



# City of Lake Helen

Volusia County, Florida

Mayor Buddy Snowden  
Vice Mayor Vernon J. Burton  
Commissioner Tom Wilson  
Commissioner Michael Woods  
Commissioner Jim Connell

**Regular Meeting**  
**Lake Helen City Commission**  
December 8, 2016  
**MINUTES**

**CALL TO ORDER:** Mayor Buddy Snowden called to order the December 8, 2016 Regular Meeting of the Lake Helen City Commission at 7:20 pm immediately following the Public Input Meeting – Safe Routes to Schools Grant.

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

**CALL TO ORDER: Mayor Buddy Snowden**

**BUSINESS OF THE COMMISSION:**

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

City Administrator Jason Yarborough discussed addition of the FEMA subrecipient Grant Funding Agreement. Mayor Snowden asked that it be addressed during the City Administrator Report.

**Item 2: COMMISSION ANNOUNCEMENTS:** None

**Item 3: PRESENTATIONS TO THE COMMISSION: Sons of the Confederacy Veterans, Byron Peavy**

**Item 4: CONSENT AGENDA:**

- Item 4a: Approval of Minutes for November 10, 2016 (Regular Meeting)
- Item 4b: Bills paid through November 30, 2016
- Item 4c: Approval of Resolution 2016-14 Budget Adjustments
- Item 4d: Approval of hiring Walter Melton as Full Time Police Officer
- Item 4e: Approval of hiring Joseph Rushworth as Part Time Code Compliance Officer

**MOTION** by **Commissioner Tom Wilson** to approve the Consent Agenda. **SECOND** by **Commissioner Jim Connell**.

*Discussion of Item 4d and 4e.*

**MOTION CARRIED UNANIMOUSLY.**

**ITEM 5: MONTHLY REPORTS:**

**ITEM 5A:** Planning and Land Development Regulation Commission: **Chairman Joe Hammett** discussed an upcoming meeting on Monday, January 23, 2017.

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



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City Administrator Jason Yarborough discussion of the FEMA sub recipient Grant Funding Agreement.

**MOTION** by **Vice Mayor Vernon Burton** to authorize the Mayor to execute the FEMA sub recipient Grant Funding Agreement. **SECOND** by **Commissioner Tom Wilson**.

*Discussion with input from City Attorney Scott Simpson.*

**MOTION CARRIED UNANIMOUSLY.**

**City Administrator Jason Yarborough** discussed the Code Enforcement Magistrate with input from the City Commission and City Attorney Scott Simpson. He also discussed a donation of lights at the Equestrian Center, the property adjacent to Melissa Park, the Fiscal Year 2016-2017 CDBG project as well as an upcoming FEMA meeting.

*Discussion of funding and reimbursement from FEMA.*

**ITEM 5C:** City Attorney: **City Attorney Scott Simpson** discussed the Woods of Lake Helen and DR Horton Appeal with input from Chris Williams (Garden Street).

**ITEM 5D:** Police Chief and Code Enforcement Officer: **Police Chief Mike Walker** discussed the Code Compliance process.

**ITEM 6: PUBLIC HEARING:** None for this meeting

**Item 7: PUBLIC FORUM:**

**Billy Smith** (Lakeview Drive) discussed white lines for the City of Lake Helen Stop Signs.

**Ann Robbins** (Hobart Ave) discussed the 4<sup>th</sup> Annual 5k Stress Buster Run and Walk.

**Item 8: COMMISSION CONSIDERATION:**

**Item 8a:** Consideration of COA for 275 W. Delaware Ave - Single Family Home  
Discussion with input from Tad Olmstead (TKO Contractor)

**MOTION** by **Commissioner Michael Woods** to grant the Certificate of Appropriateness for COA for 275 W. Delaware Ave - Single Family Home. **SECOND** by **Vice Mayor Vernon Burton**.

*Discussion*

**MOTION CARRIED UNANIMOUSLY.**

**Item 8b:** Consideration of Proposed Gateway Corridor Historic Home Style Guide

Discussion with input from City Administrator Jason Yarbrough and Historic Preservation Board Member Mark Shuttleworth.



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**MOTION** by **Commissioner Michael Woods** to accept and approve the draft document (Gateway Corridor Historic Home Style Guide), to approve an expenditure of up to \$1,500 for professional review by Julie Scofield, Jerry Mills, Christine Dalton and Jodi Rubin (waiving former Purchasing Guidelines) and to request staff bring back to the City Commission as a final document with an attached Resolution.

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

*Discussion*

**MOTION CARRIED UNANIMOUSLY.**

**Item 8c:** Consideration of Appointment of Member to Team Volusia EDC

Discussion with input from City Administrator Jason Yarborough. Commissioner Tom Wilson volunteered to serve as member to Team Volusia EDC.

**Consensus** to appoint **Commissioner Tom Wilson** as a member to Team Volusia EDC.

**Item 8d:** Consideration of ECHO Plan of Action for Creative Arts Café

Discussion with input from City Administrator Jason Yarborough.

**MOTION** by **Commissioner Michael Woods** to instruct staff to move forward with the ECHO Plan of Action for Creative Arts Café. **SECOND** by **Vice Mayor Vernon Burton**.

*Discussion*

**MOTION CARRIED UNANIMOUSLY.**

Discussion of ECHO requirements in conjunction with the Decker's Home Run Grill Proposal with input from City Attorney Scott Simpson.

**MOTION** by **Commissioner Tom Wilson** to allow beer and wine after school hours at Decker's Home Run Grill.

**Motion died for a lack of Second.**

The Agreement with Decker's Home Run Grill to be discussed at the January 12, 2017 Meeting.

## **ITEM 9: COMMISSION DISCUSSION**

**Item 9a:** Discussion of Gateway Corridor Review - Sign at Papa's Pizza

Discussion with input from City Administrator Jason Yarborough

Consensus of agreement with Historic Preservation Board.

**Item 9b:** Discussion of the City State of the City Address

Discussion led by City Commissioner Jim Connell



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**Item 9c:** Discussion of the City Commission to host a “Meet the Businesses” Meeting  
Discussion led by **Commissioner Jim Connell** (*note on error within Agenda Packet by City Clerk*)

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

**Commissioner Tom Wilson** discussed the Turkey Shoot, Christmas Tree Lighting, Florida Hospital Event on Tuesday, December 6, 2016 and a Zika Virus Conference he attended on December 7, 2016.

**Vice Mayor Vernon Burton** discussed the Christmas Tree Lighting and excitement of the new City Commission.

**Commissioner Michael Woods** thanked the City Boards – Planning and Land Development Commission as well as Historic Preservation Board.

**Commissioner Jim Connell** discussed the Christmas Tree Lighting (unable to attend) and Market in the Park.

*Discussion of the Market in the Park.*

**Mayor Buddy Snowden** discussed the Christmas Ball and wished a Merry Christmas to all of Lake Helen.

**ITEM 11: ADJOURNMENT: Mayor Buddy Snowden** adjourned of the December 8, 2016 Regular Meeting of the Lake Helen City Commission at 10:01 pm