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CITY COMMISSION MEETING  
MINUTES  
APRIL 28, 2016

Mayor Williams called the meeting to order at 6:31 p.m.

Invocation by Disciple Vegavati, Hare Krishna Temple.

Pledge of Allegiance.

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

Staff Present: Ed Booth, City Manager  
Jenny L. Parham, City Clerk  
Angela Stone, Assistant City Clerk  
Scott Walker, City Attorney  
Courtney Johnson, Assistant City Attorney  
Joel Decoursey, Police Chief  
Jennifer Stull, Finance Director  
Amanda Rodriguez, CRA Executive Director  
Dustyn Shenk, Sgt. Police Department

**APPROVAL OF AGENDA:**

**Motion Vice Mayor James to approve the agenda with the removal of the Tree Board Ordinance, Item #1 under Continued Business.  
Second Commissioner Jamison.  
Motion carried 5-0.**

**APPROVAL OF MINUTES:**

**Motion Commissioner Evans to approve the minutes of April 14, 2016 Commission Meeting.**

**Second Commissioner Weller.**

**Motion carried 5-0.**

**PROCLAMATION DECLARING MAY 2 – 6, 2016 AS “TEACHER APPRECIATION WEEK.”**

Mayor Williams read the proclamation declaring May 2-6 as “Teacher Appreciation Week.”

Mayor Williams presented the Proclamation to Ms. Dixon from the School Board of Alachua County.

**PROCLAMATION DECLARING THE FIRST WEEK IN MAY AS “PERINATAL MENTAL HEALTH AWARENESS WEEK.”**

Attorney Walker read the proclamation declaring the first week in May as “Perinatal Mental Health Awareness Week.”

**Motion Commissioner Weller to approve the proclamation declaring the first week in May as “Perinatal Mental Health Awareness Week” as read into the record.**

**Second Commissioner Evans.**

**Motion carried 5-0.**

Mayor Williams presented the proclamation.

Jamie Lambert, Alachua County Perinatal Mental Health Coalition gave an overview of Perinatal Mental Health and thanked the Commission for their support.

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

No one came forward.

**NEW BUSINESS**

**DISCUSS AND DETERMINE APPROPRIATE SALARY INCREASE FOR CITY MANAGER.**

Commissioner Weller stated she placed this item on the agenda. She stated she thinks that the Manager has brought many things to the city. She states that she would like to see the manager brought up to \$85,000.00. She stated that Mr. Booth does not receive health insurance benefits through the city. She would like to increase the salary by the amount of the insurance.

Commissioner Evans stated that he agrees, but thinks that it should be done through the regular budget process.

Commissioner Jamison stated he has a contract and we should negotiate this in the contract; this contract should be coming before us soon and should be in the budget.

Vice Mayor James stated she thinks that the City Manager does deserve it, but thinks we should do this during the contract process.

Attorney Walker stated that there is a matrix that can be looked at. He stated city staff can do simple investigation. He states the City Managers in cities around us and smaller cities are being paid significantly more.

Mr. Booth stated that there are Department Heads that are butting up against his salary. He stated that we could potentially lose Department Heads, such as the Building Inspector if the advancement in salary is not there.

Commissioner Weller stated that she does not want to wait until the end of the contract, but would like it included in the new contract.

Commissioner Jamison asked when we could expect to see a budget. Mr. Booth stated June 1<sup>st</sup>.

Finance Director Stull stated we are waiting to see if we receive the SAFER Grants.

Mayor Williams asked to see salary ranges during budget process.

**CONSIDER ORDINANCE 2016-06, AN ORDINANCE AMENDING THE ADOPTED 2015/2016 FISCAL YEAR BUDGET OF THE CITY OF HIGH SPRINGS; PROVIDING AN EFFECTIVE DATE.**

Attorney Walker read Ordinance 2016-06 by title only.

Commissioner Evans asked for the Finance Director to give an overview of any significant changes.

Finance Director Stull gave an overview of the changes.

**Motion Commissioner Evans to approve Ordinance 2016-06 on First Reading.  
Second Commissioner Weller.**

Commissioner Weller asked for any significant changes made to the budget.

Finance Director Stull stated Longevity Pay, which is in the Personnel Manual, was put into the budget.

Commissioner Jamison stated he is glad to see Human Resources as a separate department.

Commissioner Jamison stated that the increase in the Police Department is for the SRO, but is being reimbursed.

Finance Director Stull stated that you will see the expenses for items we have purchased through grants, so it will show an increase. She stated that the money coming back to the city from the grant funds will show in the General Fund Revenue.

Commissioner Jamison stated that there is less being paid out in dispatch services. Finance Director Stull stated yes as we were unsure of the exact costs.

Chief Decoursey stated they are not calling in their routine patrols, so some of the costs did go down.

Commissioner Jamison thanked staff for the reduction in the Attorney's Budget.

**Roll Call:**

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

**Motion carried 5-0.**

**REVIEW STATUS OF FARMER'S MARKET PAVILION AND PROVIDE DIRECTION TO STAFF.**

Commissioner Weller stated she placed this on the agenda. She stated that we had advertised for an Architect for this project and did not receive a response.

Mrs. Stull stated we did go out for an RFQ and received no response.

Mr. Booth stated we need to approach some organizations to see if they would be interested. He stated it is not a major project and there is not a lot of money for an architect. He states we will find someone and bring it back to the commission.

Attorney Walker stated it appears we are going sole source services, since we cannot get anyone to bid on it. He adds that we can try and get several quotes.

Commissioner Evans asked that staff bring them as many quotes as they can.

Mayor Williams asked if there is a sunset date.

Mrs. Stull stated they did not give us a specific date but asked that we move along as quickly as possible.

**CONSIDER RESOLUTION 2016-F, A RESOLUTION OF THE CITY OF HIGH SPRINGS, FLORIDA, DECLARING NW 231ST STREET IN THE CITY OF HIGH SPRINGS TO BE DESIGNATED WITH THE HONORARY DESIGNATION AS MARTIN LUTHER KING, JR. DRIVE; AUTHORIZING A BROWN HONORARY STREET SIGN BE PLACED BELOW THE OFFICIAL STREET SIGNAGE TO STATE "MARTIN LUTHER KING, JR. DRIVE"; REPEALING ALL RESOLUTIONS IN CONFLICT, AND ESTABLISHING AN EFFECTIVE DATE.**

Attorney Walker read Resolution 2016-F by title only.

**Motion Commissioner Evans to approve Resolution 2016-F as read into the record.  
Second Commissioner Weller.**

Mayor Williams asked for a dedication service for this. Mr. Booth advised that we will coordinate with The Chamber of Commerce.

**Roll Call:**

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

**Motion carried 5-0.**

**DISCUSS RELOCATING THE DOWNTOWN CLOCK.**

Mr. Booth stated we would like to put in a new clock.

Commissioner Weller stated there is an issue with DOT, they may need to use some of the island for their project. She stated she thinks we should wait until after their project. She asked if the new clock would be a clock that will be less expensive to repair. CRA Director Rodriguez stated that they would research to select a clock that was more cost effective to repair and suitable for the environment.

Mayor Williams asked if we could put a city logo on each side of the current clock until we are able to Replace it.

Commissioner Jamison asked that it be in the budget so it is designated.

Terry Hull asked if this is an item that can be given to the museum to display on or in their property, as a historical remembrance of our town. He stated there is a means to fix the ant issue.

Commissioner Evans asked how old the clock is. CRA Director stated it was originally put in, in 1984.

**REVIEW AND CONSIDER APPROVAL OF PLANS TO REFURBISH GAZEBO IN JAMES PAUL PARK.**

Mr. Booth advised that the CRA approved funds for this project. He stated that Tom Weller, with the Kiwanis Club, have plans to fix up the gazebo.

Commissioner Weller stated the Kiwanis is putting \$350 into the project.

**Motion Commissioner Evans to approve the plans for the Kiwanis Club to refurbish the gazebo in James Paul Park.**

**Second Vice Mayor James.**  
**Motion carried 5-0.**

**CITY ATTORNEY REPORT/UPDATE**

Attorney Johnson stated the Florida Conference of Seventh-day Adventists sewer extension will come before the commission.

There is a Developers Agreement with the Industrial Park, and they have made a demand. This will come before the commission.

Advised there is a property in High Springs that was built over the property line onto a city right-of-way, and the property owner cannot get a clear title and would like this right-of-way deeded to them. Mr. Booth advised that there is a waterline located in the right-of-way. Mr. Booth stated we can charge them to relocate the line.

**CITY MANAGER REPORT/UPDATE**

Advised Pioneer Days was great, but we are running out of space. He states we may need to address where we can have this in the future, as they are running out of space.

Advised that we have a number of customers with a zero reading. He states some have connected their irrigation meter to their home, but still using the sewer and bypassing the sewer fees.

Advised that there are a number of meters that do not work and we are working on Fridays to get new meters put in. He stated that he is looking into having one person to read meters and replace meters to keep on top of these items. Mayor Williams asked if they are paying a minimum. Mr. Booth stated that they are.

Advised he will finish the budget in mid-May, beginning of June. He advised that there have been 60 homes built in High Springs this year.

Advised that Mr. Kearney has been working with Mr. Buie to give us a block of land equal to the land we gave him.

Advised we sent out 18 letters to property owners asking them to clean up their properties.

**COMMENTS AND CONCERNS:**

**COMMISSIONERS**

Commissioner Evans thanked everyone that worked on Pioneers Day.

Commissioner Jamison thanked the staff for identifying the problems with the water meters and hook-ups. He commended the two water department employees that work with very little staff.

Commissioner Weller thanked everyone for Pioneer Days; she stated it has improved and has grown.

Vice Mayor James thanked everyone for Pioneer days, she stated that they sold 104 spaces and they do need more space. She stated there was a lot of questions about a local ATM or using credit cards. Thanked Mrs. Parham for sending out the CRA Meeting dates. She asked Mr. Booth about the A/C at The Civic Center. Mr. Booth stated it is an old unit and we just had the unit repaired and now it is broken again. He stated it will be repaired on Monday. He stated the renters were given a reduced fee for this inconvenience.

Commissioner Weller stated the entrance to the school for Pioneer Days was amazing with the cave replica, giving a sneak peek of the Waterways Exhibit.

### **MAYOR**

Mayor Williams thanked everyone for Pioneer Days. He stated it was difficult to cross the street in front of City Hall.

Mayor Williams asked if the Formerly 1<sup>st</sup> Ave street signs will be on every street sign. Mr. Booth stated that they would. Commissioner Evans asked the price for all. Mr. Booth stated it is \$1500.00. Mayor Williams asked if they will be permanent. Mr. Booth stated yes.

Mayor Williams asked staff if we could replace the mic covers in the Commission Room. City Clerk Parham advised she would looking into replacing them.

**Motion Commissioner Evans to adjourn.**

**Second Vice Mayor James.**

**Mayor Williams adjourned the meeting at 7:44 p.m.**