



City of Lake Helen
City Commission Minutes

October 11, 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 October 11, 2018 Regular City Commission Meeting at 7:00pm.

Legislative prayer and pledge of allegiance led by Lewis Long.

PRESENT: Commissioner Tom Wilson, Vice Mayor Vernon Burton, Commissioner Michael Woods, Commissioner Jim Connell, Mayor Daisy Raisler, City Attorney Scott Simpson, Interim City Administrator Becky Witte

BUSINESS OF THE COMMISSION:

ITEM 1: Additions, Deletions and Modifications to the Agenda

Modification: Proclamation for Lake Helen should read 130 years not 140 years.

ITEM 2: Recognitions, Proclamations and Presentations:

Item 2a: Recognitions:

1. Recognition of visiting candidates for office (2018 Election Cycle): None
2. Resolution 2018-18 Florida City Government Week

City Attorney Scott Simpson read the title of Resolution 2018-18 Florida City Government Week. A RESOLUTION OF THE CITY OF LAKE HELEN RECOGNIZING FLORIDA CITY GOVERNMENT WEEK, OCTOBER 22-28, 2018, AND ENCOURAGING ALL CITIZENS TO SUPPORT THE CELEBRATION AND CORRESPONDING ACTIVITIES.

Motion by Commissioner Michael Woods to approve Resolution 2018-18. **Second by Commissioner Jim Connell.**
MOTION CARRIED UNANIMOUSLY.

3. Resolution 2018-19 Dorothy Hukill

City Attorney Scott Simpson read the title of Resolution 2018-19 Dorothy Hukill. A RESOLUTION OF THE CITY OF LAKE HELEN RECOGNIZING SENATOR DOROTHY HUKILL, OCTOBER 11TH, AND ENCOURAGING ALL CITIZENS TO CELEBRATE AND REMEMBER AS WE WISH TO EXPRESS OUR GRATITUDE AND RESPECT FOR SENATOR DOROTHY HUKILL.

Motion by Commissioner Tom Wilson to approve Resolution 2018-19. **Second by Vice Mayor Vernon Burton.**
MOTION CARRIED UNANIMOUSLY.

Mayor Daisy Raisler read Resolution 2018-19.

Item 2b: Recognitions:

1. Proclamation: Red Ribbon Week read by **Commissioner Tom Wilson.**
2. Proclamation: 130th Birthday of Lake Helen read by **Commissioner Jim Connell.**

Item 2c: Presentations:

1. Florida League of Mayors presented the City of Lake Helen a grant check as the Catalyst Grant Winner in the amount of \$1,500
Input from Becky Witte, Interim City Administrator. Presentation by DeLand Mayor Bob Apgar.
2. Water Rates presented Finance Manager, Jason Lawrence
Discussion with input by City Attorney Scott Simpson, Interim City Administrator Becky Witte, and Lewis Long (176 N Euclid Ave).

Item 3: Public Forum: Joe Hammett (155 N Lakeview Drive)



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Item 5: Commission Consideration

Consideration of Appointment to Personnel Review Board

Discussion with input from Interim City Administrator Becky Witte, Sherry Mauraides (Chesnut Ln), Rick Taylor (N High St).

Motion by Commissioner Tom Wilson to appoint Sherry Mauraides to Personnel Review Board. **Second by Vice Mayor Vernon Burton. MOTION CARRIED UNANIMOUSLY.**

Motion by Vice Mayor Vernon Burton to appoint Rick Taylor to Personnel Review Board. **Second by Commissioner Tom Wilson. MOTION CARRIED UNANIMOUSLY.**

Motion by Commissioner Tom Wilson to appoint Donna Hutchins to Personnel Review Board. **Second by Commissioner Michael Woods. MOTION CARRIED UNANIMOUSLY.**

Motion by Vice Mayor Vernon Burton to appoint Ranger James Tyler as an alternate to Personnel Review Board. **Motion died for lack of second.**

Discussion

Motion by Commissioner Jim Connell to appoint Bart Gawlikowski as an alternate to Personnel Review Board. **Second by Commissioner Tom Wilson. MOTION CARRIED UNANIMOUSLY.**

Item 4: Monthly Reports:

- Item 4a: Lake Helen Events: Discussion with input from Event Coordinator Kelly Frasca, Interim City Administrator Becky Witte, City Attorney Scott Simpson, Police Chief Mike Walker, and Rhonda Janitch (Birch Ln).
- Item 4b: Finance Manager and Capital Improvements: Discussion with input from Finance Manager Jason Lawrence, Interim City Administrator Becky Witte, City Attorney Scott Simpson, Alan Cooke (Oak Tree Ln).
- Item 4c: Police Chief and Code Compliance: Discussion with input from Police Chief Mike Walker.
- Item 4d: City Attorney
- Item 4e: Interim City Administrator: Discussion with input from Interim City Administrator Becky Witte, and City Attorney Scott Simpson.

Item 6: Commission Discussion / Reports

Item 6a: Lake Helen Villa Water Reconciliation

At the September 19, 2018 Special Meeting, the City Commission discussed the reconciliation process for the Lake Helen Villa Water Account. An Advertisement was placed in the West Volusia Beacon Newspaper requesting bids for the reconciliation. Three responses were received (attached). The Lake Helen Villa management team would also like to discuss future opportunities of water billing and water conservation with the City Commission.

Discussion with input from Interim City Administrator Becky Witte, and Kent Titcomb (Lake Helen Villa).

Consensus to begin installing individual meters.

Item 6b: October Workshop – October 25, 2018 Discussion Items

Request the City Commission discuss the topics to be included on the workshop agenda.

Discussion items:

- Water Rates
 - Continue discussion on proposed water rates



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- Capital Improvement Plan & input from Public Works
- City Commission Meetings / Workshops
- City Commission Compensation
- Gateway & Historic Review Process
- Interlocal Service Boundary Agreement (Annexation)
- Events

Discussion with input from Interim City Administrator Becky Witte, and City Attorney Scott Simpson.

Item 6c: Tony Troy Award: The Historic Preservation Board has volunteered to make recommendations and present those recommendations to the City Commission. Discussion with input from Interim City Administrator Becky Witte.

Item 6d: Commissioner Tom Wilson, Zone 1

Item 6e: Vice Mayor Vernon Burton, Zone 2

Item 6f: Commissioner Michael Woods, Zone 3

Item 6g: Commissioner Jim Connell, Zone 4

Item 6h: Mayor Daisy Raisler

Item 6i: City Administrator: Interim City Administrator Becky Witte discussed the proposed revision to Article 5.04.10 which will be reviewed by the Planning and Land Development Regulation Commission in October. She asked to place into the record that per City Attorney Simpson, with the ordinances under review any new construction landscape plans will be pending until final review by the City Commission.

ITEM 7: Consent Agenda

Item 7a: Approval of Board Meeting Minutes: September 13, 2018 Regular Meeting, September 13, 2018 Final Budget Hearing, September 19, 2018 Special Meeting

Item 7b: Acceptance of Bills paid through September 30, 2018

Item 7c: Consideration of Agreement with Ariel Faith – for Design Consultant Services

Item 7d: Consideration of Agreement with Ariel Faith – for Pattern Book

Item 7e: Consideration of Agreement with Ray Jarrett for Services as a Certified Arborist

Item 7f: Consideration of Resolution 2018-04 FY 2017-2018 Budget Adjustments

City Attorney Scott Simpson read the title of Resolution 2018-04 FY 2017-2018 Budget Adjustments. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE HELEN, FLORIDA, AMENDING THE ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2017-2018 BY ADJUSTING REVENUE AND EXPENSES; REPEALING ALL RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

Item 7g: Consideration to authorize Mayor Raisler to execute the letter to approve allocation Edward Byrne Memorial Justice Assistance Grant (JAG) Countywide funds

Item 7h: Consideration to authorize Mayor Raisler to execute the FY 2018/2019 CDBG Agreement

Item 7i: Consideration of ECT Task Orders

Item 7j: Consideration of Amendments to the Tyler Financial Software Agreement

Item 7k: Public Works Facility Update

Item 7l: Consideration of Public Safety Capacity Mitigation Agreement

MOTION by **Commissioner Tom Wilson** to approve the consent agenda as presented. **SECOND** by **Commissioner Michael Woods**. **MOTION CARRIED UNANIMOUSLY.**

Item 8: Public Hearings:

ITEM 8a: QUASI-JUDICIAL – CERTIFICATE OF APPROPRIATENESS:



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Certificate of Appropriateness for New Single Family Residence at 376 W Park Street and Certificate of Appropriateness for New Single Family Residence at 351 W Delaware Ave

Discussion with input from Interim City Administrator Becky Witte, City Attorney Scott Simpson, Ariel Faith (274 W Washington), and Lewis Long (176 N Euclid Ave).

MOTION by **Commissioner Tom Wilson** to approve the Certificates of Appropriateness for New Single Family Residence at 376 W Park Street. **SECOND** by **Commissioner Michael Woods**. **COMMISSIONER TOM WILSON WITHDREW HIS MOTION.**

Motion by **Vice Mayor Vernon Burton** to send back to the Historic Preservation Board for further consideration the Certificate of Appropriateness for New Single Family Residence at 376 W Park Street and the Certificate of Appropriateness for New Single Family Residence at 351 W Delaware Ave. **Second** by **Commissioner Michael Woods**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 8b: LEGISLATIVE – Second and Final Reading of Ordinance 2018-09 Annexation for Laura and Arthur Winkle at 100 North Avenue

No ex parte communications disclosed.

City Attorney Scott Simpson read the title of Ordinance 2018-09: 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 approve the Second and Final Reading of Ordinance 2018-09 Annexation for Laura and Arthur Winkle at 100 North Avenue. **SECOND** by **Commissioner Jim Connell**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 8c: LEGISLATIVE Second and Final Reading of Ordinance 2018-10 Future Land Use Map Amendment for Laura and Arthur Winkle at 100 North Avenue

No ex parte communications disclosed.

City Attorney Scott Simpson read the title of Ordinance 2018-10: AN ORDINANCE OF THE CITY OF LAKE HELEN AMENDING THE COMPREHENSIVE PLAN AS AMENDED, BY AMENDING THE OFFICIAL FUTURE LAND USE MAP FROM COUNTY R (RURAL) INTENSITY TO CITY RR FOR 6.01 ACRES OF CERTAIN REAL AT 100 NORTH AVENUE (7119-00-00-0141), 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.



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MOTION by **Commissioner Tom Wilson** to approve the Second and Final Reading of Ordinance 2018-10 Future Land Use Map Amendment for Laura and Arthur Winkle at 100 North Avenue. **SECOND** by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 8d: QUASI-JUDICIAL Second and Final Reading of Ordinance 2018-11 Rezoning for Laura and Arthur Winkle at 100 North Avenue

No ex parte communications disclosed.

City Attorney Scott Simpson read the title of Ordinance 2018-11: AN ORDINANCE REZONING 6.01± ACRES LOCATED AT 100 NORTH AVENUE FROM COUNTY A-2 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 approve the First Reading of Ordinance 2018-11 Rezoning for Laura and Arthur Winkle at 100 North Avenue. **SECOND** by **Commissioner Jim Connell**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 8e: LEGISLATIVE Second and Final Reading of Ordinance 2018-12 Annexation for Francis Malinowski at 1025 Ohio Avenue

No ex parte communications disclosed.

City Attorney Scott Simpson read the title of Ordinance 2018-12: 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 Michael Woods** to approve the First Reading of Ordinance 2018-12 Annexation for Francis Malinowski at 1025 Ohio Avenue. **SECOND** by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 8f: LEGISLATIVE Second and Final Reading of Ordinance 2018-13 Future Land Use Map Amendment for Francis Malinowski at 1025 Ohio Avenue

No ex parte communications disclosed.

City Attorney Scott Simpson read the title of Ordinance 2018-13: AN ORDINANCE OF THE CITY OF LAKE HELEN AMENDING THE COMPREHENSIVE PLAN AS AMENDED, BY AMENDING THE OFFICIAL FUTURE LAND USE MAP FROM COUNTY R (RURAL) INTENSITY TO CITY RE FOR 3.85 ACRES OF CERTAIN REAL AT 1025 E. OHIO AVENUE (7132-00-00-0035), 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



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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 Michael Woods** to approve the Second and Final Reading of Ordinance 2018-13 Future Land Use Map Amendment for Francis Malinowski at 1025 Ohio Avenue. **SECOND** by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 8g: QUASI-JUDICIAL Second and Final Reading of Ordinance 2018-14 Rezoning for Francis Malinowski at 1025 Ohio Avenue

No ex parte communications disclosed.

City Attorney Scott Simpson read the title of Ordinance 2018-14: AN ORDINANCE REZONING 3.85± ACRES LOCATED AT 1025 E. OHIO AVENUE FROM COUNTY A-1 TO CITY SFR-RE (RURAL ESTATE); PROVIDING FOR A QUASI JUDICIAL PUBLIC HEARING; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

MOTION by **Commissioner Jim Connell** to approve the Second and Final Reading of Ordinance 2018-14 Rezoning for Francis Malinowski at 1025 Ohio Avenue. **SECOND** by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

ADJOURNMENT: Mayor Daisy Raisler adjourned the October 11, 2018 Regular Meeting of the Lake Helen City Commission at 10:36 pm.