



*City of Lake Helen*  
*City Commission Minutes*

**March 14, 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  
Interim City Administrator Becky Witte  
City Attorney Scott Simpson

**CALL TO ORDER:** Mayor Daisy Raisler called to order the March 14, 2019 City Commission Regular Meeting at 7:13pm.

**Legislative prayer and pledge of allegiance led by Commissioner Tom Wilson** at the CDBG Public Input Meeting on March 14, 2019 at 6:42pm

**ROLL CALL:** Commissioner Tom Wilson, Vice Mayor Vernon Burton, Commissioner Jim Connell, Mayor Daisy Raisler, City Attorney Scott Simpson and City Administrator Becky Witte in attendance.  
*Commissioner Rick Basso not in attendance.*

**BUSINESS OF THE COMMISSION:**

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

Deletions: Garden Club Presentation and Discussion. To be set for the April Meeting.

Additions: FEMA Subgrant Agreement Amendment from the State of Florida to be added as Item 10f.

Modifications: Certificate of appropriateness for 217 Delaware changed address to 260 Euclid Avenue Ivy Hawn Charter School of the Arts Certificate of Appropriateness- requested 40 more feet of fencing.

Minutes reprinted and distributed due to clerical error.

Move item 8 after Item 2 to be presented in the following order: 8b, 8c, 8a.

**Item 2:** Presentation of Annual Audit for the Year Ended September 30, 2018 by Zach Chalifour, CPA of James Moore & Co.

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

**MOTION** by **Commissioner Jim Connell** to accept the Comprehensive Annual Financial Report for the year ending September 30, 2018. **SECOND** by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

**Item 8: Commission Consideration**

**Item 8b: Consideration of Agreement with James Moore & Co. for Financial Management Services**

Discussion with input from City Attorney Scott Simpson regarding an Addendum terminating the current agreement with James Moore & Co. as our Financial Auditor.

**MOTION** by **Vice Mayor Vernon Burton** pursuant to the City Code of Ordinance 32.07.00, The City Commission hereby waives formal bidding and authorizes negotiation of contract with James Moore & Co. as we find that the standardization would be in the best interest of the City and soliciting bids would be otherwise deemed inappropriate under the circumstances and hereby authorize the Mayor and the City Administrator to execute the contract with James Moore & Co. **SECOND** by **Commissioner Tom Wilson**. **MOTION CARRIED UNANIMOUSLY.**

**Item 8c: Consideration of Resolution 2019-06 Appointing an Audit Committee**

**MOTION** by **Commissioner Tom Wilson** to adopt Resolution 2019-06 Formation of an Audit Committee with the selection of Zach Chalifour (Financial Service Provider), Becky Witte (City Administrator) and Commissioner Jim Connell. **SECOND** by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY**  
Input from Ann Robbins (Hobart Ave)



**Item 8a: Consideration of Appointment to the Historic Preservation Board**

Discussion with input Bill Kless and Elodia Koger

**MOTION** by **Commissioner Tom Wilson** to appoint William Kless as a full voting member and Elodia Koger as an alternate of the Historic Preservation Board. **SECOND** by **Vice Mayor Vernon Burton**.  
**MOTION CARRIED UNANIMOUSLY**

**Item 3: Recognitions, Proclamations and Presentations:**

**Item 3a: Recognitions:** Recognition of Cory Spaziani for his service on the Historic Preservation Board.

**Item 3b: Proclamations:** None

**Item 3c: Presentations:** ~~Presentation and discussion with the Lake Helen Garden Club regarding Ase Gray Park-~~ **Item Deleted**

**Item 4: Monthly Reports:**

**Item 4a: Events Coordinator:** Report from Events Coordinator Kelly Frasca. Discussed Food Truck First Friday, Spring Festival and Easter Egg Hunt and public relations at Halifax with Mayor Daisy Raisler.

**Item 4b: Police Chief and Code Compliance:** Report from Police Chief Mike Walker. Discussed feral cat colonies, a letter that was sent to Mr. Nordman about historical structure on Prevatt needing repair, an email for 190 Park to be cleaned and maintained as well as the Police Department Renovation Open House on April 5<sup>th</sup> from 6-8pm.

Discussion between Commission and Chief Walker on Code Compliance. A monthly report on code compliance will start in the April Regular Meeting.

**Item 4c: City Attorney:** Discussion with input on the Sunshine Violation hearing.

**Item 4d: City Administrator:** Discussion with input on renting the 3-office suite upstairs in City Hall, requested direction on the meeting on May 26<sup>th</sup>, add City Wi-Fi to the Special Meeting agenda if possible, the possibility of a cell tower and Budget Meetings will be starting soon.

Consensus to make the March 26<sup>th</sup> Meeting a Special Meeting for voting purposes.

**Item 5: Commission Reports**

**Item 5a: Commissioner Tom Wilson, Zone 1-** None

**Item 5b: Vice Mayor Vernon Burton, Zone 2-** Lights on I-4 overpass, Spraying of the Lake Helen Lake

**Item 5c: Commissioner Rick Basso, Zone 3-** Absent

**Item 5d: Commissioner Jim Connell, Zone 4-** Echoed about the I-4 lights, attended ethics training with Mayor Daisy Raisler and Vice Mayor Vernon Burton.

**Item 5e: Mayor Daisy Raisler-** Discussed Karen from Market in the Park, Commend the Commission with Save the Lake, thank you to Becky and George Recktenwald, Ivy Hawn students visited with the Mayor and Vice Mayor, Volusia Chamber, Tupperware donation, June 17-21 qualifying for Mayor, Zone 1 and Zone 3, thankful for serving, Volusia County meeting, Halifax meeting, Elected Officials Round Table, Deltona Trophy, 2019 Boys and Girls Youth Club of the Year, Wastepro, Hurley groundbreaking in September, Arleen Raffa is the Tour of Homes Coordinator and is looking for volunteers.

**Item 6: Public Forum:**

Joe Hammit (Lakeview Dr)

Todd Preston (Connecticut Ave)

**Item 7: Quasi-Judicial – Certificate of Appropriateness**



**5Item 7a:** Certificate of Appropriateness for New Single- Family Residence at 390 W Pennsylvania Avenue

**MOTION** by **Commissioner Tom Wilson** to approve Certificate of Appropriateness for New Single-Family Residence and fencing at 390 W Pennsylvania Avenue for Lindsey Waters. **SECOND** by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

**Item 7b:** Certificate of Appropriateness for New Single- Family Residence at ~~217 W Delaware Avenue~~ 260 S Euclid Ave.

**MOTION** by **Vice Mayor Vernon Burton** to approve Certificate of Appropriateness for New Single-Family Residence at 260 S Euclid Avenue for Trayton Homes- Travis Martin. **SECOND** by **Commissioner Tom Wilson**. **MOTION CARRIED UNANIMOUSLY.**

**3Item 7c:** Certificate of Appropriateness for New Single- Family Residence at 375 W Park Street.

**MOTION** by **Commissioner Tom Wilson** to approve Certificate of Appropriateness for New Single-Family Residence at 375 W Park Street for Trayton Homes- Travis Martin. **SECOND** by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

**1Item 7d:** Certificate of Appropriateness for Reroof at 131 W Main Street

**MOTION** by **Commissioner Tom Wilson** to approve the Certificate of Appropriateness for the Re-roof to existing building at 131 W Main Street for Hopton Roofing. **SECOND** by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

**2Item 7e:** Certificate of Appropriateness for fence on E Ohio Avenue for Ivy Hawn Charter School  
**MOTION** by **Commissioner Tom Wilson** to approve Certificate of Appropriateness for the security fence to existing building on 151 E Ohio Avenue for 565 S Lakeview Drive, Ivy Hawn Charter School of the Arts with the addition of the 4ft high fence. **SECOND** by **Vice Mayor Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

**Item 9: Commission Discussion**

**Item 9a: Discussion of ADA Website**

Discussion led by Mayor Daisy Raisler.

**Item 9b: Discussion of 1/2 Cent Sales Tax Presentations**

Consensus to have a Town Hall Meeting on April 23<sup>rd</sup> at Hopkins Hall at 7:00pm.

**ITEM 10: Consent Agenda**

*The action proposed is stated for each item on the Consent Agenda. Unless a City Commissioner removes an item from the Consent Agenda, no discussion on individual items will occur and a single motion will approve all items. The Mayor will ask if there is anyone in the audience who wishes to speak on any item on the Consent Agenda.*

**Item 10a: Approval of Board Meeting Minutes:** February 14, 2019 Regular Meeting and March 6, 2019 Joint Workshop with Blake Park Playground Committee

**Item 10b: Acceptance of Bills paid through February 28, 2019**

**Item 10c: Consideration of Chenin Basso on the Blake Park Playground Committee**

**Item 10d: Consideration of Submeter Agreement**

**Item 10e: Consideration of Resolution 2019-05 One- Year Extension for the Local Option Fuel Tax**

**Item 10f: FEMA Subgrant Agreement – ADDED ITEM**

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

**Item 11: Closing Remarks / Adjournment:** Mayor Daisy Raisler adjourned the March 14, 2019 Regular Meeting of the Lake Helen City Commission at 10:15pm on March 14, 2019.



## *City of Lake Helen City Commission Minutes*

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**NOTICE:**

*In accordance with Section 284.0105, Florida Statutes, any person desirous of appealing any decision reached at this meeting may need a record of the proceedings. Such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

*The public is encouraged to speak on issues on this Agenda that concern them. Anyone who wishes to speak should submit the request to the City Clerk prior to the beginning of the meeting. These forms are available at the front table or through the City Clerk for your convenience.*

*In accordance with the Americans with Disabilities Act and Section 284.24, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (384) 228-2358, no later than one business day before the meeting.*