



# City of Lake Helen

Volusia County, Florida

Mayor Buddy Snowden  
Vice Mayor Vernon Burton  
Commissioner Tura Schnebly  
Commissioner Ann Robbins  
Commissioner Michael Woods

**Regular Meeting**  
**Lake Helen City Commission**  
November 12, 2015

**MINUTES**

**CALL TO ORDER**

Mayor Buddy Snowden called to order the November 12, 2015 Regular Meeting of the Lake Helen City Commission at 7:02 pm.

**Present:** Mayor Buddy Snowden  
Vice Mayor Vernon Burton  
City Attorney Scott Simpson  
Commissioner Ann Robbins  
Commissioner Michael Woods

Commissioner Tura Schnebly  
City Clerk Becky Witte  
City Administrator Jason Yarborough  
Commissioner Rick Basso (outgoing Commissioner)

**Not Present:**

Commissioner Elect Tom Wilson

**CALL TO ORDER: Mayor Buddy Snowden**

**CEREMONIAL MATTERS: LEGISLATIVE PRAYER AND PLEDGE OF ALLEGIANCE:**

Led by **Lewis Long**

**INSTALLATION CEREMONY**

City Attorney Scott Simpson read the official City Election results for the record.  
City Clerk Becky Witte led the installation ceremony to swear in the newly elected Commissioners – Commissioner Michael Woods and Mayor Buddy Snowden.

**COMMISSION DISCUSSION**

Discussion and possible action for Commissioner Zone 2 Appointment  
City Attorney Scott Simpson introduced the topic with input from City Administrator Jason Yarborough

**MOTION** by **Vice Mayor Ann Robbins** to offer the name of Vernon Burton to fill the vacancy of Zone 2 City Commissioner. **SECOND** by **Commissioner Michael Woods**.

*Discussion with input from Alan Cooke (792 Oak Tree Lane).*

**Roll Call:** Commissioner Ann Robbins: Yes / Commissioner Michael Woods: Yes / Commissioner Tura Schnebly: Yes / Zone 2 – Not Represented / Mayor Buddy Snowden: Yes

**MOTION CARRIED UNANIMOUSLY.**

City Clerk Becky Witte led the installation ceremony to swear in the newly elected Commissioner Vernon Burton.



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## ORGANIZATIONAL MEETING

Appointment of Vice Mayor and Committee Assignments with input from City Attorney Scott Simpson

**MOTION** by **Commissioner Michael Woods** to follow the intent in the City Charter and to have Commissioner Schnebly become the Vice Mayor. **SECOND** by **Commissioner Ann Robbins**.

**Roll Call:** Commissioner Michael Woods: Yes / Commissioner Ann Robbins: Yes / Mayor Buddy Snowden: Yes

**MOTION CARRIED UNANIMOUSLY.**

**Commissioner Tura Schnebly declined the nomination of Vice Mayor.**

**MOTION** by **Commissioner Ann Robbins** to follow the intent in the City Charter and to have Commissioner Schnebly become the Vice Mayor. **SECOND** by **Commissioner Michael Woods**.

**Roll Call:** Commissioner Michael Woods: Yes / Commissioner Ann Robbins: Yes / Mayor Buddy Snowden: Yes

**MOTION CARRIED UNANIMOUSLY.**

**Commissioner Vernon Burton accepted the appointment of Vice Mayor.**

*Commissioner Schnebly and Commissioner Vernon Burton submitted a voting conflict 8b and did not participate in the vote.*

## Appointments to Boards:

**Commissioner Michael Woods:** River to Lakes Heritage Corridor

**Vice Mayor Vernon Burton:** Transportation Planning Organization (TPO)

**MOTION** by **Commissioner Tura Schnebly** to table the selection of Police Pension Board until December 10, 2015 Regular Meeting. **SECOND** by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

## BUSINESS OF THE COMMISSION:

**ITEM 1: DELETIONS OR MODIFICATIONS TO AGENDA: None**

## ITEM 2: Commissioner Announcements

**Commissioner Ann Robbins** discussed Community Club at Hopkins Hall on November 20, 2015 at 6:00pm

**Mayor Buddy Snowden** discussed the Turkey Shoot on November 20<sup>th</sup> and 21<sup>st</sup>

## ITEM 3: Consent Agenda



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**MOTION** by **Commissioner Ann Robbins** to approve the consent agenda including Approval of Minutes for October 8, 2015 (Special Meeting) and October 8, 2015 (Regular Meeting), Bills paid through October 31, 2015, as well as Contract with GAI, Consultants Inc. **SECOND** by **Vice Mayor Vernon Burton**.

**MOTION CARRIED UNANIMOUSLY.**

**ITEM 4: Presentations to the Commission: None**

**ITEM 5: MONTHLY REPORTS:**

**ITEM 5A:** Planning and Land Development Regulation Commission: No Report

**ITEM 5B:** Parks and Recreation Board: Report presented by Kelly Frasca.

**Mayor Buddy Snowden** presented certificates of appreciation to the volunteers from the Fall Festival.

**MOTION** by **Vice Mayor Vernon Burton** to approve the Winter Wonderland following the scheduled Christmas Parade on December 19, 2015 with reserving an amount of \$800.00. **SECOND** by

**Commissioner Ann Robbins.**

*Discussion*

**MOTION CARRIED UNANIMOUSLY.**

**ITEM 5C:** City Administrator: **City Administrator Jason Yarborough** discussed Building Inspection Services, Volusia League of Cities Dinner, Food Drive and Adams Homes interest in the Woods of Lake Helen.

**Vice Mayor Vernon Burton** questioned lighting on Main Street

**Commissioner Michael Woods** questioned the progress of the Comprehensive Plan Update.

**MOTION** by **Vice Mayor Vernon Burton** to approve the request to pay out to employees before Christmas. **SECOND** by **Commissioner Ann Robbins.**

*Discussion with input from Finance Manager Michael Wright*

**MOTION CARRIED UNANIMOUSLY.**

**ITEM 5D:** City Attorney Scott Simpson: No Report

**ITEM 5E:** Police Chief and Code Enforcement Officer: No Report

**ITEM 6: PUBLIC FORUM:**

Lee Airth (Lake Helen Villas) discussed the Lake Helen Villas and to be fair with the people.

Will Euvarard (VW Club) asked for use of Blake Park on February 28, 2016.

**MOTION** by **Commissioner Ann Robbins** to allow the VW club to have their car show on February 28, 2016 at Blake Park. **SECOND** by **Vice Mayor Vernon Burton.**

*Discussion*

**MOTION CARRIED UNANIMOUSLY.**



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**MOTION** by **Vice Mayor Vernon Burton** to authorize the City Administrator or his designee to approve future annual car shows for the VW Club. **SECOND** by **Commissioner Ann Robbins**. **MOTION CARRIED UNANIMOUSLY.**

Kent Titcomb (Lake Helen Villas – 711 Lemon Avenue) discussed the Water Rates.  
Von Russell (850 E. Kicklighter Rd) discussed school zone lights at Ivy Hawn.

#### **ITEM 7: PUBLIC HEARINGS:**

**Resolution 2015-15** regarding consideration of the development of an assessment program to fund Fire Services.

City Attorney Scott Simpson read the title of RESOLUTION 2015-15: A RESOLUTION OF City of Lake Helen, FLORIDA ELECTING TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM SPECIAL ASSESSMENTS LEVIED WITHIN THE INCORPORATED AREA OF THE CITY; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

City Administrator Jason Yarborough and City Attorney Scott Simpson discussed the proposed Resolution.

**MOTION** by **Commissioner Ann Robbins** to approve Resolution 2015-15 regarding consideration of the development of an assessment program to fund Fire Services. **SECOND** by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

#### **ITEM :8 COMMISSION CONSIDERATION:**

##### **ITEM 8A:** Consideration of PLDRC Appointments

- David Viers – not in attendance
- Joseph Hammett – presented himself to the Commission
- Camille Angeli – presented herself to the Commission
- Kimberly Hargis – not in attendance
- Frank Lavelly – presented himself to the Commission
- Bryan Garner - – not in attendance

**MOTION** by **Commissioner Tura Schnebly** to nominate Joseph Hammett. **SECOND** by **Commissioner Ann Robbins**. **MOTION CARRIED UNANIMOUSLY.**

**MOTION** by **Vice Mayor Vernon Burton** to nominate reappointment for Roxann Reid Goodman. **SECOND** by **Commissioner Michael Woods**. **MOTION CARRIED UNANIMOUSLY.**

**MOTION** by **Commissioner Ann Robbins** to nominate Camille Angeli. **SECOND** by **Vice Mayor Vernon Burton**.

*Discussion*

**MOTION CARRIED UNANIMOUSLY.**



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**ITEM 8B:** Consideration of Consultant for Fire Services

City Administrator Jason Yarborough discussed the consultants.

Commission Discussion with input from representatives from Lawson PA, and GSG, Inc.

**MOTION** by **Commissioner Tura Schnebly** to table the issue and ask each firm to attend the December 10, 2015 meeting. **SECOND** by **Vice Mayor Vernon Burton**.

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

**MOTION CARRIED UNANIMOUSLY.**

**ITEM 8C:** Consideration of Food Vendor Agreement

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

**ITEM 8D:** Consideration of Resolution 2015-16 Volusia Growth Management Commission (VGMC) Charter Amendment

City Attorney Scott Simpson read the title of RESOLUTION 2015-16: A RESOLUTION OF THE CITY OF LAKE HELEN, VOLUSIA COUNTY, FLORIDA, REQUESTING THE VOLUSIA CHARTER REVIEW COMMISSION TO RECOMMEND AN AMENDMENT TO THE VOLUSIA COUNTY CHARTER EITHER ELIMINATING THE VOLUSIA GROWTH MANAGEMENT COMMISSION OR ALTERNATIVELY LIMITING THE JURISDICTION OF THE VOLUSIA GROWTH MANAGEMENT COMMISSION TO ONLY CONDUCT REVIEWS AND HEARINGS OF PROPOSED COMPREHENSIVE PLAN AMENDMENTS OF LOCAL GOVERNMENTAL ENTITIES WHEN AN OBJECTION TO A PROPOSED COMPREHENSIVE PLAN AMENDMENT IS FILED BY ANOTHER LOCAL GOVERNMENTAL ENTITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

*Discussion with input from Roger Sonnenfeld, Lake Helen Representative of Volusia Growth Management Commission and City Attorney Scott Simpson as well as Betty O'Laughlin (McKenzie Road).*

**MOTION** by **Commissioner Tura Schnebly** to table the item Resolution 2015-16 until December 10, 2015 meeting. **SECOND** by **Commissioner Ann Robbins**. **MOTION CARRIED UNANIMOUSLY.**

**ITEM 9: Commission Discussion:**

**Item 9a:** Discussion of Charter Review Committee Selection

*Discussion with input from City Administrator Jason Yarborough.*

**ITEM 10: MAYOR'S REPORT AND COMMISSIONERS' REPORTS BY ZONE**

**Commissioner Ann Robbins** noted how she has enjoyed all 38 years of service to the City of Lake Helen.

**Vice Mayor Vernon Burton** read a document about historic Lake Helen and reminded the Commission to be mindful of the gem we have in Lake Helen.



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Commissioner Michael Woods

**Commissioner Michael Woods** thanked the citizens of Lake Helen for electing him as Zone 3 Commissioner.

**Commissioner Tura Schnebly** congratulated the new Commissioners and Mayor and thanked Mrs. Robbins for her service.

**Mayor Buddy Snowden** discussed the pleasure serving with the past commission and looks forward to working with the new commission.

**ITEM 11: ADJOURNMENT: Mayor Buddy Snowden** adjourned of the November 12, 2015 Regular Meeting of the Lake Helen City Commission at 11:36 pm.



# City of Lake Helen

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Mayor Buddy Snowden  
 Vice Mayor Vernon Burton  
 Commissioner Tura Schnebly  
 Commissioner Ann Robbins  
 Commissioner Michael Woods

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS	
LAST NAME—FIRST NAME—MIDDLE NAME Burton, Vernon J.	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE City of Lake Helen City Commission
MAILING ADDRESS PO Box 39	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY Lake Helen	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
COUNTY Volusia	NAME OF POLITICAL SUBDIVISION: City of Lake Helen
DATE ON WHICH VOTE OCCURRED November 12, 2015	MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

### WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

### INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

#### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

**PRIOR TO THE VOTE BEING TAKEN** by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

**WITHIN 15 DAYS AFTER THE VOTE OCCURS** by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

#### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)





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### APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

**IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:**

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

### DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Vernon J. Burton, hereby disclose that on November 12, 20 15 :

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_;
- inured to the special gain or loss of my relative, \_\_\_\_\_;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

The interpretation of seniority for the election of Vice-Mayor would have a pecuniary gain to me as the position of Vice-Mayor has a higher rate of compensation than a Commissioner.

Date Filed

11/16/15

Signature

Vernon J. Burton

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.





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 Vice Mayor Vernon Burton  
 Commissioner Tura Schnebly  
 Commissioner Ann Robbins  
 Commissioner Michael Woods

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS	
LAST NAME—FIRST NAME—MIDDLE NAME Schnebly, Tura	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE City of Lake Helen City Commission
MAILING ADDRESS PO Box 39	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY Lake Helen	COUNTY Volusia
DATE ON WHICH VOTE OCCURRED November 12, 2015	NAME OF POLITICAL SUBDIVISION: City of Lake Helen MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

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For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

**ELECTED OFFICERS:**

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WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

**APPOINTED OFFICERS:**

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### APPOINTED OFFICERS (continued)

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### DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Tura Schnebly, hereby disclose that on November 12, 20 15:

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_;
- inured to the special gain or loss of my relative, \_\_\_\_\_;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

The interpretation of seniority for the selection of vice-mayor would have a pecuniary gain to me as the position of vice-mayor has a higher rate of compensation than a commissioner.

November 19, 2015  
Date Filed

Tura Schnebly  
Signature

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