



# City of Lake Helen City Commission Agenda

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September 13, 2018

following Second Budget Hearing at 7:00pm

City Hall City Commission Chambers

327 S. Lakeview Drive, Lake Helen, Florida 32744

**CALL TO ORDER:** Mayor Daisy Raisler

**CEREMONIAL MATTERS:** Legislative Prayer and Pledge to the Flag

**BUSINESS OF THE COMMISSION:**

**ITEM 1:** Additions, Deletions and Modifications to the Agenda

**ITEM 2:** Recognitions, Proclamations and Presentations:

**Item 2a: Recognitions:**

**Item 2b: Proclamations:** None for this meeting

**Item 2c: Presentations:**

1. Presentation from Ambassador Dr. Otto F. von Feigenblatt, Ed.D., Ph.D., +YC  
Honorary Ambassador of the Republic of Kosovo presented to the City of Lake Helen  
on September 6, 2018
2. Presentation on Amendment 1 and Home Rule Rally --- Mayor Daisy Raisler

**Item 3: Commission Consideration**

Item 3a: Consideration of Appointment to Police Pension Board

Item 3b: Consideration of Appointment to the Planning and Land Development Regulation  
Commission

Item 3c: Events Coordinator Agreement

Commission Consideration of approval of the Event Coordinator Agreement with Kelly  
Frasca

Item 3d: Consideration of FY18-19 First Amendment to Fire Services Agreement

Modifying Section 12. COMPENSATION of the Interlocal Agreement with Volusia County  
FY 17-20 Provision of Fire and Emergency Medical Services the sum of \$394,022.57 for  
Fiscal Year 2018/2019.

**Item 4: Public Forum:**

*This time has been allocated for public comment on any item or topic not on the agenda. Each speaker will be allowed up to three (3) minutes to address the Commission. Speakers must approach the podium, give name and address.*

**Item 5: Commission Discussion / Reports**

Item 5a: Market in Park – Sunday Market

Market in the Park has requested a discussion of the Market on Sunday's during the "season" which runs from September until April.

- Item 5b: Decorative Light Pole Banners  
The City Commission to review proposed proofs for Light Pole Banners.
- Item 5c: Commissioner Tom Wilson, Zone 1
- Item 5d: Vice Mayor Vernon Burton, Zone 2
- Item 5e: Commissioner Michael Woods, Zone 3
- Item 5f: Commissioner Jim Connell, Zone 4
- Item 5g: Mayor Daisy Raisler

**ITEM 6: Consent Agenda**

*The action proposed is stated for each item on the Consent Agenda. Unless a City Commissioner removes an item from the Consent Agenda, no discussion on individual items will occur and a single motion will approve all items. The Mayor will ask if there is anyone in the audience who wishes to speak on any item on the Consent Agenda.*

**Item 6a: Approval of Board Meeting Minutes:**

Request the Commission approve the minutes from the following Meetings:

- 1) August 9, 2018 Regular Meeting
- 2) August 13, 2018 Special Meeting
- 3) August 31, 2018 Special Meeting
- 4) September 5, 2018 First Budget Hearing

**Item 6b: Acceptance of Bills paid through August 31, 2018**

Request the Commission accept the bills paid report through August 31, 2018.

**Item 6c: Consideration of Task Order to ECT for Hazard Mitigation Projects**

The City of Lake Helen received grant contracts from the State of Florida Division of Emergency Management to begin the design and engineering phase of the Ohio Avenue Stormwater Culvert Replacement, and Virginia Drive Rehabilitation projects funded through the Hazard Mitigation Grant Program (HMGP). The City has an existing contract with Environmental Consulting Technology, Inc. (ECT) for design, engineering and bidding services related to its capital projects. To move these projects forward, Staff will need to initiate a task order with ECT to complete the design, and engineering.

**Item 6d: Consideration of Interlocal Agreement with Volusia County**

Commission consideration to approve the interlocal agreement for Fiscal Year 2018/2019 with Volusia County to provide services from the Department of Public Works Divisions of Mosquito Control, Road & Bridge (including Signs and Markings and Weed Control) and Traffic Engineering on as needed basis.

**Item 6e: Consideration of Agreement with Tyler Technologies Software**

On June 28th, the City Commission held its first budget workshop, during which time Staff presented a preliminary proposal for the City to acquire Tyler Technologies Software. By approving this agreement, the Commission authorizes the City Administrator to purchase and subsequently deploy the software beginning in May 2019, with full implementation scheduled for October 2020.

**Item 6f: Consideration of Resolution 2018-17 correction of Water Billing Resolution 2015-08**

At the August 31, 2018 Special Meeting of the City Commission, staff was directed to return with a Resolution regarding the omission within in Resolution 2015-08. This Resolution includes the methodology for calculating water charges when multiple consumers are served by a single master meter. The Lake Helen Villa and their attorney Kirk Bauer have reviewed the attached Resolution.

**Item 6g: Public Works Facility Update**

Monthly update of the status of the new facility for Public Works. For the month of August 2018, expenses totaled \$15,050.00 and donations accounted for \$14,869.80.

**Item 7: Monthly Reports:**

- Item 7a: Planning and Land Development Regulation Commission
- Item 7b: City Administrator / City Engineer
- Item 7c: City Attorney
- Item 7d: Police Chief / Code Compliance
- Item 7e: Lake Helen Events

**Item 8: Public Hearings:**

**ITEM 8a: LEGISLATIVE First Reading of Ordinance 2018-15 Annexation for I-4 Automall**

Consideration of Annexation for I-4 Automall LLC. The Planning and Land Development Regulation Commission reviewed this at their regular meeting on August 27, 2018 and recommended approval.

**ITEM 8b: QUASI-JUDICIAL First Reading of Ordinance 2018-16 Rezoning for I-4 Automall**

Consideration of Rezoning for I-4 Automall LLC. The Planning and Land Development Regulation Commission reviewed this at their regular meeting on August 27, 2018 and recommended approval.

**ITEM 8c: QUASI-JUDICIAL – CERTIFICATE OF APPROPRIATENESS:**

The Historic Preservation Board at its regular meeting on September 4, 2018 used the criteria set forth in the City of Lake Helen Land Development Code to review the completed applications and accompanying submittals.

Staff requests the City Commission execute the attached Certificate of Appropriateness for each application. All parties shall be given the opportunity to present evidence through documents, exhibits, testimony, or other means. All parties shall be given the opportunity to rebut evidence through cross-examination or other means. The applicants will be responsible for recording the executed Certificate of Appropriateness with the Volusia County Clerk of Court.

Item 8c (1): New Single-Family Residence at 390 W Michigan Avenue

Item 8c (2): Sign at 520 W Main Street for Fox Glass Company Inc

Item 8c (3): Renovation at 212 S. Lakeview Drive

**ITEM 8d: QUASI-JUDICIAL - Consideration of Variance at 453 John Street (Accessory Building Size)**

Consideration to approve a variance at 453 John Street for the size of the accessory dwelling. The applicant is requesting a variance of 121 square feet for a total accessory dwelling of 854 square feet. The property is located on .41 acre and would meet setbacks. The Planning and Land Development Regulation Commission reviewed this at their regular meeting on August 27, 2018 and recommended approval.

**ITEM 8e: LEGISLATIVE – First Reading of Ordinance 2018-09 Annexation for Laura and Arthur Winkle at 100 North Avenue**

Consideration of Annexation for Laura and Arthur Winkle at 100 North Avenue. The Planning and Land Development Regulation Commission reviewed this at their regular meeting on August 27, 2018 and recommended approval.

**ITEM 8f: LEGISLATIVE First Reading of Ordinance 2018-10 Future Land Use Map Amendment for Laura and Arthur Winkle at 100 North Avenue**

Consideration of Future Land Use Map Amendment (Small Scale) for 100 North Avenue. The Planning and Land Development Regulation Commission reviewed this at their regular meeting on August 27, 2018 and recommended approval.

## *City of Lake Helen City Commission Agenda*

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**ITEM 8g: QUASI-JUDICIAL First Reading of Ordinance 2018-11 Rezoning for Laura and Arthur Winkle at 100 North Avenue**

Consideration of Rezoning for Laura and Arthur Winkle at 100 North Avenue. The Planning and Land Development Regulation Commission reviewed this at their regular meeting on August 27, 2018 and recommended approval.

**ITEM 8h: LEGISLATIVE First Reading of Ordinance 2018-12 Annexation for Francis Malinowski at 1025 Ohio Avenue**

Consideration of Annexation for Fran Malinowski for 1025 Ohio Avenue. The Planning and Land Development Regulation Commission reviewed this at their regular meeting on August 27, 2018 and recommended approval.

**ITEM 8i: LEGISLATIVE First Reading of Ordinance 2018-13 Future Land Use Map Amendment for Francis Malinowski at 1025 Ohio Avenue**

Consideration of Future Land Use Map Amendment (Small Scale) for 1025 Ohio Avenue. The Planning and Land Development Regulation Commission reviewed this at their regular meeting on August 27, 2018 and recommended approval.

**ITEM 8j: QUASI-JUDICIAL First Reading of Ordinance 2018-14 Rezoning for Francis Malinowski at 1025 Ohio Avenue**

Consideration of Rezoning for Fran Malinowski for 1025 Ohio Avenue. The Planning and Land Development Regulation Commission reviewed this at their regular meeting on August 27, 2018 and recommended approval.

**Item 9: Discussion of Separation Agreement**

**Item 10: Closing Remarks / Adjournment**

**NOTICE:**

*In accordance with Section 286.0105, Florida Statutes, any person desirous of appealing any decision reached at this meeting may need a record of the proceedings. Such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

*The public is encouraged to speak on issues on this Agenda that concern them. Anyone who wishes to speak should submit the request to the City Clerk prior to the beginning of the meeting. These forms are available at the front table or through the City Clerk for your convenience.*

*In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (386) 228-2358, no later than one business day before the meeting.*