



City of Lake Helen
City Commission Minutes

June 13, 2019 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 Jim Connell
Commissioner Rick Basso
City Administrator Becky Witte
City Attorney Scott Simpson

CALL TO ORDER: Mayor Daisy Raisler called to order the June 13, 2019 City Commission Regular Meeting at 7:16pm.

Legislative prayer and pledge of allegiance led by Mayor Daisy Raisler

ROLL CALL:, Vice Mayor Vernon Burton, Commissioner Rick Basso, Mayor Daisy Raisler, City Attorney Scott Simpson and City Administrator Becky Witte in attendance

Not Present: Commissioner Tom Wilson and Commissioner Jim Connell

BUSINESS OF THE COMMISSION:

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

Additions: Proclamation: Item 2b ii- NAACP Day

Consent Agenda: Item 9e- JAG Grant letter from Mayor Daisy Raisler, Item 8d- Consideration of Emergency Repair on Summit from Main to Harlan.

Deletions: 2a iii Presentation- CERTUS

Item 2: Recognitions, Proclamations and Presentations:

Item 2a: Recognitions:

Item 2a i: Crafty Ladies, Donation to Boggy Creek on May 21st

Item 2a ii: Certificate of Appreciation for David Hughes for Service on Historic Preservation Board

Item 2b: Proclamations:

Item 2b i: Juneteenth

Item 2b ii: NAACP Day

Item 2c: Presentation:

~~**Item 2c:** CERTUS-Senior Living-Deleted~~

Item 2c i: Save Lake Helen Lakes Committee
Alan Cooke Sr. (Oak Tree Ln)

Item 3: Monthly Reports:

Item 3a: Events Coordinator: Discussed 4th of July Celebration plans, announced that she will be running for the seat of Zone 1 and the Mid Florida Jeep Club's involvement in the 4th of July Parade.

Item 3b: Police Chief and Code Compliance: Discussed the upcoming Special Magistrate meeting and Dangerous dogs.

Item 3c: City Attorney: No report at this time

Item 3d: City Administrator: Discussed a cell tower at Mitchel Brother Sports Complex, Elected Officials Round Table item of Smart Growth and a consolidated list of contracts and a Resolution approving existing longstanding agreements in an upcoming Commission Meeting.

Item 4: Commission Reports

Item 4a: Commissioner Tom Wilson, Zone 1: Absent

Item 4b: Vice Mayor Vernon Burton, Zone 2: Discussed R2CTPO meetings.

Item 4c: Commissioner Rick Basso, Zone 3: Apologized for being tardy.

Item 4d: Commissioner Jim Connell, Zone 4: Absent



Item 4e: Mayor Daisy Raisler: Discussed qualifying for the 2019 election, Deland Area Chamber and Orange City Alliance certificate, Medical Marijuana, Trees, Ivy Hawn Pet Adoption event, Boys and Girls Club, as well as Career Day. She discussed the Valor Awards, Bill 2189, Heather Post Invitation and discussion on Development, Power Volleyball, West Volusia Regional Chamber, City Banners, Rick Mullen as Acting Administrator, Hurricane Expo and read from a past article.

Item 5: Public Forum: Alan Cooke Sr (Oak Tree Ln) and Todd Preston (Connecticut Ave).

Item 6: Quasi- Judicial – Variance: Commission Consideration of Variance at 108 S Lakeview Drive for awning and carport.

Item 7: Quasi- Judicial – Certificate of Appropriateness: Certificate of Appropriateness 108 S Lakeview Drive for awning and carport.

MOTION by **Commissioner Rick Basso** to move the Variance and Certificate of Appropriateness for 108 S Lakeview Drive for the addition and awning to an upcoming meeting. **SECOND** by **Vice Mayor Vernon Burton**.
MOTION CARRIED UNANIMOUSLY.

Alan Cooke Sr (Oak Tree Ln)

Item 8: Commission Consideration:

Item 8a: Consideration of Stressbuster 5k Race Management Company for 2019 Discussion with input from City Administrator Becky Witte and City Attorney Scott Simpson as well as Ann Robbins (Hobart Ave)

MOTION by **Commissioner Rick Basso** to select Enmotive as the Stressbuster 5k Race Management Company for 2019 contingent upon the City Attorney reviewing and approving the contract and based on further negotiations based on 550 participants. **SECOND** by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

Item 8b: Consideration of 2019 Florida League of Cities Voting Delegate Discussion with input from City Administrator Becky Witte.

MOTION by **Vice Mayor Vernon Burton** to designate Vice Mayor Vernon Burton as the City of Lake Helen’s voting delegate for the Annual Florida League of Cities Conference. **SECOND** by **Commissioner Rick Basso**.
MOTION CARRIED UNANIMOUSLY.

Item 8c: Consideration of appointment of Citizen Advisory Committee Member to the R2CTPO Discussion with input from City Administrator Becky Witte.

MOTION by **Vice Mayor Vernon Burton** to select Rick Basso as the Lake Helen Citizen’s Advisory Committee Member and Linda Provost as the alternate for the R2CTPO. **SECOND** by **Commissioner Rick Basso**.
MOTION CARRIED UNANIMOUSLY.

Item 8d: Consideration of Emergency Repair on Summit from Main to Harlan Discussion with input from City Administrator Becky Witte.



MOTION by **Vice Mayor Vernon Burton** to approve the contract with Whitehouse Construction to waive formal bidding and authorizing piggy backing on county contract. Also, to present the contract price so as not to exceed that amount. Summit from Main to Harlan repair be completed. **SECOND** by **Commissioner Rick Basso**.
MOTION CARRIED UNANIMOUSLY.

ITEM 9: Consent Agenda

Item 9a: Approval of Board Meeting Minutes for the following Meetings: May 9, 2019 Regular Meeting, May 28, 2019 Special Meeting and Budget Workshop.

~~**Item 9b:** Acceptance of Bills paid through May 31, 2019: Request the Commission accept the bills paid report through May 31, 2019. Seperated from Consent Agenda by Mayor Daisy Raisler for separate discussion.~~

Item 9c: Consideration of Elimination of Bookkeeper Position and approval of Temporary Administrative Assistant: In March, the City Commission approved a new position for Bookkeeper. Staff has determined with the assistance of James Moore, Inc that a Bookkeeper is not required. An Administrative Assistant or Intern would be sufficient for the tasks required. Request elimination of the Bookkeeper Position and allow the City Administrator to appoint a Temporary Administrative Assistant.

Item 9d: Consideration of River to Sea FY 2019-2020 Funding Agreement: Request the City Commission approve the River to Sea TPO FY 2019/2020 Funding Agreement and allocate \$275.00 to the R2CTPO for 2019/2020.

Item 9e: Consideration of JAG Grant letter from Mayor Daisy Raisler

Item 9f: Consideration of Summit Avenue Emergency Repair

MOTION by **Commissioner Rick Basso** to approve the consent agenda as edited. **SECOND** by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

Item 9b: Acceptance of Bills paid through May 31, 2019: Request the Commission accept the bills paid report through May 31, 2019.

Discussion with input from City Administrator Becky Witte

MOTION by **Commissioner Rick Basso** to approve Item 9b of the Consent Agenda after clarification. **SECOND** by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 10: COMMISSION DISCUSSION

Item 10a: Fiscal Year 2019/2020 Budget

Discussion with input from City Administrator Becky Witte about projected COLA, possibility of lowering the Millage Rate, Fire Assessment and Loan 601 and 602 Accounts, Budget Meeting Dates and Special Meeting Dates Todd Preston (Connecticut Ave).

Item 11: Closing Remarks / Adjournment: Mayor Daisy Raisler adjourned the June 13, 2019 Regular Meeting of the Lake Helen City Commission at 10:11pm.