



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

May 14, 2015

MINUTES

CALL TO ORDER

Mayor Buddy Snowden called to order the May 14, 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 Tura Schnebly City Clerk Becky Witte
City Attorney Scott Simpson City Administrator Jason Yarborough

Not Present: Commissioner Rick Basso

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:

MOTION by **Vice Mayor Ann Robbins** to approve modifications of agenda as published including deletion of Item 3 – Approval of Minutes (April 9, 2015), Movement of Audit Presentation from Brent Millikan & Company PA to Item 5b and Volusia Transit Connector Study Progress Update to Item 5c, Movement of Consideration of Pleasant Street Sidewalk Project Bid Award to Item 9d and Movement of Consideration of Acceptance of FY 2014 Audit to Item 9h. **SECOND** by **Commissioner Vernon Burton**.
MOTION CARRIED UNANIMOUSLY.

ITEM 2: COMMISSION ANNOUNCEMENTS: None

~~**ITEM 3: APPROVAL OF MINUTES:** April 9, 2015 (Regular)~~
Deletion of Item.

ITEM 4: CONSENT AGENDA:

Item 4a: Bills paid through April 30, 2015

MOTION by **Commissioner Vernon Burton** to approve the Bills paid through April 30, 2015. **SECOND** by **Vice Mayor Ann Robbins**. **MOTION CARRIED UNANIMOUSLY.**



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ITEM 5: PRESENTATIONS TO THE COMMISSION:

ITEM 5A: Tour of Homes and Donations Update from Lou Gutshall.

ITEM 5B: Audit Presentation from Brent Millikan & Company PA – Presented by Thomas Ford.

ITEM 5C: Volusia Transit Connector Study

The Department presented a briefing on the progress/status of the corridor study as well as on the results from the public meetings.

ITEM 6: MONTHLY REPORTS:

ITEM 6A: Planning and Land Development Regulation Commission:

City Administrator Jason Yarborough presented the report for the Planning and Land Development Regulation Commission and recapped the recent April 27, 2015 meeting.

ITEM 6B: Parks and Recreation Board: City Clerk Becky Witte discussed a proposed change to the Parks and Recreation team.

ITEM 6C: City Administrator

City Administrator Jason Yarborough discussed the Duke Energy Franchise Agreement negotiations, Main Street lighting, donation of 611 N. High Street property, draft budget and workshop, Lake Helen Lake data work from ECT, the recent audit committee letter received, CDBG allocation change, as well as Volusia County Fire Services proposal.

MOTION by Commissioner Tura Schnebly to authorize City Administrator Jason Yarborough and City Attorney Scott Simpson to engage in discussion with the County of Volusia to discuss the proposal, work out areas of concern and provide information to the City Commission. **SECOND by Vice Mayor Ann Robbins.**

Discussion

MOTION CARRIED UNANIMOUSLY.

MOTION by Commissioner Tura Schnebly to authorize the City Administrator to respond to the Florida Joint Legislative Audit Committee. **SECOND by Commissioner Vernon Burton.**

Discussion

MOTION CARRIED UNANIMOUSLY.

ITEM 6D: City Engineer: None

ITEM 6D: City Attorney: City Attorney Scott Simpson asked about upcoming Budget Workshop

MOTION by Vice Mayor Ann Robbins that the City Attorney be excused from the upcoming Budget Workshop on May 21, 2015. **SECOND by Commissioner Vernon Burton. MOTION CARRIED UNANIMOUSLY.**



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Discussion of Budget Workshop Date and Time.

Consensus to change Budget Workshop to Wednesday, May 20th at 9:00AM

ITEM 6E: Police Chief and Code Enforcement Officer:

Police Chief Mike Walker discussed Code Enforcement activities.

ITEM 7: PUBLIC FORUM: None

ITEM 8: PUBLIC HEARINGS: Ordinance 2015-01 Purchasing Policy

City Attorney Scott Simpson read the title of Ordinance 2015-01:

Second Reading of CITY OF LAKE HELEN, ORDINANCE 2015-01: AN ORDINANCE OF THE CITY OF LAKE HELEN, FLORIDA, CREATING ARTICLE 16.05 (PURCHASING PROCEDURE) ESTABLISHING THE PURCHASE PROCEDURES FOR THE CITY OF LAKE HELEN; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY, PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.

City Administrator Jason Yarborough and City Attorney Scott Simpson discussed change of \$25,000 to \$10,000 as well as a clarification of 16.05.14 Alterations or modifications of contracts.

Discussion

MOTION by **Commissioner Tura Schnebly** to continue the second reading of Ordinance 2015-01 to June 11, 2015 at 7pm in these chambers. **SECOND** by **Vice Mayor Ann Robbins**.

MOTION CARRIED UNANIMOUSLY.

ITEM 9: COMMISSION CONSIDERATION:

ITEM 9A: Consideration of Ivy Hawn Charter School Expansion Final Development Plan and Order

City Administrator Jason Yarborough discussed the Final Development Plan and Order.

MOTION by **Commissioner Vernon Burton** to continue the Consideration of Ivy Hawn Charter School Expansion Final Development Plan and Order to June 11, 2015 at 7pm in these chambers. **SECOND** by **Vice Mayor Ann Robbins**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 9B: Consideration of Joinder Agreement for Ryan Wilkins

MOTION by **Commissioner Tura Schnebly** to approve the Joinder Agreement for Ryan Wilkins with a scrivener's error of Wilkins. **SECOND** by **Commissioner Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 9C: Consideration of Lot Combination Process

City Administrator Jason Yarborough discussed the proposed process.



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Discussion

MOTION by Commissioner Vernon Burton to approve the lot Combination Process as an administrative function. **SECOND** by Vice Mayor Ann Robbins.

Discussion

MOTION CARRIED UNANIMOUSLY.

ITEM 9D: Consideration of Pleasant Street Sidewalk Project Bid Award (**moved from Item 9H**)

City Engineer Steve Danskine discussed the bid process and award.

MOTION by Commissioner Vernon Burton to accept the low bidder and authorize City staff to proceed with obtaining a contract along with the required bonds and insurance evidence required from the Contractor. **SECOND** by Vice Mayor Ann Robbins.

Discussion

MOTION CARRIED UNANIMOUSLY.

ITEM 9E: Consideration of Resolution 2015-04 Calling for Municipal Elections

City Attorney Scott Simpson read the Title of Resolution 2015-04

RESOLUTION 2015-04: A RESOLUTION BY THE CITY OF LAKE HELEN, FLORIDA, CALLING FOR MUNICIPAL ELECTIONS TO BE HELD IN THE CITY OF LAKE HELEN, FLORIDA, ON AUGUST 25, 2015 (PRIMARY IF NEEDED) AND/OR TUESDAY, NOVEMBER 3, 2015 (GENERAL) FOR THE PURPOSE OF ELECTING A COMMISSIONER AT LARGE (MAYOR) AND COMMISSIONER FOR ZONE 1 AND A COMMISSIONER FOR ZONE 3, EACH OF WHOM SHALL SERVE A TWO (2) YEAR TERM OF OFFICE TO COMMENCE AT THE FIRST REGULAR CITY COMMISSION MEETING FOLLOWING THE GENERAL ELECTION; SETTING CANDIDATE QUALIFYING DATES, AND PROVIDING FOR THE LOCATION OF THE POLLING PLACE AS STATED BY THE VOLUSIA COUNTY UNIFORM MUNICIPAL ELECTION SCHEDULE.

MOTION by Commissioner Tura Schnebly to adopt Resolution 2015-04 Calling for Municipal Elections with correction of date to the 14th of May. **SECOND** by Vice Mayor Ann Robbins.

Discussion

MOTION CARRIED UNANIMOUSLY.

Discussion of Canvassing Board.

MOTION by Vice Mayor Ann Robbins to appoint Commissioner Basso and Commissioner Schnebly to the Canvassing Board as well as the City Clerk and the City Attorney. **SECOND** by Commissioner Vernon Burton.

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ITEM 9F: Consideration to change the date of the August Regular Commission Meeting
MOTION by **Commission Vernon Burton** to change the date of the August Regular Commission Meeting to August 6, 2015. **SECOND** by **Vice Mayor Ann Robbins**.
MOTION CARRIED UNANIMOUSLY.

ITEM 9G: Consideration of Advertising in Florida League of Cities Conference Issue of Quality Cities
Discussion

MOTION by **Vice Mayor Ann Robbins** to advertise in Florida League of Cities Conference Issue of Quality Cities with a ¼ page advertisement including a picture of the equestrian center. **SECOND** by **Commissioner Vernon Burton**.
MOTION CARRIED UNANIMOUSLY.

ITEM 9H: Consideration of Acceptance of FY 2014 Audit (**moved from Item 9D**)

MOTION by **Commissioner Vernon Burton** to accept the audited financial statements for the fiscal year ended September 30, 2014 as presented by the CPA firm Brent Millikan & Company PA. **SECOND** by **Vice Mayor Ann Robbins**.

Discussion

MOTION CARRIED UNANIMOUSLY.

ITEM 10: Commission Discussion

ITEM 10a: West Volusia Summit hosted by Lake Helen in June.

Commission Discussion

ITEM 11: MAYOR'S REPORT AND COMMISSIONERS' REPORTS BY ZONE

Mayor Buddy Snowden discussed the privilege of being Mayor and encouraged Vice Mayor Ann Robbins and Commissioner Vernon Burton as they run for Mayor.

Vice Mayor Ann Robbins discussed Arbor Day, Virginia Drive, Lake Helen Lake issues and thanked Commissioner Schnebly for her continued information and assistance. She also discussed running for Mayor of Lake Helen.

Commissioner Vernon Burton discussed running for Mayor of Lake Helen.

Commissioner Tura Schnebly discussed advertising Lake Helen events and meetings.

Ti Hargrove (Lakeview Drive) approached the Commission discussed the possibility of running for Commissioner Zone 3.

ITEM 12: ADJOURNMENT: **Mayor Buddy Snowden** adjourned of the May 14, 2015 Regular Meeting of the Lake Helen City Commission at 10:22pm.



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