CALL TO ORDER
Mayor Buddy Snowden called to order the June 11, 2015 Regular Meeting of the Lake Helen City Commission at 7:05 pm.

Present: Mayor Buddy Snowden  Vice Mayor Ann Robbins  Commissioner Vernon Burton
Commissioner Tura Schnebly  City Clerk Becky Witte  City Attorney Scott Simpson
City Administrator Jason Yarborough
Not Present: Commissioner Rick Basso

CEREMONIAL MATTERS: LEGISLATIVE PRAYER AND PLEDGE OF ALLEGIANCE:
Led by Paul Nehrig

BUSINESS OF THE COMMISSION:
ITEM 1: DELETIONS OR MODIFICATIONS TO AGENDA: None

ITEM 2: COMMISSION ANNOUNCEMENTS: None

ITEM 3: APPROVAL OF MINUTES:  April 9, 2015 (Regular), May 14, 2015 (Regular), May 20, 2015 (Budget Workshop)
Changes noted by City Clerk Becky Witte
MOTION by Vice Mayor Ann Robbins to approve April 9, 2015 (Regular), May 14, 2015 (Regular), May 20, 2015 (Budget Workshop) with noted changes by City Clerk. SECOND by Commissioner Vernon Burton. MOTION CARRIED UNANIMOUSLY.

ITEM 4: CONSENT AGENDA:
Item 4a: Bills paid through May 31, 2015
Commissioner Schnebly inquired about the Utility Fund part of the budget report with clarification received from Finance Manager Michael Wright.
MOTION by Commissioner Vernon Burton to approve the Bills paid through May 31, 2015. SECOND by Vice Mayor Ann Robbins. MOTION CARRIED UNANIMOUSLY.

ITEM 5: PRESENTATIONS TO THE COMMISSION: None
ITEM 6: MONTHLY REPORTS:

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

ITEM 6B: Parks and Recreation Board: City Clerk Becky Witte discussed 4th of July and the Funny Furry Friendly Fair which occurred in May at Blake Park.

ITEM 6C: City Administrator: City Administrator Jason Yarborough discussed a recent City Manager Conference as well as IT upgrades.

ITEM 6D: City Engineer: City Engineer Steve Danskine discussed the Ohio Avenue Culvert Repair/Replacement, Virginia Drive as well as the Pleasant Street Sidewalk Project.

ITEM 6E: City Attorney: None

MOTION by Vice Mayor Ann Robbins to excuse City Attorney Scott Simpson from the July 7, 2015 Budget Workshop. SECOND by Commissioner Vernon Burton. MOTION CARRIED UNANIMOUSLY.

ITEM 7: PUBLIC FORUM:

Diane Schmidt (President of the Lake Helen Library, 426 High Street) discussed the Friends of the Library as well as an upcoming event Juneteenth at Hopkins Hall on Thursday June 18, 2015.

ITEM 8: PUBLIC HEARINGS:

Ordinance 2015-01 Purchasing Policy
City Attorney Scott Simpson read the title of Ordinance 2015-01:
Second Reading of CITY OF LAKE HELEN, ORDINANCE 2015-01: AN ORDINANCE OF THE CITY OF LAKE HELEN, FLORIDA, CREATING ARTICLE 16.05 (PURCHASING PROCEDURE) ESTABLISHING THE PURCHASE PROCEDURES FOR THE CITY OF LAKE HELEN; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY, PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.
City Attorney Scott Simpson noted a change regarding change orders.

Mayor Buddy Snowden opened the Public Hearing.
Public Input: None
Mayor Buddy Snowden closed the Public Hearing.

MOTION by Vice Mayor Ann Robbins to approve the second reading of Ordinance 2015-01 with the modifications noted by City Attorney Scott Simpson. SECOND by Commissioner Vernon Burton. MOTION CARRIED UNANIMOUSLY.

Emergency Ordinance 2015-02 Opting out of Volusia County Unified Fire District
City Attorney Scott Simpson read the title of Emergency Ordinance 2015-021:
First and Final Reading of CITY OF LAKE HELEN, ORDINANCE 2015-02
AN EMERGENCY ORDINANCE OF THE CITY OF LAKE HELE, FLORIDA, ADOPTED PURSUANT TO SECTION 54-161 OF THE VOLUSIA COUNTY CODE OF ORDINANCES OPTING OUT OF THE VOLUSIA COUNTY UNIFIED FIRE DISTRICT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

City Attorney Scott Simpson discussed the Ordinance and the changes requested by Volusia County. He also gave a briefing on the need for the Ordinance.

_Mayor Buddy Snowden opened the Public Hearing._

_Public Input: None_

_Mayor Buddy Snowden closed the Public Hearing._

**MOTION** by Vice Mayor Ann Robbins to approve the first and only reading of Emergency Ordinance 2015- Opting out of Volusia County Unified Fire District of the with the modifications noted by City Attorney Scott Simpson.  **SECOND by Commissioner Vernon Burton.**

**Discussion**

**MOTION CARRIED UNANIMOUSLY.**

**ITEM 9F:** Moved from 9f to 8c.

**MOTION** by Commissioner Vernon Burton to move Item 9f to Item 8C.  **SECOND by Vice Mayor Ann Robbins.** **MOTION CARRIED UNANIMOUSLY.**

Consideration of Resolution 2015-05 Approving Interlocal Agreement with Volusia County for Fire and Emergency Services

_City Attorney Scott Simpson_ read the Title of Resolution 2015-05

**RESOLUTION 2015-05: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE HELEN, FLORIDA, APPROVING AND AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE THE COUNTY OF VOLUSIA INTERLOCAL AGREEMENT FOR PROVISION OF FIRE AND EMERGENCY MEDICAL SERVICES TO CITY OF LAKE HELEN, FLORIDA; PROVIDING AN EFFECTIVE DATE.**

**MOTION** by Commissioner Tura Schnebly to approve Resolution 2015-05 Approving Interlocal Agreement with Volusia County for Fire and Emergency Services.  **SECOND by Commissioner Vernon Burton.** **MOTION CARRIED UNANIMOUSLY.**

**ITEM 9: COMMISSION CONSIDERATION:**

**ITEM 9A:** Consideration of Ivy Hawn Charter School Expansion Final Development Plan and Order Discussion with input from Dan McFall (Agent for Lake Helen Limited Partners) and City Administrator Jason Yarborough.
MOTION by Commissioner Vernon Burton to approve the Ivy Hawn Charter School Expansion Final Development Plan and Order contingent with receiving septic tank approval from the Department of Health as well as a strikethrough of Item C7. SECOND by Commissioner Tura Schnebly.

Discussion with input from Dr. Carol Kelley Principal of Ivy Hawn Charter School and Dan McFall (Agent for Lake Helen Limited Partners)

MOTION CARRIED UNANIMOUSLY.

Betty Doherty (Lake Helen Villa’s) thanked the school for food donations.

ITEM 9B: Consideration to grant the Certificate of Appropriateness for Single Family Residence at 291 W. Michigan Avenue for David and Jamie Winters

Discussion with input from Jamie Winters

MOTION by Vice Mayor Ann Robbins grant the Certificate of Appropriateness for Single Family Residence at 291 W. Michigan Avenue for David and Jamie Winters. SECOND by Commissioner Vernon Burton. MOTION CARRIED UNANIMOUSLY.

ITEM 9C: Consideration to grant the Certificate of Appropriateness for Single Family Residence at 291 W. Delaware Avenue for Sandra Fabben.

Discussion with input from Randy Stallard (Atlas Homes) representative for Sandra Fabben.

MOTION by Commissioner Vernon Burton to grant the Certificate of Appropriateness for Single Family Residence at 291 W. Delaware Avenue for Sandra Fabben, Atlas Homes as Agent. SECOND by Vice Mayor Ann Robbins. MOTION CARRIED UNANIMOUSLY.

ITEM 9D: Consideration of proposal to determine the causes for the observed low water levels in Lake Helen

City Engineer Steve Danskie discussed the proposal to determine the causes for the observed low water levels in Lake Helen.

Commissioner Tura Schnebly submitted Form 8B – Voting Conflict (see attached form)

Discussion with input from Vince Cuda (N. Lakeview Drive and Save Our Lake) and City Attorney Scott Simpson.

MOTION by Vice Mayor Ann Robbins to further investigate other sources to assist with collecting data (including local colleges) and return to the City Commission. SECOND by Commissioner Vernon Burton. MOTION CARRIED UNANIMOUSLY except for Commission Tura Schnebly (see attached Form 8B).

ITEM 9E: Consideration of Additional Street Lights on Main Street

Discussion with input from City Administrator Jason Yarbrough

Commissioner Burton said he will speak with DOT to request being included in the design phase for the lights from I-4.
ITEM 9F: Consideration of Resolution 2015-05 Approving Interlocal Agreement with Volusia County for Fire and Emergency Services. Moved to Item 8C.

ITEM 9G: Consideration of City Codification Review Workshops
Discussion with input from City Administrator Jason Yarborough and he said that Staff will bring this item in November to select dates to review Articles 16-40.

ITEM 9H: Consideration of voting delegate for the 89th Annual Florida League of Cities Conference
MOTION by Commissioner Vernon Burton to designate Commissioner Tura Schnebly as the voting delegate for the 89th Annual Florida League of Cities Conference. SECOND by Vice Mayor Ann Robbins. MOTION CARRIED UNANIMOUSLY.

ITEM 10: Commission Discussion:
Mayor Buddy Snowden conducted a vote for the Parade Marshall of the 4th of July Parade. Nomination for Steve and Lou Gutshall by Commissioner Vernon Burton, SECOND by Commissioner Tura Schnebly. CARRIED UNANIMOUSLY.

ITEM 11: MAYOR’S REPORT AND COMMISSIONERS’ REPORTS BY ZONE
Commissioner Vernon Burton discussed that his seat will be filled by appointment within 30 days after November 12, 2015. Discussion with input City Attorney Scott Simpson.

Vice Mayor Ann Robbins discussed the history of a proposed sidewalk on Orange Avenue as well as the upcoming Audit Committee meeting and the ECHO 5k last weekend.

ITEM 12: ADJOURNMENT: Mayor Buddy Snowden adjourned of the June 11, 2015 Regular Meeting of the Lake Helen City Commission at 9:51 pm.
FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

WHO MUST FILE FORM 8B

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

ELECTED OFFICERS:

APPOINTED OFFICERS:
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

Tura Schnebly, hereby disclose that on June 11, 2015,

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

- injured to my special private gain or loss.
- injured to the special gain or loss of my business associate.
- injured to the special gain or loss of my relative.
- injured to the special gain or loss of ________________________ by whom I am retained; or
- injured 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:

My residence is located on Lake Helen Lake. The item before the Commission was to give direction to the City Engineer to investigate why the water level in Lake Helen Lake was dropping. The condition of Lake Helen Lake could impact the fair market value of my residential property and I abstained from voting in keeping with the informal ethics opinion issued to me on April 9, 2015.

Date Filed: June 11, 2015
Signature: ________________________