



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

October 8, 2015

MINUTES

CALL TO ORDER

Mayor Buddy Snowden called to order the October 8, 2015 Regular Meeting of the Lake Helen City Commission at 7:04 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	

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:

Addition of Item 10b: Discussion of Charter Review *item added at October 8, 2015 Special Meeting (9:00am)*
Addition of Item

MOTION by **Commissioner Rick Basso** to add to the agenda a Discussion Item 10a regarding the progress of the Comp Plan.

SECOND by **Commissioner Vernon Burton**

MOTION CARRIED UNANIMOUSLY.

MOTION by **Vice Mayor** to table item 9D: Consideration of Pay Classification System (with Job Descriptions). **SECOND** by **Commissioner Tura Schnebly**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 2: COMMISSION ANNOUNCEMENTS: None

ITEM 3: APPROVAL OF MINUTES: September 3, 2015 (First Budget Hearing), September 3, 2015 (Special Meeting); September 10, 2015 (Regular Meeting), September 11, 2015 (Final Budget Hearing).

MOTION by **Vice Mayor Ann Robbins** to approve the minutes of September 3, 2015 (First Budget Hearing), September 3, 2015 (Special Meeting); September 10, 2015 (Regular Meeting), September 11, 2015 (Final Budget Hearing). **SECOND** by **Commissioner Rick Basso**. **MOTION CARRIED UNANIMOUSLY.**



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ITEM 4: CONSENT AGENDA:

Item 4a: Bills paid through September 30, 2015

MOTION by **Vice Mayor Ann Robbins** to approve the bills paid through September 30, 2015. **SECOND** by **Commissioner Rick Basso**. **MOTION CARRIED UNANIMOUSLY.**

Item 4a: Letter of Engagement with James Moore, CPA

MOTION by **Commissioner Tura Schnebly** to approve the Letter of Engagement with James Moore, CPA. **SECOND** by **Commissioner Rick Basso**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 5: PRESENTATIONS TO THE COMMISSION:

Proclamation for BMC, CPAs, presented by Mayor Buddy Snowden and accepted by Thomas Ford from BMC, CPAs.

Susie Dolan, Municipal Marketing for Waste Pro, Inc with input from **Alan Cooke** (Oak Tree Lane).

ITEM 6: MONTHLY REPORTS:

ITEM 6A: Planning and Land Development Regulation Commission: No Report

ITEM 6B: Parks and Recreation Board: Report presented by Kelly Frasca.

MOTION by **Vice Mayor Ann Robbins** to approve the date of Christmas Parade on Saturday December 19, 2015 at 4:00pm with the normal parade route. **SECOND** by **Commissioner Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 6C: City Administrator: **City Administrator Jason Yarborough** discussed CDBG denial for FY 2016 as well as Lake Macy FWC postponement (with input from **Commissioner Basso**).

ITEM 6D: City Attorney Scott Simpson: No Report

ITEM 6E: Police Chief and Code Enforcement Officer: No Report

ITEM 7: PUBLIC FORUM:

Amber Driggers, (Dara Circle) regarding Lake Helen Police Department.

Jennifer Mullen (representing Blake Day School) discussed the 3k on Saturday, October 24, 2015 and Blake Fall Festival.

Chris West (N. High Street) regarding Water Bill.

City Administrator Jason Yarborough discussed the advertisement process and the rate increase for water rates.

Kent Titcomb (Lake Helen Villas) discussed the water rate increase.

Betty O'Laughlin (McKenzie Road) discussed water conservation.

Commissioner Vernon Burton discussed better communication with citizens.



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Greg Wickham (Lake Helen Villas) discussed the water repair and replacement fee.

Vice Mayor Ann Robbins read a letter from Barbara Bowes regarding the water rate increase.

ITEM 8: PUBLIC HEARINGS: None

ITEM 9: COMMISSION CONSIDERATION:

ITEM 9A: Consideration of Contract for Planning Services

Commission Discussion with input from City Administrator Jason Yarborough and PLDRC Vice Chair Michael Woods.

MOTION by **Commissioner Rick Basso** to direct staff to engage with GAI Consultants Inc and bring forth a contract to the City Commission. **SECOND** by **Commissioner Vernon Burton**.

Discussion with input from Doug Kelly, representative from GAI Consultants Inc

MOTION CARRIED UNANIMOUSLY.

ITEM 9B: Consideration of renewing PLDRC Appointments

MOTION by **Commissioner Rick Basso** to renew the appointments of Mr. Michael Woods and Mrs. Roxann Goodman. **SECOND** by **Vice Mayor Ann Robbins**.

Discussion

WITHDRAW of Motion by **Commissioner Rick Basso**.

Discussion

MOTION by **Commissioner Rick Basso** to table **ITEM 9B:** Consideration of renewing PLDRC Appointments until November for advertise the vacancy. **SECOND** by **Commissioner Vernon Burton**.

MOTION CARRIED UNANIMOUSLY.

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

Discussion with input from City Administrator Jason Yarborough

MOTION by **Commissioner Rick Basso** to authorize the City Administrator to market the surplus property at 611 N. High Street for bid, bid opening price at no less than 70k, with work to commence with 90 days, and complete within 18 months as well as market "as is" and no financing.

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

~~**ITEM 9D:** Consideration of Pay Classification System (with Job Descriptions)~~ **Tabled to future workshop**

ITEM 10: Commission Discussion:

Item 10a: Commission Discussion regarding the progress of the Comp Plan. **Item Added**

Discussion with input from City Administrator Jason Yarborough and City Attorney Scott Simpson.



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MOTION by **Vice Mayor Ann Robbins** for the Commission to move forward in the manner deemed appropriate to put the City in to compliance with all applicable controlling Authorities as it related to the City Comp Plan.

MOTION WITHDRAWN by **Vice Mayor Ann Robbins**

Discussion

Item 10b: Discussion of Charter Review *item added at October 8, 2015 Special Meeting (9:00am)*
Discussion with input from City Attorney Scott Simpson.

MOTION by **Commissioner Rick Basso** to start the process of a full scale Charter Review. **SECOND** by **Commissioner Tura Schnebly**.

Discussion with input from City Attorney Scott Simpson.

MOTION CARRIED UNANIMOUSLY.

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

ITEM 12: ADJOURNMENT: Mayor **Buddy Snowden** adjourned of the October 8, 2015 Regular Meeting of the Lake Helen City Commission at 10:20 pm.