



City of Lake Helen
City Commission Minutes
Special Meeting

August 31, 2018 at 10:00am

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 August 31, 2018 Special City Commission Meeting at 10:00 am

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 Commissioner Jim Connell.

Commissioner Michael Woods announced that he has accepted a new position as the executive director of Lake Sumter MPO.

ITEM 1: Additions, Deletions and Modifications to the Agenda

ITEM 2: Hire Lauren Cowles as Administrative Assistant

Discussion with input from City Administrator Jason Yarborough and Lauren Cowles as Administrative Assistant.

MOTION by **Commissioner Michael Woods** to approve hiring Lauren Cowles. **SECOND** by **Vice Mayor Vernon Burton**.

Discussion.

MOTION CARRIED UNANIMOUSLY.

ITEM 3: Memorandum of Agreement with Ivy Hawn

The City Commission requested staff return with a Memorandum of Agreement with Ivy Hawn regarding assistance with maintenance of Blake Park as well as façade improvements along Ohio Avenue.

Discussion with input from City Administrator Jason Yarborough, Betty O'Laughlin (McKenzie Road), James Tyler (Ranger) (Volusia Avenue).

Discussion with City Attorney Scott Simpson and Greg Ruffin (Ivy Hawn Charter School)

MOTION by **Vice Mayor Vernon Burton** to approve Memorandum of Agreement with Ivy Hawn. **SECOND** by **Commissioner Michael Woods**. **MOTION CARRIED 4-1 WITH COMMISSIONER TOM WILSON VOTING NO.**

ITEM 4: Events Coordinator Position

The City Commission requested staff return with an agreement for the Event Coordinator Position. Staff requests direction on commencement date, contract amount as well as selection process.

Discussion with input from City Administrator Jason Yarborough, City Attorney Scott Simpson, Kelly Frasca (John Street), Betty O'Laughlin (McKenzie Road), James Tyler (Ranger) (Volusia Avenue), Buddy Snowden (Ohio Avenue), Doris Kohler (Ohio Avenue).

Consensus to start the position in the current fiscal year, to select current volunteer (Kelly Frasca), to start at an amount of \$20,000, to allow for mileage, office space and to discuss city credit card with City



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Attorney. Agreement to be worked on by the City Attorney, Ms. Frasca and staff and be brought to the City Commission on September 13, 2018.

MOTION by **Commissioner Tom Wilson** to bring back final agreement at the next regular city commission meeting to include the discussions and decisions made on the draft agreement. **SECOND** by **Commissioner Jim Connell**. **MOTION CARRIED UNANIMOUSLY.**

Commissioner Michael Woods excused himself from the meeting.

Consensus to allow for Events Coordinator use of facilities for selected dates.

ITEM 5: Lake Helen Villa Water Billing

The City Commission to discuss the recent problems with water billing for the Lake Helen Villa.

Kirk T. Bauer (Attorney for Lake Helen Villa – Bauer and Associates), Kent Titcomb (Lake Helen Villa), Marie Jeffreys (Lake Helen Villa CFO)

MOTION by **Commissioner Tom Wilson** to have confirmation that the meter is operating property with certification of operation in the form of a letter (Ferguson), software review and upgrade as needed and certification (Waterworks), meeting with both parties to discuss an independent review of the billing as soon as possible (with both parties present), as well as for staff to return with a Resolution regarding water billing to be included in at the September 13, 2018 meeting.

NO SECOND made – MOTION DIED.

Consensus for staff to complete the following: to have confirmation that the meter is operating property with certification of operation in the form of a letter (Ferguson), software review and upgrade as needed and certification (Waterworks), meeting with both parties to discuss an independent review of the billing as soon as possible (with both parties present), as well as a resolution regarding water billing to be included in at the September 13, 2018 meeting.

Discussion of the process and City Administrator actions with input from Kirk T. Bauer (Attorney for Lake Helen Villa – Bauer and Associates)

City Clerk to set a date and time for a special meeting of the City Commission

Item 6: 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.

Kelly Frasca for Karen Garyantes (Market in the Park) regarding Community Picnic

James Tyler (Ranger) (N. Volusia).

Craig Wickham (Lake Helen Villa)

Closing Remarks / Adjournment

ADJOURNMENT: Mayor Daisy Raisler adjourned the August 31, 2018 Special Meeting of the Lake Helen City Commission at 1:48pm.