



# City of Lake Helen

Volusia County, Florida

Mayor Buddy Snowden  
Vice Mayor Vernon J. Burton  
Commissioner Tom Wilson  
Commissioner Michael Woods  
Commissioner Jim Connell

**Regular Meeting**  
**Lake Helen City Commission**  
November 10, 2016  
**MINUTES**

**CALL TO ORDER:** Mayor Buddy Snowden called to order the November 10, 2016 Regular Meeting of the Lake Helen City Commission at 7:09 pm.

**Present:** Mayor Buddy Snowden                      Vice Mayor Vernon Burton  
Commissioner Tom Wilson                              Commissioner Tura Schnebly (outgoing City Commissioner)  
Commissioner Michael Woods                        Commissioner Jim Connell (incoming City Commissioner)  
City Clerk Becky Witte                                 City Attorney Scott Simpson  
City Administrator Jason Yarborough

**CALL TO ORDER: Mayor Buddy Snowden**

**LEGISLATIVE PRAYER AND PLEDGE OF ALLEGIANCE:** Led by **Lewis Long**.

**INSTALLATION CEREMONY: (Audio Minutes: 06:30)**

The City held an installation ceremony to swear in the newly elected Commissioners- Vice Mayor Vernon J. Burton and Commissioner Jim Connell were sworn into office by City Clerk Becky Witte.

The City thanked Commissioner Tura Schnebly for her service to the City of Lake Helen.

**Commissioner Michael Woods** declined the appointment of Vice Mayor. **Vice Mayor Vernon Burton** accepted the appointment of Vice Mayor.

**Vice Mayor Vernon Burton** presented a plaque with a soldier's prayer for the Veterans in the audience.

**ORGANIZATIONAL MEETING:**

**Commissioner Jim Connell** was appointed as the River to Lake TPO alternate.

**BUSINESS OF THE COMMISSION:**

**ITEM 1: DELETIONS OR MODIFICATIONS TO AGENDA: (Audio Minutes: 19:10)**

**Item 2: COMMISSION ANNOUNCEMENTS:** None

**Item 3: PRESENTATIONS TO THE COMMISSION:** Volusia Transit Connector Study

**Item 4: CONSENT AGENDA: (Audio Minutes: 34:52)**

**Item 4a:** Approval of Minutes for Approval of Minutes for October 13, 2016 (Regular Meeting)



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**MOTION** by **Commissioner Tom Wilson** to approve the Consent Agenda including Approval of Minutes October 13, 2016 (Regular Meeting). **SECOND** by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

**Item 4b:** Bills paid through October 31, 2016

**MOTION** by **Commissioner Tom Wilson** to approve the Consent Agenda including Approval of Minutes October 13, 2016 (Regular Meeting) as well as bills paid through October 31, 2016.

**SECOND** by **Commissioner Michael Woods**.

*Discussion*

**MOTION CARRIED UNANIMOUSLY.**

## ITEM 5: MONTHLY REPORTS:

**ITEM 5A:** Planning and Land Development Regulation Commission: **Chairman Joe Hammett** discussed an upcoming meeting on Monday, November 14, 2016.

**ITEM 5B:** City Administrator/City Engineer: **City Administrator Jason Yarborough** discussed the fire contract renewal with Volusia County, as well as a proposal for an Auto Mall at Interstate 4 within unincorporated Volusia County. Mr. Yarborough also discussed final debris cleanup from Hurricane Matthew will begin November 27 as well as provided a report on the question regarding the bills paid report from the October Meeting.

**ITEM 5C:** City Attorney: **None**

**ITEM 5D:** Police Chief and Code Enforcement Officer: **None**

**ITEM 6: PUBLIC HEARING:** None for this meeting

## Item 7: PUBLIC FORUM: *(Audio Minutes: 44:37)*

**Patty Sheady** (Community Club – 140 E. Michigan Ave) request to have the cleaning fee waived for Hopkins Hall.

**Kent Titcomb** (Lake Helen Villas) discussed a deposit.

*Discussion of cleaning fee.*

**Diane Schmidt** (Friends of the Library) discussed the cleaning fee.

*Discussion of cleaning fee. Mayor Snowden offered to pay for November cleaning fee and Ms. Sheady will discuss with the members of the Community Club.*

**Betty O’Laughlin** (McKenzie Road) discussed the Fall Festival.

## Item 8: COMMISSION CONSIDERATION: *(Audio Minutes: 01:04:25)*

**Item 8a:** Consideration of Certificate of Appropriateness for 119 N. Lakeview Drive - Detached Garage Discussion with input from City Administrator Jason Yarborough and Vince Cuda (applicant).

**MOTION** by **Commissioner Jim Connell** to grant the Certificate of Appropriateness for 119 N. Lakeview Drive - Detached Garage. **SECOND** by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**



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**Item 8b:** Consideration of RFP #16-003, Food Vendor Agreement (**Audio Minutes: 01:07:12**)  
Discussion with input from City Administrator Jason Yarborough, Daisy Raisler (McKenzie Rd), Lynn Woods (Kicklighter Road).

Discussion

*Evaluation Sheets were submitted to the City Clerk to tally with Florida & Co with a total score of 384 and Decker's Home Run Grill with a total score of 410.*

Discussion with input from City Attorney Scott Simpson.

RFP #16-003 Evaluation	Florida & Co	Decker Home Run Grill
Commissioner Tom Wilson	42	90
Commissioner Jim Connell	66	87
Mayor Buddy Snowden	90	85
Commissioner Michael Woods	100	55
Vice Mayor Vernon Burton	86	93
<b>Score:</b>	<b>384</b>	<b>410</b>

**MOTION** by **Commissioner Tom Wilson** award RFP #16-003 Decker's Home Run Grill and to direct staff to negotiate the contract and execute by Mayor Snowden and City Administrator Jason Yarborough.

**SECOND** by **Vice Mayor Vernon Burton**.

Discussion

**MOTION CARRIED UNANIMOUSLY.**

**Item 8c:** Consideration of Strategic Planning Workshop Date (**Audio Minutes: 01:44:07**)

Discussion with input from City Administrator Jason Yarborough.

Consensus to select Friday, February 3, 2017 for the Strategic Planning Workshop. Consensus to excuse the City Attorney from the Strategic Planning Workshop.

**ITEM 9: COMMISSION DISCUSSION (Audio Minutes: 01:46:47)**

**Item 9a:** Discussion of Gateway Corridor Historic Homes Style for 310 W. Michigan Ave

Discussion with input from City Administrator Jason Yarborough, Lewis Long (Vice Chair of the Historic Preservation Board), Mr. Richey (310 W. Michigan Ave), City Attorney Scott Simpson.

Consensus of agreement with Historic Preservation Board and to use GAI as needed instead of for each residential review.



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**Item 9b:** Discussion of Gateway Corridor - Stair addition to detached garage at 351 Lemon Ave  
Discussion with input from City Administrator Jason Yarborough, Cory Spaziani (Seldom Seen  
Construction, W. New York Ave), Lewis Long (Vice Chair of the Historic Preservation Board).

**Item 9c:** Discussion of Security System for City Hall (**Audio Minutes: 02:10:15**)  
Discussion led by **Commissioner Tom Wilson**.

**Item 9d:** Discussion of Code Compliance (**Audio Minutes: 02:20:21**)  
Discussion led by **Commissioner Tom Wilson** with input from Joe Hammett (N. Lakeview Dr) and City  
Attorney Scott Simpson.

**Item 9e:** Discussion of HPB request for addition of an alternate member to the Historic Preservation  
Board (**Audio Minutes: 02:45:49**)  
Discussion with input from City Administrator Jason Yarborough and Historic Preservation Board Vice  
Chairman Lewis Long.

*City Administrator to bring code changes to an upcoming meeting.*

**ITEM 10: MAYOR'S REPORT AND COMMISSIONERS' REPORTS BY ZONE (Audio Minutes: 02:51:43)**

**ITEM 11: ADJOURNMENT: Mayor Buddy Snowden** adjourned of the November 10, 2016 Regular  
Meeting of the Lake Helen City Commission at 10:03pm