



# 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**  
July 14, 2016  
**MINUTES**

**Revised Agenda was published on 7/14/2016 at 10:30am.**

**CALL TO ORDER**

Mayor Buddy Snowden called to order the July 14, 2016 Regular Meeting of the Lake Helen City Commission at 7:05 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 (Audio Minutes: 01:47)**

**LEGISLATIVE PRAYER AND PLEDGE OF ALLEGIANCE:** Led by **Vice Mayor Vernon J. Burton** with a moment of Silence.

**BUSINESS OF THE COMMISSION:**

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

A Revised Agenda was published on 7/14/2016 at 10:30am.

**ITEM 2: COMMISSIONER ANNOUNCEMENTS: (Audio Minutes: 04:32)**

**Mayor Buddy Snowden** recognized Office Walter Melton and read a letter of honorable mention for the professionalism including the impact his efforts made to her and her family. Mayor Snowden also discussed a gift given to him earlier that day. This gift was a United States Flag which was flown over the United States Capital on June 21, 2016. This flag was presented to him by Congress for his years of public service and the gift was coordinated by Commissioner Tom Wilson.

**Commissioner Tom Wilson** discussed recognition of the Mayor and all of those who dedicate their lives to Public Service.

**ITEM 3: Consent Agenda (Audio Minutes: 08:40)**

Approval of Minutes for June 6, 2016 (Special Meeting - Comp Plan Update), June 7, 2016 (Budget Workshop), June 9, 2016 (Regular Meeting)  
Bills paid through June 30, 2016  
Universal Engineering Sciences Contract – removed from the Consent Agenda

**Commissioner Tura Schnebly** questioned the whether there was a written contract with Universal Engineering Sciences whether this agreement was based on a piggyback.



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**MOTION** by **Commissioner Tom Wilson** to approve the consent agenda which includes Approval of Minutes for June 6, 2016 (Special Meeting - Comp Plan Update), June 7, 2016 (Budget Workshop), June 9, 2016 (Regular Meeting), as well as Bills paid through June 30, 2016. **SECOND** by **Commissioner Tura Schnebly**. **MOTION CARRIED UNANIMOUSLY.**

**MOTION** by **Commissioner Tura Schnebly** to continue the contract with Universal Engineering Sciences until the August Regular Meeting.  
Lack of a Second – **MOTION FAILS.**

**MOTION** by **Commissioner Michael Woods** to move the contract with Universal Engineering Sciences to Item 7G.  
Lack of a Second – **MOTION FAILS.**

**MOTION** by **Commissioner Tom Wilson** to approve continued use of Universal Engineering Sciences and approve the contract. **SECOND** by **Vice Mayor Vernon Burton**.  
**MOTION CARRIED 4-1 with Commissioner Tura Schnebly voting no.**

#### **ITEM 4: PRESENTATION TO THE COMMISSION**

##### **ITEM 4A: Miss Lake Helen Cassadaga Pageant Winners (Audio Minutes: 15:06)**

Heather Mosler presented Miss Pageant: Charlotte Thibideau, Junior Miss: Jayda Connick and Little Miss: Payton Johnson.

##### **ITEM 4B: Proclamation: Officer Patrick Clarino. (Audio Minutes: 19:26)**

PROCLAMATION: Officer Patrick Clarino, July 14, 2016

WHEREAS, today the City Commission of Lake Helen recognizes and honors one of the outstanding citizens and retired Police Officer of our city; and

WHEREAS, it is with great sadness that we celebrate the life of Officer Patrick Clarino; and

WHEREAS, his many friends, wonderful family and the entire community of Lake Helen honor and remember the life and contributions made by Officer Clarino; and

WHEREAS, Patrick Clarino entered the City of Lake Helen Police Force in September of 2000; and

WHEREAS, Officer Clarino was hired as Police Officer, Animal Control Officer as well as Code Enforcement Officer in September 2001 and after 14 years of Service he was able to retire from the force in September of 2015;

WHEREAS, during his tenure served as the Chairman of the Police Pension Board and truly demonstrated a love and devotion to the "Gem of Florida"; and

WHEREAS, this commemoration provides an opportunity for all citizens of our community to pay tribute to Officer Clarino and to express our deep appreciation for the many contributions he made to the City of Lake Helen during his service to the City;

NOW, THEREFORE, on behalf of the City Commission of the City of Lake Helen I hereby expresses our sincere appreciation and gratitude to Officer Patrick Clarino and proclaims July 14, 2016 as Officer Patrick Clarino Day

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 14 day of July 2016.

##### **ITEM 5: MONTHLY REPORTS: (Audio Minutes: 23:25)**



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**ITEM 5A:** Planning and Land Development Regulation Commission: **City Administrator Jason Yarborough** mentioned there were no upcoming PLDRC meetings but an upcoming special Meeting of the City Commission regarding the Comprehensive Plan Update set for August 3, 2016 at 9:00 am at City Hall.

**ITEM 5B:** City Administrator/City Engineer:

**City Administrator Jason Yarborough** discussed the property survey of City owned properties, the broker opinion of Public Works facility on W. Ohio Avenue, provided a Woods of Lake Helen update, discussed the ground breaking ceremony for Melissa Park Pavilion at 9:00 am on Wednesday, July 20, 2016, mentioned the Volusia League of Cities Dinner in Orange City, as well as provided an update of the Event and Sponsorship Policy.

*(Audio Minutes: 29:44)*

**Mayor Buddy Snowden** discussed the Woods of Lake Helen and the workshop conducted in January 2016. He suggested a creation of an Architectural Review Board with input provide by **City Attorney Scott Simpson**. **Commissioner Michael Woods** asked for a more thorough review by the consultant. **Commissioner Tura Schnebly** discussed her concern with roofing materials. **Commissioner Tom Wilson** discussed the permits already issued and suggested an updated of the Gateway Corridor Standards. **Commissioner Tura Schnebly** read from the Gateway Corridor Standards regarding materials and the clarity of the Gateway Corridor Standards. **Commissioner Michael Woods** asked **City Attorney Scott Simpson** regarding the precedent of the architectural standards as well as the Home Owners Association. **City Administrator Jason Yarborough** discussed potential of adopting an Ordinance regarding the requirement of HOA approval prior to applying for City Building Permit. **Vice Mayor Vernon Burton** discussed the Woods of Lake Helen Home Owners Association as well as the process. **Commissioner Michael Woods** discussed Section 6A in the Gateway Corridor Standards which he suggested the consultant review and bring forth specificity. **Commissioner Tura Schnebly** agreed with Commissioner Woods in regards to increasing the specificity within the Ordinance. **City Administrator Jason Yarborough** discussed Section 6A of the Gateway Corridor Standards and adding specificity to those standards.

**MOTION** by **Vice Mayor Vernon Burton** to direct the City Administrator to work with the Architectural Historical at GAI (the City Planning Consultant) to create design criteria for the styles listed in the Gateway Corridor Standards, keeping in mind that it should reflect criteria for Single Family Residential and Commercial throughout the Gateway Corridor not just within the Woods of Lake Helen. **SECOND** by **Commissioner Tura Schnebly**.

*Discussion*

**MOTION CARRIED UNANIMOUSLY.**

**ITEM 5C:** City Attorney: **City Attorney Scott Simpson** introduced a few interns that will be attending our upcoming City Commission Meetings and assisting him.



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**ITEM 5D:** Police Chief and Code Enforcement Officer: **Commissioner Tura Schnebly** questioned the status on the home on Park Street with input from **Michael Walker, Chief of Police.**

**ITEM 6: PUBLIC FORUM:**  
*(Audio Minutes:01:05:29)*

**Kent Titcomb** (Lake Helen Villas, Lemon Avenue) discussed increases to City Revenue and expenses.

*(Audio Minutes: 01:10:00 )*

**Alan Cooke** (Oak Tree Lane) discussed the 4<sup>th</sup> of July Parade.

**ITEM 7: COMMISSION CONSIDERATION AND PUBLIC HEARING: (Audio Minutes: 01:12:37)**

**ITEM 7A:** Authorization of Extension of Contract with Volusia County for Fire Services

**City Administrator Jason Yarborough** discussed the extension of contract with Volusia County for Fiscal Year 2016-2017.

**Commissioner Tura Schnebly** introduced Chris Roe from Bryant Miller Olive and discussed the Contract with Volusia County. She asked if he reviewed the Extension of Contract with Volusia County for Fire Services which will be reviewed by the Volusia County Council on August 4, 2016 and questioned if the Extension of Contract with Volusia County for Fire Services is satisfactory to continue with Item 7B Resolution 2016-05 Adoption of Initial Assessment. Mr. Chris Roe advised in the affirmative.

**MOTION** by **Commissioner Tura Schnebly** to authorize the Extension of Contract with Volusia County for Fire Services. **SECOND** by **Vice Mayor Vernon Burton.** **MOTION CARRIED UNANIMOUSLY.**

**ITEM 7B:** Consideration of Resolution 2016-05 Adoption of Initial Assessment *(Audio Minutes: 01:20:10)*

**City Attorney Scott Simpson** read the Title of RESOLUTION NO. 2016-05: A RESOLUTION OF THE CITY COMMISSION OF LAKE HELEN, FLORIDA, RELATING TO THE PROVISION AND FUNDING OF FIRE RESCUE SERVICES AND FACILITIES WITHIN THE CITY; PROVIDING FOR THE IMPOSITION OF FIRE RESCUE ASSESSMENTS THROUGHOUT THE ENTIRE AREA OF THE CITY; ESTIMATING THE TOTAL AMOUNT TO BE FUNDED THROUGH IMPOSITION OF THE FIRE RESCUE ASSESSMENTS FOR FISCAL YEAR 2016-17; ESTABLISHING THE METHOD OF ASSESSING THE FIRE RESCUE ASSESSED COST AGAINST REAL PROPERTY SPECIALLY BENEFITED BY THE PROVISION OF FIRE RESCUE SERVICES AND FACILITIES; DESIGNATING AN ASSESSMENT COORDINATOR; DIRECTING THE ASSESSMENT COORDINATOR TO PREPARE A PRELIMINARY FIRE RESCUE ASSESSMENT ROLL; ESTABLISHING A PUBLIC HEARING TO CONSIDER IMPOSITION OF THE PROPOSED FIRE RESCUE ASSESSMENTS; DIRECTING THE PROVISION OF NOTICE IN CONNECTION THEREWITH; AND PROVIDING AN EFFECTIVE DATE.

**Kent Titcomb** (Lake Helen Villas, Lemon Avenue) discussed the Fire Assessment Fee.

**Raphine Pearce** (Sand Crane Lane) asked about vacant land fires and the Fire Assessment.



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**Commissioner Tura Schnebly** discussed the Water Bill temporary increase in 2015 as well as the millage rate.

**Leyvi Titcomb** (Lake Helen Villas, Lemon Avenue) questioned the financial increases to the citizens with input from **Mayor Buddy Snowden** and **Vice Mayor Vernon Burton**.

**Dennis Thompson** (Lake Helen Villas, Ash Lane) discussed the seniors of the community.

**City Attorney Scott Simpson** discussed the cost to residents.

**Craig Wickham** (Lake Helen Villas, Lemon Avenue) discussed the contract with Volusia County as well as the workshop. He asked about the option of direct billing with input from **Chris Roe** from **Bryant Miller Olive**.

**Commissioner Tura Schnebly** discussed another public hearing for August 11, 2016.

**Chris Roe** from **Bryant Miller Olive** discussed the Fire Assessment with input from **City Attorney Scott Simpson** and **Vice Mayor Vernon Burton**.

**MOTION** by **Vice Mayor Vernon Burton** to adopt Resolution 2016-05, Adoption of Initial Assessment.

**SECOND** by **Commissioner Tom Wilson**.

**MOTION CARRIED UNANIMOUSLY.**

**Raphine Pearce** (Sand Crane Lane) discussed the Assessment combined with a reduction of millage to 7.8.

**ITEM 7C: Public Hearing:** First Reading of Ordinance 2014- 04, Ballot Referendum for November 8, 2016: Approval of expending restricted net sale proceeds from electric utility sale.

**(Audio Minutes: 02:12:13)**

City Attorney Scott Simpson read the Title of ORDINANCE 2016-04: AN ORDINANCE OF THE CITY OF LAKE HELEN, VOLUSIA COUNTY, FLORIDA, BRINGING FORTH A REFERENDUM QUESTION TO BE SUBMITTED TO THE VOTERS OF THE CITY AT THE NEXT GENERAL ELECTION SCHEDULED FOR TUESDAY, NOVEMBER 8, 2016; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

*Commission Discussion*

**Ann Robbins** (Hobart Lane) discussed the referendum vote with input from Mayor Snowden and Vice Mayor Burton.

**Commissioner Tura Schnebly** discussed the Auditor's comments and the referendum.

**Commissioner Tom Wilson** discussed bringing the referendum forth to the voters with input from Ann Robbins.



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**City Administrator Jason Yarborough** discussed the comments from the Auditor in May, 2016 with input from Finance Manager Michael Wright.

**Alan Cooke** (Oak Tree Lane) discussed the history of emergency funds with input from Ann Robbins.

**Jim Connell** (Tangerine Lane) asked if it needs to be all or none.

**Michael Wright, Finance Manager** discussed the fund and status of the money.

**MOTION** by **Vice Mayor Vernon Burton** to table the First Reading of Ordinance 2014- 04, Ballot Referendum for November 8, 2016: Approval of expending restricted net sale proceeds from electric utility sale until August 3, 2016 Special Meeting and instruct staff to provide additional input and options. **SECOND** by **Commissioner Michael Woods**. **MOTION CARRIED UNANIMOUSLY.**

**ITEM 7D:** Consideration of Resolution 2016-03, Volusia County Water Compact (**Audio Minutes: 02:47:30**)  
**City Attorney Scott Simpson** read the title of Title of RESOLUTION 2016-03: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE HELEN, FLORIDA, INDICATING GENERAL SUPPORT OF A PROPOSED VOLUSIA GOVERNMENTS' WATER RESOURCES COMPACT, AND PROVIDING FOR CONFLICTS AND AN EFFECTIVE DATE.

**MOTION** by **Commissioner Michael Woods** to adopt Resolution 2016-03, indicating general support of a proposed Volusia Governments' Water Resources Compact. **SECOND** by **Vice Mayor Vernon Burton**.

*Discussion*

**City Administrator Jason Yarborough** discussed the City of Ormond who sent a letter indicating general support.

*Discussion*

**WITHDRAW** of **Motion** from **Michael Woods**

**WITHDRAW** of **SECOND** by **Vice Mayor Vernon Burton**

**Consensus** to instruct the City Administrator to compose a letter indicating general support of a proposed Volusia Governments' Water Resources Compact and return at the August Regular Meeting.

**ITEM 7E:** Consideration of Resolution 2016-04 Tentative Millage (**Audio Minutes: 02:56:50**)

**City Attorney Scott Simpson** read the title of Title of Resolution 2016-04: A RESOLUTION BY THE CITY OF LAKE HELEN, FLORIDA, RELATING TO THE LEVY OF A GENERAL MUNICIPAL AD VALOREM TAX FOR THE 2016-17 TAX YEAR; PROVIDING A ROLLED BACK MILLAGE RATE FOR GENERAL MUNICIPAL PURPOSES; ESTABLISHING A PROPOSED MILLAGE RATE FOR GENERAL MUNICIPAL PURPOSES; ESTABLISHING A PUBLIC HEARING; PROVIDING FOR NOTICE TO THE VOLUSIA COUNTY PROPERTY APPRAISER; PROVIDING AN EFFECTIVE DATE.

**MOTION** by **Commissioner Tom Wilson** to approve Resolution 2016-04 Tentative Millage. **SECOND** by **Vice Mayor Vernon Burton**.



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Discussion

**Commissioner Tura Schnebly** discussed setting the millage at 7.8 for the TRIM notice.  
**WITHDRAW of MOTION** from **Commissioner Tom Wilson**.

*Commission Discussion*

**MOTION** by **Commissioner Michael Woods** to approve Resolution 2016-04 Tentative Millage as written with 7.8 Millage Rate. **SECOND** by **Vice Mayor Vernon Burton**.  
**MOTION CARRIED 3-2 with Commissioner Tom Wilson and Commissioner Tura Schnebly voting No.**

**ITEM 7F:** Consideration of Resolution 2016-06, Temporary Waiver of Annexation Fees (**Audio Minutes: 03:09:05**)

**City Attorney Scott Simpson** read the title of Title of RESOLUTION NO. 2016-06:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE HELEN, FLORIDA PROVIDING FOR THE WAIVER OF VOLUNTARY ANNEXATION FEES FOR A PERIOD OF TIME TERMINATING ON SEPTEMBER 30, 2017; PROVIDING FOR THE LAWFUL VOLUNTARY ANNEXATION OF LANDS INTO THE CITY LIMITS OF THE CITY OF LAKE HELEN; PROVIDING FOR LEGISLATIVE INTENT; PROVIDING FOR A FEE WAIVER FOR LANDS PROPOSED TO BE VOLUNTARILY ANNEXED IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 171, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

**City Administrator Jason Yarborough** discussed annexation.

**Commissioner Vernon Burton** discussed annexation as well as the Suber Memorial Cemetery and the Ford Properties.

**MOTION** by **Vice Mayor Vernon Burton** to adopt Resolution 2016-06, Temporary Waiver of Annexation Fees. **SECOND** by **Commissioner Tom Wilson**.

*Discussion*

**MOTION CARRIED UNANIMOUSLY.**

**ITEM 9: Commission Discussion: (Audio Minutes: 03:15:50)**

**Commissioner Michael Woods** discussed the 4<sup>th</sup> of July and Fireworks as well as the Bank Open House.

**Vice Mayor Vernon Burton** read **Proclamation for Mt. Olive African Methodist Episcopal Church, 123rd Anniversary set for July 17, 2016**

WHEREAS, one of the privileges of the City Commission is to recognize and honor the outstanding organizations within our city; and

WHEREAS, Mt. Olive African Methodist Episcopal Church celebrates its 123rd Anniversary; and

WHEREAS, this historic church was organized in 1893 with Reverend Samuels as pastor; and

WHEREAS, the church has the distinction of being the first church organized in the African American community of Lake Helen; and

WHEREAS, the first sanctuary was constructed in 1918; and

WHEREAS, the pioneer families and founders of Mt. Olive A.M.E. Church left a proud legacy for their children, grandchildren, great-grandchildren, and the generations to follow; and



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WHEREAS, the City Commission of the City of Lake Helen and the entire community celebrates the founding and current members their memories, accomplishments and future;

NOW, THEREFORE, the City Commission of the City of Lake Helen hereby expresses our sincere appreciation and gratitude to Mt. Olive African Methodist Episcopal Church and celebrates its history and future in Lake Helen.

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 17 day of July 2016.

**Vice Mayor Vernon Burton** discussed the Ground Breaking Ceremony on July 20, 2016 at Melissa Park at 9:00am.

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

**Commissioner Tom Wilson** discussed the property survey provide by staff this week.

**MOTION by Tom Wilson** to present further information and values on the three highlighted properties from the Property Survey of City owned properties. **SECOND by Commissioner Michael Woods.**

**MOTION CARRIED UNANIMOUSLY.**

**Commissioner Tura Schnebly** discussed the 4<sup>th</sup> of July events and gave compliments on the Lake Helen Newsletter.

**Janice Driggers** (Westlake Dr) said how she appreciates the efforts of the Commission and that they do care for the citizens of Lake Helen and thanked the City Commission.

**Mayor Buddy Snowden** discussed the 4<sup>th</sup> of July.

**ITEM 11: ADJOURNMENT: Mayor Buddy Snowden** adjourned of the July 14, 2016 Regular Meeting of the Lake Helen City Commission at 10:30 pm.