



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

February 12, 2015

MINUTES

CALL TO ORDER: Mayor Buddy Snowden called to order the February 12, 2015 Regular Meeting of the Lake Helen City Commission at 7:03 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 **Michael Wright, Finance Manager**

BUSINESS OF THE COMMISSION:

ITEM 1: DELETIONS OR MODIFICATIONS TO AGENDA: None

ITEM 2: COMMISSION ANNOUNCEMENTS

Vice Mayor Ann Robbins discussed the upcoming Community Club at 6:00pm at Hopkins Hall on February 20, 2015.

Mayor Buddy Snowden discussed the interview process for the City Administrator. He discussed the First Amendment Foundation Award upcoming on March 17, 2015. He also discussed the West Volusia Summit on February 21, 2015.

Commissioner Tura Schnebly discussed upcoming Make Your Mark TPO long range planning meetings.

ITEM 3: APPROVAL OF MINUTES: January 15, 2015 (Special Meeting), January 15, 2015 (Regular), January 22, 2015 (Special Meeting), January 27, 2015 (Special Meeting)

MOTION by **Vice Mayor Ann Robbins** to approve the Minutes of January 15, 2015 (Special Meeting), January 15, 2015 (Regular), January 22, 2015 (Special Meeting), January 27, 2015 (Special Meeting).

SECOND by **Commissioner Vernon Burton. MOTION CARRIED UNANIMOUSLY.**

ITEM 4: CONSENT AGENDA:

Item 4a: Bills paid through January 31, 2015



City of Lake Helen

Volusia County, Florida

MAYOR

Buddy Snowden

COMMISSIONERS

Ann Robbins

Vernon Burton

Rick Basso

Tura Schnebly

MOTION by Vice Mayor Ann Robbins to approve the Bills paid through January 31, 2015.

SECOND by Commissioner Vernon Burton.

Discussion

MOTION CARRIED UNANIMOUSLY.

ITEM 5: PRESENTATIONS TO THE COMMISSION: None

ITEM 6: MONTHLY REPORTS:

ITEM 6A: City Engineer: **Interim City Administrator Jason Yarborough** discussed the CDBG project as well as the Ohio Road RFP.

ITEM 6B: Local Planning Agency (PLDRC): **Interim City Administrator Jason Yarborough** announced a meeting planned for **February 23, 2015** regarding Right of Way Vacation of Cassadaga Road, Ivy Hawn Charter School, as well as the Comprehensive Plan.

ITEM 6C: Parks and Recreation Board: **Becky Witte City Clerk** presented the report.

MOTION by Vice Mayor Ann Robbins to instruct the City Administrator to coordinate with Parks and Recreation as well as Volleyball Academy and other local entities to coordinate future events which may cause an influx of people to the City.

SECOND by Commissioner Vernon Burton.

Discussion

MOTION CARRIED UNANIMOUSLY.

MOTION by Commissioner Rick Basso to instruct the City Administrator to research policies of Board Members attendance at City Commission Meetings.

SECOND by Commissioner Tura Schnebly.

Discussion

MOTION CARRIED UNANIMOUSLY.

Mayor Buddy Snowden noted the three vacancies on the Parks and Recreation Board with resignations of David Hughes, Betty O'Laughlin as well as Kristina Gregory's relocation out of city limits.

ITEM 7: PUBLIC FORUM:

De D'Onofrio (Studio Tour) asked for a blessing about a Craft Fair on April 25, 2015 at Asa Gray Park which coincides with the Annual Car Show.

MOTION by Commissioner Rick Basso to give a blessing for the craft Fair on April 25, 2015 at Asa Gray Park.

SECOND by Commissioner Vernon Burton.

Discussion



City of Lake Helen

Volusia County, Florida

MAYOR

Buddy Snowden

COMMISSIONERS

Ann Robbins

Vernon Burton

Rick Basso

Tura Schnebly

MOTION CARRIED UNANIMOUSLY.

Chance McElveen (Boys and Girls Club) asked for permission to perform minor repairs/renovations at the Boys and Girls Club with no cost to the City.

Commission Discussion

MOTION by **Commissioner Rick Basso** to approve the minor repairs/renovations at the Boys and Girls Club with no cost to the City along with coordination with the City Administrator.

SECOND by **Commissioner Vernon Burton**.

Discussion with input from the City Attorney.

Commissioner Rick Basso WITHDREW MOTION.

Commissioner Vernon Burton WITHDREW SECOND.

Lou Gutshall (Euclid Ave) presented an update on the Gateway Entryway Feature. She discussed donating a stove for Hopkins Hall.

Commission Discussion

Betty O’Laughlin (McKenzie Road) discussed the smoking area at the Creative Arts Café.

Commission Discussion

Steve Gutshall (Euclid Ave) discussed the Tour of Homes purchasing a plaque in memory of Don Waldrop.

Commission Discussion

MOTION by **Vice Mayor Ann Robbins** for the Tour of Homes and the Lake Helen League for Better Living to purchase a plaque in memory of Don Waldrop to place in City Hall Chambers.

SECOND by **Commissioner Vernon Burton**.

Discussion

MOTION CARRIED UNANIMOUSLY.

ITEM 8: PUBLIC HEARINGS: None for this meeting

ITEM 9: COMMISSION CONSIDERATION:

ITEM 9A: Consideration of Lot Binding Agreement

MOTION by **Commissioner Rick Basso** to approve the lot binding agreement for lots 31-17-31-13-00-0340 and 31-17-31-13-00-0350 at 220 W Park Avenue for Timothy Hogan.

SECOND by **Vice Mayor Ann Robbins**.

Discussion

MOTION CARRIED UNANIMOUSLY.



City of Lake Helen

Volusia County, Florida

MAYOR

Buddy Snowden

COMMISSIONERS

Ann Robbins

Vernon Burton

Rick Basso

Tura Schnebly

ITEM 9B: Consideration for allowing the use of the outside freezers for the Café Food Vendor

Commission Discussion

MOTION by **Commissioner Rick Basso** to table the issue until the allegations have been researched.

SECOND by **Commissioner Vernon Burton**.

MOTION CARRIED UNANIMOUSLY.

ITEM 9C: Consideration of Police Department Surplus Item

Commission Discussion with input from Chief of Police Mike Walker and Interim City Administrator Jason Yarborough.

MOTION by **Commissioner Rick Basso** to allow Chief Mike Walker to handle the issue of the weapon as he sees fit.

SECOND by **Commissioner Vernon Burton**.

Discussion

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

ITEM 9D: Consideration of Dates for Comprehensive Plan Workshops

MOTION by **Vice Mayor Ann Robbins** to approve March 5, 2015 for the City Commission Workshop and March 7, 2015 for the Community Workshop on the Comprehensive Plan.

SECOND by **Commissioner Vernon Burton**.

MOTION CARRIED UNANIMOUSLY.

Consensus for 9:00am start time for both workshops.

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

MOTION by **Commissioner Tura Schnebly** to approve the Florida Municipal Insurance Trust agreement and authorize the Mayor to sign the agreement and ancillary insurance documents.

SECOND by **Commissioner Rick Basso**.

MOTION CARRIED UNANIMOUSLY.

ITEM 9F: Consideration of Fire Services

Discussion with input from Interim City Administrator Jason Yarborough.

MOTION by **Vice Mayor Ann Robbins** to authorize the City Administrator to continue discussion with Volusia County and alternate fire service providers as well as work with the City Attorney and provide updates to the Commission.

SECOND by **Commissioner Vernon Burton**.

MOTION CARRIED UNANIMOUSLY.

ITEM 9G: Consideration of City Administrator Applications

MOTION by **Vice Mayor Ann Robbins** to hire Jason Yarborough as City Administrator.

SECOND by **Commissioner Vernon Burton**.

Regular City Commission Meeting

February 12, 2015



City of Lake Helen

Volusia County, Florida

MAYOR

Buddy Snowden

COMMISSIONERS

Ann Robbins

Vernon Burton

Rick Basso

Tura Schnebly

Discussion with input from City Attorney Scott Simpson, Alan Cooke (Oak Tree Lane), Betty O'Laughlin (McKenzie Rd).

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: Yes / Mayor Buddy Snowden: No

MOTION CARRIED 4-1 with Mayor Buddy Snowden voting No

Mayor Snowden pledged his support to Jason Yarborough as the City Administrator

Commission consensus of pending a Background Investigation.

Commission Discussion with input from the City Attorney.

MOTION by **Commissioner Rick Basso** for Vice Mayor Ann Robbins to negotiate a contract with Jason Yarborough for City Administrator with assistance as needed from the City Attorney and allow the City Attorney to create a policy in conjunction and with the effective date of Wednesday, February 18, 2015.

SECOND by **Commissioner Tura Schnebly**.

Discussion.

MOTION CARRIED UNANIMOUSLY.

ITEM 10: Commission Discussion

Utilizing Market in the Park funds for any necessary septic tank repairs at the Creative Arts Café to be added to the next regular Commission Meeting.

ITEM 11: STAFF REPORTS

ITEM 11A: City Attorney:

Discussed attendance of PLDRC and Parks and Recreation at the City Commission Meetings.

ITEM 11B: Police Chief and Code Enforcement Officer: None

ITEM 11C: City Administrator: Thanked the Commission and the candidates.

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

Vice Mayor Ann Robbins discussed River of Lakes sponsorship to be added on the agenda for next month and additional money from the Christmas Eve 5k. She discussed the Blake Park playground equipment.

Commissioner Vernon Burton discussed the cell phone tower.

Commissioner Rick Basso discussed sidewalk on Main Street.

Commissioner Tura Schnebly discussed the recent TPO retreat.

ITEM 13: ADJOURNMENT: Mayor Buddy Snowden adjourned of the February 12, 2015 Regular Meeting of the Lake Helen City Commission at 11:11pm.