



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

June 8, 2017

MINUTES

CALL TO ORDER: Mayor Buddy Snowden called to order the June 8, 2017 Regular Meeting of the Lake Helen City Commission at 7:01 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

LEGISLATIVE PRAYER AND PLEDGE OF ALLEGIANCE: Led by Lewis Long

DELETIONS OR MODIFICATIONS TO AGENDA: None

COMMISSION ANNOUNCEMENTS: None

PRESENTATIONS TO THE COMMISSION:

ITEM 3a: Orange Camp Widening Project presented by Assistant County Engineer Tad Kasbeer
Discussion with input from Assistant County Engineer Tad Kasbeer

ITEM 3b: Proclamation: Juneteenth presented by Vice Mayor Vernon Burton

CONSENT AGENDA:

The action proposed is stated for each item on the Consent Agenda in the Agenda Packet. Unless a City Commissioner removes an item from the Consent Agenda, no discussion on individual items will occur and a single motion will approve all items. The Mayor will ask if there is anyone in the audience who wishes to speak on any item on the Consent Agenda.

MOTION by **Commissioner Michael Woods** to remove: Item 4c: Approval of hiring Caleb Bruder for Part-Time Code Compliance / Police Officer, Item 4f: Approval of Policy and Procedure Manual and Updated Job Descriptions, Item 4g: Input for Gateway Corridor Historic Style Review for new school building at 134 N. Euclid Avenue from the consent agenda. **SECOND** by **Commissioner Jim Connell**. **MOTION CARRIED UNANIMOUSLY.**



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Item 4a: Approval of Minutes: May 11, 2017 (Public Input & Regular Meeting), May 12, 2017 (Budget Workshop)

Item 4b: Bills paid through May 31, 2017

~~Item 4c: Approval of hiring Caleb Bruder for Part-Time Code Compliance / Police Officer removed from consent agenda~~

Item 4d: Approval of Items for Surplus and authorize disposal of items through Gideon (current auction contract)

Item 4e: Award of Bid to P&S Paving Inc for CDBG Road Resurfacing Project

~~Item 4f: Approval of Policy and Procedure Manual and Updated Job Descriptions removed from consent agenda~~

~~Item 4g: Input for Gateway Corridor Historic Style Review for new school building at 134 N. Euclid Avenue removed from consent agenda~~

Item 4h: Authorization for City Administrator to submit application for the DEO FY 2017-2018 Grant Opportunities

Item 4c: Approval of hiring Caleb Bruder for Part-Time Code Compliance / Police Officer

Discussion with input from Police Chief Michael Walker.

MOTION by Commissioner Tom Wilson to approve hiring Caleb Bruder for Part-Time Code Compliance / Police Officer. **SECOND by Vice Mayor Vernon Burton. MOTION CARRIED UNANIMOUSLY.**

Item 4f: Approval of Policy and Procedure Manual and Updated Job Descriptions

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

MOTION by Vice Mayor Vernon Burton to approve item 4f as presented - the Policy and Procedure Manual and Updated Job Descriptions. **SECOND by Commissioner Jim Connell.**

Discussion with input from City Attorney Scott Simpson.

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

~~**Item 4g:** Input for Gateway Corridor Historic Style Review for new school building at 134 N. Euclid Avenue – to be moved to **Item 6c.**~~

MOTION by Commissioner Michael Woods to approve: Item 4a: Approval of Minutes: May 11, 2017 (Public Input & Regular Meeting), May 12, 2017 (Budget Workshop), Item 4b: Bills paid through May 31, 2017, Item 4d: Approval of Items for Surplus and authorize disposal of items through Gideon (current auction contract), Item 4e: Award of Bid to P&S Paving Inc for CDBG Road Resurfacing Project, Item 4h: Authorization for City Administrator to submit application for the DEO FY 2017-2018 Grant Opportunities as presented on the consent agenda. **SECOND by Commissioner Tom Wilson. MOTION CARRIED UNANIMOUSLY.**



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ITEM 5: MONTHLY REPORTS:

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

ITEM 5B: City Administrator/City Engineer: City Administrator Jason Yarborough discussed the Florida League of Cities Conference with Mayor Snowden as the Voting Delegate, Asa Gray Garden Club update, as well as upcoming workshop on July 14, 2017.

Discussion

MOTION by **Commissioner Tom Wilson** to appoint Mayor Buddy Snowden as the Voting for the 91st annual Florida League of Cities Conference. **SECOND** by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

Discussion with Heather Lindsay and Lewis Long regarding insurance and user agreement for Asa Gray Park.

Consensus to authorize the City Administrator to negotiate an agreement with the Lake Helen Garden Club regarding Asa Gray Park.

July 14, 2017 at 11:00am Workshop Meeting to bring discussions including assessments.

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

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

ITEM 6: PUBLIC HEARINGS:

Item 6a: Special Exception for Scout Motor Cars at 189 E. Ohio Avenue

Discussion with input from City Administrator Jason Yarborough and Applicant Michael Vladika

MOTION by **Commissioner Jim Connell** to approve the **Special Exception for Scout Motor Cars at 189 E. Ohio Avenue** as recommended by the Planning and Land Development Regulation Commission.

SECOND by **Vice Mayor Vernon Burton**.

Discussion with input from City Attorney Scott Simpson.

MOTION CARRIED UNANIMOUSLY.

Item 6b: Special Exception for Blake Christian Academy (K-8 School) at 134 N. Euclid Ave

Discussion with input from City Administrator Jason Yarborough and Applicant Christie Locklin

Disclosure of Exparte Communications:

Mayor Buddy Snowden disclosed conversations with staff, Christie Lockin and letters received.

Commissioner Michael Woods disclosed a phone conversation with Christie Lockin (Applicant) on May 25, 2017 and on May 26, 2017 met with applicant at City Hall.

Commissioner Tom Wilson disclosed seeing Pastor Tony Wishon at the Handyway on June 7, 2017 as well as discussions with the City Clerk and City Administrator.



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Vice Mayor Vernon Burton disclosed a conversation with Applicant Christie Lockin and noted that he had received many letters and phone calls which he has not been able to return.

Commissioner Jim Connell disclosed that he did call Applicant Christie Lockin and let her know that he couldn't talk to her. He discussed his practice of responding to all emails and phone calls which he copied the City Clerk and City Administrator. Commissioner Connell said he did listen to the Audio Minutes of the Planning and Land Development Regulation Commission May 22, 2017 Meeting.

Discussion with input from City Administrator Jason Yarborough and City Attorney Scott Simpson.

Presentation by Applicant Christie Lockin with input from Contractor Bill Bohlen.

Mayor Buddy Snowden opened the Public Hearing

Paul Long, 164 N. High Street
Connie Ashcraft, 543 John Street
Melody Bradley, 1035 Rolling Acres, DeLand
Alanna Elandson, 898 Tulip Street, Deltona
Erin Parson, 749 Cassadaga Road
Jill Wilkins, 171 S. Prevatt Avenue
Keith Kelsey, 2100 Stratford Drive, DeLand
Kendall Ward, 122 Sweet Birch, DeLand
Bob Cortelyou, 2285 Mandarin Road, DeLand
Sarah Hayman, 2323 Oleander Road, DeLand
Tony Wishon, 424 Hazel Street
Lewis, Caryn and Clark Long, 164 S. Euclid Avenue
Brianna Patterson, 1435 Ramsey Acres
Barbara Bowes, 363 Harlan Avenue
Linda Prettyman, 212 Pleasant Street
Derek Mears, 351 Lemon Avenue
Sylvia Scarlet, 565 John Street
Betty Doherty, 136 Cypress Circle
Rev. JC Galloway, 4103 N Hwy 17, DeLand
Janice Driggers, 455 Westlake Drive
Lewis Long (Historic Preservation Board) Elevation Review
Amy Nickles, 101 Brook Green Way
Cliff Patterson, 1435 Ramsey Acres
Todd Preston, 106 Connecticut Avenue

Mayor Buddy Snowden closed the Public Hearing

Discussion with input from City Attorney Scott Simpson and applicant Christie Locklin.



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MOTION by Commissioner Jim Connell to approve the **Special Exception for Blake Christian Academy (K-8 School) at 134 N. Euclid Ave** as recommended by the Planning and Land Development Regulation Commission.

SECOND by Commissioner Michael Woods.

Discussion with input from Lewis Long (Euclid Avenue) and Pastor Tony Wishon.

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

Item 6c: Final Development Plan for Blake Christian Academy at 134 N. Euclid Ave with addition of Consent Agenda Item 4g: Input for Gateway Corridor Historic Style Review for new school building at 134 N. Euclid Avenue *Relocated from Consent Agenda.*

City Attorney Scott Simpson recommended to table the item and schedule a Joint Workshop with the Planning and Land Development Regulation Commission.

MOTION by Commissioner Tom Wilson to table the discussion and schedule a Joint Workshop with the Planning and Land Development Regulation Commission on Monday, June 19, 2017 at 5:00pm.

SECOND by Commissioner Jim Connell.

Discussion with applicant Bill Bohlen, Pastor Tony Wishon, Christie Locklin.

MOTION CARRIED UNANIMOUSLY.

MOTION by Commissioner Michael Woods to continue the Final Site Plan for Blake Christian Academy until Monday, June 19, 2017 immediately following the 5:00pm workshop for the meeting of the City of Lake Helen City Commission Meeting in these Chambers (2nd floor of City of Lake Helen City Hall).

SECOND by Commissioner Tom Wilson.

Discussion.

MOTION CARRIED UNANIMOUSLY.

ITEM 7: PUBLIC FORUM: None

Item 8: COMMISSION CONSIDERATION:

Item 8a: Consideration of Appointment to Planning and Land Development Regulation Commission (PLDRC)

Discussion with input from Travis Grimm and Ann Robbins.

MOTION by Commissioner Michael Woods to appoint Travis Grimm to the Planning and Land Development Regulation Commission. **SECOND** by Vice Mayor Vernon Burton.

Discussion.

MOTION CARRIED 3-2 with Commission Tom Wilson and Mayor Buddy Snowden Voting NO.

Item 8b: Consideration of disposal of real estate owned by the City of Lake Helen

Discussion with input from City Administrator Jason Yarborough, City Attorney Scott Simpson, Public Works Superintendent Rick Mullen.



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MOTION by Commissioner Tom Wilson to solicit proposals for the sale of the surplus property at 165 W. Ohio Avenue with a minimum bid \$110,000, with 12 months to relocate, buyer to pay moving cost, and sell as is, where is with no financing contingencies as with the sale of 611 N. High Street. **SECOND by Commission Michael Woods. MOTION CARRIED UNANIMOUSLY.**

ITEM 9: COMMISSION DISCUSSION:

Item 9a: Discussion of Parade Marshal for the 2017 4th of July Parade

Discussion of Parade Marshal for the 2017 4th of July Parade

Consensus of the wives of the City Commissioners to be the Parade Marshall with Vice Mayor Burton to drive.

Discussion of the 4th of July and Miss Lake Helen.

Item 9b: Discussion of Local Option Sales Tax Survey

Consensus of City Administrator and Public Works Superintendent's recommendations.

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

ITEM 11: ADJOURNMENT: Mayor Buddy Snowden adjourned of the June 8, 2017 Regular Meeting of the Lake Helen City Commission at 12:44 am on June 9, 2017.