



City of Lake Helen
City Commission Minutes
Special Meeting

September 19, 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
Interim City Administrator Becky Witte
City Attorney Scott Simpson

CALL TO ORDER: Mayor Daisy Raisler called to order the September 19, 2018 Special City Commission Meeting at 7:00 pm

PRESENT:

Mayor Daisy Raisler	Vice Mayor Vernon Burton
Commissioner Tom Wilson	Commissioner Michael Woods
Commissioner Jim Connell	Interim City Administrator Becky Witte

CEREMONIAL MATTERS: Legislative Prayer and Pledge to the Flag led by Commissioner Jim Connell.

ITEM 1: Additions, Deletions and Modifications to the Agenda

Commissioner Wilson discussed the Legislative Policy Meeting he attended on Friday, September 14, 2018.

Addition of Lemon Well Gate Review Item

ITEM 2: Transition for Interim City Administrator

Discussion with input from Becky Witte, Interim City Administrator

Ann Nehrig (Rose Avenue), Steve Gutshall (Euclid Avenue), Sharon Heath (Cook Street), James Tyler "Ranger" (Volusia Avenue) and Leyvi Titcomb (Lemon Avenue).

MOTION by **Commissioner Jim Connell** to appoint Becky Witte as interim City Administrator until March 2019 at a salary of \$72,000. **SECOND** by **Commissioner Tom Wilson**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 3: Hire Kaitlyn Holmes as a Temporary/ Part Time Administrative Assistant

In August, city staff advertised, interviewed, tested and recommended a candidate for the Administrative Assistant. The other candidate that was tested but not selected is available and interested in the temporary, part-time position.

Discussion with input from Becky Witte, Interim City Administrator and Kaitlyn Holmes (applicant).

MOTION by **Commissioner Tom Wilson** to hire Kaitlyn Holmes as a part time (less than 30 hours per week), temporary (not to exceed 6 months) administrative assistant at \$11.00 per hour. **SECOND** by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 4: Consideration of a Design Professional Consultant

The City Commission and the Historic Preservation Board have discussed the idea of contracting with a design professional to assist with the review of Certificate of Appropriateness Applications, present to the Board and conduct final inspections. A local design professional has committed her time and energy to assisting us during this transition.



City of Lake Helen City Commission Minutes

Discussion with input from Becky Witte, Interim City Administrator, Betty O'Laughlin (McKenzie Road), and Todd Preston (Connecticut Avenue).

Consensus for staff to return with an agreement with Ariel Faith-Robinson (as described in the attached scope of work) in October.

ITEM 5: Performance and Communication Strategy

Discussion of the performance and communication strategy for the Interim City Administrator.

Discussion with input from Becky Witte, Interim City Administrator, Paul Nehrig (Rose Avenue), James Tyler (Ranger), Betty O'Laughlin (McKenzie Road) and Alan Cooke (Oak Tree Lane).

Item 6: Lemon Well Fence

Discussion with input from Becky Witte, Interim City Administrator and Alan Cooke (Oak Tree Lane)

MOTION by **Vice Mayor Vernon Burton** to waive formal bidding and approve piggy backing with Volusia County Contract. **SECOND** by **Commissioner Michael Woods**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 7: Outstanding Projects and Timeline

Discussion of the outstanding projects, timeline and goals with input from Becky Witte, Interim City Administrator.

Item 8: **Public Forum:** Todd Preston (Connecticut Avenue)

ADJOURNMENT: Mayor Daisy Raisler adjourned the September 19, 2018 Special Meeting of the Lake Helen City Commission at 9:05pm.