

110 NW 1<sup>st</sup> Avenue  
High Springs, Florida 32643



Telephone: (386) 454-1416  
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**CITY COMMISSION MEETING  
AGENDA  
City Hall  
110 N.W. 1<sup>st</sup> Avenue**

**MAY 14, 2015**

**6:30 PM**

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**CALL TO ORDER:** MAYOR SUE WELLER

**INVOCATION:** DEACON ANGEL CUESTA,  
ST. MADELEINE CATHOLIC CHURCH

**PLEDGE OF ALLEGIANCE:** MAYOR SUE WELLER

**ROLL CALL:** JENNY L. PARHAM, CITY CLERK

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES:** APRIL 23, 2015 MINUTES

**PROCLAMATION DECLARING MAY 17 – 23, 2015 AS “PUBLIC WORKS WEEK”**

**UNFINISHED BUSINESS**

1. **CONSIDER ORDINANCE 2015-04**, AN ORDINANCE ESTABLISHING THE CITY OF HIGH SPRINGS PARKS AND RECREATION ADVISORY BOARD AS THE TREE BOARD IN HIGH SPRINGS; ASSIGNING AUTHORITY AND RESPONSIBILITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR CODIFICATION.
  - A. MAYOR OPENS PUBLIC HEARING FOR PUBLIC INPUT.
  - B. MAYOR CLOSES PUBLIC HEARING.
  - C. DISCUSSION AND CONSIDERATION IN PASSING OF ORDINANCE 2015-04 ON FIRST READING.

**CITIZEN REQUESTS AND COMMENTS – FOR ISSUES NOT ON AGENDA (PLEASE STATE NAME FOR THE RECORD – LIMIT COMMENTS TO 5 MINUTES)**

**AGENDA  
CITY COMMISSION MEETING  
MAY 14, 2015  
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**NEW BUSINESS**

- 1. CONSIDER RESOLUTION 2015-D, A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HIGH SPRINGS CREATING AND ESTABLISHING THE HIGH SPRINGS HISTORICAL REVIEW COMMITTEE; ESTABLISHING THE SELECTION OF OFFICERS; VACANCIES; MEETINGS; RECORDS; DUTIES AND RESPONSIBILITIES; REVIEW BY THE CITY COMMISSION; AND PROVIDING AN EFFECTIVE DATE.**
- 2. DISCUSSION ON NEEDS OF THE PLANNING DEVELOPMENT AND CODES DEPARTMENT.**

**CITY ATTORNEY REPORT/UPDATE**

**CITY MANAGER REPORT/UPDATE**

**COMMENTS AND CONCERNS:**

- 1. COMMISSIONERS**
- 2. MAYOR**

**MOTION TO ADJOURN**

**PLEASE NOTE:** PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED DURING THIS MEETING, HE OR SHE WILL 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. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT, A PERSON WITH DISABILITIES NEEDING ANY SPECIAL ACCOMMODATIONS TO PARTICIPATE IN CITY COMMISSION MEETINGS, SHOULD CONTACT THE OFFICE OF THE CITY CLERK, 110 N.W. 1<sup>ST</sup> AVENUE, HIGH SPRINGS, FLORIDA 32643, TELEPHONE (386)454-1416.

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CITY COMMISSION MEETING  
MINUTES  
April 23, 2015

Mayor Weller called the meeting to order at 6:30 p.m.

Invocation by

Pledge of Allegiance

Roll Call: Mayor Sue Weller – Present  
Vice Mayor Scott Jamison –Present  
Commissioner Jason Evans – Present  
Commissioner Gloria James – Present  
Commissioner Byran Williams - Present

Staff Present: Ed Booth, City Manager  
Jenny Parham, City Clerk  
Jennifer Stull, Finance Director  
Angela Stone, Assistant City Clerk  
Scott Walker, City Attorney  
Courtney Johnson, City Attorney

**APPROVAL OF AGENDA**

**Motion Commissioner Evans to approve the agenda as presented.  
Second Commissioner James.  
Motion carries 5-0.**

**APPROVAL OF MINUTES**

**Motion Commissioner Evans to approve minutes of April 9, 2015 Commission Meeting.  
Second Commissioner James.  
Motion carries 5-0.**

**RECOGNITION OF POLICE OFFICER GARY MOORE.**

Chief Anterio spoke of Officer Gary Moore and recognized him with a certificate for his community policing and going above and beyond.

**PROCLAMATION DECLARING APRIL 24, 2015 AS “NATIONAL ARBOR DAY”**

A Proclamation was read by Mayor Weller declaring April 24, 2015 as “National Arbor Day”.

**PROCLAMATION DECLARING MAY 10, 2015 AS “WORLD LUPUS DAY”**

A Proclamation was read by Attorney Walker declaring May 10, 2015 as “World Lupus Day”.

**PROCLAMATION DECLARING MAY 2015 AS “CIVILITY MONTH”**

A Proclamation was read by Mayor Weller declaring May 2015 as “Civility Month”.

**AUDIT**

**1. PRESENTATION OF THE 2013/2014 FISCAL YEAR AUDIT BY RICHARD POWELL OF POWELL & JONES.**

Mr. Richard Powell of Powell and Jones, CPAs, presented the 2013/2014 fiscal year audit.

Mr. Powell spoke of the transfers and the recommendations made in prior year audits. Spoke of the need to look at the study that was done several years ago and follow those guidelines.

Vice Mayor Jamison asked what item would be most important to zero in on. Mr. Powell stated his recommendation would be to have an internal study and make recommendations.

Finance Director Stull stated that we will be addressing the transfers and there will be a response in sent to the State.

**2. ACCEPTANCE OF THE 2013/2014 FISCAL YEAR AUDIT.**

**Motion Vice Mayor Jamison to accept the 2013/2014 audit.**

**Second Commissioner Evans.**

**Motion carried 5 – 0.**

**UNFINISHED BUSINESS**

**1. DISCUSS AND CONSIDER COLLECTION SERVICES FOR BAD DEBTS.**

Finance Director Stull stated the items that the commission requested be removed have been removed. Stated that these are mostly closed out accounts and the parties do not live within the city any longer.

Ms. Stull spoke of the options we have with new accounts, and she mentioned that we now collect social security numbers on new accounts. Ms. Stull stated she is looking for guidance from the commission on how they would like to proceed with collection of bad debt.

Vice Mayor Jamison stated he would like to see a policy on two different processes, one for the current accounts and another for people who have moved.

Commissioner Evans spoke of how companies obtain the information on the parties they are trying to collect from.

Attorney Walker stated that the Statute of Limitation for contracts is usually five years. He stated you are more likely to collect on debt earlier in the process; the longer you wait the less likely you are to collect.

Attorney Walker stated the policy you establish on collection of debt should be fair across the board. Spoke of the Federal Guidelines on debt collections.

Commissioner Evans stated he would like to see Ms. Stull come back with a collection policy. He would like to see Attorney Walker review the contract also.

Consensus to have staff come back with steps and a policy on debt collection.

### **CITIZEN REQUESTS AND COMMENTS**

Linda Hewlett, Relay for Life Team Ambassador, spoke of this year's Relay for Life and how to donate to the cause.

Suzie Clark spoke of the High Springs Sewing Society and the quilts they have made and hung at the Old School.

David Linch spoke of vacant and abandoned houses in High Springs and the need for the city to address this issue.

### **NEW BUSINESS**

#### **1. REVIEW FEBRUARY AND MARCH 2015 FINANCIAL STATEMENTS.**

Mr. Booth advised that we will be doing a budget amendment; there were a few projects that were started last year and the funds were not rolled forward but we have the funds.

Mr. Booth stated we are looking good at the bottom line.

Mr. Booth advised that we had to pay for the repair to US HWY 441 from the damage caused by the broken water line. Advised that this was an emergency purchase and wanted the commission to be aware.

#### **2. CONSIDER ORDINANCE 2015-04, AN ORDINANCE ESTABLISHING THE CITY OF HIGH SPRINGS PARKS AND RECREATION ADVISORY BOARD AS THE TREE BOARD IN HIGH SPRINGS; ASSIGNING AUTHORITY AND RESPONSIBILITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR CODIFICATION.**

Ordinance 2015-04 was read by title only by Attorney Walker.

Mr. Booth advised that this is a requirement to continue as a Tree City USA.

Mayor Weller asked if the Parks and Recreation Board members have been advised that this could occur. Mr. Booth advised that some members have been advised.

**Motion Commissioner Evans to adopt Ordinance 2015-04 on first reading.  
Second Commissioner James.**

**Roll Call Vote:**

**Commissioner James – yes  
Commissioner Williams – yes  
Vice Mayor Jamison – yes  
Mayor Weller – yes  
Commissioner Evans – yes**

Suzie Clark, Park and Recreation Board Member, asked if they were losing the name of Parks and Recreation Board. Mr. Booth advised no you are adding the title of Tree Board.

**Motion carried 5 – 0.**

**3. CONSIDER RESOLUTION 2015-C, A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HIGH SPRINGS REPEALING RESOLUTION 2011-N ESTABLISHING A WATER METER AND GRINDER PUMP INSTALLATION POLICY; AND PROVIDING AN EFFECTIVE DATE.**

Resolution 2015-C was read by title only by Attorney Walker.

Mr. Booth spoke of the liability to the city allowing others perform the installation of their own water meters and grinder pumps.

Mayor Weller asked if we will notify the developers or builders that currently do this. Mr. Booth stated we will.

Commissioner James questioned the increase cost to the builder or developer that currently do this. Mr. Booth stated that if they have their building permits then we will let them do those, but future permits we will do.

**Motion Commission Evans to adopt Resolution 2015-C.  
Second Vice Mayor Jamison.**

**Roll call vote:**

**Commissioner Evans – yes  
Commissioner James – yes  
Commissioner Williams – yes**

**Vice Mayor Jamison – yes  
Mayor Weller – yes**

**Motion carried 5 – 0.**

**4. SUBMIT AND CONSIDER NAMES FOR HISTORIC MEMBERS.**

Commissioner James submitted a name of Ron Wilson.

Vice Mayor Jamison submitted a name of Linda Jones.

Mayor Weller submitted a name of Paul Regensdorf.

Commission Williams submitted a name of Patricia Dixon.

Consensus to have the committee review the task force report and come back within six months with recommendations.

Consensus to have staff bring back a resolution establishing this committee.

Eyvone Andrews asked if this board will be working in conjunction with the Plan Board. Mayor Weller stated that the code allows for the Plan Board to act as the Historic Preservation Board or have a separate Historic Preservation Board. She added that they will make recommendations in regards to Historic Preservation.

Attorney Walker spoke of the 2009 Task Force Study and establishing this 2015 Task Force to make recommendations and suggestions to help with Historic Preservation in the city. Spoke of the Plan Board and Historic Preservation Board working closely together.

**5. REVIEW AND APPROVAL OF MEMORANDUM OF AGREEMENT WITH ALACHUA COUNTY FOR RAIL-TRAIL AND AUTHORIZE MAYOR TO SIGN.**

Mayor Weller stated that this only obligates us the \$3,000.00 for the appraisal.

**Motion Vice Mayor Jamison to approve the Memorandum of Agreement with Alachua County for Rails to Trails Project and authorize Mayor Weller to sign.**

**Second Commissioner Williams.**

**Motion carried 5 – 0.**

**CITY ATTORNEY REPORT/UPDATE**

Attorney Johnson gave a litigation update and advised that Northend has been sent a settlement offer and advised they have been engaged with a discovery request.

**CITY MANAGER REPORT/UPDATE**

Mr. Booth spoke of the report to go to the Auditor General.

Mr. Booth advised that we will need to respond to USDA with an Emergency Plan for the Water and Sewer Plant.

Mr. Booth presented the schedule for the budget. He stated we do not see any major issues.

### **COMMENTS AND CONCERNS:**

#### **1. COMMISSIONERS**

Commissioner James spoke of a call from a citizen that thanked the city for taking care of the tree in front of his house. She spoke of another citizen who complained about the area around his fire hydrant not being maintained.

Commissioner Evans encouraged everyone to come out and support Pioneer Days.

Commissioner Williams-nothing at this time.

Vice Mayor Jamison stated he spoke incorrectly at the last meeting by saying the revenues from Solid Waste were used to pay off the bond when it goes into the general fund.

#### **2. MAYOR**

Advised of the Arbor Day Tree Planting tomorrow.

Spoke of all the vendors for Pioneer Days.

Spoke of a bus load of tourist from Oak Hammock that came to town that visited our museum, the cemetery, the Priest Theater, and had lunch in town.

Advised that April 27<sup>th</sup>, 2015 there will be an event called Water Voices at the Women's Club; encouraged everyone to attend.

Spoke of the Senate and House Bill 391 and the potential cost it may put on the city. She stated that we need to watch this bill to see if it goes through.

**Motion Commissioner Evans to adjourn.**

**Second by Commissioner James.**

**Mayor Weller adjourned the meeting at 8:13 p.m.**



## Commission Agenda Item Request Form

***MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE BY NOON ON THE WEDNESDAY PRIOR TO THE COMMISSION MEETING***

**MEETING DATE: MAY 14, 2015**

**SUBJECT: CONSIDER ORDINANCE 2015-04, AN ORDINANCE ESTABLISHING THE CITY OF HIGH SPRINGS PARKS AND RECREATION ADVISORY BOARD AS THE TREE BOARD IN HIGH SPRINGS; ASSIGNING AUTHORITY AND RESPONSIBILITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR CODIFICATION.**

**AGENDA SECTION: NEW BUSINESS**

**DEPARTMENT:**

**PREPARED BY: CITY CLERK**

**RECOMMENDED ACTION: ADOPT ORDINANCE 2015-04 ON SECOND AND FINAL READING.**

**COST: NONE**

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### Summary

THE CITY MANAGER REQUESTED THE CITY ATTORNEY PREPARE AN ORDINANCE WHICH WOULD ALLOW THE PARKS & RECREATION ADVISORY BOARD TO SERVE AS THE TREE BOARD. THIS ORDINANCE WAS READ AND ADOPTED ON FIRST READING ON APRIL 23RD AND IS NOW BEING PRESENTED FOR SECOND AND FINAL READING.

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**ATTACHMENTS: ORDINANCE 2015-04**

**REVIEWED BY CITY MANAGER:** \_\_\_\_\_

ORDINANCE NO. 2015-04

AN ORDINANCE ESTABLISHING THE CITY OF HIGH SPRINGS PARKS AND RECREATION ADVISORY BOARD AS THE TREE BOARD IN HIGH SPRINGS; ASSIGNING AUTHORITY AND RESPONSIBILITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR CODIFICATION

**WHEREAS**, the City Commission created a Tree Board in 2006 in Ordinance 2006-06; and

**WHEREAS**, Ordinance 2006-06 established the duties and responsibilities for the Tree Board;  
and

**WHEREAS**, the City Commission created a Parks and Recreation Advisory Board in 2005 in Ordinance 2005-11; and

**WHEREAS**, the Tree Board is no longer an active Board in the City of High Springs; and

**WHEREAS**, it is in the best interest of the City of High Springs to revive the Tree Board; and

**WHEREAS**, the Parks and Recreation Advisory Board is an active board capable of assuming the duties currently assigned the Tree Board; and

**WHEREAS**, it is in the best interest of the City of High Springs for the Parks and Recreation Advisory Board to serve as the Tree Board.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF HIGH SPRINGS:

**Section 1:** The Parks and Recreation Board created via Ordinance 2005-11 shall henceforth operate as the Tree Board and assume all duties and responsibilities of the Tree Board including:

1. It shall be the responsibility of the Board to study, investigate, counsel, and assist annually on the updated plan for the care, preservation, pruning, planting, removal, or disposition of trees in parks, along streets, and in all other public areas. Such plan will be presented annually to the City Commission during the budget process, upon the acceptance and approval, shall constitute the official annual tree plan for the City of High Springs, Florida.
2. The Board will advise the City Commission on the adoption of rules and regulations to preserve, plan and maintain within the City of High Springs parks, right-of-ways, and other public properties; to include setbacks from curbs and fire hydrants; pruning practices; and restrictions of planting large-tree species in rights-of-ways.
3. The Board, when requested by the City Commission of the City of High Springs, shall assist the City staff with investigation, make findings of fact, reports, and make recommendations upon any special matter or question coming within the purview of its duties.
4. In the event that any tree shall be determined to be in hazardous or dangerous condition so as to endanger health or safety and require immediate removal, the City Board shall

recommend to the City staff through the City Manager's Office the removal without unnecessary delay.

**Section 2:** In addition to the above outlined responsibilities, the Parks and Recreation Advisory Board shall operate pursuant to Ordinance 2005-11.

**Section 3:** EFFECTIVE DATE. This Ordinance shall take effect upon its passage at second and final reading.

**Section 4:** PRESERVATION OF RIGHTS AND DUTIES. The repealing provisions of this Ordinance do not affect the rights and duties that matured, penalties that were incurred, or proceedings that were begun before the effective date of the repeal.

**Section 5:** INCLUSION IN THE CODE, SCRIVENER'S ERROR. It is the intention of the City Commission of the City of High Springs, Florida, and it is hereby provided that the provisions of this Ordinance shall become and made part of the Code of Ordinances of the City of High Springs, Florida; that the sections of this Ordinance may be renumbered or re-lettered to accomplish such intention; and that the word "ordinance" may be changed to "section," "article," or other appropriate designation. The correction of typographical errors which do not affect the intent of the ordinance may be authorized by the City Manager or designee without public hearing, by filing a corrected or re-codified cop of the same with the City.

**Section 6:** CONFLICT. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**Section 7:** SEVERABILITY. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance or any part of the material adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

First reading was held on the 23rd day of April, 2015.

DONE THE SECOND READING, AND ADOPTED ON FINAL PASSAGE, by an affirmative vote of a majority of a quorum present of the City Commission of the City of High Springs, Florida, at a regular meeting, this 14<sup>th</sup> day of May, 2015.

**BY THE MAYOR OF THE CITY OF HIGH SPRINGS, FLORIDA**

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Sue Weller, Mayor

ATTEST, BY THE CLERK OF THE  
CITY COMMISSION OF THE CITY OF  
HIGH SPRINGS, FLORIDA:

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Jenny L. Parham, City Clerk

APPROVED AS TO FORM AND  
LEGALITY:

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S. Scott Walker, City Attorney

**RESOLUTION 2015-D**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HIGH SPRINGS CREATING AND ESTABLISHING THE HIGH SPRINGS HISTORICAL REVIEW COMMITTEE; ESTABLISHING THE SELECTION OF OFFICERS; VACANCIES; MEETINGS; RECORDS; DUTIES AND RESPONSIBILITIES; REVIEW BY THE CITY COMMISSION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the High Springs Rules of Procedure provide for the creation of a citizen advisory board to be created by resolution adopted by the City Commission; and

**WHEREAS**, the City of High Springs City Commission desires to establish the High Springs Historical Review Committee; and

**WHEREAS**, the purpose of the Committee is to review the 2009 High Springs Historic Task Force Report and make recommendations to the City Commission;

**WHEREAS**, the City properly advertised for applications for two weeks in the Alachua Today, and posted the same on the City's website; and

**WHEREAS**, it is in the best interest of the City of High Springs to establish this High Springs Historic Review Committee; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF HIGH SPRINGS, FLORIDA AS FOLLOWS:**

**SECTION ONE:** There is hereby created the High Springs Historic Review Committee which shall consist of between 5-7 members. The members shall be residents of High Springs. The members will be appointed by the City Commission and each member will serve a term of three years.

**SECTION TWO:** The Board shall elect a Chairperson to conduct meetings and a Vice Chair to conduct meetings in the absence of the Chairperson. Elections shall be held at the first regular meeting after annual appointments are made by the City Commission.

**SECTION THREE:** Irregular vacancies on the Board shall be filled as they occur and regular vacancies shall be filled by appointment in May of each year.

**SECTION FOUR:** The Board shall hold at least one regular meeting every quarter. Public records of such meeting shall be kept by the Office of the City Clerk. All meeting shall be public pursuant to the regulations in the State Government in the Sunshine Law including appropriate public notice of meetings, recorded minutes of meetings, and meetings being open to the public.

**SECTION FIVE:** Absence from three consecutive regular meetings of the Board shall operate to vacate a seat of a member, unless such absence is excused by the Board by majority vote, with such excuse duly entered upon its minutes.

**SECTION SIX:** It shall be the responsibility of the Board to review the 2009 High Springs Historic Task Force Report and to study, investigate the Task Force Report and then present findings to the City Commission. The Board shall advise the City Commission on the recommendations to the City for rules and regulations to preserve, plan and maintain the Historic area of the City of High Springs. The Board when requested by the City Commission shall assist City staff with investigations, making findings of facts, reports and make recommendations upon any special matter or question coming within the purview of its duties.

**SECTION SEVEN:** The Board shall serve as an advisory board to the City Commission of the City of High Springs, all of the reports and recommendations are subject to the approval of the City Commission.

**SECTION EIGHT:** The Board shall follow the City's Rules and Procedures, and also the Guidelines for Citizen Advisory Boards & Committees.

**SECTION NINE:** If any word, phrase, clause, paragraph, section or provision of this Resolution or the application hereof to any person or circumstances is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of the resolution which can be given without the valid or unconstitutional provisions or application, and to this end the provisions of this Resolution are declared severable.

**SECTION TEN:** All resolutions and parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION ELEVEN:** This Resolution shall become effective immediately upon final adoption.

**PASSED** in regular session of the High Springs City Commission this \_\_\_\_ day of \_\_\_\_\_, 2015.  
**CITY OF HIGH SPRINGS**

\_\_\_\_\_  
Sue Weller, Mayor

ATTEST, BY THE CLERK OF THE CITY  
COMMISSION OF THE CITY OF HIGH  
SPRINGS, FLORIDA:

\_\_\_\_\_  
Jenny Parham, City Clerk

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
S. Scott Walker, City Attorney