



Mayor Daisy Raisler  
Vice Mayor Vernon J. Burton  
Commissioner Tom Wilson  
Commissioner Rick Basso  
Commissioner Jim Connell

# City of Lake Helen City Commission Agenda

*May 9, 2019 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:**

- a. Recognition: Kristin Cox
- b. Proclamations:
  - i. Public Works Week
  - ii. Teachers Appreciation Week

**ITEM 3: Monthly Reports:**

Item a: Events Coordinator  
Item b: Police Chief and Code Compliance  
Item c: City Attorney  
Item d: City Administrator

**ITEM 4: Commission Reports**

Item a: Commissioner Tom Wilson, Zone 1  
Item b: Vice Mayor Vernon Burton, Zone 2  
Item c: Commissioner Rick Basso, Zone 3  
Item d: Commissioner Jim Connell, Zone 4  
Item e: Mayor Daisy Raisler

**ITEM 5: 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 6: PUBLIC HEARINGS**

- Item a: First Reading of Ordinance 2019-01 Ballot Referendum for 2019: City Charter**  
Consideration of approving the first reading of Ordinance 2019-01 Ballot Referendum for 2019: City Charter
- Item b: First Reading of Ordinance 2019-02 Ballot Referendum for 2019: Authorizing Expenditure of Restricted Funds by the City Commission for Limited Purposes**  
Consideration of approving the first reading of Ordinance 2019-01 Ballot Referendum for 2019: Authorizing Expenditure of Restricted Funds by the City Commission for Limited Purposes

**ITEM 7: Quasi-Judicial – Certificate of Appropriateness:**

The Historic Preservation Board at its regular meeting on April 23, 2019 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 a: Certificate of Appropriateness for Detached Garage at 391 W Pennsylvania Ave
- Item b: Certificate of Appropriateness for Fence at 108 S. Lakeview Drive

**ITEM 8: Commission Discussion**

- Item a: Discussion of Parade Marshal**  
Request the City Commission discuss the 2019 4th of July Parade Marshal
- Item b: Discussion of Road Maintenance**  
Public Works Director, Rick Mullen requests a discussion on Road Maintenance.
- Item c: Discussion of Code Enforcement**  
The Historic Preservation Board requested the City Commission look at a more proactive Code Enforcement.
- Item d: Discussion of Addendum to Agreement with Ariel Faith**  
Request the City Commission discuss an addendum to the agreement with Ariel Faith to account for office space.
- Item e: Discussion of City Administrator 6-month Evaluation**  
Request the City Commission discuss the 6-month evaluation for the City Administrator.
- Item f: Discussion of the 29th Annual NAACP Freedom Fund Banquet**  
Request the City Commission discuss the 29<sup>th</sup> Annual Freedom Fund Banquet and sponsorship opportunities.

**ITEM 9: Commission Consideration**

- Item a: Consideration of Probationary Adjustment for Katie Holmes**  
Request the City Commission consider a \$.50 probationary adjustment for Katie Holmes who will completed her probationary period on May 8, 2019.
- Item a: Consideration of Excused Absence Request from Commissioner Tom Wilson**  
Request the City Commission consider excusing the absence of Commission Tom Wilson in June and July.

**ITEM 10: 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 a: Approval of Board Meeting Minutes:**

Request the Commission approve the minutes from the following Meetings:  
April 11, 2019 Regular Meeting, April 23, 2019, April 29, 2019 and April 30, 2019 ½ Cent Sales Tax Forums as well as April 25, 2019 Budget Workshop.

**Item b: Acceptance of Bills paid through April 30, 2019**

Request the Commission accept the bills paid report through April 30, 2019.

**Item c: Consideration of Award of Bid to P&S Paving for CDBG Road Resurfacing Project**

Request the City Commission award the Bid to P&S Paving and approve additional paving of Ohio Avenue from Pleasant Street to Orange Avenue utilizing City Funds.

**Item d: Consideration of Resolution 2019-07 Calling for Municipal Elections**

Consideration of Resolution 2019-07 Calling for Municipal Elections. Each year the City of Lake Helen adopts a resolution calling for municipal elections, setting candidate qualifying dates and providing for the location of a polling place.

**ITEM 11: Closing Remarks / Adjournment**

**NOTICE:** *In accordance with Section 284.0105, 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 284.24, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (384) 228-2358, no later than one business day before the meeting.*