



*City of Lake Helen*  
*City Commission Minutes*

**May 10, 2018 at 7:00pm**

City Hall City Commission Chambers  
327 S. Lakeview Drive, Lake Helen, Florida 32744

Mayor Daisy Raisler  
Vice Mayor Vernon J. Burton  
Commissioner Tom Wilson  
Commissioner Michael Woods  
Commissioner Jim Connell  
City Administrator Jason Yarborough  
City Clerk Becky Witte  
City Attorney Scott Simpson

**CALL TO ORDER:** Mayor Daisy Raisler called to order the May 10, 2018 Regular City Commission Meeting at 7:00 pm

**PRESENT:**

Mayor Daisy Raisler

Vice Mayor Vernon Burton

Commissioner Tom Wilson

Commissioner Michael Woods

Commissioner Jim Connell

City Clerk Becky Witte

City Administrator Jason Yarborough

City Attorney Scott Simpson

**CEREMONIAL MATTERS:** Legislative Prayer and Pledge to the Flag led by Vice Mayor Vernon Burton

**BUSINESS OF THE COMMISSION:**

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

Deletion of Item 8a: Discussion of proposal from Dennis Thompson for use of Shuffleboard Building: Mr. Dennis Thompson has submitted a letter stating a proposal to rent the Shuffleboard Building for 6 months for a fee of \$600.00 per month plus utilities for business of selling consigned/new golf carts as well as a real estate office for mobile homes in Lake Helen Villas and The Oaks of DeLand.

Addition of Proclamation for Teacher's Appreciation Week (May 6 -12, 2018)

**ITEM 2: Commission Announcements**

**ITEM 3: Recognitions, Proclamations and Presentations:**

**Item 3a: Recognitions:**

Recognition of visiting candidates for office (2018 Election Cycle): None

Certificate of Appreciation – Chance McEleeven, Lake Helen Boys & Girls Club by Kristen Cox (N. Summit Avenue)

**Item 3b: Proclamations:**

Poppy Day Proclamation, May 25, 2018

Mayor Daisy Raisler read the Poppy Day Proclamation, May 25, 2018 with input from Mary Lynn Hubbard Bohlen (American Legion Auxiliary) and Mary D Roberts (American Legion Auxiliary).

**Added Item:** Teacher Appreciation Week Proclamation (May 6-12, 2018)

Mayor Daisy Raisler read the Teacher Appreciation Week Proclamation (May 6-12, 2018)

**Item 3C: Presentations:**

FY 2018/2019 Assessments, Chris Roe from Brent Miller Olive

Chris Roe from Brent Miller Olive presented information on our current assessments and opportunities for the future.

Discussion of Assessments for the FY 18/19 Budget with input from Jason Yarborough, City Administrator, Becky Witte, City Clerk and Scott Simpson, City Attorney.

Recognition of visiting candidates for office (2018 Election Cycle): Barbara Girtman, candidate for Volusia County Council District 1

**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.*

**Von Russell (E. Kicklighter Road)**

**Mayor Daisy Raisler submitted three emails for the record: Chuck Eminger, Cheryl Gutbaum, Sharon and Gary Heath.**



## City of Lake Helen City Commission Agenda

### ITEM 5: Consent Agenda

#### City Attorney Scott Simpson read

Title for Resolution 2018-05: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE HELEN, FLORIDA PROVIDING FOR THE WAIVER OF VOLUNTARY ANNEXATION FEES FOR A PERIOD OF TIME TERMINATING ON SEPTEMBER 30, 2019; PROVIDING FOR THE LAWFUL VOLUNTARY ANNEXATION OF LANDS INTO THE CITY LIMITS OF THE CITY OF LAKE HELEN; PROVIDING FOR LEGISLATIVE INTENT; PROVIDING FOR A FEE WAIVER FOR LANDS PROPOSED TO BE VOLUNTARILY ANNEXED IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 171, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Title for Resolution 2018-06: A RESOLUTION OF THE CITY OF LAKE HELEN FLORIDA SUPPORTING THE ONE YEAR EXTENSION TO THE INTERLOCAL AGREEMENT FOR DISTRIBUTION OF PROCEEDS OF LOCAL OPTION FUEL TAX FOR THE PERIOD SEPTEMBER 1, 2018 – AUGUST 31, 2019; AND PROVIDING AN EFFECTIVE DATE.

#### Item 5a: Approval of Board Meeting Minutes

Request the Commission approve the minutes from the following Meetings:

- 1) April 12, 2018 Public Input Meeting for CDBG FY 18/19
- 2) April 12, 2018 Regular Meeting

#### Item 5b: Acceptance of Bills paid through April 30, 2018

Request the Commission accept the bills paid report through April 30, 2018.

#### Item 5c: Consideration of an Agreement Between City of Lake Helen and Thomas Pugliese for a Ground Lease at Mitchell Brothers Sports Complex

Request the Commission approve a Ground Lease Agreement with Thomas Pugliese for storage of Boat Transport trailers in the rear area of Mitchell Brothers Sports Complex off S. Orange Avenue.

#### Item 5d: Consideration of Resolution 2018-06 Support of Extension of Fuel Tax

Request the Commission approve Resolution 2018-06 Supporting One Year Extension for the Local Option Fuel Tax.

*Title for Resolution 2018-06: A RESOLUTION OF THE CITY OF LAKE HELEN FLORIDA SUPPORTING THE ONE YEAR EXTENSION TO THE INTERLOCAL AGREEMENT FOR DISTRIBUTION OF PROCEEDS OF LOCAL OPTION FUEL TAX FOR THE PERIOD SEPTEMBER 1, 2018 – AUGUST 31, 2019; AND PROVIDING AN EFFECTIVE DATE.*

#### Item 5e: Consideration of Final Ranking of Request for Proposals for Road Resurfacing Project

Request the Commission consider the final ranking of RFP for Road Resurfacing Project and authorize execution of contract with the sole bidder: Atlantic Civil Constructors Corporation.

#### Item 5f: Public Works Facility Update

Monthly update of the status of the new facility for Public Works. As of April 30, 2018, expenses totaled \$7,865.00 for Exterior Doors as well as Building Structure Labor and \$1097.30 in-kind donations for Port-a-John and underground plumbing were received.

#### Item 5g: Consideration of Billboard Applications along I-4

Request the City Commission approve three (3) new billboards with the elimination of seven (7) existing billboards along the western side of I-4 as outlined in Resolution 2018-02 and Land Development Code Section 4.10.26 Billboards and the attached presentation.

#### Item 5h: Acceptance and Execution of Fiscal Year 2017/18 Hazard Mitigation Grant Program Funding

Request execution of HMGP Funding Agreement for "Virginia Drive Rehabilitation" and use the Stormwater Fund balance to cover the City's cost share.

#### Item 5i: Consideration of Resolution 2018-05

Request the Commission approve Resolution 2018-05 to waive annexation fees until September 30, 2019.

*Title for Resolution 2018-05: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE HELEN, FLORIDA PROVIDING FOR THE WAIVER OF VOLUNTARY ANNEXATION FEES FOR A PERIOD OF TIME TERMINATING ON SEPTEMBER 30, 2019; PROVIDING FOR THE LAWFUL VOLUNTARY ANNEXATION OF LANDS INTO THE CITY LIMITS OF THE CITY OF LAKE HELEN; PROVIDING FOR LEGISLATIVE INTENT; PROVIDING FOR A FEE WAIVER FOR LANDS PROPOSED TO BE VOLUNTARILY ANNEXED IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 171, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.*

#### Item 5j: Input for Gateway Corridor Historic Style Review for Residential Addition at 466 W. Main Street

The Historic Preservation Board discussed the architectural renderings of the Residential Addition at 466 W. Main Street at their May 1, 2018 Meeting and recommended that the City Administrator approve as presented.

#### Item 5k: Input for Gateway Corridor Historic Style Review for Single Family Residence at 375 W. Park Street

The Historic Preservation Board discussed the architectural renderings of a new Single-Family Residence at 375 W. Park Street at their May 1, 2018 Meeting and recommended that the City Administrator approve with addition of hardy board siding on right elevation at least 6 to 8 inches past the bathroom window shutter and front window shutter, 3 over 1 windows (except for bathroom window), addition of board and batten on interior walls of the rear porch. *Updated drawings were provided which show the changes from the May 1, 2018 Meeting.*



## City of Lake Helen City Commission Agenda

### **Item 5l: Input for Gateway Corridor Historic Style Review for Single Family Residence at 327 Garden Street**

The Historic Preservation Board discussed the architectural renderings for Single Family Residence at 327 Garden Street at their May 1, 2018 Meeting and recommended that the City Administrator approve with the garage extending approximately 1 foot beyond the breezeway, main roof change to 6 /12 pitch in order to provide for a deeper front porch area (approximately 8 foot front porch), shutters on front porch windows (relocating from far end window), addition of gable end corbels on rear side of garage, addition of windows on each side of rear porch door, transom window to remain over rear glass door which will be three light to match adjoining windows.

Updated drawings are included which show the changes from the May 1, 2018 Meeting.

**MOTION** by Commissioner Michael Woods to approve the Consent Agenda as presented and discussed except for item 5c and 5g. **SECOND** by Vice Mayor Vernon Burton. **MOTION CARRIED UNANIMOUSLY.**

### **Item 5c: Consideration of an Agreement Between City of Lake Helen and US Boat Transport for a Ground Lease at Mitchell Brothers Sports Complex**

Request the Commission approve a Ground Lease Agreement with Thomas Pugliese for storage of Boat Transport trailers in the rear area of Mitchell Brothers Sports Complex off S. Orange Avenue.

Table Item 5c: Consideration of an Agreement Between City of Lake Helen and US Boat Transport for a Ground Lease at Mitchell Brothers Sports Complex until the June 14, 2018 Regular Meeting.

### **Item 5g: Consideration of Billboard Applications along I-4**

Request the City Commission approve three (3) new billboards with the elimination of seven (7) existing billboards along the western side of I-4 as outlined in Resolution 2018-02 and Land Development Code Section 4.10.26 Billboards and the attached presentation.

Discussion with input from Jon Campbell from Outfront Media, City Clerk Becky Witte and City Administrator Jason Yarborough.

**MOTION** by Commissioner Michael Woods to approve Item 5g: Consideration of Billboard Applications along I-4. **SECOND** by Commissioner Jim Connell. **MOTION CARRIED UNANIMOUSLY.**

### **Item 6: Monthly Reports:**

Item 6a: Planning and Land Development Regulation Commission: None

Item 6b: City Administrator / City Engineer: City Administrator Jason Yarborough discussed Duke Energy LED Lights and Banners, FDOT meeting with tree plantings along I-4, Woods of Lake Helen Homes Update, FEMA update meeting, VGMC rescheduled for June 27, 2018, First Budget Workshop June 28, 2018.

Item 6c: City Attorney Scott Simpson discussed the Sunshine Lawsuit, excuse from workshop on May 11, 2018.

Item 6d: Police Chief / Code Compliance: Police Chief Mike Walker discussed the property on Craig Street.

Item 6e: Lake Helen Business Alliance: Ryan Wilkins discussed the meet and greet on May 9, 2018 as well as a logo. Craig Wickham (Lemon Avenue) added to the discussion.

Item 6f: Lake Helen Events: Kelly Frasca discussed May events.

**Item 7: Public Hearings:** None for this Meeting

### **Item 8: Commission Discussion / Reports**

*Deletion of Item 8a: Discussion of proposal from Dennis Thompson for use of Shuffleboard Building*

~~Mr. Dennis Thompson has submitted a letter stating a proposal to rent the Shuffleboard Building for 6 months for a fee of \$600.00 per month plus utilities for business of selling consigned/new golf carts as well as a real estate office for mobile homes in Lake Helen Villas and The Oaks of DeLand.~~

### **Item 8b: Discussion of Florida League of Cities Conference**

The Annual Florida League of Cities conference will be held August 16 through August 18 in Hollywood, Florida. The annual conference is an opportunity for municipal officials and senior staff to enhance leadership skills, share ideas with peers, discuss strategies for Florida's future, and learn the latest in products and services designed for municipal governments. Please let staff know if you intend to attend the annual conference so that reservations may be made. In June or July, a voting delegate will be nominated for the conference.



## *City of Lake Helen City Commission Agenda*

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**Item 8c: Commissioner Tom Wilson, Zone 1:** None

**Item 8d: Vice Mayor Vernon Burton, Zone 2:** NAACP Dinner in June and said he will be absent at the workshop on May 11, 2018.

**Item 8e: Commissioner Michael Woods, Zone 3:** Downtown Master Plan, Public Nuisance Noise Issue

**Item 8f: Commissioner Jim Connell, Zone 4:** Discussion of Seed Money for the Committee to Save Lake Helen Lake

**MOTION** by Vice Mayor Vernon Burton to approve \$2,000 for the Committee to Save Lake Helen Lake. **SECOND** by Commissioner Tom Wilson. **MOTION CARRIED UNANIMOUSLY.**

**Item 8g: Mayor Daisy Raisler:** Discussion of ½ Cent Sales Tax (*continued from the April 12, 2018 Meeting*), *discussion of April and May activities.*

**ADJOURNMENT:** Mayor Daisy Raisler adjourned the May 10, 2018 Regular Meeting of the Lake Helen City Commission at 9:38 pm.