



City of Lake Helen

Volusia County, Florida

MAYOR

Buddy Snowden

COMMISSIONERS

Ann Robbins

Vernon Burton

Rick Basso

Tura Schnebly

Regular Meeting Lake Helen City Commission January 15, 2015

MINUTES

CALL TO ORDER

Mayor Buddy Snowden called to order the January 15, 2015 Regular Meeting of the Lake Helen City Commission at 7:00 pm.

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

CALL TO ORDER: Mayor Buddy Snowden

CEREMONIAL MATTERS: LEGISLATIVE PRAYER AND PLEDGE OF ALLEGIANCE:

Led by **Commissioner Vernon Burton**

BUSINESS OF THE COMMISSION:

ITEM 1: DELETIONS OR MODIFICATIONS TO AGENDA

ITEM 2: COMMISSION ANNOUNCEMENTS

Vice Mayor Ann Robbins discussed Community Club on Friday, January 16, 2014 at 6:00pm at Hopkins Hall.

Mayor Buddy Snowden announced that Mr. Boykin will be recognized for his 90th birthday at Hopkins Hall on Saturday.

ITEM 3: APPROVAL OF MINUTES: December 1, 2014 (Special Meeting) and December 11, 2014 (Regular)

MOTION by **Commissioner Tura Schnebly** to approve the Minutes of December 1, 2014 (Special Meeting).
SECOND by **Commissioner Rick Basso**. **MOTION CARRIED UNANIMOUSLY.**

MOTION by **Commissioner Tura Schnebly** approve the Minutes of December 11, 2014 (Regular) with two spelling corrections of the name "Schnebly" on page 5. **SECOND** by **Commissioner Rick Basso**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 4: CONSENT AGENDA:

Item 4a: Bills paid through December 31, 2014



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MOTION by **Commissioner Vernon Burton** to approve the Bills paid through December 31, 2014.

SECOND by **Vice Mayor Ann Robbins**.

Discussion

MOTION CARRIED UNANIMOUSLY.

ITEM 5: PRESENTATIONS TO THE COMMISSION: None

ITEM 6: MONTHLY REPORTS:

ITEM 6A: City Engineer:

Interim City Administrator Jason Yarborough noted staff was working on CDBG process.

Commissioner Rick Basso discussed the need for an Ivy Hawn Traffic Study as well as the Ohio Avenue issue and the need to move forward before the rainy season.

ITEM 6B: Local Planning Agency (PLDRC):

Interim City Administrator Jason Yarborough will be meeting **February 23, 2015** regarding Right of Way Vacation and meet with LPG.

ITEM 6C: Parks and Recreation Board:

Becky Witte City Clerk presented the report.

ITEM 7: PUBLIC FORUM:

Rebecca Fox (Representative for Miss Lake Helen) requested the use of the Equestrian Center for a benefit horse show to raise money on May 9, 2015 for Miss Lake Helen.

MOTION by **Commissioner Vernon Burton** to approve use of the Lake Helen Multiuse Facility on May 9, 2015 in conjunction with the National Barrel Horse Association in support of the Miss Lake Helen contest provided all insurance and city requirements are met. **SECOND** by **Vice Mayor Ann Robbins**.

Discussion with input from **Melanie Arbogost** (Representatives of the West Volusia Saddle Club)

MOTION CARRIED UNANIMOUSLY.

Mayor Snowden requested names and contact information for pageant contestants to recognize them as supporting the City of Lake Helen.

City Attorney Scott Simpson suggested creating a form letter to provide to Mrs. Fox.

Barbara Bowes (Harlan Avenue) regarding Pleasant Street traffic from 3:00pm until 4:00pm. She asked about the Entry Way Sign on Main Street.

Alan Cooke (Oak Tree Lane) regarding tree clearing on the corner of Lakeview Drive and Lake Pearl Drive. **Mayor Buddy Snowden** discussed the process completed by previous City Attorney Lonnie Groot and previous City Administrator KC Cichon.

Discussion by the Commission



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ITEM 8: PUBLIC HEARINGS: None for this meeting

ITEM 9: COMMISSION CONSIDERATION:

ITEM 9A: Consideration of changing the employment status of Scott Owen

Presented by **Chief Michael A. Walker.**

MOTION by **Vice Mayor Ann Robbins** to approve the request of Chief Walker to change the employment status of Scott Owen from Reserve Police Officer to Full Time Police Officer effective January 15, 2015. **SECOND** by **Commissioner Vernon Burton.**

Discussion

MOTION CARRIED UNANIMOUSLY.

ITEM 9B: Consideration of donating the Christmas Ball Proceeds to the DeLand High School Chorus and Band

MOTION by **Vice Mayor Ann Robbins** to Christmas Ball Proceeds to the DeLand High School Chorus and Band in the amount of \$400.00. **SECOND** by **Commissioner Vernon Burton.**

Discussion

MOTION CARRIED UNANIMOUSLY.

ITEM 9C: Consideration of Consultant Services for the 10-year Water Supply Facilities Plan

Presentation by Sarah Whitaker, P.G. from SMW GeoSciences, Inc.

Discussion of contracts and proposals.

MOTION by **Commissioner Rick Basso** to select *SMW GeoSciences, Inc.* to create a 10-year water supply facilities work plan for the City providing that funding not exceed \$4,000 and satisfies legal review.

SECOND by **Commissioner Vernon Burton.**

MOTION CARRIED UNANIMOUSLY.

ITEM 9D: Consideration of Special Event- the Power of Family 5k run/walk

Presented by **Interim City Administrator Jason Yarborough.**

MOTION by **Commissioner Vernon Burton** to approve the Power of Family 5k run/walk special event and on April 11, 2015 with the listed terms and conditions. **SECOND** by **Vice Mayor Ann Robbins.**

Discussion

MOTION CARRIED UNANIMOUSLY.

ITEM 9E: Consideration of FMIT (Florida Municipal Insurance Trust) Renewal

Discussion

MOTION by **Commissioner Rick Basso** to table Florida Municipal Insurance Trust agreement to the next City Commission Meeting (February 12, 2015) unless coverage is not current (*Included input from the City Attorney*: if coverage is current staff shall research Uninsured Motorist Coverage (what it provides,



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the benefits and cost) and return to commission at the next City Commission Meeting. If coverage has lapsed, authorization to sign and return to insure coverage). **SECOND** by **Commissioner Tura Schnebly**
Discussion with input from Michael Wright, Finance Manager
MOTION CARRIED UNANIMOUSLY.

ITEM 9F: Consideration of City Administrator Applications

Interim City Administrator Jason Yarborough and Applicant Adam Mengel excused themselves during the discussion.

Discussion

MOTION by **Commissioner Rick Basso** to enter negotiations with Adam Mengel for City Administrator. **SECOND** by Commissioner **Vernon Burton**.

Discussion with input from Michael Wright, City of Lake Helen Finance Manager, Betty Doherty (Lake Helen Villas)

Five Minute Recess.

Continued Discussion with input from Alan Cooke (Oak Tree Lane)

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

MOTION DID NOT PASS 2-3 with Vice Mayor Ann Robbins, Mayor Snowden and Commissioner Tura Schnebly voting no.

Commission Discussion

MOTION by **Commissioner Tura Schnebly** to hire Jason Yarborough for City Administrator. **SECOND** by **Vice Mayor Ann Robbins**.

Discussion

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

MOTION CARRIED 3-2 with Commissioner Tura Schnebly and Mayor Buddy Snowden voting no.

MOTION by **Commissioner Rick Basso** to reconsider the motion and re-vote. **SECOND** by **Mayor Buddy Snowden** (who passed the Gavel to Vice Mayor Ann Robbins).

Vote: Zone 3 Commissioner Rick Basso: Yes / Zone 4 Commissioner Tura Schnebly: Yes / Zone 2 Commissioner Vernon Burton: Yes / Mayor Buddy Snowden: Yes / Zone 1 Vice Mayor Ann Robbins: Yes

MOTION CARRIED UNANIMOUSLY.

MOTION returns of the floor:

MOTION by **Commissioner Tura Schnebly** to hire Jason Yarborough for City Administrator. **SECOND** by **Vice Mayor Ann Robbins**.

Discussion



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Commissioner Tura Schnebly withdrew her **MOTION**
Vice Mayor Ann Robbins withdrew her **SECOND**

Discussion

MOTION by **Commissioner Rick Basso** to revisit the entire hiring process by utilizing Dick Kelton, FCCMA to formulate a new list of candidates to present to the City Commission. **SECOND** by **Commissioner Tura Schnebly**.

Discussion

Commissioner Rick Basso withdrew his **MOTION**, **Commissioner Tura Schnebly** withdrew her **SECOND**

MOTION by **Commissioner Rick Basso** to revisit the original list of applicants inclusive of all those who applied for the position with assistance from Mr. Dick Kelton. **SECOND** by **Commissioner Tura Schnebly**.

MOTION CARRIED UNANIMOUSLY.

Discussion of the process with input from Alan Cooke (Oak Tree Lane)

ITEM 10: COMMISSION DISCUSSION:

ITEM 10A: Discussion of formation of Audit Committee

City Attorney Scott Simpson introduced the discussion of formation of Audit Committee

MOTION by **Commissioner Rick Basso** to adopt a Resolution to create an Audit Committee and direct the City Attorney to prepare that Resolution. **SECOND** by **Vice Mayor Ann Robbins**.

MOTION CARRIED UNANIMOUSLY.

ITEM 11: STAFF REPORTS

ITEM 11A: City Attorney: **No Report**

ITEM 11B: Police Chief and Code Enforcement Officer:

Police Chief Mike Walker discussed recent Inspection of Unsafe Buildings and Structures in Lake Helen.

Discussion with input from City Attorney Scott Simpson.

Consensus to board up the houses as necessary pending legal review of the 72 hour notice.

ITEM 11C: City Administrator: Not Present

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

Vice Mayor Ann Robbins presented a check for \$3,581.37 and presented her report from the event. She noted that the goal is to improve the playground equipment at Blake Park.

Commissioner Vernon Burton discussed honors and achievements of a local girl who represents the City. He questioned Human Resource policy and the Commission discussed the policies as well as the progress of the Creative Arts Café.



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The Commission discussed the food inventory at the Creative Arts Cafe.

Commissioner Tura Schnebly discussed an upcoming Volusia County council meeting.

Mayor Buddy Snowden discussed the monthly Volusia Mayor meeting and the subcommittees established on Water issues and Transportation issues.

ITEM 13: ADJOURNMENT: Mayor Buddy Snowden adjourned of the January 15, 2015 Regular Meeting of the Lake Helen City Commission at 11:37 pm.