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**HIGH SPRINGS  
CITY COMMISSION MEETING  
TELECONFERENCE  
August 27, 2020**

Meeting called to order by Mayor Williams 6:34 p.m.

Invocation: Mayor Byran Williams

Pledge of Allegiance:

**ROLL CALL CITY COMMISSION:**

Mayor Byran Williams- Present-Video  
Vice Mayor Gloria James – Absent  
Commissioner Scott Jamison- Present-Video  
Commissioner Linda Jones-Present-Video  
Commissioner Nancy Lavin- Absent

**STAFF PRESENT:**

Joel Decoursey, City Manager- Video  
Jenny Parham, City Clerk- Video  
Angela Stone, Deputy City Clerk- Video  
Antoine Sheppard, Police Chief- Video  
Kevin Mangan, PIO-Video  
Jennifer Stull, Finance Director- Video  
Scott Walker, City Attorney-Video  
Rich Maltby, City Attorney-Video  
Bruce Gillingham, Fire Chief-Video  
Kristy Adkins, Planning Assistant -Video

**APPROVAL OF AGENDA:**

**Motion Commissioner Jones to approve the agenda as presented.  
Second Commissioner Jamison.  
Motion carried 3-0.**

**APPROVAL OF MINUTES:**

**Motion Commissioner Jones to approve the minutes of August 13, 2020 Commission Meeting.  
Second Commissioner Jamison  
Motion carried 3-0.**

**CONTINUED BUSINESS**

**CONSIDER RESOLUTION 2020-G, A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HIGH SPRINGS, FLORIDA, AMENDING THE PURCHASING POLICY AND PROCEDURES OF THE CITY OF HIGH SPRINGS; AMENDING THE COMPETITIVE PURCHASING PROCESS PRICE THRESHOLDS AND APPROVAL REQUIREMENTS; REPEALING ALL RESOLUTIONS AND ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE**

Attorney Maltby read Resolution 2020-G by title only.

Commissioner Jones asked about the changes in the procedures. Attorney Maltby advised there was changes but not substantive changes. He advised that we need to add the Public Records wording on page 4 subsection D.

Commissioner Jones asked about the change of payments from checks to electronic. Mr. DeCoursey advised that we are trying to bring the City up to date and making payments more convenient. He explains that it is something we want to look into. Commissioner Jones asked about the signing of the checks and being able to look at the backup paperwork. Mr. DeCoursey stated that there should still be attachments to all payments.

Commissioner Jamison clarified all other paperwork will stay the same just the way we pay will be different.

**Motion Commissioner Jones to approve Resolution 2020-G with the addition of the Public Records Law wording on page 4.  
Second Commissioner Jamison.**

**Roll Call:**

**Mayor Williams-yes  
Commissioner Jamison-yes  
Commissioner Jones-yes**

**Motion carried 3-0.**

Attorney Walker stated anyone who wants to speak on the item can raise their hand with the raise the hand function in Zoom. No one raised their hand to speak.

## **UNFINISHED BUSINESS**

**CONSIDER ORDINANCE 2020-07, AN ORDINANCE OF THE CITY OF HIGH SPRINGS, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF HIGH SPRINGS LAND DEVELOPMENT CODE, AS AMENDED; RELATING TO THE REZONING OF TEN OR MORE CONTIGUOUS ACRES OF LAND, PURSUANT TO AN APPLICATION, Z 20-01, BY THE PROPERTY OWNERS OF SAID ACREAGE; PROVIDING FOR REZONING FROM “IND” INDUSTRIAL TO R-1 RESIDENTIAL OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF HIGH SPRINGS, FLORIDA; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE (HINGSON)**

Attorney Maltby read Ordinance 2020-07 by title only.

Attorney Maltby asked if there was any exparte communication on this item. There was no exparte communication.

Attorney Maltby advised that this is a quasi-judicial process and all persons speaking on the item must be sworn in. He asked all that wanted to speak on the item to swear in (to raise their hand with the Zoom raise hand feature):

Attorney Maltby sworn in:

Kristy Adkins, Planning Assistant  
Dennis Lee

Planning Assistant Kristy Adkins gave an overview of the property.

Dennis Lee, Applicant for Woodland III, states he has nothing further to add, but is here if they have questions.

Attorney Maltby stated that this item is governed by the Substantial Evidence Standard.

**Motion Commissioner Jones to approve Ordinance 2020-07 on second reading as read by title only.**  
**Second Commissioner Jamison.**

Commissioner Jamison stated he just wanted to note he is comfortable voting without the other Commissioners being present as it passed with a 5-0 vote on first reading.

City Clerk Parham clarified that this motion is for Ordinance 2020-07 (Hingson); she asked if this is Mr. Lee's property as well. Ms. Adkins advised that it is a separate project but directly below them. She explains that Hingson is right next to the Woodland III rezoning.

Chief Gillingham advised that Ordinance 2020-09 is Mr. Lee's property. City Clerk Parham clarified that is the next item on the agenda.

Ms. Adkins explained the location of the property for Hingson.

Attorney Maltby clarified that the motion on the table should be limited to Ordinance 2020-07 and Ordinance 2020-09 will be handled as a separate matter.

Commissioner Jamison stated we are aware that it is 2020-07, and we are not voting thinking it is Ordinance 2020-09.

Mayor Williams asked if the owner for this property is here to speak on the item. No one raised their hand to speak on the item.

**Roll Call:**

**Commissioner Jamison- yes**

**Commissioner Jones- yes**

**Mayor Williams-yes**

**Motion carried 3-0.**

**CONSIDER ORDINANCE 2020-09, AN ORDINANCE OF THE CITY OF HIGH SPRINGS, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF HIGH SPRINGS LAND DEVELOPMENT CODE, AS AMENDED; RELATING TO THE REZONING OF TEN OR MORE CONTIGUOUS ACRES OF LAND, PURSUANT TO AN APPLICATION, Z 20-03, BY THE PROPERTY OWNER OF SAID ACREAGE; PROVIDING FOR REZONING FROM “IND” INDUSTRIAL TO C-3 COMMERCIAL OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF HIGH SPRINGS, FLORIDA; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE (WOODLAND III LTD)**

Attorney Maltby read Ordinance 2020-09 by title only.

Attorney Maltby asked if there was any exparte communication on this item. There was no exparte communication.

Attorney Maltby advised that this is a quasi-judicial process and all persons speaking on the item must be sworn in. He asked all that wanted to speak on the item swear in (that has not already been sworn in). No one raised their hand to be sworn in.

Planning Assistant Kristy Adkins gave an overview of the property.

Commissioner Jamison stated he just wanted to note he is comfortable voting without the other Commissioners being present as it passed with a 5-0 vote on first reading.

Attorney Maltby stated that this item is governed by the Substantial Evidence Standard.

**Motion Commissioner Jamison to approve Ordinance 2020-09 on second reading as read by title only.**

**Second Commissioner Jones.**

**Roll Call:**

**Commissioner Jamison- yes**

**Commissioner Jones- yes  
Mayor Williams-yes**

**Motion carried 3-0.**

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

Mayor Williams opened Citizen Requests and Comments. Kevin Mangan advised that anyone that would like to speak can use the raise hand function in Zoom and we will move you to a panelist to speak.

No one came forward to speak during Citizens Requests and Comments.

**NEW BUSINESS**

**REVIEW AND CONSIDER APPROVAL OF PROPOSED ADVERTISEMENT FOR CITY MANAGER INCLUDING COMPENSATION AND BENEFITS.**

Mr. DeCoursey stated he has given his resignation letter and advised his last day will November 30, 2020. He thanked the Commission for this opportunity.

Commissioner Jones stated she appreciates him helping us with getting through the last year. She wished him the best in his new venture.

Commissioner Jamison thanked Mr. DeCoursey for helping us through this tough situation with COVID-19. He wished him the best in his new venture.

Mayor Williams thanked him for his time with us and wished him the best.

Chief Sheppard spoke of all his help with being our Police Chief and City Manager. He speaks of his appreciation.

Attorney Walker stated they have really enjoyed working with him at High Springs. They wished him the best, and they look forward to working with him in his new position.

City Clerk Parham advised this advertisement is the same as we used last year, we just need to know if there are any changes they want to see.

Commissioner Jamison stated we need to expedite this. He speaks of the Holidays coming and this may become a time issue.

**Motion Commissioner Jones to approve the advertisement for City Manager.  
Second Commissioner Jamison.  
Motion carried 3-0.**

Commissioner Jamison asked where we will advertise. City Clerk Parham advised the first place will be the Florida League of Cities and they can go to our website to read in detail.

**ESTABLISH ALTERNATE DATES FOR THE SEPTEMBER, NOVEMBER, AND DECEMBER CITY COMMISSION MEETINGS TO AVOID CONFLICT WITH THE HOLIDAYS.**

City Clerk Parham advised that the September meeting dates will be for September 10, 2020 and September 21, 2020; November's will be November 12, 2020 and November 24, 2020; and December's will be December 10, 2020.

Commissioner Jamison would like to make sure that the other two commissioners have a chance to let us know if these dates work.

**Motion Commissioner Jamison to approve the alternate meeting dates for September, November and December with the City Clerk contacting the two absent commissioners to get their feedback on the dates.**

**Second Commissioner Jones.**

**Motion carried 3-0.**

**CONSIDER APPROVAL OF PURCHASE OF PARTS WAREHOUSE STORAGE SHED FROM BUILDINGS & MORE IN THE AMOUNT OF \$5,850.**

City Manager DeCoursey advised Public Works is in need of a shed to store their parts and equipment.

Mayor Williams asked where the shed will be placed. Mr. DeCoursey advised behind where the public works office is located.

Commissioner Jamison asked where the money is coming from. Jennifer Stull, Finance Director, advised that it is essential and will come from water contingency. Mrs. Stull advised that the current building has mold and has become a safety hazard.

Commissioner Jamison asked if it was essential why was it not budgeted. He stated that we should find the money and not from contingency.

**Motion Commissioner Jamison to approve the purchase of Parts Warehouse Storage Shed from Buildings & More for the amount of \$5,850.00 with the emphasis that it comes from Capital Outlay and not contingency.**

**Second Commissioner Jones.**

**Motion carried 3-0.**

**CITY ATTORNEY REPORT/UPDATE**

Nothing at this time.

## **CITY MANAGER REPORT/UPDATE.**

Mr. Decoursey gave an update on positions:

- Mr. Benton, Public Works Superintendent over Streets, Cemetery, and Facilities, is leaving Sept 11, 2020
- Mr. Hoffman, Public Works Superintendent over Water and Sewer is retiring June 30, 2021.
- The City Manager position is being advertised.
- The Building Official comes on board next month.

## **COMMISSIONERS**

Commissioner Jamison asked when Mr. Benton's position will be advertised. Mrs. Parham stated that she thinks we are not going to advertise for Mr. Benton's position but for a Public Works Director and have a foreman fill in until it is filled.

Commissioner Jamison would like a continuous update on these positions, so the Commission is up to speed.

Commissioner Jones spoke of the article in Alachua County Today. She spoke of the Alachua County Charter Review and the City of Newberry opposing the County's proposed charter amendment on annexations. She would like to see if that is something this Commission would like to consider. She would like for staff to look at this.

Attorney Maltby stated they prepared a resolution for Newberry on this and if the Commission would like we can bring one forward for High Springs. Attorney Maltby stated that they will send to the City Manager to have for discussion.

## **MAYOR**

Mayor Williams spoke of Resolutions from the Florida League of Mayors and he will get to the City Clerk for her to distribute to the rest of the Commission. He thanked Mr. DeCoursey again.

**Motion Commissioner Jones to adjourn.**

**Mayor Williams adjourned the meeting 7:33p.m.**