



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

March 12, 2015

MINUTES

CALL TO ORDER

Mayor Buddy Snowden called to order the March 12, 2015 Regular Meeting of the Lake Helen City Commission at 7:03pm.

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 **Commissioner Vernon Burton**

BUSINESS OF THE COMMISSION:

ITEM 1: DELETIONS OR MODIFICATIONS TO AGENDA

Addition of Presentation for Ivy Hawn Charter School of the Arts Kind Kids Club

ITEM 2: COMMISSION ANNOUNCEMENTS

Vice Mayor Ann Robbins announced Community Club on March 20, 2015 at Hopkins Hall.

City Administrator Jason Yarborough recapped the recent Comprehensive Plan Workshops on March 5, 2015 for the City Commission and March 7, 2015 for the Citizens.

ITEM 3: APPROVAL OF MINUTES: February 12, 2015 (Special Meeting) and February 12, 2015 (Regular)

MOTION by **Vice Mayor Ann Robbins** to approve the Minutes of February 12, 2015 (Special Meeting).

SECOND by **Commissioner Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

MOTION by **Commissioner Tura Schnebly** to approve the Minutes of February 12, 2015 (Regular) with correction of Commission to Commissioner under item 2, page 1. **SECOND** by **Vice Mayor Ann Robbins**.

MOTION CARRIED UNANIMOUSLY.

ITEM 4: CONSENT AGENDA:

Item 4a: Bills paid through February 28, 2015



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MOTION by Commissioner Rick Basso to approve the Bills paid through February 28, 2015. SECOND by Commissioner Vernon Burton. MOTION CARRIED UNANIMOUSLY.

ITEM 5: PRESENTATIONS TO THE COMMISSION:

ITEM 5A: Students Working Against Tobacco, Flavored Tobacco Presentation

MOTION by Commissioner Rick Basso to direct staff with assistance by legal counsel to review the proposed Resolution and place on a future agenda. SECOND by Commissioner Vernon Burton.

MOTION CARRIED UNANIMOUSLY.

ITEM 5B: Addition of Item: Ivy Hawn Charter School of the Arts Kind Kids Club to request the use of Blake Park on Friday, May 8, 2015 from 3:30pm-6:00pm, for the purpose of holding the Funny Furry Friendly Fair.

MOTION by Commissioner Vernon Burton to allow the Ivy Hawn Charter School of the Arts Kind Kids Club use of Blake Park on Friday, May 8, 2015 from 3:30pm-6:00pm for the purpose of holding the Funny Furry Friendly Fair. SECOND by Vice Mayor Ann Robbins. MOTION CARRIED UNANIMOUSLY.

ITEM 6: MONTHLY REPORTS:

ITEM 6A: Planning and Land Development Regulation Commission

Vice Commissioner Michael Woods presented the report for the Planning and Land Development Regulation Commission and recapped the recent February 23, 2015 meeting.

ITEM 6B: Parks and Recreation Board

City Clerk Becky Witte presented the report. Consensus to add Lake Helen Clean Up Day to the Calendar on May 2, 2015.

ITEM 6C: City Administrator and City Engineer

City Administrator Jason Yarborough discussed the CDBG Pleasant Street sidewalk project and updated the Commission on continuing discussions with Volusia County Fire Services.

Commission Discussion

ITEM 6D: City Attorney: No report

ITEM 6E: Police Chief and Code Enforcement Officer

Police Chief Mike Walker discussed the need to recruit additional Reserve Officers.

Commission Discussion

ITEM 7: PUBLIC FORUM: None

ITEM 8: PUBLIC HEARINGS: None for this meeting



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ITEM 9: COMMISSION CONSIDERATION:

ITEM 9A: Consideration of Lot Binding Agreement for Derek Heim and Rita Benesch

MOTION by **Commissioner Rick Basso** to approve the lot binding agreement for lots 04-18-31-00-00-0011 and 04-18-31-00-00-0013 at 1780 E. Kicklighter Road for Derek Heim and Rita Benesch. **SECOND** by **Commissioner Tura Schnebly**.

Discussion

MOTION CARRIED UNANIMOUSLY.

ITEM 9B: Consideration of Lot Split for Joshua Givens

MOTION by **Commissioner Rick Basso** to approve the Development Order for the Lot Split of 1170 Lake Helen Osteen Road. **SECOND** by **Commissioner Vernon Burton**.

Discussion with input from City Attorney Scott Simpson

Vote: Zone 1 Vice Mayor Ann Robbins: Yes / Zone 2 Commissioner Vernon Burton: Yes / Zone 3 Commissioner Rick Basso: Yes / Zone 4 Commissioner Tura Schnebly: No / Mayor Buddy Snowden: Yes

MOTION CARRIED 4-1 with Commissioner Tura Schnebly voting No

ITEM 9C: Consideration of Rental Fee Waiver for Hopkins Hall for the Central Florida Contra Dance Alliance, presented by Pat Czar.

Commission Discussion

MOTION by **Commissioner Rick Basso** to deny the request to waive the Rental Fee for Hopkins Hall for the Central Florida Contra Dance Alliance on Saturday, November 21, 2015 for the purpose of the English Country Dance and Contra Dance. **SECOND** by **Vice Mayor Ann Robbins**.

Commissioner Rick Basso WITHDREW his MOTION. Vice Mayor Ann Robbins WITHDREW her SECOND.

Commission Discussion

MOTION by **Commissioner Vernon Burton** to reduce the Rental Fee of Hopkins Hall to \$150.00 for the Central Florida Contra Dance Alliance on Saturday, November 21, 2015 for the purpose of the English Country Dance and Contra Dance. **SECOND** by **Commissioner Rick Basso**.

MOTION CARRIED UNANIMOUSLY.

ITEM 9D: Consideration to Authorize Condemnation

250 John Street

Discussion of 250 John Street with input from City Attorney Scott Simpson and Police Chief Michael Walker

MOTION by **Commissioner Tura Schnebly** to find the structure located at 250 John Street uninhabitable which meets the standards pursuant to Ordinance 2002-04, Section 4. **SECOND** by **Vice Mayor Ann Robbins**.



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MOTION CARRIED UNANIMOUSLY.

MOTION by Vice Mayor Ann Robbins to grant the property owner of 250 John Street 30 days to demolish or remove the structure or return the structure to a safe condition and to direct staff to obtain written proposals for the demolition of the structure and to proceed with the best proposal if action by the property owner is not taken within 30 days. **SECOND** by Commissioner Vernon Burton.

Discussion

MOTION CARRIED UNANIMOUSLY.

305 Church Street

Discussion of 305 Church Street with input from City Attorney Scott Simpson and Police Chief Michael Walker

MOTION by Commissioner Vernon Burton to find the structure located at 305 Church Street uninhabitable which meets the standards pursuant to Ordinance 2002-04, Section 4. **SECOND** by Vice Mayor Ann Robbins.

Discussion

MOTION CARRIED UNANIMOUSLY.

MOTION by Commissioner Rick Basso to grant the property owner of 305 Church Street 30 days to demolish or remove the structure or return the structure to a safe condition and to direct staff to obtain written proposals for the demolition of the structure and to proceed with the best proposal if action by the property owner is not taken within 30 days. **SECOND** by Commissioner Vernon Burton.

Discussion

MOTION CARRIED UNANIMOUSLY.

410 Ohio Avenue (3 structures)

Discussion of 410 Ohio Avenue (3 structures) with input from City Attorney Scott Simpson and Police Chief Michael Walker

MOTION by Commissioner Vernon Burton to find the structures located at 410 Ohio Avenue (3 structures) uninhabitable which meets the standards pursuant to Ordinance 2002-04, Section 4. **SECOND** by Commissioner Tura Schnebly.

Discussion

MOTION CARRIED UNANIMOUSLY.

MOTION by Vice Mayor Ann Robbins to grant the property owner of 410 Ohio Avenue (3 structures) 30 days to demolish or remove the structures or return the structures to a safe condition and to direct staff to obtain written proposals for the demolition of the structure and to proceed with the best proposal if action by the property owner is not taken within 30 days. **SECOND** by Commissioner Rick Basso.



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MOTION CARRIED UNANIMOUSLY.

ITEM 9E: Consideration of River to Lakes Heritage Corridor Website Sponsorship

MOTION by Vice Mayor Ann Robbins to donate \$100.00 to the River to Lakes Heritage Corridor in order to become a website sponsor. **SECOND** by Commissioner Vernon Burton.

Discussion

MOTION CARRIED UNANIMOUSLY.

ITEM 9F: Consideration of formation of Audit Committee

Commission Discussion

MOTION by Commissioner Rick Basso to direct staff to solicit citizens to sit as the Audit Committee in the event that no citizens are found the City Commission to sit as the Audit Committee. **SECOND** by Vice Mayor Ann Robbins.

Discussion

MOTION CARRIED UNANIMOUSLY.

Discussion

ITEM 9G: Consideration of Land Donation (611 N. High Street)

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

MOTION by Commissioner Vernon Burton to accept the property contingent on not finding any detrimental issues as determined by the City Administrator and City Attorney as well as authorizing the Mayor and staff to execute any relevant documents accepting the property if needed. **SECOND** by Commissioner Rick Basso.

MOTION CARRIED UNANIMOUSLY.

ITEM 9H: Consideration of Employment Agreement with City Administrator

Commission Discussion

City Attorney Scott Simpson read the title of Resolution 2015-02

MOTION by Commissioner Vernon Burton to approve Resolution 2015-02. **SECOND** by Vice Mayor Ann Robbins.

Discussion

MOTION CARRIED UNANIMOUSLY.

MOTION by Commissioner Rick Basso to approve the Employment Agreement with City Administrator Jason Yarborough. **SECOND** by Commissioner Vernon Burton.

Discussion

MOTION CARRIED UNANIMOUSLY.



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ITEM 9I: Consideration of Utilizing Market in the Park funds for any necessary septic tank repairs at the Creative Arts Café

Commission Discussion

MOTION by **Commissioner Rick Basso** to approve utilizing Market in the Park funds for any necessary septic tank repairs at the Creative Arts Café. **SECOND** by **Commissioner Vernon Burton**.

Discussion

MOTION by **Commissioner Vernon Burton** to approve the money collected to date from Market in the Park funds for necessary septic tank repairs at the Creative Arts Café. **SECOND** by **Commissioner Rick Basso**.

Discussion with input from Alan Cooke (Oak Tree Lane)

Vote: Zone 1 Vice Mayor Ann Robbins: No / Zone 2 Commissioner Vernon Burton: Yes / Zone 3

Commissioner Rick Basso: Yes / Zone 4 Commissioner Tura Schnebly: Yes / Mayor Buddy Snowden: Yes

MOTION CARRIED 4-1 with Vice Mayor Ann Robbins voting No.

ITEM 9J: Consideration for allowing the use of the outside freezers for the Café Food Vendor

MOTION by **Commissioner Rick Basso** to allow the current Food Vendor to use the outside freezers and storage building during the length of his agreement with the City. **SECOND** by **Commissioner Vernon Burton**.

Discussion

Amended MOTION by **Commissioner Rick Basso** to allow the current Food Vendor to use the outside freezers and storage building during the length of his agreement with the City with amendments to the contract and authorize City Administrator to execute amendment including an additional charge.

SECOND by **Commissioner Vernon Burton**.

Discussion

MOTION CARRIED UNANIMOUSLY.

ITEM 10: Commission Discussion: None

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

Commissioner Vernon Burton discussed an upcoming Boys Scout dinner and a community clean up need as well as TPO update regarding lighting at the interchange.

Commission discussion of Matanzas property.

Vice Mayor Ann Robbins discussed the City owned property on Virginia and provided an update on the Lake Helen Lake committee.

ITEM 12: ADJOURNMENT: Mayor Buddy Snowden adjourned of the March 12, 2015 Regular Meeting of the Lake Helen City Commission at 11:03pm.