

23718 W US HWY 27  
High Springs, Florida 32643



Telephone: (386) 454-1416  
Facsimile: (386) 454-2126  
Web: [highsprings.us](http://highsprings.us)

**HIGH SPRINGS  
CITY COMMISSION MEETING  
TELECONFERENCE  
SEPTEMBER 10, 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 – Present-Video  
Commissioner Scott Jamison- Present-Video  
Commissioner Linda Jones-Present-Video  
Commissioner Nancy Lavin- Present-Video

**STAFF PRESENT:**

Joel Decoursey, City Manager- Video  
Jenny Parham, City Clerk- Video  
Angela Stone, Deputy City Clerk- Video  
Antoine Sheppard, Police Chief- Video  
Rich Maltby, City Attorney-Video  
Bruce Gillingham, Fire Chief-Video  
Jennifer Stull, Finance Director- Video  
Kevin Mangan, Public Information Officer-Video  
Damon Messina, Parks and Recreation Director-Video  
David Sutton, CRA Coordinator- Video

**APPROVAL OF AGENDA:**

Mayor Williams advised that we would like to move Item #6 to Item # 1 under New Business.

**Motion Commissioner Jamison to approve the agenda as revised.**

**Second Commissioner Jones.  
Motion carried 5-0.**

**APPROVAL OF MINUTES:**

**Motion Commissioner Jones to approve the minutes of August 20, 2020 Budget Workshop and August 27, 2020 Commission Meeting.  
Second Commissioner Jamison.  
Motion carried 5-0.**

**JOY GLANZER, CANDIDATE FOR ALACHUA COUNTY COMMISSION DISTRICT 3**

Joy Glanzer gave her background and why she is running for Alachua County Commission.

**BUDGET**

**CONSIDER RESOLUTION 2020-H, A RESOLUTION OF THE CITY OF HIGH SPRINGS, FLORIDA; DETERMINING THE AMOUNT OF AND FIXING THE TENTATIVE RATE OF AD VALOREM TAXATION FOR FISCAL YEAR 2020/2021; PROVIDING FOR CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.**

Attorney Maltby read Resolution 2020-H by title only. He read Section I with the millage rate and the rollback rate.

Commissioner Jamison stated that the millage rate stayed the same at 5.88; we did not increase the millage rate.

Kevin Mangan, PIO, asked for any citizens wanting to speak on the item to please use the raise-your-hand function in Zoom. No-one raised their hand to speak.

**Motion Commissioner Jamison to approve Resolution 2020-H as read by title only.  
Second Commissioner Lavin.**

**Roll Call:**

**Mayor Williams- yes  
Vice Mayor James- yes  
Commissioner Jamison- yes  
Commissioner Jones- yes  
Commissioner Lavin – yes**

**Motion carried 5-0.**

**CONSIDER ORDINANCE 2020-10, AN ORDINANCE ADOPTING THE 2020/2021 FISCAL YEAR BUDGET OF THE CITY OF HIGH SPRINGS, FLORIDA; PROVIDING AN EFFECTIVE DATE.**

Attorney Maltby read Ordinance 2020-10 by title only.

Attorney Maltby advises that this is the first reading of adopting the 2020/2021 Fiscal Year Budget.

Jennifer Stull, Finance Director, advised there are some housekeeping items. She stated the wireless communication was moved to IT, but we still need move it out of the City Manager and Finance budget to the IT budget; under IT Staffing, IT Tech should be IT TECH (PIO); there is a staffing correction on the Water Fund, Service Worker II should be Foreman; there is a correction in Sewer, Foremen should be Foreman.

Commissioner Jamison asked about the PTO payout under City Manager being at \$0. Mrs. Stull advised it is coming from contingency and it will be corrected.

Commissioner Jamison asked if the City Manager reviewed and approved all positions. He stated there is a Meter Reader position, with funding coming from Water but supervised by the Finance Department. He is questioning the allocation. Mrs. Stull explained that we did this during the budget amendment in February, because if there was a water line break the meter readers were being utilized for repairing broken lines and not able to read the meters. She explains the funding should come from the Water Department. Commissioner Jamison explains that we cannot have money coming from one department and supervised by a different department; if the position needs to be supervised by the Finance Department then the money allocation should come from Finance. He stated the City Manager does the allocation, and this question is for him. He states that he is steadfastly against this. Mr. DeCoursey explained the reasoning behind this.

Chief Sheppard advised last year Code Enforcement came from his budget but was supervised by the Building Department.

Mayor Williams asked what the Meter Reader does. Mrs. Stull advised he reads meters, does rereads, and replaces meters.

Commissioner Jamison stated then we should put the allocation under Utility Billing. Mrs. Stull stated that the Water Fund is a separate fund. Commissioner Jamison asked for clarification that the money for the Meter Reader cannot be moved over to License and Billing. Mrs. Stull stated that it should be allocated to the Water Department. Commissioner Jamison stated that then the Water Department should supervise the position, that is his opinion.

Commissioner Jones advised she was surprised that the supervision is under Finance; she thought it would be under utilities or water, something of that nature.

Mayor Williams asked can we do this legally.

Attorney Maltby stated there is no law or regulation that prohibits it. He added that it could cause an HR issue.

Mayor Williams asked if when he is done reading meters, can he help in water. Mrs. Stull advises it is full time position with changing out meters; he does not have the time to help water.

Mr. DeCoursey advised that he can direct any employees to do any job, it can be all hands-on-deck.

Commissioner Lavin asked how long it takes to read the meters. Mrs. Stull advised that it takes 5-6 days to just read the meters, and then they have rereads which takes another day. Mrs. Stull advised there are turn on and turn offs, and changes outs. Commissioner Lavin advised that the expertise to change out meters comes from the Water Supervisor; the materials and the expertise would come from the Water Department. She states that if the money is coming from that supervisor's budget, they should have control over the employee. She states that it seems like they do more than just read the meter. Mrs. Stull advised that when we put this in place, it was recommended by the Water Department. Commissioner Jamison advised that he would need to hear that from the Water Department.

Commissioner Jamison again stated he thinks that where the money is being allocated and the direct supervision should give.

Mrs. Stull advised she can talk to the auditors to make sure they would be good with the extra transfer for the cost of the position; she can have the answer for second reading. Commissioner Jones asked why the auditors would need to approve this. Mrs. Stull advised she just wants to make sure it is okay, and that it does not cause any red flags.

Commissioner Lavin stated there is already a transfer from the Water Fund to the General Fund. Mrs. Stull stated yes, but a third party comes and tells us how much you can transfer.

Commissioner Lavin asked Mrs. Stull if she has the technical expertise to direct someone that is changing meters; does he need to be licensed in water or anything. Mrs. Stull advised that he does not need to be, and he knows how to change the meters out.

Consensus to check with the auditors to see if the transfer is allowed from Water to the General Fund.

Commissioner Jamison asked about Parks and Recreation Utility Services actuals for 2019/2020 are at \$12,800.00 currently, then why are we leaving it at \$12,000. Mrs. Stull advised that she and the Parks and Recreation Director have been working with Duke Energy and we have found some irregularities; we are actively looking into this.

Commissioner Jamison asked about Training and Travel in the Building Department. He states that we have a new Building Official and they may need training. Mrs. Stull advised we have money in contingency that we can move up there, if need be.

Commissioner Lavin stated on the Public Utility Water Fund, page 57, Capital Outlay was \$700,000.00, but page 59 showed \$730,000.00. Mrs. Stull stated that was another housekeeping item, and she will change.

**Motion Commissioner Jones to approve Ordinance 2020-10 with the provision that the Finance Director checks on the meter reader situation and cleans up the housekeeping items.**

**Second Commissioner Lavin.**

Mr. Mangan advised that anyone wanting to speak on the item can use the raise-your-hand function on Zoom and we can let you in.

Katherine Weitz stated she thinks the Meter Reader needs to be certified and overseen by a Certified Meter Reader. She expressed her concern with the Meter Reader not getting adequate supervision if they are not reporting to someone with the appropriate certification as well.

Mayor Williams asked if a certification is required to read meters. Mrs. Stull stated that none of our Meter Readers have ever had a certification to read meters.

Attorney Maltby advised that their office can certainly look into this before the next meeting and see if it should be done that way.

Commissioner Jamison asked who is responsible if he makes a technical or operational mistake, it would go to someone with an operational license in the water department. Mr. DeCoursey advised that the meter is collaborated. He states that this is a small town and we wear many hats.

**Roll Call:**

**Vice Mayor James- yes**

**Commissioner Jamison- no**

**Commissioner Jones- no**

Commissioner Jones rescinded motion.

Discussion on the timeline for the budget process.

City Clerk Parham stated that we can hold a special meeting to hear again on 1<sup>st</sup> reading.

**Motion Commissioner Lavin to approve Ordinance 2020-10 with the correction of the housekeeping items and with clarification on the Meter Reader position to be brought to the Commission via email prior to the next meeting that will include the investigation of whether that person needs to be supervised by a licensed operator, so that we are not operating in anyway that could cause liability for us. Also making sure that the transfer from the Water Fund is allowed.**

**Second Vice Mayor James.**

Mr. Mangan advised that anyone wanting to speak on the item can use the raise-your-hand function on Zoom and we can let you in.

**Vice Mayor James-yes**

**Commissioner Jamison -yes**

**Commissioner Jones- yes**

**Commissioner Lavin- yes**

**Mayor Williams- yes**

**Motion carried 5-0.**

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

Mr. Mangan advised that anyone wanting to speak can use the raise-your-hand function on Zoom and we can let you in.

Ross Ambrose spoke of the Franchise Agreement with GRU. He asked if the Attorney will be responding, during his report, to the Commission's question from the Budget Hearing about GRU and their Gas Franchise Agreement, if there is a reason that they are not contributing funds, and whether that agreement covers their ability to be running data cables. Attorney Maltby stated the Fiber Optic issue is not covered in the current agreement. He states we need to have a discussion with the City Manager and see if we can approach GRU about initiating some discussions. He states it is worth exploring. He stated with them not paying the fees, if directed by the Commission they can draft a letter to address this.

Mrs. Stull advised that after that budget workshop they found that they were combining the utility tax and franchise fee in one check; so, it was been posted to the utility tax. She stated that she has already discussed with the City Manager and you will see the correction in the year end financials; it is about \$900.00.

Ross Ambrose stated that he thinks it is a great start, and it would be great if the City Commission explored whether they have a franchise agreement with any other municipality for their data services.

**NEW BUSINESS**

**CONSIDER PRELIMINARY PLAT APPROVAL FOR SPRINGFIELD SUBDIVISION.**

Attorney Maltby advised the Preliminary Plat has gone to the Site Plan Review Committee, the Plan Board, and is now in front of the commission.

Bruce Gillingham, Fire Chief, gave a brief overview. He explains it is located off Poe Springs Road, just West of Cinnamon Hills on the same side of the road. He states that it will be on City water but will need to be on septic; there is not a sewer main line and the lift station can not take on these homes.

Robert Walpole, CHW, advised that they are here to answer any questions the Commission may have.

Mr. Mangan advised that any citizens wanting to speak on this, can use the raise-your-hand function in Zoom to speak on this item. No one raised their hand.

Commissioner Jamison thanked Mr. Gillingham and Mr. DeCoursey for looking into this.

**Motion Commissioner Jamison to approve the Preliminary Plat for Springfield Subdivision.**

**Second Commissioner Lavin.**

**Motion carried 5-0.**

**CONSIDER APPROVAL OF AGREEMENT WITH THE HIGH SPRINGS COMMUNITY REDEVELOPMENT AGENCY (CRA) FOR ENHANCED POLICE SERVICES**

**Motion Commissioner Lavin to approve the agreement with the High Springs Community Redevelopment Agency for enhanced Police Services.  
Second Commissioner Jones.  
Motion carried 5-0.**

**CONSIDER AMENDMENT TO AGREEMENT #11360 WITH ALACHUA COUNTY FOR FIRE SUPPRESSION AND FIRST RESPONSE EMS/RESCUE SERVICES.**

Fire Chief Gillingham explains that this will make the payments quarterly, which we are currently doing. He adds that this has worked well and gives us real time numbers.

**Motion Commissioner Lavin to approve the amendment to agreement #11360 with Alachua County for Fire Suppression and First Response EMS/Rescue Services.  
Second Vice Mayor James.  
Motion carried 5-0.**

**DISCUSSION ON INVESTMENT ACTIONS WITH FLORIDA TRUST.**

Commissioner Lavin advised that she brought this up at a budget workshop; she just wanted to make the rest of the commissioners aware. She stated she was concerned that the money was not moved. She explained the Commission had previously voted by Resolution to move the Bond Payment money to the Florida Trust. Mrs. Stull advised that the local bank came back and matched the rate, she advised that the management at the time told her to leave the money with Ameris.

Commissioner Jones states she thinks we should follow through with what the Commission decided. She asked how someone can make that decision to not move the money if the Commission advised to do so.

Vice Mayor James stated that she thinks it was an oversight. She added that Ameris Bank did agree to give us the same rate; we can leave it and not let it happen again.

Mayor Williams asked about what we need to do legally. Attorney Maltby stated that the Commission can make a motion to override the action and leave it as is. City Clerk Parham asked if they need to rescind the Resolution. Attorney Maltby stated yes, that would need to be part of the motion.

Commissioner Jamison stated we cannot go back. He stated that we need to rescind the Resolution and direct the City Manager to look at the process again.

Commissioner Lavin stated the climate is different, than it was and maybe put this back out there and see that it gets followed through.

**Motion Commissioner Lavin to Rescind Resolution 2018-BB.  
Second Commissioner Jones.**

Mr. Mangan advised that any citizens wanting to speak on this can use the raise-your-hand function in Zoom to speak on this item. No one raised their hand.

**Motion carried 5-0.**

Consensus to have the City Manager bring back investment options.

**CONSIDER RESOLUTION 2020 – I, A RESOLUTION OF THE CITY OF HIGH SPRINGS, FLORIDA, IN OPPOSITION TO THE ALACHUA COUNTY PROPOSED CHARTER AMENDMENT ESTABLISHING A COUNTY GROWTH MANAGEMENT AREA; REPEALING ALL RESOLUTIONS IN CONFLICT AND ESTABLISHING AN EFFECTIVE DATE.**

Attorney Maltby read Resolution 2020-I by title only.

**Motion Commissioner Jones to approve Resolution 2020-I as read by title only.**

Attorney Maltby explained that this is a resolution in opposition to the Alachua County proposed Charter Amendment establishing a County Growth Management Area.

**Second Commissioner Jamison**

**Roll Call:**

**Commissioner Jamison- yes  
Commissioner Jones-yes  
Commissioner Lavin -yes  
Mayor Williams- yes  
Vice Mayor James- yes**

**Motion carried 5-0.**

Commissioner Jones stated we need to get the information out to our citizens.

Commissioner Lavin asked if we could put something out on our website to get information out. Attorney Maltby stated they can look into what can be posted about this.

Attorney Maltby stated they will research and give a report under Attorney's Report at the next meeting.

**CONSIDER DECLARING CERTAIN CITY PROPERTY AS SURPLUS.**

City Manager DeCoursey explained that this will declare the vehicle, a 2003 Ford F-550 Crew Cab Diesel Truck, surplus.

**Motion Commissioner Jamison to Declare City Property Surplus as presented.  
Second Vice Mayor James.  
Motion carried 5-0.**

#### **CITY ATTORNEY REPORT**

Nothing at this time.

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

Mr. DeCoursey advised that we want to plan some workshops to talk about the sewer with the Commission regarding capacity, where we are, where we need to go, and how to get there.

Mr. DeCoursey reminded everyone to stay safe, do their due diligence. He stated we had a scare yesterday, and he wanted to remind everyone to be safe.

#### **COMMISSIONERS**

Commissioner Lavin advised that the Chamber of Commerce had their first in-person meeting with social distancing and masks. She stated that Chief Gillingham, Damon Messina, and David Sutton were there on behalf of the City; it was appreciated. She stated that she would like to find out how we move forward with some kind of franchise agreement with GRU for the fiber optics. Attorney Maltby stated that they will try and have information at the next meeting.

Commissioner Jones- nothing at this time

Commissioner Jamison- nothing at this time

Vice Mayor James- nothing at this time.

#### **MAYOR**

Mayor Williams stated we received an invitation for a Water and Wastewater System Partnership workshop.

Advised of the rescheduled lunch to say goodbye to David Benton, Public Works Superintendent.

**Motion Commissioner Jones to adjourn  
Mayor Williams adjourned the meeting 8:22 p.m.**