



Mayor Daisy Raisler  
Vice Mayor Vernon J. Burton  
Commissioner Tom Wilson  
Commissioner Rick Basso  
Commissioner Jim Connell

# City of Lake Helen

## City Commission Minutes

*July 11, 2019 at 7:00pm*  
*City Hall City Commission Chambers*  
*327 S. Lakeview Drive, Lake Helen, Florida 32744*

**CALL TO ORDER:** Mayor Daisy Raisler called to order the July 11, 2019 City Commission Meeting at 7:02pm.

**CEREMONIAL MATTERS:** Legislative Prayer and Pledge to the Flag led by Maria Hardwick.

**ROLL CALL:** Vice Mayor Vernon Burton, Commissioner Tom Wilson, Commissioner Rick Basso, Commissioner Jim Connell, Mayor Daisy Raisler, City Attorney Scott Simpson and City Administrator Becky Witte.

### **BUSINESS OF THE COMMISSION:**

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

Added item for a letter to Kelly Frasca – added item 8f.  
Item 2b and 2c before item 2a.

#### **ITEM 2: Presentations, Recognitions, and Proclamations:**

**Recognition:** Power Volleyball read by Mayor Daisy Raisler. Discussion with Maria Hardwick.

**Proclamation:** Nan Roberts read by Vice Mayor Vernon Burton.

Discussion with Mayor Daisy Raisler, Dale Roberts (Nan's son), and City Administrator Becky Witte.

**Audit Services Selection:** Discussion with input from City Administrator Becky Witte and Tammy Campbell (McDermitt Davis).

Commissioner Jim Connell said he believes it to be a good fit and cost effective.

**MOTION** by Commissioner Jim Connell to select McDermitt Davis, Certified Public Accountant and Advisors and authorize Mayor Raisler to execute the letter of Engagement. **SECOND** by Commissioner Rick Basso. **MOTION CARRIED UNANIMOUSLY.**

### **FY 19/20 Tentative Budget**

City Attorney Scott Simpson read the title of Resolution 2019-11: A RESOLUTION BY THE CITY OF LAKE HELEN, FLORIDA, RELATING TO THE LEVY OF A GENERAL MUNICIPAL AD VALOREM TAX FOR THE 2019-2020 TAX YEAR; PROVIDING A ROLLED BACK MILLAGE RATE FOR GENERAL MUNICIPAL PURPOSES; ESTABLISHING A PROPOSED MILLAGE RATE FOR GENERAL MUNICIPAL PURPOSES; ESTABLISHING A PUBLIC HEARING; PROVIDING FOR NOTICE TO THE VOLUSIA COUNTY PROPERTY APPRAISER; PROVIDING AN EFFECTIVE DATE.

Discussion with City Administrator Becky Witte.

Mayor Daisy Raisler questioned if this will be enough with the new information provided, Commissioner Rick Basso inquired about what the new information is (impact fee study – later on the agenda for discussion).

**MOTION** by Commissioner Tom Wilson to adopt Resolution 2019-11 Tentative Millage set at 7.5. **SECOND** by Vice Mayor Vernon Burton. **MOTION CARRIED UNANIMOUSLY.**

## *City of Lake Helen City Commission Agenda*

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### **ITEM 3: Monthly Reports:**

**Item a:** Police Chief Michael Walker discussed about the June Magistrate Meeting, and announce the next meeting is August 13, 2019. He also said the 4<sup>th</sup> of July went well.

Vice Mayor Vernon Burton, Mayor Daisy Raisler, Commissioner Jim Connell, Commissioner Tom Wilson, and Alan Cooke (Oak Tree Lane) discussed the 4<sup>th</sup> of July Parade. Alan Cooke (Oak Tree Lane) requested a thank you letter the Silver Sands Drill Team with consensus to ask the City Administrator to compose. City Administrator Becky Witte asked Betty O'Laughlin (West Volusia Saddle Club President) to provide information.

**Item b:** City Attorney Scott Simpson discussed his research on the tax issue with Decker's as well as cell tower lease proposal that will be brought to the City Commission.

**Item c:** City Administrator Becky Witte discussed about a product for capturing Social Media Public Records with discussion regarding Social media policy with input from City Attorney Scott Simpson, Raphine Pierce (Sand Crane) and Kelly Frasca (John St).

City Administrator Becky Witte discussed the property at 141 W Main St and an interested buyer. Consensus from the City Commission to have the City Attorney look into the title of the property as well as the City Administrator to bring back to the Commission in August.

Becky Witte discussed Butler's Express Event Request Application to be discussed in August, DeLand sewer availability letter, and the Volusia League of Cities dinner. She thanked the Crafty Ladies for their help, provided a playground update, and introduced the saddle club request of utilizing the PA system until 11:00pm on Friday evening. Betty O'Laughlin discussed the request with the City Commission with consensus to allow for Friday, July 12, 2019 and to provide additional dates at the next meeting.

### **Short Recess to reconvene at 9pm.**

### **ITEM 4: Commission Reports**

**Item a:** Commissioner Tom Wilson, Zone 1: Garden club Meeting with girl scouts in attendance.

**Item b:** Vice Mayor Vernon Burton, Zone 2: Girl Scouts assistance at the Boys & Girls Club and, 4<sup>th</sup> of July Parade.

**Item c:** Commissioner Rick Basso, Zone 3: Discussed fire millage rate.

**Item d:** Commissioner Jim Connell, Zone 4: Discussed visit to Berkley, CA and visiting their city leaders while he is there, Hometown hero's possibility to retrofit it for Lake Helen, recommended Vice Mayor Vernon Burton Florida League of Cities Lifetime Achievement Award.

**Item e:** Mayor Daisy Raisler: Summer break spots, thank you to public works for the new roads, NAACP dinner, Lake clean up, thank you for the fireworks and music on the 4<sup>th</sup> of July, City Manager of Deltona community service hours.

Mayor Raisler discussed her concern with city hall community service during non-business hours. Discussion with input from City Administrator Becky Witte.

### **ITEM 5: Public Forum:**

Janice Driggers (Westlake Dr) – Code Compliance

### **ITEM 6: PUBLIC HEARINGS**

#### **Item a: Second and Final Reading of Ordinance 2019-01 Ballot Referendum for 2019: City Charter**

City Attorney Scott Simpson read the title of Ordinance 2019-01: AN ORDINANCE OF THE CITY OF LAKE HELEN, VOLUSIA COUNTY, FLORIDA ADOPTED PURSUANT TO FLORIDA STATUTE SECTIONS 101.161 AND 166.031 SETTING

## *City of Lake Helen City Commission Agenda*

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FORTH A REVISED CITY CHARTER TO BE SUBMITTED TO THE VOTERS OF THE CITY, PROVIDING THE DATE OF THE ELECTION; PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

Discussion with input from City Attorney Scott Simpson, Raphine Pierce (Sand Crane), Betty O’Laughlin (McKenzie Rd), Alan Cooke (Oak Tree Ln), June Troy (Roseville) and City Administrator Becky Witte.

Consensus for the City Attorney to work on the Filling of Vacancies section and staff bring back on August 8, 2019 also with the option of a workshop on the topic.

### **Item b: Second and Final Reading of Ordinance 2019-02 Ballot Referendum for 2019: Authorizing Expenditure of Restricted Funds by the City Commission for Limited Purposes**

City Attorney read the title of Ordinance 2019-02 for Second and Final Reading: AN ORDINANCE OF THE CITY OF LAKE HELEN, VOLUSIA COUNTY, FLORIDA, BRINGING FORTH A REFERENDUM QUESTION TO BE SUBMITTED TO THE VOTERS OF THE CITY AT THE NEXT GENERAL ELECTION SCHEDULED FOR NOVEMBER 5, 2019 PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

Discussion with City Administrator Becky Witte.

**MOTION** by Commissioner Tom Wilson to approve the second and final reading of Ordinance 2019-02 Approval of expending restricted net sale proceeds from electric utility sale. **SECOND** by Commissioner Rick Basso. **MOTION CARRIED 4-1 with Mayor Raisler voting NO.**

### **Item c: Quasi-Judicial – Variance**

Exparte Communication – Mayor Daisy Raisler spoke with Michael Moir.

June Troy representative of Michael Moir was sworn in.

15-foot variance on the side yard and a 20-foot variance on the front yard was discussed. Input from June Troy (applicant representative), Betty O’Laughlin (McKenzie) and City Administrator Becky Witte.

**MOTION** by Commissioner Jim Connell to approve the variance at 108 S Lakeview Drive for the addition and awning with the following conditions: 15-foot variance on the side yard at Main St and a 20-foot variance on the front yard at S Lakeview Drive. **SECOND** by Vice Mayor Vernon Burton. **MOTION CARRIED UNANIMOUSLY.**

### **ITEM 7: Quasi-Judicial – Certificate of Appropriateness:**

Item a: New Single-Family Residence at 350 W Michigan Ave – Richard Toth

Discussion with input from City Administrator Becky Witte.

**MOTION** by Commissioner Tom Wilson to approve the Certificate of Appropriateness for the New Single-Family Residence at 350 W Michigan Ave as recommended by the Historic Preservation Board. **SECOND** by Vice Mayor Vernon Burton. **MOTION CARRIED UNANIMOUSLY.**

Item b: Fence and Carport at 260 N Summit Ave – D & Y Sunshine State Services Corp.

Discussion with input from City Administrator Becky Witte.

**MOTION** by Commissioner Tom Wilson to approve the Certificate of Appropriateness for the New Commercial Fence and Carport at 260 N Summit Ave as recommended by the Historic Preservation Board. **SECOND** by

Commissioner Jim Connell. **MOTION CARRIED UNANIMOUSLY.**

Item c: New Fence at 294 N Lakeview Dr – Travis Grimm

Discussion with input from City Administrator Becky Witte.

**MOTION** by Commissioner Jim Connell to approve the Certificate of Appropriateness for the New Fence at 294 N Lakeview Drive as recommended by the Historic Preservation Board. **SECOND** by Commissioner Tom Wilson.

**MOTION CARRIED UNANIMOUSLY.**

Item d: Façade Change and Fence at 133 Ohio Ave – Ivy Hawn Charter School

Discussion with input from City Administrator Becky Witte.

**MOTION** by Commissioner Rick Basso to approve the Certificate of Appropriateness for the Façade change and a New Fence at 133 Ohio Ave as recommended by the Historic Preservation Board. **SECOND** by Vice Mayor Vernon Burton.

**MOTION CARRIED UNANIMOUSLY.**

Item e: Change to Certificate of Appropriateness for Fence at 108 S Lakeview Dr – Mike Moir

Discussion with input from City Administrator Becky Witte and June Troy (applicant representative) and Alan Cooke (Oak Tree Ln).

Mayor Daisy Raisler disclosed her Exparte communication

**MOTION** by Commissioner Rick Basso to approve the Certificate of Appropriateness for the Modification to previous Fence COA at 108 S Lakeview Drive as recommended by the Historic Preservation Board. **SECOND** by Commissioner Jim Connell. **MOTION CARRIED 4-1 with Commissioner Wilson voting NO.**

Item f: Façade Change, Awning and Carport at 108 S. Lakeview Drive – Mike Moir

Discussion with input from City Administrator Becky Witte and June Troy (applicant representative).

**MOTION** by Commissioner Rick Basso to approve the Certificate of Appropriateness for the Façade Modifications, Awning, and Carport at 108 S Lakeview Drive as recommended by the Historic Preservation Board. **SECOND** by Commissioner Tom Wilson. **MOTION CARRIED UNANIMOUSLY.**

**ITEM 8: Commission Consideration**

**Item a: Consideration of Historic Preservation Board Vacancy**

Discussion with input from City Administrator Becky Witte.

**MOTION** by Commissioner Jim Connell to appoint Elodia Koger as a full voting member of the Historic Preservation Board. **SECOND** by Commissioner Tom Wilson. **MOTION CARRIED UNANIMOUSLY.**

**MOTION** by Commissioner Jim Connell to appoint Linda Provost as the alternate member of the Historic Preservation Board. **SECOND** by Commissioner Tom Wilson. **MOTION CARRIED UNANIMOUSLY.**

**Item b: Consideration of Resolution 2019-09 Annual Assessment Resolution**

City Attorney Scott Simpson read the title of Resolution 2019-09: A RESOLUTION OF LAKE HELEN, FLORIDA, RELATING TO THE PROVISION OF FIRE RESCUE, STORMWATER AND SOLID WASTE SERVICES IN THE CITY; IMPOSING FIRE RESCUE, STORMWATER AND SOLID WASTE ASSESSMENTS AGAINST ASSESSED PROPERTY LOCATED WITHIN THE CITY; ESTABLISHING THE RESPECTIVE ASSESSMENT RATES FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2019; APPROVING THE ASSESSMENT ROLLS FOR SUCH FISCAL YEAR AND DIRECTING

## *City of Lake Helen City Commission Agenda*

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DELIVERY THEREOF TO THE TAX COLLECTOR; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Discussion with input from City Administrator Becky Witte, City Attorney Scott Simpson, and Police Chief Michael Walker.

**MOTION** by Commissioner Tom Wilson to adopt Resolution 2019-09 Annual Assessment Resolution. **SECOND** by Vice Mayor Vernon Burton. **MOTION CARRIED 4-1 UNANIMOUSLY.**

### **Item c: Consideration of Credit Card Machine Lease Payout**

Discussion with Kelly Frasca (John St) and City Administrator Becky Witte.

**MOTION** by Commissioner Jim Connell to authorize staff to pay the lease buyout and return the equipment. **SECOND** by Vice Mayor Vernon Burton. **MOTION CARRIED 4-1 with Commissioner Rick Basso voting NO.**

### **Item d: Consideration of extending the service of the Playground Committee**

Discussion with input from City Administrator Becky Witte.

**MOTION** by Vice Mayor Vernon Burton to extend the service of the Playground Review Committee one year **SECOND** by Commissioner Rick Basso. **MOTION CARRIED UNANIMOUSLY.**

### **Item e: Consideration and Discussion of Impact Fee Study**

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

Consensus for City Administrator to bring back at the August 8, 2019 Regular Meeting.

### **Item f: Mayor Daisy Raisler's letter to Kelly Frasca**

Discussion with input from Mayor Daisy Raisler, Commissioner Tom Wilson

### **ITEM 9: Consent Agenda**

**Item a: Approval of Board Meeting Minutes:** June 13, 2019 Regular Meeting, June 19, 2019 Budget Workshop, June 25, 2019 Special Meeting & Budget Workshop

**Item b: Acceptance of Bills paid through June 30, 2019**

**Item c: Consideration of Advertising Public Works Maintenance Worker Vacancy**

**Item d: Consideration of adding Accounts Receivable to Tyler Agreement.** Request the Commission authorize staff to execute the attached addendum to the Tyler Agreement for the inclusion of Accounts Receivable.

**MOTION** by Commissioner Tom Wilson to approve the consent agenda as presented. **SECOND** by Vice Mayor Vernon Burton. **MOTION CARRIED UNANIMOUSLY.**

### **ITEM 10: COMMISSION AND STAFF DISCUSSION**

**City Administrator Becky Witte:** requested no special meeting on July 23<sup>rd</sup> and thanked Chief Walker, Betty Doherty, and Dene Masters for helping with the League of Cities Dinner.

**Mayor Daisy Raisler:** Hurt about the letter to Kelly, Becky is doing great job.

**ADJOURNMENT:** Mayor Daisy Raisler adjourned the July 11, 2019 Meeting of the City Commission at 12:06am on Friday, July 12, 2019.