

23718 W US HWY 27  
High Springs, Florida 32643



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

CHARTER REVIEW BOARD  
MINUTES  
April 1, 2024

Chair Weller called the meeting to order at 6:00 p.m.

Pledge of Allegiance.

Roll Call:                      Member Julie Tapia-Ruano -Present  
                                        Member Sue Weller - Present  
                                        Member Jacob Newton - Present  
                                        Member Lynn Jamison- Present  
                                        Member Christy Swilley - Present

Staff Present:                Angela Stone, City Clerk  
                                        Ashley Mauldin, Executive Assistant  
                                        Clay Martin, City Attorney

**BUSINESS ITEMS**

1. APPROVAL OF MARCH 25, 2024, MINUTES

**Motion Member Tapia-Ruano to approve the minutes of the March 25, 2024, Charter Review Meeting Minutes.**

**Second Member Newton.**

**Motion carried 4-0.**

2. DISCUSS POSSIBLE RECOMMENDATIONS FOR CHARTER AMENDMENTS

Chair Weller mentions the Attorney's sections that will be brought back. Sections 2.01, 2.04, and 2.06. Sections 2.02 and 2.03 will also be further discussed.

Member Tapio-Ruano wants to discuss 2.04 again.

Discussion on the second term being the majority vote for Mayor and Vice Mayor seats. A new Commissioner is not recommended for the mayor seat.

Member Jamison believes that everyone should have the opportunity to be Mayor at some point.

Attorney Walker discusses his recommendation that a commissioner should be in his/her seat for at least a year before getting the option of being voted in as a mayor.

#### Section 2.07

Member Newton proposes removing the entire Filling of Vacancies basically striking the entire paragraph so then it would read any vacancy in the city commission shall be filled until the next municipal election by vote of the remaining members of the commission provided that if such vacancy is not filled within 30 days after it shall have occurred appointment to fill the existing vacancy shall be made by the Governor rational there is a scheduled municipal election every year due to the nature of the three year term of the commission should a vacancy happen at any point during the year an interim city commissioner may be appointed to fill the seat with no limitations on duties prescribed until the next municipal election or special election will be held in conjunction with the regularly held election to elect a new commissioner to fill the remaining term of office.

Chair Weller doesn't have a problem with the commission filling the vacancy but does not agree with the Governor coming in to appoint commissioners unless something catastrophic occurs such as losing the entire commission.

Member Jamison wants the language to stay the same.  
Members Tapia-Ruano and Swilley agree with Jamison.

#### Section 2.08

City Clerk Angela Stone discusses the posting time needing to be changed for special meetings from 12 hours to 72 hours. Only emergency meetings should be 12 hours' notice.

Attorney Walker will be changing and presenting the new language at a later date.

Chair Weller proposes section 2.09 be added to the charter. Forfeiture of office – A member of the commission may forfeit the office. If the member:

- (a) lacks at anytime during the term of office any qualification for the office prescribed by this Charter or by law;
- (b) Violates any express prohibition of this Charter;
- (c) Is convicted of a felony or a criminal misdemeanor;
- (d) Misses three (3) consecutive regularly scheduled monthly commission meetings without being excused by the commission.

If any of these events should occur, a hearing shall automatically be conducted at the next regularly scheduled commission meeting, and the member may be declared to have forfeited office by majority vote of the commission.

Members discuss previous occurrences.

Members agree to move forward and get better language.

#### Section 3.01

Member Swilley proposes to amend/remove the City Clerk taking over as the city manager.

Members agree it is not practical with the amount of work the City Clerk already has.

Members discuss.

Attorney Walker plans to remove the last sentence in section 3.01 (The office of the City Manager and the City Clerk may be combined in the same appointee).

Members agree.

#### Section 3.04

Chair Weller would like to add additional language: (11) use his/her best efforts to gain residency in the city within 12 months of appointment to his/her term of office and maintain residence within the city for the duration of his/her appointment. For good cause shown by a supermajority vote, the city commission may permit exceptions to the residency requirement.

Member Newton agrees with the 12 months. Discusses how difficult finding housing can be.

Members discuss adding exceptions.

Member Newton is proposing to remove the entire paragraph at the end of section 3.04. (The city manager shall designate a qualified city employee to exercise the powers and perform the duties of city manager during any temporary absence or disability of the city manager. In the event of the failure of the city manager to make such designation, or should the person so designated by the city manager be unable to perform such duties or be unsatisfactory to the commission, the commission may revoke such designation at any time and appoint another employee of the city, other than a currently sitting commissioner, to perform the duties of city manager until he/she shall return, or until his/her disability shall cease.

Member Newton would rather the language be: During the absence or disability of the city manager, the city commission may designate some properly qualified person to temporarily execute the functions of the office.

Members do not agree, believe that the City Manager is more aware of who can handle the office until his/her return. Discuss what "temporary" absence really means.

Members agree to leave section 3.04 as is at this time.

#### Section 4.02

No changes

#### Section 4.03

Attorney's will be bringing back language.

#### Section 4.04

No changes

#### Section 4.05

Chair Weller and member Newton both propose revisions on (d) Public notice.

Chair Weller revision:

(d) Public notice. All elections held pursuant to this Charter shall have at least thirty (30) days' notice of election or referendum by publication in a local High Springs or Alachua newspaper and/or notice on a publicly accessible website. The publication *Publication by local newspaper* shall be made at least twice, once in the fifth week and once in the third week prior to the week in which the election or referendum is to be held. Notice on a publicly accessible website shall be posted for five weeks prior to the week in which the election or referendum is to be held.

Member Newton revision:

**Remove** *in a local newspaper* (or any variations of this term) *on a publicly accessible website*.

HB7049, signed into law effective January 1, 2023, states that it is no longer a requirement to post in a local newspaper if a public notice could be posted on a publicly accessible website. This would save the city money and hassle by allowing for notices to only be posted on the city's website.

Members discuss the amount of people who prefer the paper over a website.

#### Section 4.06

No changes.

#### Section 4.07

No changes.

#### Section 4.08

Discussed at the last meeting, Attorney's to bring back proposed language.

### 3. CITIZEN COMMENTS

None

**Chair Weller adjourned at 7:54 pm.**