



City of Lake Helen

City Commission Special Meeting

Mayor Daisy Raisler
Vice Mayor Vernon J. Burton
Commissioner Tom Wilson
Commissioner Michael Woods
Commissioner Jim Connell

September 19, 2018 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: Transition for Interim City Administrator

ITEM 3: Hire Kaitlyn Holmes as a Temporary/ Part Time Administrative Assistant

In August, city staff advertised, interviewed, tested and recommended a candidate for the Administrative Assistant. The other candidate that was tested but not selected is available and interested in the temporary, part-time position.

ITEM 4: Consideration of a Design Professional Consultant

The City Commission and the Historic Preservation Board have discussed the idea of contracting with a design professional to assist with the review of Certificate of Appropriateness Applications, present to the Board and conduct final inspections. A local design professional has committed her time and energy to assisting us during this transition.

ITEM 5: Performance and Communication Strategy

Discussion of the performance and communication strategy for the Interim City Administrator.

ITEM 6: Outstanding Projects and Timeline

Discussion of the outstanding projects, timeline and goals.

ITEM 7: 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.

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.