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CITY COMMISSION MEETING  
MINUTES  
DECEMBER 14, 2017

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

Invocation By: Terry Hull, High Springs Church of God.

Pledge of Allegiance.

Roll Call: Mayor Scott Jamison – Present  
Vice Mayor Linda Jones– Absent  
Commissioner Byran Williams–Present arrived at 6:38 p.m.  
Commissioner Gloria James –Present  
Commissioner Nancy Linkous – Present

Staff Present: Ed Booth, City Manager  
Jenny Parham, City Clerk  
Angela Stone, Assistant City Clerk  
Courtney Johnson, City Attorney  
Joel Decoursey, Police Chief  
Jennifer Stull, Finance Director

**Motion Commissioner James to approve the Agenda with an additional item, Item # 6 Under New Business to Consider Approval of Purchase of Replacement Vehicle for Public Works Water Department from Water Contingency Funds.**

**Second Commissioner Linkous.**

**Motion carried 3-0.**

**Motion Commissioner Linkous to approve the Minutes of November 16<sup>th</sup> and November 28, 2017 Commission Meetings.**

**Second Commissioner James.**

**Motion carried 3-0.**

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

Yvonne Andrews, President of the Chamber of Commerce, thanked the City and the Police Department for their work with the Christmas Parade, the reviews have been great.

**NEW BUSINESS**

**CONSIDER RESOLUTION 2017-W A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HIGH SPRINGS ADOPTING A PROCUREMENT PROTEST PROCEDURE WHICH GOVERN DISPUTES RELATING TO THE CITY'S PURCHASES; AND PROVIDING AN EFFECTIVE DATE.**

Attorney Johnson read Resolution 2017-W by title only.

Attorney Johnson explains that attached to the Resolution is a Procurement Protest Procedure and that there is a discrepancy in the language on the first page in subsection 4. She states that it states the notice would go to the Finance Director; just to be consistent we would change that to City Manager.

Attorney Johnson explained the process for a discrepancy in the bid process; RFQ's and RFP's.

**Motion Commissioner Linkous to adopt Resolution 2017-W as read by title only.  
Second Commissioner James.**

**Roll Call:**

**Mayor Jamison-yes  
Commissioner James-yes  
Commissioner Linkous-yes  
Commissioner Williams-yes**

**Motion carried 4-0.**

**PRESENTATION BY POLITICAL ACTION COMMITTEE, REPRESENT ME, ON 2018 BALLOT LANGUAGE FOR SINGLE MEMBER DISTRICTS.**

Mayor Marlow, City of Newberry and teacher at Newberry High School, introduced the students that of RepresentMe a Political Action Committee.

Scarlet Mc Donald of RepresentMe spoke regarding single member districts vs. at large. Spoke of why this important to them. Spoke of the work they have done within the area.

Commissioner Williams asked how many signatures they currently have. Ms. McDonald stated about 5,000 to 6,000.

Commissioner Linkous applauded them for their efforts.

**DISCUSS AND CONSIDER CRA POSITION.**

City Clerk Parham advised that she sent out information regarding the CRA Position in the agenda regarding potential Job Descriptions, potential advertisement for the position, etc.

Mr. Booth advised that we would like to have the position be 30 hours for the CRA Director and 10 hours a week to assist the City Manager.

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Commissioner Linkous asked the financial impact of the additional 10 hours. Mayor Jamison stated that it would be around \$5,000.00 for the four months and about \$20,000.00 on an annual basis.

Mayor Jamison stated that we could hopefully advertise and hire by March. He stated that the first three months they would do the 30 hours for the CRA and get settled in and then around June 1st add in the 10 hours for the assistant to the City Manager.

Mayor Jamison stated with the growth we need help with overseeing from the City Manager's office standpoint.

Commissioner Linkous would like to see some PR and marketing background.

Mr. Booth stated he would like for that position to marry up with the Chamber of Commerce as we need it to be cohesive.

Commissioner Linkous stated that they should have grant background.

City Clerk Parham said it is competitive salary.

Commissioner Linkous states that adding the 10 hours to make 40 hours will open up the candidate pool.

Attorney Johnson stated under the minimum requirements she suggested it read prefer a four-year college or university degree in Business or Public Administration.

**Motion Commissioner James to approve the job description in the packet with the revision in education.**

**Second Commissioner Linkous.**

**Motion carried 4-0.**

**CONSIDER APPROVAL OF MUTUAL AID AGREEMENT WITH SANTA FE COLLEGE  
POLICE DEPARTMENT.**

Attorney Walker stated this is a standard Mutual Aid Agreement and legal has reviewed and approves.

Chief Decoursey states it is a standard Mutual Aid Agreement.

**Motion Commissioner Linkous to approve the Mutual Aid Agreement with Santa Fe College Police Department.**

**Second Commissioner Williams.**

**Motion carried 4-0.**

**CONSIDER A WORKSHOP ON THE PHASE A-1 SEWER PROJECT.**

Mayor Jamison this is to be an information meeting, instead of workshop.

Mr. Booth stated this will be informational for staff to answer questions of citizens. He stated that this has been a mostly welcomed project.

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Staff is recommending having the meeting January 18<sup>th</sup> at 6:00 p.m.

**DISCUSS AND CONSIDER DECLARING CITY FIXED ASSETS AS SURPLUS.**

Mr. Booth stated these are assets that are mostly long gone, they have been on the books and need to be cleaned up.

Mayor Jamison states that this is procedural.

**Motion Commissioner Linkous to declare the list of fixed assets presented as surplus.**

**Second Commissioner Williams.**

**Motion carried 4-0.**

**CONSIDER APPROVAL OF PURCHASE OF REPLACEMENT VEHICLE FOR PUBLIC WORKS WATER DEPARTMENT FROM WATER CONTINGENCY FUNDS.**

Mr. Booth advised that the water truck is a 2005 and the engine has blown. He states that we have the money in contingency to purchase the truck.

Commissioner Linkous asked how we determined this new truck and company. Mr. Booth stated that we have used this agency prior and we are buying a plain jane used pick-up with low miles that will do the job.

Commissioner Linkous questioned if we checked with our local dealer; they have smaller trucks on their lot and states she is an advocate for buying local. Finance Director Stull stated that we can check their price. She stated that we need for the commission to approve the money from contingency to purchase the vehicle.

**Motion Commissioner Williams to approve the purchase of a replacement vehicle for under \$18,000.**

**Second Commissioner James.**

**Motion carried 4-0.**

**CITY ATTORNEY REPORT/UPDATE**

**UPDATE ON RAILS TO TRAILS ENVIRONMENTAL TESTS.**

Attorney Johnson stated that they are still waiting on the results. She stated that there has been an extension granted for further research on the Environmental Test result concerns.

**CITY MANAGER REPORT/UPDATE**

Advised we are starting the initial work on a million-dollar CDBG grant, this will be a water line project, west of City Hall, and may start around February.

Advised all projects at the current time are ahead of schedule.

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Advised that debris removal does not meet the cut off amount for FEMA. He states that we will contract with WCA and have them pick it up.

Advised that on the Dias is a purchase and sale agreement for land by Memorial Park. He states that there are caveats. He states that this is four acres for \$200,000.00. This would be purchased through grant funds with the Park Enhancement Project.

Commissioner Linkous stated that she thinks that Edgemoor residents will not be happy with the trees being removed for parking.

Attorney Johnson stated that with this contract they want you to accept by December 22, 2017. Mr. Booth stated that he will contact them and let them know we will have to put this on an agenda to move forward.

Consensus to have the City Manager advise that the City is interested, but we will have to put on the January agenda.

Advised that Cities are coming forward to ask us for help with installing the Peroxide system that we have.

Advised that the population for the City is estimated by UF to be 6,023.

**COMMENTS AND CONCERNS:**

**COMMISSIONERS**

Commissioner Linkous stated she has meet with employees to learn more about the working of the city. She appreciates the employees that we have.

Commissioner James- Nothing at this time.

Commissioner Williams wished everyone a Merry Christmas and Happy New Year.

**MAYOR**

Mayor Jamison wished everyone a Merry Christmas and thanked the Chamber of Commerce for their work on the parade. He stated we have good, big projects that will be for the better for years to come. It is exciting to be part of this. He thanked the staff.

**Motion Commissioner Williams to adjourn.  
Mayor Jamison adjourned the meeting 7:48 p.m.**