of Minutes: May 9, 2016 (Joint Workshop with PLDRG on Comp Plan Update), May 12, 2016 (Regular Meeting)
- Bills paid through May 31, 2016
- Authorization of Purchasing Used Vehicles for Public Works and Police Department
- Authorization for City Administrator to administer Event Program and Sponsorship Program

**MOTION** by **Commissioner Tom Wilson** to approve the consent agenda which includes Approval of Minutes for May 9, 2016 (Joint Workshop with PLDRG on Comp Plan Update), May 12, 2016 (Regular Meeting), the Bills paid through May 31, 2016, Authorization of Purchasing Used Vehicles for Public Works and Police Department, as well as Authorization for City Administrator to administer Event Program and Sponsorship Program. **SECOND** by **Vice Mayor Vernon Burton**.

*Discussion of item 3D - Authorization for City Administrator to administer Event Program and Sponsorship Program addressed by City Administrator Jason Yarborough and City Attorney Scott Simpson specifying in kind donations for facility rentals for not for profit organizations or those open for the public.*

**MOTION CARRIED UNANIMOUSLY.**

**ITEM 4: PRESENTATION TO THE COMMISSION**

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**ITEM 4A: James Moore & Co. Fiscal Year 2015 Audit Presentation (Audio Minutes: 08:59)**

Zach Chalifour, CPA presented the Fiscal Year 2015 Audit to the City Commission and the public.

*Commission discussion of the presented audit.*

**MOTION by Vice Mayor Vernon Burton** to accept the audited financial statements for the Fiscal Year ended September 30, 2015 as presented by James Moore & Co. **SECOND by Commissioner Michael Woods. MOTION CARRIED UNANIMOUSLY.**

**ITEM 4B: Proclamation: Juneteenth read by Vice Mayor Vernon Burton. (Audio Minutes: 40:50)**

PROCLAMATION: Juneteenth, June 19, 2016

WHEREAS, Juneteenth is the oldest known celebration of the ending of slavery; and

WHEREAS, On June 19, 1865, the Union Major General Gordon Granger proclaimed that the war had ended and the slaves were free; and

WHEREAS, that proclamation took place two and a half years after the signing of the Emancipation Proclamation (which had become official January 1, 1863); and

WHEREAS, Juneteenth is a time for celebrating freedom and encouraging self-development and respect for all cultures; and

WHEREAS, African Americans gather with loved ones and celebrate with prayer, guest speakers, barbecues, parades, dancing, rodeos, fishing, picnics, and baseball; and

WHEREAS, the State of Texas declared June 19th a legal state holiday in 1980 and since that time Juneteenth celebrations have been growing across the nation; and

WHEREAS, the citizens of Lake Helen continue to celebrate, mostly in Church with family and friends; and

NOW, THEREFORE, the City Commission of the City of Lake Helen hereby recognizes the importance of Juneteenth in our community.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the City of Lake Helen in the State of Florida this 9th day of June, 2016.

**ITEM 5: MONTHLY REPORTS: (Audio Minutes: 44:10)**

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

**ITEM 5B:** City Administrator/City Engineer: congratulated Vice Mayor for his award at the NAACP bouquet (the difference maker award), discussed the iPads available for paperless agendas, Creative Arts Café ECHO grant modification due by the end of the calendar year, as well as the recent award received by Officer Walter Melton.

**Mayor Buddy Snowden** asked about the City Engineer and Pleasant Street Project in which Mr. Yarborough discussed.

**ITEM 5C:** City Attorney: None

**ITEM 5D:** Police Chief and Code Enforcement Officer: None

**ITEM 6: PUBLIC FORUM: (Audio Minutes: 47:45)**

**Betty Doherty** (Cypress Lane – Lake Helen Villas) questioned the new single family residence in the Woods of Lake Helen (376 W. Michigan Avenue). Mr. Yarborough requested a meeting with Ms. Doherty to discuss her concerns.

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**Mark Shuttleworth** (New York Avenue) also discussed his concerns regarding the new single family residence in the Woods of Lake Helen (376 W. Michigan Avenue).

*Discussion with input from City Administrator Jason Yarborough as well as City Attorney Scott Simpson.*

**(Audio Minutes: 01:14:03)**

**Karen Garyantes** (Market in the Park) requesting to host Market in the Park on Sunday's from 8:00am until 2:00pm and requested raising the price for vendor fees from \$6 to \$8 in September and utilizing \$1 for advertising.

*Discussion with input from Chief Michael Walker*

**Ann Robbins** (Hobart Avenue) questioned the vendors and fees. She expressed concern for green space. City Administrator will work on the request and bring back to the City Commission.

**(Audio Minutes: 01:27:27)**

**Melanie Arbogast** (West Volusia Saddle Club) discussed upgrades at the Equestrian Center specifically lights.

Discussion with the City Administrator volunteering to work with the West Volusia Saddle Club.

**ITEM 7A: Public Hearing:** Final Reading of Ordinance 2016-03 Assessment Procedure

**(Audio Minutes: 01:30:37)**

**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.**

**MOTION** by **Vice Mayor Vernon Burton** to approve the second and final reading of Ordinance 2016-03 Assessment Procedure. **SECOND** by **Commissioner Tura Schnebly**.

Mayor Buddy Snowden opened the Public Hearing.

No comments.

Mayor Buddy Snowden closed the Public Hearing.

**MOTION CARRIED UNANIMOUSLY.**



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**ITEM 7B: PUBLIC HEARING:** Final Reading of Ordinance 2016-02 City Charter to Ballot Language  
*(Audio Minutes: 01:33:44)*

**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.**

Discussion with input from City Attorney Scott Simpson regarding the schedule of the Ballot either on the August Primary or the General Election.

Discussion with input from City Clerk Becky Witte as well as City Administrator Jason Yarborough.

Mayor Buddy Snowden opened the Public Hearing.

**Nathan Sonnenfeld** (S. Euclid Avenue) asked for details of the educational campaign with input from **Commissioner Tom Wilson.**

Mayor Buddy Snowden closed the Public Hearing.

**MOTION by Commissioner Tom Wilson** to place the revised charter question on Primary Election held on August 30, 2016. **SECOND** by **Vice Mayor Vernon Burton.** **MOTION CARRIED UNANIMOUSLY.**

**MOTION by Commissioner Tom Wilson** to approve the second and final reading of Ordinance 2016-02 City Charter to Ballot Language as amended with the election date of August 30, 2016. **SECOND** by **Vice Mayor Vernon Burton.** **MOTION CARRIED UNANIMOUSLY.**

**ITEM 8: COMMISSION CONSIDERATION:** *(Audio Minutes: 01:45:54)*

**ITEM 8A:** Consideration of voting delegate for the 90<sup>th</sup> Annual Florida League of Cities Conference  
Mayor Snowden, Vice Mayor Burton and Commissioner Wilson expressed interest in attending the conference.

**MOTION by Commissioner Michael Woods** to select Vice Mayor Vernon Burton as the City of Lake Helen voting delegate for the 90<sup>th</sup> Annual Florida League of Cities Conference. **SECOND** by **Commissioner Tura Schnebly.**

**MOTION CARRIED UNANIMOUSLY.**

**ITEM 8B:** Consideration of Educational Campaign for Revised City Charter *(Audio Minutes: 01:49:13)*  
City Administrator Jason Yarborough described the educational campaign.

**MOTION by Commissioner Tura Schnebly** to authorize the City Administrator to spend up to \$2,500 for a Revised City Charter Educational Campaign. **SECOND** by **Commissioner Tom Wilson.**

*Discussion*

**MOTION CARRIED UNANIMOUSLY.**

**ITEM 8C:** Consideration of Parade Marshal for the 4<sup>th</sup> of July Parade *(Audio Minutes: 01:52:56)*

City Administrator Jason Yarborough and Mayor Buddy Snowden discussed selection of the family of Tony Troy.



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**MOTION** by Vice Mayor Vernon Burton to select the family of Tony Troy to act as Parade Marshal for the 4<sup>th</sup> of July Parade. **SECOND** by Commissioner Tura Schnebly. **MOTION CARRIED UNANIMOUSLY.**

**ITEM 9: Commission Discussion: (Audio Minutes: 01:54:13)**

Section of date of next Comp Plan Special Meeting for Wednesday, August 03, 2016 at 9:00am.  
Input from Ann Robbins (Hobart Avenue)

**MOTION** by Commissioner Michael Woods to select date of next Comp Plan Special Meeting for Wednesday, August 03, 2016 at 9:00am. **SECOND** by Vice Mayor Vernon Burton. **MOTION CARRIED UNANIMOUSLY.**

*(Audio Minutes: 02:03:03)*

Commissioner Tom Wilson discussion of relocation to Public Works and sale of the property at 150 W. Ohio Avenue.

**MOTION** by Commissioner Tom Wilson to direct the City Administrator to research the price of selling the property at 150 W. Ohio Avenue and returning the information to the City Commission. **SECOND** by Vice Mayor Vernon Burton. **MOTION CARRIED UNANIMOUSLY.**

Commissioner Tom Wilson discussed the other properties the city owns with input from Mayor Snowden as well as City Administrator Jason Yarborough and City Attorney Scott Simpson.

**ITEM 10: MAYOR'S REPORT AND COMMISSIONERS' REPORTS BY ZONE (Audio Minutes: 02:11:47)**

Commissioner Tom Wilson discussed the homeless workshop hosted by the City of DeLand a few weeks ago and the addition at the Neighborhood Center.

Vice Mayor Vernon Burton: none

Commissioner Michael Woods discussed Code Enforcement and clean-up day set for the fall.

Commissioner Tura Schnebly: none

City Attorney Scott Simpson discussed code enforcement.

Mayor Buddy Snowden discussed homelessness in association with the Community Roots Garden with input from Commissioner Tom Wilson and Vice Mayor Vernon Burton.

**ITEM 11: ADJOURNMENT: Mayor Buddy Snowden** adjourned of the June 9, 2016 Regular Meeting of the Lake Helen City Commission at 9:23 pm.