



City of Lake Helen

Volusia County, Florida

MAYOR
Buddy Snowden
COMMISSIONERS
Ann Robbins
Vernon Burton
Rick Basso
Cameron Lane

Regular Meeting Lake Helen City Commission December 11, 2014

MINUTES

CALL TO ORDER

Mayor Buddy Snowden called to order the December 11, 2014 Regular Meeting of the Lake Helen City Commission at 7:05 pm.

Present: Mayor Buddy Snowden Vice Mayor Ann Robbins Commissioner Vernon Burton
 Commissioner Rick Basso Commissioner Tura Schnebly City Clerk Becky Witte
 City Attorney Jennifer Nix Interim City Administrator Jason Yarborough

CALL TO ORDER: Mayor Buddy Snowden

Mayor Buddy Snowden noted the passing of Annie Laurie Wilkins-McKenzie who was a long time City of Lake Helen Resident, active member of the church and will be dearly missed. Mayor Snowden also noted that Mr. Alvarado was not to be in attendance due to a family emergency.

CEREMONIAL MATTERS: LEGISLATIVE PRAYER AND PLEDGE OF ALLEGIANCE:

Led by **Commissioner Vernon Burton**

BUSINESS OF THE COMMISSION:

ITEM 1: DELETIONS OR MODIFICATIONS TO AGENDA

Commissioner Tura Schnebly requested Item 10a be added to Commission Consideration instead of Commission Discussion.

MOTION by **Vice Mayor Ann Robbins** to move item 10a Discussion of two regular Commission Meetings per month to Item 9g Consideration of two regular Commission Meetings per month. **SECOND** by **Commissioner Tura Schnebly**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 2: COMMISSION ANNOUNCEMENTS

Vice Mayor Ann Robbins discussed Community Club on Friday, December 19, 2014 at Hopkins Hall and a Chinese Gift Exchange will be held with a \$5.00 gift. She discussed the Christmas Eve Stress Buster 5k run/walk on December 24, 2014 and 210 runners/walkers have registered.

Commissioner Vernon Burton discussed the Proclamation he presented at Audrey Douglas funeral on Saturday. He also discussed the Christmas Tree at Melissa Park and the assistance of Public Works, Parks and Recreation and the Community.

ITEM 3: APPROVAL OF MINUTES: November 13, 2014 (Regular); November 17, 2014 (Special Meeting); December 1, 2014 (Special Meeting)



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MOTION by **Commissioner Tura Schnebly** to approve the Minutes of November 13, 2014 (Regular) with the changes of Page 1 to change from Dee Masters to Dene Masters and Page 9 to change the word discussion to consider. **SECOND** by **Vice Mayor Ann Robbins**. **MOTION CARRIED UNANIMOUSLY.**

MOTION by **Vice Mayor Ann Robbins** to approve the Minutes of November 17, 2014 (Special Meeting). **SECOND** by **Commissioner Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

Pass on the approval of the Minutes of December 1, 2014 (Special Meeting).

ITEM 4: CONSENT AGENDA:

Item 4a: Bills paid through November 30, 2014

Vice Mayor Ann Robbins discussed a new way to review the bills which she discussed with Michael Wright, Finance Director.

MOTION by **Vice Mayor Ann Robbins** to approve the Bills in the amount of \$35,747.07 paid through November 30, 2014. **SECOND** by **Commissioner Rick Basso**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 5: PRESENTATIONS TO THE COMMISSION: None

ITEM 6: MONTHLY REPORTS:

ITEM 6A: City Engineer:

Interim City Administrator Jason Yarborough discussed some modification to the CDBG sidewalk project on Pleasant Street and the tight time line to complete the project.

ITEM 6B: Local Planning Agency (PLDRC):

Interim City Administrator Jason Yarborough discussed the previous PLDRC meetings. He discussed the Villas Concept Plan and the Dollar General Concept Plan.

ITEM 6C: Parks and Recreation Board:

City Clerk Becky Witte discussed the upcoming Winter Wonderland, Parade, Movie in the Park as well as the Christmas Tree Lighting.

The Commission discussed City Hall decorations and the Christmas Tree Lighting.

ITEM 7: PUBLIC FORUM:

Chris Batista from Run for a Cause discussed the proposed 5k run/walk on April 11, 2015.

Mayor Buddy Snowden asked if there were any conflicts on that date, City Clerk Becky Witte noted that there was no conflict so far on the calendar. He noted that police coverage for the event would cost approximately \$500.00.

Maria Hardwick from the Power Volleyball Academy discussed the event.

Mayor Buddy Snowden discussed the need for staff to work through the details and the cost that will be incurred.



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MOTION by **Commissioner Rick Basso** to in concept approve the proposed 5k on April 11, 2014 as long as necessary expenses can be paid to the City. **SECOND** by **Commissioner Vernon Burton**.

Discussion

MOTION CARRIED UNANIMOUSLY.

Lucesia Griffin-Swint (W. Ohio Ave) discussed a community service to provide tax services at Melissa Park for \$300 per month from January until October.

The Commission discussed the request with **Betty Doherty** discussing the option of approaching a local church.

ITEM 8: PUBLIC HEARINGS: None for this meeting

ITEM 9: COMMISSION CONSIDERATION:

ITEM 9A: Consideration to grant the Certificate of Appropriateness for addition of storage building at 150 W. New York Avenue for Cory Spaziani.

MOTION by **Commissioner Rick Basso** to approve request from Cory Spaziani the Certificate of Appropriateness for addition of storage building at 150 W. New York Avenue. **SECOND** by **Commissioner Vernon Burton**.

Discussion of the Certificate of Appropriateness for the Storage Building.

Vote: Zone 1 Vice Mayor Ann Robbins: No / Zone 2 Commissioner Vernon Burton: Yes / Zone 3 Commissioner Rick Basso: Yes / Zone 4 Commissioner Tura Schnebly: No / Mayor Buddy Snowden: Yes

MOTION CARRIED 3-2 with Vice Mayor Ann Robbins and Commissioner Tura Schnebly voting no.

ITEM 9B: Consideration of Food Vendor Agreement

MOTION by **Commissioner Rick Basso** to approve the food services agreement with Paul Alvarado and authorize the Mayor to execute the agreement upon proof of the City being named as additional insured in the certificate of general liability insurance. **SECOND** by **Commissioner Vernon Burton**.

Discussion: The Commission discussed the Food Vendor Agreement with input from Citizen **Betty O'Laughlin** (McKenzie Road).

Vote: Zone 1 Vice Mayor Ann Robbins: No / Zone 2 Commissioner Vernon Burton: Yes / Zone 3 Commissioner Rick Basso: Yes / Zone 4 Commissioner Tura Schnebly: Yes / Mayor Buddy Snowden: Yes

MOTION CARRIED 4-1 with Vice Mayor Ann Robbins voting no.

ITEM 9C: Consideration of Agreement with LPG

MOTION by **Commissioner Rick Basso** to approve LPG agreement and authorize Mayor and staff to execute the agreement and any associated documents. **SECOND** by **Vice Mayor Ann Robbins**.

MOTION CARRIED UNANIMOUSLY.

ITEM 9D: Consideration of Brent Milikan's engagement letter for FY 2014



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MOTION by Vice Mayor Ann Robbins to authorize the Mayor to sign the letter of engagement that hires Brent Millikan & Company, P.A. (BMC CPAs) to perform the annual financial audit for the City of Lake Helen for the fiscal year ended September 30, 2014. **SECOND** by Commissioner Rick Basso.

Vote: Zone 1 Vice Mayor Ann Robbins: Yes / Zone 2 Commissioner Vernon Burton: Yes / Zone 3 Commissioner Rick Basso: Yes / Zone 4 Commissioner Tura Schnebly: No / Mayor Buddy Snowden: Yes

MOTION CARRIED 4-1 with Commissioner Tura Schnebly voting no.

ITEM 9E: Consideration of Statements of Qualifications for the position of City Attorney

MOTION by Vice Mayor Ann Robbins to select Scott E. Simpson, PA to enter into agreement for City Attorney services. **SECOND** by Commissioner Tura Schnebly.

Commission Discussion

MOTION CARRIED UNANIMOUSLY.

ITEM 9F: Consideration of City Administrator Applications

Interim City Administrator Jason Yarborough excused himself during the discussion.

The Commission discussed the selection process.

Zone 1 Vice Mayor Ann Robbins: Thomas Ernharth, Stacy Tebo, Jason Yarborough

Zone 2 Commissioner Vernon Burton: Scott Randall, Hector Rivera, Fred Ventresco, Jason Yarborough

Zone 3 Commissioner Rick Basso: Adam Mengel, Dale Powers, Scott Randall, Stacy Tebo, Jason Yarborough

Zone 4 Commissioner Tura Schnebly: Thomas Ernharth, Adam Mengel, Dale Powers, Jason Yarborough

Mayor Buddy Snowden: Thomas Ernharth, Adam Mengel, Dale Powers, Johnny Williams, Jason Yarborough

MOTION by Vice Mayor Ann Robbins to request the City Clerk immediately contact the applicants to invite the applicants Thomas Ernharth, Adam Mengel, Dale Powers, Jason Yarborough to a meet and greet and interview process the early part of the week of January 12, 2015 to then contact the City Commissioners on the selected date(s). **SECOND** by Commissioner Rick Basso. **MOTION CARRIED UNANIMOUSLY.**

MOTION by Commissioner Vernon Burton to extend the Interim City Administrator's contract beyond January 9, 2015 to be extended until a replacement administrator is secured by the City. **SECOND** by Commissioner Tura Schnebly. **MOTION CARRIED UNANIMOUSLY.**

ITEM 9G: ~~Discussion~~ Consideration of two regular Commission Meetings per month (*relocated to Consideration*)

The Commission discussed the meeting schedule and decided to reevaluate after a new city administrator and the city attorney is set.

ITEM 10: COMMISSION DISCUSSION:

ITEM 10A: ~~Discussion of two regular Commission Meetings per month~~ Relocated to Item 9G.



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ITEM 10B: Discussion of Public Records Policy

City Attorney Jennifer Nix wanted the Commission to see the policy that she drafted regarding Public Records. She said she is available for questions.

Commissioner Discussion

ITEM 10C: Discussion of City Clerk

The Commission discussed the position of City Clerk Becky Witte handling two positions – the City Clerk and the Permitting Specialist. They also discussed the Performance Appraisal to be completed by Chief Mike Walker and Public Works Superintendent Rick Mullens and reviewed by the Interim City Administrator.

ITEM 11: STAFF REPORTS

ITEM 11A: City Attorney:

City Attorney Jennifer Nix discussed the follow up for the city Attorney Agreement and Food Vendor Agreement. She discussed the codification process and thanked the Commission.

ITEM 11B: Police Chief and Code Enforcement Officer:

Police Chief Mike Walker discussed the 5k, Parade, Tree on Summit Ave, IT needs and surplus of a weapon for Rob Radosti.

MOTION by **Commissioner Rick Basso** to declare surplus the duty weapon and allow the Chief of Police to dispose as he sees fit. **SECOND** by **Commissioner Vernon Burton**.

Commissioner Discussion with comment from **Alan Cooke** (Oak Tree Lane).

MOTION CARRIED UNANIMOUSLY.

ITEM 11C: City Administrator:

Interim City Administrator Jason Yarborough discussed the Duke Energy Franchise Agreement, an upcoming meeting with the Public Protection Director regarding the Fire District on December 23, 2014, as well as the request from Commission Schnebly for a City issued cell phone to be paid by her.

Commissioner Tura Schnebly elaborated on her request.

The Commission discussed the request and a consensus for a city issued cell phone to be available.

ITEM 12: MAYOR'S REPORT AND COMMISSIONERS' REPORTS BY ZONE

Vice Mayor Ann Robbins discussed with the Commission about the Dollar General request for a Public Workshop to present the concept plan to the public. She asked about use of Blake Park by Ivy Hawn School.



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Commissioner Vernon Burton discussed the December League of Cities Dinner and the upcoming changes that will impact the City of Lake Helen. He discussed the addition of a light at Hopkins Hall and potentially on Main Street.

Commissioner Rick Basso discussed the city clerk and addressed challenging Vice Mayor Ann Robbins.

Commissioner Tura Schnebly welcomed Scott Simpson and wished Mrs. Nix the best.

Mayor Buddy Snowden told David Hughes, Parks and Recreation about the wonderful comments about his and his teams work to improve and serve the City of Lake Helen. He discussed commission debates and addressed Vice Mayor Ann Robbins.

ITEM 13: ADJOURNMENT: Mayor Buddy Snowden adjourned of the December 11, 2014 Regular Meeting of the Lake Helen City Commission at 11:32pm.