



## **CITY COMMISSION MEETING**

**Thursday, March 13, 2025 at 7:00 pm**

Attendees: Mayor Vernon J. Burton, Vice Mayor Roger Eckert,  
Commissioner Heather Rutledge, Commissioner Lyn Donato,  
Commissioner Charlene Bishop, City Attorney Scott Simpson and City  
Administrator Jim Gleason

**Hopkins Hall, 192 Connecticut Avenue, Lake Helen, Florida**

Welcome to the City of Lake Helen City Commission meeting. The agenda for regularly scheduled Commission meetings is posted in City Hall the week of the meeting. Agendas and all backup material supporting each agenda item are available at City Hall or on the city's website at [www.lakehelen.org](http://www.lakehelen.org).

Persons desiring to address the Commission MUST fill out and provide the Mayor a yellow "Request to Speak" form located by the door. After being recognized by the Mayor, persons are asked to come forward and speak from the podium, state their name and address, and direct all remarks to the Commission as a body and not to individual members of the Commission, staff or audience. Citizen comments during Public Comment and each section of the agenda where public comment is allowed are asked to limit the discussion to three (3) minutes. Large groups are asked to name a spokesperson. The period of time is for comments and not for questions directed to the Commission or staff for immediate answer. Questions directed to the City Commission will be referred to staff and should be answered by staff within a reasonable period of time following the date of the meeting. Order and decorum will be preserved at all meetings. Personal, impertinent or slanderous remarks are not permitted. Thank you for participating in your city government.

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

**1. CALL TO ORDER**

Mayor Vernon J. Burton

**2. ROLL CALL**

**3. CEREMONIAL MATTERS:**

Legislative Prayer and Pledge of Allegiance

**4. ADDITIONS, DELETIONS OR MODIFICATIONS TO THE AGENDA**

**5. PUBLIC FORUM**

**6. PRESENTATION TO THE COMMISSION:**

- a. TPO - Bike and Walking Trails Presentation**
- b. West Volusia Hospitality Authority Presentation**
- c. Update on Spring/Summer 2025 City Events**

Karen Garyantes - Events Coordinator

## **7. CONSENT AGENDA:**

Request for the City Commission to Approve the Following:

- a. Approval of Meeting Minutes**
- b. Approval of Bills Paid Report**
- c. Approval of Budget Variance Report**
- d. City Administrator - Annual Evaluation 2025**

## **8. PUBLIC HEARINGS**

- a. Resolution 2025-03 Employee Emergency Operations**

Request to approve the amendment of the City of Lake Helen personnel policy to include processes related to emergency operations for employees.

- b. Event Application - Volusia Region AACA**

## **9. QUASI-JUDICIAL HEARING: CERTIFICATE OF APPROPRIATENESS**

The Historic Preservation Board at its last regular meeting used the criteria set forth in the City of Lake Helen Land Development Code to review the completed applications and accompanying submittals.

Staff requests the City Commission execute the attached Certificate of Appropriateness for each application. All parties shall be given the opportunity to present evidence through documents, exhibits, testimony, or other means. All parties shall be given the opportunity to rebut evidence through cross-examination or other means. The applicants will be responsible for recording the executed Certificate of Appropriateness with the Volusia County Clerk of Court.

- a. COA - 326 W. Pennsylvania Avenue - New Pool and Screen Enclosure**
- b. COA - 276 W. Delaware Avenue - New Pool and Screen Enclosure**
- c. COA - 311 W. Main Street - New Fence**
- d. COA - 166 N. Lakeview Drive- New Fence**
- e. COA - 336 S. Lakeview Drive - New Sign**

## **10. CITY ADMINISTRATOR REPORTS**

- a. City Attorney - Scott Simpson**
- b. Public Works - Rick Mullen**
- c. Chief of Police - Robert Mullins**

## **11. COMMISSION REPORTS BY ZONE**

- a. Zone 1 - Commissioner Heather Rutledge**
- b. Zone 2 - Vice Mayor Roger Eckert**
- c. Zone 3 - Commissioner Lyn Donato**
- d. Zone 4 - Commissioner Charlene Bishop**
- e. Mayor Vernon J. Burton**

## **12. CLOSING REMARKS / ADJOURNMENT**

### **NOTICE:**

NOTICE: In accordance with Section 286.0105, 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 Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (386) 228-2121, no later than one business day before the meeting.

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