

23718 W US HWY 27
High Springs, Florida 32643



Telephone: (386) 454-1416
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**CITY COMMISSION MEETING
AGENDA
23718 W US HWY 27**

FEBRUARY 8, 2024

6:30 PM

**MAYOR KATHERINE WEITZ
VICE MAYOR TRISTAN GRUNDER
COMMISSIONER ANDREW MILLER
COMMISSIONER BYRAN WILLIAMS**

- (A) CALL TO ORDER AND ROLL CALL**
- (B) INVOCATION AND PLEDGE OF ALLEGIANCE**
- (C) APPROVAL OF AGENDA:**
- (D) APPROVAL OF CONSENT AGENDA:**
 - 1. MINUTES OF THE JANUARY 25, 2024, COMMISSION MEETING**
- (E) SPECIAL PRESENTATIONS**
 - 1. PRESENTATION BY THE SFHS ENVIRONMENTAL CLUB/MARINE BIOLOGY STUDENTS**
- (F) UNFINISHED BUSINESS**
- (G) CITIZEN REQUESTS AND COMMENTS – FOR ISSUES NOT ON AGENDA (PLEASE STATE NAME FOR THE RECORD – LIMIT COMMENTS TO 5 MINUTES)**

COMMISSIONER RESPONSE
- (H) NEW BUSINESS**
 - 1. DISCUSS, CONSIDER AND ACT ON STAFF HIRING FREEZE.**
- (I) CITY ATTORNEY REPORT/UPDATE**

(J) CITY MANAGER REPORT/UPDATE

(K) COMMISSION COMMENTS AND CONCERNS

(L) MOTION TO ADJOURN.

PLEASE NOTE: PURSUANT TO SECTION 286.015, 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 AMERICAN WITH DISABILITIES ACT, A PERSON TH DISABILITIES NEEDING ANY SPECIAL ACCOMMODATIONS TO PARTICIPATE CITY COMMISSION MEETINGS SHOULD CONTACT THE OFFICE OF THE CITY CLERK 23718 W US HWY 27, TELEPHONE (386) 454-1416.

Consent Agenda

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**HIGH SPRINGS
CITY COMMISSION MEETING
JANUARY 25, 2024
CITY HALL**

CALL TO ORDER AND ROLL CALL

Mayor Weitz called the meeting to order at 6:34 p.m.

ROLL CALL CITY COMMISSION:

Mayor Katherine Weitz – Present
Vice Mayor Tristan Grunder – Present
Commissioner Andrew Miller- Present
Commissioner Byran Williams – Present

STAFF PRESENT:

Ashley Stathatos, City Manager
Angela Stone, City Clerk
Clay Martin, City Attorney
Jami Echeverri, Asst. City Clerk
Antoine Sheppard, Chief of Police
Kristyn Adkins, Planning Technician
Thomas Henry, Public Works Director
Allan Alligood, Building Official

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation by Commissioner Pastor Greg Waltermire

Pledge of Allegiance

APPROVAL OF AGENDA:

Commissioner Miller motioned to approve the agenda.
Vice Mayor Grunder Second
Motion carried 4-0

APPROVAL OF CONSENT AGENDA:

**MINUTES OF THE JANUARY 11, 2024 COMMISSION MEETING
MINUTES OF THE JANUARY 11, 2024, BUDGET WORKSHOP**

Commissioner Miller Motioned to approve the Minutes of the January 11, 2024, Commission Meeting, and January 11, 2024 Budget Workshop
Vice Mayor Grunder Seconded.
Motioned carried 4-0

(E) SPECIAL PRESENTATIONS: NONE

(F) UNFINISHED BUSINESS: NONE

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

David Linch – spoke of his dislike of the High Springs Brewing Company using the High Springs Name. He disagrees with growth and the increase in traffic. Spoke of Bill Reshard the first black policeman in High Springs.

Julie-Tapia Ruano – 222nd Road has drainage concerns and is also concerned about the Bridlewood exits onto 222.

COMMISSIONER RESPONSE:

(H) NEW BUSINESS

1. DISCUSS, CONSIDER AND ACT ON RESOLUTION 2024-A; A RESOLUTION SETTING THE ELECTION TO FILL CITY COMMISSION SEAT # 2, IN THE CITY OF HIGH SPRINGS; DESIGNATING THE ELECTION FOR THE 26TH DAY OF MARCH, SETTING THE QUALIFYING PERIOD; SETTING THE QUALIFYING FEES; PROVIDING FOR AN EFFECTIVE DATE.

Mayor Weitz read resolution 2024-A by title only.
Clerk Stone advised the commission on qualifying and election dates.

Vice Mayor Grunder Motioned to approve resolution 2024-A

Commissioner Miller seconded

Weitz – Yes

Grunder – Yes

Miller – Yes

Williams – Yes

Motion Carried 4-0

2. DISCUSS AND SELECT THE TOP FIVE CITY MANAGER APPLICANTS.

Clerk Stone explained that the commission should select their top 5 favorite candidates. She advised the commission that an applicant had accepted a position elsewhere and withdrew

Public Comment:

Eva Verner – does not agree with a group interview setting. Believes it should be one-on-one
Janet Evans – explained when she has interviewed similarly before and it was expected that you travel if you applied. She supports the idea of a second interview.

Vice Mayor Grunder motioned to meet with applicants individually with the option for zoom if requested and narrow down the choices and come back to a public meeting to discuss and set up a second interview with the full commission, and requested (voluntarily) that the other applicants sit outside.

Commissioner Miller Seconded
4-0

Julie Tapia-Ruano – would like to see the new City manager hired as quickly as possible and not contingent on a new Commissioner being elected.

Eva Verner – offered suggestions on sorting questions and grading them.

Mayor Weitz called for a recess 7:41pm

Commission meeting resumed 7:52pm

3. DISCUSS, CONSIDER AND ACT ON BRIDLEWOOD PHASE I FINAL PLAT AND CONSTRUCTION DOCUMENTS.

Attorney Martin advised the commission of the quasi-judicial process and its proceedings and asked if any had engaged in ex parte communication, and if so would it affect their judgement on this item?

Commissioner Miller – no ex parte communication

Commissioner Williams - no ex parte communication

Mayor Weitz - Advised she spoke with residents in Tillman Acres but it would not alter her judgement.

Vice Mayor Grunder - No ex parte communication.

Attorney Martin – swore in members of the community and staff that wished to speak on the matter.

City Manager Stathatos gave a presentation and overview of the proposed development.

Christopher Potts director of engineering of JB Pro presented the final plat for Bridlewood Phase 1.

Public Comment:

Sue Weller – spoke in support of phase 1. She doesn't want that many homes but she understands zoning allows it. She has questions regarding the traffic study from a prior meeting. She is concerned about the traffic from the proposed development.

Scott Jamison – former commissioner, believes decisions should be made based on facts not feelings. He believes the proposed development is within code. He is in favor of it based on facts.

Joanne Tremblay – is not thrilled about the development but understands it is a done deal and supports this decision if done correctly.

Chris Potts – clarified the reasoning for the traffic study results and how they came to the determination they did. He advised all landscaping is Florida-friendly.

Vice Mayor Grunder – is concerned about the non-looped water system.

Staff Thomas – would prefer to see the system looped as well. Would like to see it in writing for phase 2 to have a looped water system.

Commissioner Grunder when do you plan on looping it and is it possible now?

Potts No there is no infrastructure there at this time it is planned for phase 2.

Mayor Weitz – is concerned about the school's capacity. She approves of the landscaping map. She is concerned about the city engineer's advice not being taken into full consideration. She was highly concerned with the documented presence of endangered gopher tortoises in the vicinity and work had begun prior to the environmental survey and their relocation.

City Manager Stathatos stated the plat is within standards.

Commissioner Miller – is concerned about the potential for too many kids in the area and not enough schools.

Grunder made a motion to approve the plat to be looped in with a date no later than 3 years past this approval date. (January 25th, 2024)
Commissioner Williams Seconded

Mayor Weitz requested an amendment of seeing engineer comments and the permit and relocation plan for the gopher tortoises. Condition for approval. FWC permit to the city.

Construction cannot begin until the requested documentation has been provided. The permit is obtained with the FWC and complied with.
(no second to amendment request)

Vice Mayor Grunder – Yes
Commissioner Miller – Yes
Commissioner Williams - Yes
Mayor Weitz – No.
Motion Carried 3-1 (Weitz Opposed)

CITY ATTORNEY REPORT/UPDATE: none at this time

CITY MANAGER REPORT/UPDATE:

Staff Update: Thomas Henry
2600 of 2900 AMI meters have been installed project is expected to be complete by end of February. The concrete is being poured and the water tank project is underway. Mr. Henry advised there would be a workshop to go over fleet vehicles. He gave an update on Parks and REC sports and progress.

COMMISSION COMMENTS AND CONCERNS

Commissioner Miller – thanked Staff Henry for showing the renovations of the Douglas Community School.

Commissioner Williams – asked for clarification on if the digging he has seen around the area was for AMI or Cox (Staff Henry advised that was Cox)

VICE MAYOR: nothing at this time

MAYOR:

Mayor Weitz – Commended Staff Henry on his proactivity. Thanked the Police Department for their assistance in helping students crossroads. Requested an update from Staff Alligood on the electrical work being completed at the Canoe Outpost. She clarified why she held off on signing a check to request more information on its purpose. She is concerned why it was signed in her absence (Vice Mayor Grunder advised the City Manager asked him to sign it as he was present for a meeting). Mayor is excited about the Mayor's Youth Council holding their first meeting and being so enthusiastic.

MOTION TO ADJOURN.

Commissioner Williams motioned to adjourn.

Mayor Weitz adjourned the meeting at 9:23pm.

SPECIAL PRESENTATION



Commission Agenda Item Request Form

MEETING DATE: FEBRUARY 8, 2024

**SUBJECT: PRESENTATION BY THE SANTA FE HIGH SCHOOL
ENVIRONMENTAL CLUB/MARINE BIOLOGY STUDENTS**

AGENDA SECTION: SPECIAL PRESENTATIONS

DEPARTMENT: SPECIAL PRESENTATIONS

PREPARED BY: CITY CLERK FOR SFHS ENVIRONMENTAL CLUB

RECOMMENDED ACTION: NO ACTION

Summary

THE SANTA FE HIGH SCHOOL ENVIRONMENTAL CLUB AND MARINE BIOLOGY STUDENTS RECEIVED A GRANT FROM A COMMUNITY MEMBER TO TAKE A TRIP TO CEDAR KEY AND THEY HAVE RECENTLY PARTNERED WITH THE HIGH SPRINGS YOUTH ADVISORY COUNCIL TO PARTICIPATE IN SOME SPRINGS CLEAN UP. THEY WANTED TO COME TO THE CITY COMMISSION AND PRESENT AND SHARE WHAT THEY ARE DOING IN THE COMMUNITY.

ATTACHMENTS:

REVIEWED BY CITY MANAGER: _____

**NEW
BUSINESS
ITEM # 1**



Commission Agenda Item Request Form

MEETING DATE: FEBRUARY 8, 2024

SUBJECT: STAFF HIRING FREEZE

AGENDA SECTION: NEW BUSINESS

DEPARTMENT: COMMISSION

PREPARED BY: CITY CLERK FOR COMMISSIONER MILLER

RECOMMENDED ACTION: DISCUSSION ON A TEMPORARY HIRING
FREEZE

Summary

WITH THE CURRENT SITUATION WITH THE BUDGET, THERE SHOULD BE A DISCUSSION BY THE COMMISSION TO HAVE A TEMPORARY HIRING FREEZE UNTIL WE HAVE A BETTER UNDERSTANDING WHERE THE CITY IS FINANCIALLY.

ATTACHMENTS: LIST OF POSITIONS

REVIEWED BY CITY MANAGER: _____

DEPARTMENT	POSITIONS
CITY CLERK	
	City Clerk
	Asst. City Clerk
FINANCE	
	Finance Director
	Accounts Manager
	Accountant (Vacant)
CITY MANAGER	
	City Manager
	Asst. City Manager (Vacant)
	Executive Adm. Asst.
	PIO
UTILITY BILLING	
	Utility Billing Manager
	New CSR in application process (posted Part-Time Position 20 hours)
	CSR
	CSR
POLICE	
	Chief
	Evidence/Records Manager
	Adm. Clerk
	Sgt.
	Sgt.
	Sgt.
	Sgt.
	Adm. Sgt
	Ofc.
	Ofc.
	Ofc.
	Ofc.
	Ofc.
	Ofc.
	Ofc.
	Ofc.
	Ofc.
	SRO
	SRO
	SRO
	Reserve
	Reserve
	Reserve
	Crossing Guard

PLANNING & CODES	
	Planning Tech
	Code Enforcement Officer
CEMETERY	
	Service Worker (Vacant)
ROADS & STREETS	
	Service Worker
	Service Worker
	Service Worker
	Foreman
	Foreman
	Line Locate
FACILITIES	
	Service Worker (Maintenance)
	Staff Admin.
PARKS & RECREATION	
	Parks Director (Vacant)
	Asst. Parks Director (Vacant)
	Maintenance Worker
	Maintenance Worker
	Maintenance Worker
FARMERS MARKET	
	Farmer's Market Manager
BUILDING DEPARTMENT	
	Building Official
	Permit Tech
	Permit Tech
WATER	
	Public Works Director
	Water Superintendent/Operator
	Service Worker
	Service Worker
	Service Worker
SEWER	
	WWTP Operator/Superintendent
	Mechanic
	Service Worker
	Vacant Service Worker

CRA	
	CRA Manager
FIRE	
	Chief (vacant) In interview process
	Deputy Chief
	Captain
	LT
	LT
	LT
	FF/Paramedic
	FF/Paramedic
	FF/Paramedic
	FF/Paramedic
	FF/Paramedic
	FF/Paramedic
	FF/ Paramedic
	Firefighter EMT
	Firefighter EMT
	Firefighter EMT
	Firefighter EMT
	Admin Asst
	PT/ Fire
	PT/ Fire
	PT/ Fire