



City of Lake Helen
City Commission Minutes

July 12, 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 July 12, 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 Maria Hardwick.

BUSINESS OF THE COMMISSION:

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

Addition of:

- Proclamation for Mt Olive African Methodist Episcopal Church – 129th Anniversary
- Recognition of our Citizen Advisory Committee Representatives: Sandy Miller and James Tyler (Ranger).
- Award for Jeffrey Oransky for 20 years of service.

Relocate Items:

Item 5c: Consideration of Assessment Resolution to item 2c.

Item 5d: Consideration of Tentative Millage Resolution to item 7.

ITEM 2: Recognitions, Proclamations and Presentations:

Item 2a: Recognitions:

- Recognition of visiting candidates for office (2018 Election Cycle)
John Upchurch for Congress
- Recognition of our Citizen Advisory Committee Representatives: Sandy Miller (W. Delaware Avenue) and James Tyler (Ranger) (N. Volusia Avenue).
- Award for Jeffrey Oransky for 20 years of service

Item 2b: Proclamation: Mt. Olive AME Church 129th Anniversary

Item 2c: Presentations:

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

The City Commission requested more information on Assessments for the FY 18/19 Budget. Chris Roe from Brent Miller Olive will continue the discussion from the May and June Meetings.

Item 5c: Consideration of Assessment Resolution—item relocated to 2c

Request the Commission approve Resolution 2018-07 – the Annual Resolution to set the Assessment Rates for Fiscal Year 2018/2019

Discussion with input from Chris Roe and City Administrator Jason Yarborough.



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City Attorney Scott Simpson read the title of Resolution 2018-07: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE HELEN, FLORIDA, RELATING TO THE PROVISION AND FUNDING OF FIRE RESCUE, STORMWATER AND SOLID WASTE SERVICES IN THE CITY; ESTABLISHING THE ESTIMATED RATES OF THE FIRE RESCUE, STORMWATER AND SOLID WASTE ASSESSMENTS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018; DIRECTING THE PREPARATION OF ASSESSMENT ROLLS FOR THE FIRE, STORMWATER AND SOLID WASTE ASSESSMENTS; AUTHORIZING A PUBLIC HEARING AND DIRECTING THE PROVISION OF NOTICE THEREOF; AND PROVIDING AN EFFECTIVE DATE.

MOTION by Commissioner Jim Connell to approve Resolution 2018-07 Assessment Rates for Fiscal Year 2018/2019. **SECOND** by Commissioner Tom Wilson. **MOTION CARRIED UNANIMOUSLY.**

2. RFP for Banking Services Presentations:

- a. TD Bank
- b. PNC Bank

Discussion of banking services with input from City Administrator Jason Yarborough and Finance Manager Jason Lawrence.

MOTION by Commissioner Tom Wilson to select TD Bank and waive that TD Bank is outside the five mile radius as outlined in the RFP for Banking Services and authorize the City Administrator to negotiate agreement to return agreement in August. **SECOND** by Vice Mayor Vernon Burton. **MOTION CARRIED UNANIMOUSLY.**

3. WastePro

Ken DeForest from Waste Pro wanted an opportunity to discuss services with the City Commission including collection of recyclables.

Discussion with input from City Administrator Jason Yarborough to be brought back in August.

Item 3: Public Forum: None

Item 4: Commission Discussion / Reports

Item 4a: Decorative Light Pole Banners

The City Commission to review proposed proofs for Light Pole Banners with input from City Administrator Josan Yarborough, Betty O’Laughlin (McKenzie Road), Kent Titcomb (Lemon Avenue), Sandy Miller (W Delaware Avenue), Todd Preston (Connecticut Avenue).

Item 4b: Commissioner Tom Wilson, Zone 1 discussed the 4th of July parade.

Item 4c: Vice Mayor Vernon Burton, Zone 2 discussed the 4th of July parade as well as the churches in town and to take time to visit them.

Item 4d: Commissioner Michael Woods, Zone 3 discussed fireworks from Royal Park as well as vacant lands near Lake Helen which could be large commercial development.

Item 4e: Commissioner Jim Connell, Zone 4 congratulated Kelly Frasca on her work and passion.



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Item 4f: Mayor Daisy Raisler discussed FEMA reimbursement for Hurricane Irma, citizen engagement, dog park grant, speed radar device, recent budget workshop and upcoming budget workshop on July 17th at 9:00am, as well as thanks to public works team. She discussed the 4th of July celebration.

ITEM 5: Consent Agenda

Item 5a: Approval of Board Meeting Minutes:

Request the Commission approve the minutes from the following Meetings:

- 1) June 14, 2018 Regular Meeting
- 2) June 28, 2018 Budget Workshop

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

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

~~**Item 5c: Consideration of Assessment Resolution**~~ **item relocated to 2c**

Request the Commission approve Resolution 2018-07 – the Annual Resolution to set the Assessment Rates for Fiscal Year 2018/2019

~~**Item 5d: Consideration of Tentative Millage Resolution**~~ **item relocated to 7**

Request the Commission approve Resolution 2018-08. Each year the City Commission reviews the tentative budget during budget workshops and adopts a Resolution setting the tentative millage which is given to the Volusia County Property Appraiser for use in preparing the Notice of Proposed Property Taxes. The proposed millage rate necessary to fund the tentative general City budget for the City’s 2018-19 Fiscal Year is 7.8 mills.

Item 5e: Public Works Facility Update

Monthly update of the status of the new facility for Public Works. For the month of June 2018, expenses totaled \$7,952 and \$12,966.48 (for concrete site work) in-kind donations were received.

MOTION by Commissioner Tom Wilson to approve the Consent Agenda item 5a, 5b and 5e as presented. **SECOND** by Commissioner Jim Connell. **MOTION CARRIED UNANIMOUSLY.**

Item 6: Monthly Reports:

- Item 6a: Planning and Land Development Regulation Commission: Withdraw of Future Land Use Application with Volusia growth Management Commission.
- Item 6b: City Administrator / City Engineer: City Administrator Jason Yarborough discussed Financial Assistant position advertisement.
- Item 6c: City Attorney Scott Simpson and City Administrator Jason Yarborough discussed sewer within Lake Helen.
- Item 6d: Police Chief / Code Compliance: Police Chief Mike Walker discussed renovation of Police Department building, signage, radar trailer as well as mobile electronic message center.
- Item 6e: Lake Helen Business Alliance: None
- Item 6f: Lake Helen Events: Kelly Frasca discussed 4th of July Events.

~~**Item 7 5d: Consideration of Tentative Millage Resolution**~~

City Attorney Scott Simpson read the title of Resolution 2018-08: A RESOLUTION BY THE CITY OF LAKE HELEN, FLORIDA, RELATING TO THE LEVY OF A GENERAL MUNICIPAL AD VALOREM TAX FOR THE 2018-19 TAX YEAR; PROVIDING A ROLLED BACK MILLAGE RATE FOR GENERAL MUNICIPAL PURPOSES; ESTABLISHING A PROPOSED



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MILLAGE RATE FOR GENERAL MUNICIPAL PURPOSES; ESTABLISHING A PUBLIC HEARING; PROVIDING FOR NOTICE TO THE VOLUSIA COUNTY PROPERTY APPRAISER; PROVIDING AN EFFECTIVE DATE.

MOTION by Commissioner Michael Woods to approve Resolution 2018-08 Tentative Millage for Fiscal Year 2018/2019. **SECOND** by Commissioner Tom Wilson.

Discussion with input from Todd Preston (Connecticut Avenue), City Administrator Jason Yarborough and Finance Manager Jason Lawrence.

MOTION CARRIED UNANIMOUSLY.

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

City Attorney Scott Simpson read 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 Tom Wilson** to adopt Ordinance 2018-05 Annexation of 704 Matanzas Street – second and final reading. **SECOND** by Vice Mayor Vernon Burton. **MOTION CARRIED UNANIMOUSLY.**

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

City Attorney Scott Simpson read 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 City 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 adopt Ordinance 2018-06 Future Land Use Map Amendment from County R to City RR at 704 Matanzas Street – second and final reading. **SECOND** by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

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

City Attorney Scott Simpson read ORDINANCE Number 2018-07



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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 Tom Wilson** to adopt Ordinance 2018-07 Rezoning from County A-1 to City SFR-R at 704 Matanzas Street – second and final reading. **SECOND** by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

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

City Attorney Scott Simpson read 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 **Vice Mayor Vernon Burton** to adopt Ordinance 2018-04 Amendment to the Land Development Code, Gateway Overlay Review Process – second and final reading. **SECOND** by **Commissioner Michael Woods**. **MOTION CARRIED UNANIMOUSLY.**

Item 7e: LEGISLATIVE – First Reading of Ordinance 2018-08 Amendment to the Land Development Code, Temporary Signs

City Attorney Scott Simpson read ORDINANCE 2018-08

AN ORDINANCE OF THE CITY OF LAKE HELEN, FLORIDA, AMENDING ARTICLE 4 OF THE CITY OF LAKE HELEN CODE OF ORDINANCES TO ALLOW FOR TEMPORARY SIGNS OF GREATER SIZE DURING CONSTRUCTION OF A NEW STRUCTURE; PROVIDING FOR LEGISLATIVE FINDINGS; PROVIDING FOR AMENDMENTS TO ARTICLE 4; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY, PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.

Discussion with input from City Administrator Jason Yarborough.

MOTION by **Commissioner Michael Woods** to approve the first reading of Ordinance 2018-08 Amendment to the Land Development Code, Temporary Signs. **SECOND** by **Commissioner Jim Connell**. **MOTION CARRIED UNANIMOUSLY.**

Item 8: Closing Remarks

ADJOURNMENT: Mayor Daisy Raisler adjourned the July 12, 2018 Regular Meeting of the Lake Helen City Commission at 10:06 pm.