



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
February 9, 2017
MINUTES

CALL TO ORDER: Mayor Buddy Snowden called to order the February 9, 2017 Regular Meeting of the Lake Helen City Commission at 7:06 pm.

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

CEREMONIAL MATTERS: Legislative Prayer led by **Vice Mayor Vernon Burton** followed by the Pledge of Allegiance.

BUSINESS OF THE COMMISSION:

ITEM 1: DELETIONS OR MODIFICATIONS TO AGENDA:

City Administrator Jason Yarborough asked for a modification of item 4d. Approval to hire Jason Lawrence as Finance Manager.

Item 2: COMMISSION ANNOUNCEMENTS: None

Item 3: PRESENTATIONS TO THE COMMISSION:

The City Commissioner recognized Michael Wright, Finance Manager for his service and to celebrate his upcoming retirement.

Ann Robbins (Hobart Avenue) presented a donation check of \$13,825.96 to the City of Lake Helen for the 5k Stress Buster which occurred on December 24, 2016.

Item 4: CONSENT AGENDA:

Item 4a: Approval of Minutes for January 12, 2017 (Regular Meeting)

MOTION by Commissioner Michael Woods to approve Item 4a: Approval of Minutes for January 12, 2017 (Regular Meeting). **SECOND by Vice Mayor Vernon Burton. MOTION CARRIED UNANIMOUSLY.**

Item 4b: Bills paid through January 31, 2017

MOTION by Commissioner Michael Woods to approve the bills paid through January 31, 2017. **SECOND by Vice Mayor Vernon Burton. MOTION CARRIED UNANIMOUSLY.**



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Item 4c: Approval of Evaluation Committee for RFP # 2017-01 Land Development Code Re-Write

Discussion

MOTION by **Commissioner Jim Connell** to approve the Approval of Evaluation Committee for RFP # 2017-01 Land Development Code Re-Write with the addition of a member of the Historic Preservation Board as a non-voting member of the Evaluation Committee. **SECOND** by **Commissioner Michael Woods**. **MOTION CARRIED UNANIMOUSLY.**

Administrative Note for the City Administrator to provide a task analysis at the March Regular Meeting.

Item 4d: Approval of Hiring Finance Manager Jason Lawrence.

MOTION by **Vice Mayor Vernon Burton** to approve the Consent Agenda item of 4d Approval of Hiring Finance Manager Jason Lawrence and authorizing the City Administrator to negotiate the pay and benefits package contingent on background check. **SECOND** by **Commissioner Michael Woods**.

Discussion

MOTION CARRIED 3-2 with Commissioner Tom Wilson and Mayor Buddy Snowden voting NO.

Item 4e: Approval of Hazard Mitigation Projects

MOTION by **Commissioner Tom Wilson** to authorize the City Administrator to pursue the Hazard Mitigation Projects. **SECOND** by **Commissioner Michael Woods**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 5: MONTHLY REPORTS:

ITEM 5A: Planning and Land Development Regulation Commission: **Chairman Joe Hammett** recapped the January Regular PLDRC Meeting.

ITEM 5B: City Administrator/City Engineer: **City Administrator Jason Yarborough** discussed Lake Macy project (Florida Fish and Wildlife), Strategic Planning Session, I-4 Auto Mall, as well as the City Administrator Annual Evaluation.

Discussion of Lights at the I-4 Interchange.

Discussion of Lake Macy property owner notification.

Discussion of Community Workshop for I-4 Auto Mall with input from **Mark Watts (Cobb and Cole)**.

ITEM 5C: City Attorney: **City Attorney Scott Simpson** discussed the DR Horton and Appeal for the Woods of Lake Helen as well as Sunshine Law lawsuit.

ITEM 5D: Police Chief and Code Compliance: **None**

ITEM 6: PUBLIC HEARINGS:

ITEM 6A: SECOND and FINAL Reading of Ordinance 2017-02 Annexation of 970 McKenzie Road (Zook)



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City Attorney Scott Simpson read the title of ORDINANCE 2017-02: AN ORDINANCE OF THE CITY OF LAKE HELEN, FLORIDA, ANNEXING BY VOLUNTARY PETITION PROPERTY LOCATED CONTIGUOUS TO THE CITY OF LAKE HELEN IN ACCORDANCE WITH THE VOLUNTARY ANNEXATION PROVISIONS OF SECTION 171.044, FLORIDA STATUTES; REDEFINING THE BOUNDARIES OF THE CITY OF LAKE HELEN TO INCLUDE SAID PROPERTY; PROVIDING FOR FINDINGS; DIRECTING THE CITY CLERK TO RECORD THE ORDINANCE WITH THE CLERK OF THE CIRCUIT COURT, WITH THE CHIEF ADMINISTRATIVE OFFICER OF VOLUSIA COUNTY AND WITH THE DEPARTMENT OF STATE; PROVIDING FOR PUBLICATION; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR NON-CODIFICATION AND THE TAKING OF ADMINISTRATIVE ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

MOTION by **Commissioner Tom Wilson** to approve the Second and Final Reading of Ordinance 2017-02 Annexation of 970 McKenzie Road (Zook). **SECOND** by **Vice Mayor Vernon Burton**.

Discussion

MOTION CARRIED UNANIMOUSLY.

ITEM 6B: First Reading of Ordinance 2017-03 Amending Article 15 (Reference to Gateway Corridor Historic Style Guide)

City Attorney Scott Simpson read the title of ORDINANCE 2017-03: AN ORDINANCE OF THE CITY OF LAKE HELEN, FLORIDA, AMENDING ARTICLE 15 OF THE CITY OF LAKE HELEN CODE OF ORDINANCES TO INCLUDE THE Gateway Corridor Historic Style Guide as a Reference to the Architectural Standards listed in the City's Land Development CODE AND CREATING A PROCESS FOR PUBLIC REVIEW AND COMMENT ON ARCHITECTURAL PLANS PRIOR TO FINAL APPROVAL FOR CONSTRUCTION IN THE GATEWAY CORRIDOR; PROVIDING FOR LEGISLATIVE FINDINGS; PROVIDING FOR AMENDMENTS TO ARTICLE 15; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY, PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.

MOTION by **Commissioner Tom Wilson** First Reading of Ordinance 2017-03 Amending Article 15 (Reference to Gateway Corridor Historic Style Guide). **SECOND** by **Commissioner Jim Connell**.

Discussion with input from City Attorney Scott Simpson to insert language that any approvals by City can be added to the reference guide.

MOTION CARRIED UNANIMOUSLY.

ITEM 7: PUBLIC FORUM: None

Item 8: COMMISSION CONSIDERATION:

Item 8a: Consideration of Improvement at the Creative Arts Café

Discussion with input from City Administrator Jason Yarborough as well as Niki and Joey Decker (Decker's Home Run Grill, LLC).



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MOTION by **Vice Mayor Vernon Burton** to waive purchasing procedures and approve the expenditure of up to \$50,000 from unreserved fund balance in the General Fund with Dixie Septic and other secondary vendors to upgrade the sewage disposal systems at the Creative Arts Café. Additionally, Mayor and staff are authorized to execute an amendment to the Food Services Agreement that will remove any caps on the 1% of gross sales paid by the food vendor. **SECOND** by **Commissioner Tom Wilson**.

Discussion

MOTIFIED MOTION by **Vice Mayor Vernon Burton** to waive purchasing procedures and approve the expenditure of up to \$50,000 from unreserved fund balance in the General Fund with Dixie Septic and other secondary vendors to upgrade the sewage disposal systems at the Creative Arts Café. **SECOND** by **Commissioner Tom Wilson**.

Discussion

MOTION CARRIED 4 TO 1 with Mayor Buddy Snowden voting NO.

Item 8b: Consideration of the expenditure of \$1,500 for installation of a CCTV System at City Hall.

Discussion with input from City Administrator Jason Yarborough.

MOTION by **Commissioner Jim Connell** to approve the expenditure of \$1,500 for installation of a CCTV System at City Hall (J&J Security Services). **SECOND** by **Vice Mayor Vernon Burton**.

MOTION CARRIED UNANIMOUSLY.

ITEM 9: COMMISSION DISCUSSION

Item 9a: Discussion of the City Commission to host a "Meet the Businesses" Meeting

Discussion with input from Craig Windham (Lake Helen Villas)

ITEM 10: MAYOR'S REPORT AND COMMISSIONERS' REPORTS BY ZONE

ITEM 11: ADJOURNMENT: **Mayor Buddy Snowden** adjourned of the February 9, 2017 Regular Meeting of the Lake Helen City Commission at 10:40pm.