



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

September 10, 2015

MINUTES

CALL TO ORDER

Mayor Buddy Snowden called to order the September 10, 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	City Administrator Jason Yarborough	

CEREMONIAL MATTERS: LEGISLATIVE PRAYER AND PLEDGE OF ALLEGIANCE: Led by **Milton Curley**

BUSINESS OF THE COMMISSION:

ITEM 1: DELETIONS OR MODIFICATIONS TO AGENDA:

MOTION by **Vice Mayor Ann Robbins** to switch item **ITEM 9B**: Consideration of Coordination on the Lake Macy Habitat Enhancement with **ITEM 9E**: Consideration of Property, Liability, Automobile and Workers Compensation Insurance. **SECOND** by **Commissioner Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 2: COMMISSION ANNOUNCEMENTS:

Mayor Buddy Sowden announced the 9/11 Memorial Service to be held on Friday, September 11th in front of City Hall at 9:00am.

ITEM 3: APPROVAL OF MINUTES: August 6, 2015 (CIP Workshop); August 6, 2015 (Regular Meeting).

MOTION by **Vice Mayor Ann Robbins** to approve the minutes of August 6, 2015 (CIP Workshop) and August 6, 2015 (Regular Meeting). **SECOND** by **Commissioner Tura Schnebly**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 4: CONSENT AGENDA:

Item 4a: Bills paid through August 31, 2015

MOTION by **Commissioner Vernon Burton** to approve the bills paid through August 31, 2015. **SECOND** by **Vice Mayor Ann Robbins**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 5: PRESENTATIONS TO THE COMMISSION:

Joe Sullivan and Chance McElveen (Boys and Girls Club) discussed a name change for the Lake Helen Boys and Girls Club to the Lake Helen Mid Florida Jeep Boys and Girls Club. They also discussed an upcoming Boys and Girls Club activity – “Kids Day” on Saturday, September 19, 2015 at Blake Park.



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ITEM 6: MONTHLY REPORTS:

ITEM 6A: Planning and Land Development Regulation Commission: None

ITEM 6B: Parks and Recreation Board: Mayor Buddy Snowden discussed the planning of the Fall Festival as well as the date of the event to be moved from October 24, 2015 to October 31, 2015. Kelly Frasca discussed the upcoming Fall Fest. Monetary Pledges made by Commissioner Rick Basso, Commissioner Tura Schnebly and Commissioner Vernon Burton.

MOTION by **Commissioner Vernon Burton** to change the date of the Fall Fest event from October 24 to October 31 to approve the donations of pledges. **SECOND** by **Commissioner Tura Schnebly**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 6C: City Administrator: **City Administrator Jason Yarborough** discussed CDBG process as well as update on the phone and internet upgrade.

ITEM 6D: City Attorney Scott Simpson: **MOTION** by **Vice Mayor Ann Robbins** to excuse City Attorney Scott Simpson at the September 11, 2015 final budget hearing. **SECOND** by **Commissioner Vernon Burton**. *Discussion with note that City Attorney Scott Simpson will be available by phone.*

MOTION CARRIED UNANIMOUSLY.

City Attorney Scott Simpson discussed the Zone 2 Appointment Process.

Discussion of Election and Appointment Process.

ITEM 6E: Police Chief and Code Enforcement Officer: None

ITEM 7: PUBLIC FORUM:

Von Russell (850 E. Kicklighter Road) discussed traffic on Kicklighter Road.

Discussion of traffic situation and crossing guard.

MOTION by **Commissioner Rick Basso** to direct staff to alert/contact the Volusia County Sheriffs Office of the traffic situation with increase traffic. **SECOND** by **Commissioner Vernon Burton**

Discussion with input from Von Russell and Police Chief Mike Walker.

MOTION CARRIED UNANIMOUSLY.

Request from Commissioner Rick Basso for the rate of an Officer.

Alan Cooke (792 Oak Tree Lane) asked about the progress of the Comprehensive Plan Update.

Commission Discussion with input from City Administrator Jason Yarborough regarding the Comprehensive Plan.

ITEM 8: PUBLIC HEARINGS: Increase Water Rates (Resolution 2015-08)

Discussion with input from City Administrator Jason Yarborough and Tom Gustafson, Florida Rural Water Association.

City Attorney Scott Simpson read the title of **RESOLUTION 2015-08: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE HELEN, VOLUSIA COUNTY, FLORIDA, AMENDING RESOLUTION 2002-11**



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REVISING THE RATES OF THE CITY’S WATER UTILITY; PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

Mayor Buddy Snowden opened the Public Hearing

Discussion with input from City Administrator Jason Yarborough

Mayor Buddy Snowden closed the Public Hearing

Commission Discussion

MOTION by **Vice Mayor Ann Robbins** to adopt Resolution 2015-08. **SECOND** by **Commissioner Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 9: COMMISSION CONSIDERATION:

ITEM 9A: Consideration of Audit Services

Presentations from:

McDirmitt Davis, Certified Public Accountant and Advisors

James Moore, Certified Public Accountant and Consultants

BMC CPAs, Certified Public Accountants

Each firm was given an opportunity to introduce themselves and answer questions from the City Commission.

Firms	Committee Members					Score	Ranking
	Mayor Buddy Snowden	Vice Mayor Ann Robbins	Commissioner Vernon Burton	Commissioner Richard Basso	Commissioner Tura Schnebly		
	Total	Total	Total	Total	Total		
McDirmitt Davis, Certified Public Accountant and Advisors	3	3	2	2	3	13	3
James Moore, Certified Public Accountant and Consultants	2	2	1	1	1	7	1
BMC CPAs, Certified Public Accountants	1	1	3	3	2	10	2

MOTION by **Commissioner Tura Schnebly** to accept James Moore, Certified Public Accountant and Consultants and to direct staff to bring a contract to the City Commission at the October 8, 2015 Regular Meeting. **SECOND** by **Commissioner Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

Commissioner Tura Schnebly requested that a letter be written to those who served on the Audit Committee thanking them for their service and **Vice Mayor Ann Robbins** agreed and elaborated on their dedication.



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Commissioner Rick Basso asked that a letter be sent to BMC CPA's with appreciation of their service.

Commissioner Vernon Burton asked that a Proclamation be written for BMC CPA's and Alex Kish for service.

~~ITEM 9B:~~ Consideration of Coordination on the Lake Macy Habitat Enhancement **-relocated to 9E**

ITEM 9EB: Consideration of Property, Liability, Automobile and Workers Compensation Insurance
Discussion with input from City Administrator Jason Yarborough and Michelle Martin, CIC from Brown and Brown, PRIA (Public Risk Insurance Agency).

MOTION by **Commissioner Rick Basso** to continue the item Consideration of Property, Liability, Automobile and Workers Compensation Insurance until the Special Meeting on Friday, September 11, 2015 at 6:00pm in these chambers. **SECOND** by **Commissioner Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

City Attorney Scott Simpson noted that he is unexcused from the meeting on September 11, 2015 at 6:00pm.

ITEM 9C: Consideration of Interlocal Agreement with Volusia County

Discussion with input from City Administrator Jason Yarborough

MOTION by **Commissioner Rick Basso** to renew the agreement with Volusia County Public Works Division.

SECOND by **Vice Mayor Ann Robbins**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 9D: Consideration of disposal of real estate owned by the City of Lake Helen

MOTION by **Commissioner Tura Schnebly** to declare the properties at 141 W. Main Street and 611 N. High Street as surplus. **SECOND** by **Commissioner Rick Basso**. **MOTION CARRIED UNANIMOUSLY.**

MOTION by **Commissioner Tura Schnebly** to direct staff to come back at the next meeting with a plan for valuing, marketing the properties as well as having a staff person inspect the premises with ideas of preservation of the property. **SECOND** by **Commissioner Rick Basso**.

Discussion with input from Von Russell

MOTION CARRIED UNANIMOUSLY.

~~ITEM 9E:~~ Consideration of Property, Liability, Automobile and Workers Compensation Insurance **-relocate to 9B**

ITEM 9BE: Consideration of Coordination on the Lake Macy Habitat Enhancement

Discussion

MOTION by **Commissioner Rick Basso** to approve the Landowner Agreement.

SECOND by **Commissioner Vernon Burton**.

Discussion with input from City Attorney

MOTION CARRIED UNANIMOUSLY.

ITEM 9F: Consideration of Resolution 2015-12 Volusia County Transportation Surtax

Discussion with input from City Administrator Jason Yarborough



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City Attorney Scott Simpson read the title of **RESOLUTION 2015 – 12: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE HELEN, VOLUSIA COUNTY, FLORIDA, TO SUPPORT THE DEVELOPMENT OF LOCAL TRANSPORTATION INFRASTRUCTURE AND SERVICES; IDENTIFYING A NEED TO CONDUCT A SURVEY TO DETERMINE COMMUNITY INTERESTS AND PRIORITIES REGARDING TRANSPORTATION SYSTEMS AND FUTURE FUNDING.**

MOTION by Commissioner Rick Basso to adopt Resolution 2015-12 Volusia County Transportation Surtax to add a dollar cap of \$514.00. **SECOND** by Vice Mayor Ann Robbins

Discussion

MOTION CARRIED UNANIMOUSLY.

ITEM 9G: Consideration of Ordinance 2015-03 Parks and Recreation

City Attorney Scott Simpson read the title of Ordinance 2015-03: **AN ORDINANCE OF THE CITY OF LAKE HELEN, FLORIDA, AMENDING ARTICLE 27, PARKS AND RECREATION ORDINANCE OF THE CITY OF LAKE HELEN TO DISSOLVE THE PARKS AND RECREATION ADVISORY BOARD; ELIMINATING ARTICLES 27.00, 27.01, 27.02, 27.03 and 27.04; PROVIDING FOR LEGISLATIVE FINDINGS; PROVIDING FOR REPEAL OF ORDINANCE 97-12; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY, PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.**

MOTION by Commissioner Rick Basso to approve the first reading of Ordinance 2015-03. **SECOND** by Commissioner Tura Schnebly.

Discussion with input from Von Russell (850 E. Kicklighter Rd)

MOTION CARRIED 3 to 2 with Commissioner Vernon Burton and Commissioner Tura Schnebly voting no.

Discussion with input from Von Russell (850 E. Kicklighter Rd).

ITEM 10: Commission Discussion: None

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

Vice Mayor Ann Robbins discussed working on the 5k Stress Buster.

Commissioner Vernon Burton discussed civility.

Commissioner Rick Basso discussed reactions and listening and leaving on vacation starting the 17th for 2 weeks.

Commissioner Tura Schnebly discussed the Florida League of Cities Conference, as well as Resolutions passed at the conference. She thanked everyone for their work and noted her happiness with being part of the Board.

Mayor Buddy Snowden discussed the difference in role as Mayor and expressed his appreciation for all the Commissioners.

ITEM 12: ADJOURNMENT: Mayor Buddy Snowden adjourned the September 10, 2015 Regular Meeting of the Lake Helen City Commission at 12:22 am on September 11, 2015.