



City of Lake Helen
City Commission Minutes

June 14, 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 June 14, 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 Lewis Long.

BUSINESS OF THE COMMISSION:

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

Addition of:

- a) Proclamation for Juneteenth
- b) Appointment of two (2) citizens to the Citizen Advisory Committee

Deletion of:

Item 5f: Consideration of Agreement with Duke Energy for Banners
Request the Commission approve the agreement with Duke Energy to allow the City of Lake Helen to add banners to Duke Energy Power Poles

ITEM 2: Commission Announcements

Mayor Daisy Raisler announced the Volusia Growth Management Commission Meeting on June 27, 2018 at 7:00 pm in the Volusia County Chambers.

Commissioner Michael Woods requested discussion item 8b with the full audience.

Item 8b: Discussion of Parade Marshal for 2018 4th of July Parade: Each year the City Commission will select a Parade Marshall for the annual 4th of July Parade.

MOTION by Commissioner Michael Woods to select the Miss Lake Helen Cassadaga Team and Ambassadors as the 2018 4th of July Parade Marshal. **SECOND** by Commissioner Jim Connell.

MOTION CARRIED UNANIMOUSLY.

ITEM 3: Recognitions, Proclamations and Presentations:

Item 3a: Recognitions:

1. Recognition of visiting candidates for office (2018 Election Cycle)
Barbara Girtman (Volusia County Council Candidate District 1) addresses the Commission and the public.
2. Recognition of Jackson Hickox
3. Volusia League of Cities Citizen of the Year 2018 Todd Preston
4. Recognition of Miss Lake Helen Cassadaga
On May 26, 2018 the Miss Lake Helen Cassadaga Pageant was held at Shoestring Theatre.



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- Miss Lake Helen Cassadaga: Morgan Whitehouse
- Miss Lake Helen Cassadaga Runner Up: Kristin Cox
- Miss Congeniality: Morgan Whitehouse
- Junior Miss Lake Helen Cassadaga: Miya Joyce
- Junior Miss Lake Helen Cassadaga Runner Up: Jayden Gorman
- Junior Miss Congeniality: Haydyn Benson
- Little Miss Lake Helen Cassadaga: Hyla Benson
- Little Miss Lake Helen Cassadaga Runner Up: Natalie Strickland
- Little Miss Congeniality: Natalie Strickland
- Miss Lake Helen Cassadaga Team/ Participants: Sophia Goodman, Virginia Taylor, Aleiannah Real, Lillian Allen, Annabelle Coley

2018 Miss Lake Helen Cassadaga Master of Ceremonies: Jim Connell

2018 Miss Lake Helen Cassadaga Key Note Speaker: Mayor Daisy Raisler

2018 Miss Lake Helen Cassadaga Judges: Barbara Girtman, Maria Hardwick, Gina McKee

2018 Miss Lake Helen Cassadaga Mentors: Amber Driggers, Jessica Eccleston, Kelly Frasca, Roxann Goodman, Linda Hammett, Shelby Mullen, Anne Sollien, Joy Taylor.

Item 3b: Proclamations:

Added Item: Juneteenth

PROCLAMATION: Juneteenth: June 19, 2018

WHEREAS, Juneteenth is the oldest known celebration of the ending of slavery; and

WHEREAS, On June 19, 1865, the Union Major General Gordon Granger proclaimed that the war had ended and the slaves were free; and

WHEREAS, that proclamation took place two and a half years after the signing of the Emancipation Proclamation (which had become official January 1, 1863); and

WHEREAS, Juneteenth is a time for celebrating freedom and encouraging self-development and respect for all cultures; and

WHEREAS, African Americans gather with loved ones and celebrate with prayer, guest speakers, barbecues, parades, dancing, rodeos, fishing, picnics, and baseball; and

WHEREAS, the State of Texas declared June 19th a legal state holiday in 1980 and since that time Juneteenth celebrations have been growing across the nation; and

WHEREAS, the citizens of Lake Helen continue to celebrate, mostly in Church with family and friends; and

NOW, THEREFORE, the City Commission of the City of Lake Helen hereby recognizes the importance of Juneteenth in our community.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the City of Lake Helen in the State of Florida this 14th day of June 2018.

Item 3C: Presentations:

1. State Representative Patrick Henry

State Representative Patrick Henry provided a Legislative Update

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

The City Commission discussed Assessments for the FY 18/19 Budget with input from Chris Roe from Brent Miller Olive, City Administrator Jason Yarborough, City Clerk Becky Witte, Craig



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Wickham (Lake Helen Villas), Todd Preston (Connecticut Avenue), and Ed Senez (Matanzas Street).

Consensus to return with discussion at the Budget Workshop.

3. Presentation of Annual Audit for the Year Ended September 30, 2016 by Zach Chalifour, CPA of James Moore

Discussion with input from Finance Manger Jason Lawrence and City Administrator Jason Yarborough.

Item 4: Public Forum:

Todd Preston, Connecticut Avenue

Janice Driggers, Westlake Drive

Email from Jeff Caster, Florida Department of Transportation entered into the record.

ITEM 5: Consent Agenda

Item 5a: Approval of Board Meeting Minutes:

Request the Commission approve the minutes from the following Meetings:

1) May 10, 2018 Regular Meeting

2) May 11, 2018 Workshop

3) May 18, 2018 Special Meeting for Emergency Purchase of Water Treatment Plant Equipment

Item 5b: Acceptance of Bills paid through May 31, 2018

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

Item 5c: Consideration of approving the FEMA Sample Sub Grant Agreement Template and delegate execution authority to the City Administrator

Request the Commission approve the FEMA Sample Sub Grant Agreement Template and delegate authority of execution of the amendments to the agreement to the City Administrator (the individual that is primarily managing the Public Assistance Grant process).

Item 5d: 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 with added language regarding parking in the right of way of S. Orange Avenue.

Item 5e: Input for Gateway Corridor Historic Style Review for Single Family Residence at 374 S Volusia Avenue

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. At the May 22, 2018 Historic Preservation Board Meeting, Mr. Steve Hemmerle requested the same house to be reviewed for a lot at 374 S. Volusia Avenue. The Historic Preservations Board recommended approval of a mirrored elevation with a flat finish stucco.

~~**Item 5f: Consideration of Agreement with Duke Energy for Banners**~~

~~Request the Commission approve the agreement with Duke Energy to allow the City of Lake Helen to add banners to Duke Energy Power Poles.~~



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Item 5g: Consideration of Approve LED Lighting on Duke Energy Poles

Request the Commission approve the change from standard outdoor lighting to LED lighting throughout the city which will change the monthly fee from \$2,653.84 to \$2,252.34 - a monthly savings of \$401.50.

Item 5h: Public Works Facility Update

Monthly update of the status of the new facility for Public Works. For the month of May 2018, expenses totaled \$50.00 for Port-a-John rental.

MOTION by Commissioner Tom Wilson to approve the Consent Agenda as presented and discussed except for item 5d and 5g; and item 5f (which was deleted earlier in the meeting). **SECOND** by Vice Mayor Vernon Burton. **MOTION CARRIED UNANIMOUSLY.**

Item 5d: 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 with added language regarding parking in the right of way of S. Orange Avenue.

Discussion with input from Brian Pugliese (US Boat Transport), City Administrator Jason Yarborough, and City Clerk Becky Witte.

MOTION by **Commissioner Jim Connell** to approve the Consent Agenda Item 5d: Consideration of an Agreement Between City of Lake Helen and US Boat Transport for a Ground Lease at Mitchell Brothers Sports Complex with amendments discussed with six month rent payment and prorated reimbursement in the event of termination. **SECOND** by **Commissioner Michael Woods**. **MOTION CARRIED UNANIMOUSLY.**

Item 5g: Consideration of Approve LED Lighting on Duke Energy Poles

Request the Commission approve the change from standard outdoor lighting to LED lighting throughout the city which will change the monthly fee from \$2,653.84 to \$2,252.34 - a monthly savings of \$401.50.

Discussion with input from City Administrator Jason Yarborough.
Consensus for light addition on Goodwin Street.

MOTION by Commissioner Michael Woods to approve the Consent Agenda Item 5g: Consideration of Approve LED Lighting on Duke Energy Poles. **SECOND** by Commissioner Tom Wilson. **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 paving Water Street.

Item 6c: City Attorney Scott Simpson was excused from the Budget Workshop.



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Item 6d: Police Chief / Code Compliance: City Administrator Jason Yarborough discussed house on Craig Avenue.

Item 6e: Lake Helen Business Alliance: None

Item 6f: Lake Helen Events: City Clerk Becky Witte read the monthly report from Kelly Frasca, Lake Helen Events.

Item 7: Public Hearings:

Item 7a: LEGISLATIVE – First Reading of Ordinance 2018-05 Annexation of 704 Matanzas Street

Request the Commission approve the first reading of Ordinance 2018-05 Annexation for 704 Matanzas Street for Amy Henry. The Planning and Land Development Regulation Commission reviewed this item at their May 21, 2018 Regular Meeting and is recommending approval of the ordinance.

City Attorney Scott Simpson read the title ORDINANCE 2018-05

AN ORDINANCE OF THE CITY OF LAKE HELEN, FLORIDA, ANNEXING BY VOLUNTARY PETITION PROPERTY LOCATED CONTIGUOUS TO THE CITY OF LAKE HELEN IN ACCORDANCE WITH THE VOLUNTARY ANNEXATION PROVISIONS OF SECTION 171.044, *FLORIDA STATUTES*; REDEFINING THE BOUNDARIES OF THE CITY OF LAKE HELEN TO INCLUDE SAID PROPERTY; PROVIDING FOR FINDINGS; DIRECTING THE CITY CLERK TO RECORD THE ORDINANCE WITH THE CLERK OF THE CIRCUIT COURT, WITH THE CHIEF ADMINISTRATIVE OFFICER OF VOLUSIA COUNTY AND WITH THE DEPARTMENT OF STATE; PROVIDING FOR PUBLICATION; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR NON-CODIFICATION AND THE TAKING OF ADMINISTRATIVE ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

MOTION by **Commissioner Jim Connell** to approve the first reading of Ordinance 2018-05 Annexation of 704 Matanzas Street. **SECOND** by **Commissioner Tom Wilson**. **MOTION CARRIED UNANIMOUSLY.**

Item 7b: LEGISLATIVE – First Reading of Ordinance 2018-06 Future Land Use Map Amendment from County R to City RR at 704 Matanzas Street

Request the Commission approve the first reading of Ordinance 2018-06 Future Land Use Map Amendment from County R to City RR at 704 Matanzas Street. The Planning and Land Development Regulation Commission reviewed this item at their May 21, 2018 Regular Meeting and is recommending approval of the ordinance.

City Attorney Scott Simpson read the title ORDINANCE NUMBER 2018-06

AN ORDINANCE OF THE CITY OF LAKE HELEN AMENDING THE COMPREHENSIVE PLAN AS AMENDED, BY AMENDING THE OFFICIAL FUTURE LAND USE MAP FROM COUNTY RURAL INTENSITY TO RR FOR 5.24 ACRES OF CERTAIN REAL AT 704 MATANZAS STREET (7036-00-00-0040), LAKE HELEN, FLORIDA; PROVIDING FOR PUBLICATION, HOLDING PUBLIC HEARINGS, FINDINGS OF CONSISTENCY; PROVIDING FOR FILING WITH THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY, THE VOLUSIA GROWTH MANAGEMENT COMMISSION, THE REGIONAL PLANNING COMMISSION, AND ANY OTHER UNIT OF LOCAL GOVERNMENT OR GOVERNMENTAL AGENCY; PROVIDING FOR CONFLICTING PROVISIONS, SEVERABILITY AND APPLICABILITY AND PROVIDING AN EFFECTIVE DATE.

MOTION by **Commissioner Tom Wilson** to approve the first reading of Ordinance 2018-06 Future Land Use Map Amendment from County R to City RR at 704 Matanzas Street. **SECOND** by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**



Item 7c: QUASI-JUDICIAL – First Reading of Ordinance 2018-07 Rezoning from County A-1 to City SFR-R at 704 Matanzas Street

Request the Commission approve the first reading of Ordinance 2018-07 Rezoning from County A-1 to City SFR-R at 704 Matanzas Street. The Planning and Land Development Regulation Commission reviewed this item at their May 21, 2018 Regular Meeting and is recommending approval of the ordinance.

City Attorney Scott Simpson read the title ORDINANCE NUMBER 2018-07

AN ORDINANCE REZONING 5.24± ACRES LOCATED AT 704 MATANZAS STREET FROM COUNTY A-1 TO CITY SFR-R (RURAL); PROVIDING FOR A QUASI JUDICIAL PUBLIC HEARING; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

MOTION by **Commissioner Michael Woods** to approve the first reading of Ordinance 2018-07 Rezoning from County A-1 to City SFR-R at 704 Matanzas Street. **SECOND** by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

Item 7d: LEGISLATIVE – First Reading of Ordinance 2018-04 Amendment to the Land Development Code, Gateway Overlay Review Process

Request the Commission approve the first reading of Ordinance 2018-04 amending the Land Development Code, Gateway Overlay Review Process. The Planning and Land Development Regulation Commission reviewed this item at their May 21, 2018 Regular Meeting and is recommending approval of the ordinance.

City Attorney Scott Simpson read the title ORDINANCE 2018-04

AN ORDINANCE OF THE CITY OF LAKE HELEN, FLORIDA, AMENDING ARTICLE 1, 3, 4 AND 5 OF THE CITY OF LAKE HELEN CODE OF ORDINANCES TO REQUIRE ISSUANCE OF A CERTIFICATE OF APPROPRIATENESS PRIOR TO FINAL APPROVAL OF A BUILDING PERMIT FOR A NEW STRUCTURE OR MODIFICATION OF AN EXISTING STRUCTURE WHICH CHANGES THE ARCHITECTURAL DESIGN WITHIN THE GATEWAY OVERLAY; PROVIDING FOR LEGISLATIVE FINDINGS; PROVIDING FOR AMENDMENTS TO ARTICLE 1, 3, 4 AND 5; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY, PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.

MOTION by **Commissioner Tom Wilson** to approve the first reading of Ordinance 2018-04 Amendment to the Land Development Code, Gateway Overlay Review Process. **SECOND** by **Commissioner Jim Connell**. **MOTION CARRIED UNANIMOUSLY.**

Item 8: Commission Discussion / Reports

Item 8a: Discussion of Florida League of Cities Conference Voting Delegate

The Annual Florida League of Cities conference will be held August 16 through August 18 in Hollywood, Florida. A voting delegate must be selected for the conference.

MOTION by **Vice Mayor Vernon Burton** to select Mayor Daisy Raisler. **SECOND** by **Commissioner Jim Connell**. **MOTION CARRIED UNANIMOUSLY.**



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Item 8b: Discussion of Parade Marshall for 2018 4th of July Parade: Selection of Miss Lake Helen Cassadaga Team earlier in the meeting.

Item 8 (added): Discussion with Duke Energy for Banners with consensus for designs to be reviewed at July Meeting.

Item 8 (added): Appointment of two (2) citizens to the Volusia League of Cities Citizen Advisory Committee.

MOTION by **Vice Mayor Vernon Burton** to select Sandy Miller and Ranger (James) Tyler to the Volusia League of Cities Citizen Advisory Committee. **SECOND** by **Commissioner Michael Woods**. **MOTION CARRIED UNANIMOUSLY.**

Item 8c: Commissioner Tom Wilson, Zone 1

Item 8d: Vice Mayor Vernon Burton, Zone 2

Discussion of proposed change to temporary sign code with input from City Clerk Becky Witte and City Administrator Jason Yarborough.

MOTION by **Vice Mayor Vernon Burton** to request the Planning Board review the proposed change to temporary sign code. **SECOND** by **Commissioner Michael Woods**. **MOTION CARRIED UNANIMOUSLY.**

Item 8e: Commissioner Michael Woods, Zone 3

Discussion of Lake Helen accomplishments

Item 8f: Commissioner Jim Connell, Zone 4

Relocation of Commission Discussion to earlier in the meeting

Item 8g: Mayor Daisy Raisler

ADJOURNMENT: Mayor Daisy Raisler adjourned the June 14, 2018 Regular Meeting of the Lake Helen City Commission at 10:35 pm.