

**CITY OF ARCHER**  
16870 SW 134<sup>th</sup> AVE  
Archer, Florida 32618-0039  
Phone: 352-495-2880 Fax: 352-495-2445

**CITY OF ARCHER COMMISSION MEETING MINUTES**  
**Monday, July 13, 2015 Time: 7:00 PM**

MINUTES, WHICH ARE PUBLIC RECORD, ARE NOTES TAKEN TO PROVIDE A SUMMARY MEMORANDUM OF MEETINGS OR HEARINGS AND CONTAIN ALL OFFICIAL ACTIONS TAKEN. MINUTES ARE NOT INTENDED TO BE A WORD FOR WORD OR VERBATIM TRANSCRIPTION OF THE MEETING.

<b>CALL TO ORDER:</b>	Mayor Doug Jones
<b>PRAYER:</b>	Vice Mayor Marjorie Zander
<b>PLEDGE OF ALLEGIANCE:</b>	Mayor Doug Jones
<b>Quorum Present:</b>	
Mayor	Doug Jones
Vice Mayor	Marjorie Zander
Commissioners:	Fletcher Hope
	Susan Drawdy
<b>Absent</b>	Corey Harris
<b>Staff:</b>	
Interim City Manager	Xavier Bishop
Assistant City Attorney	Courtney Johnson
Minutes Recorder	Mary T. Flickinger

**I. CONSENT AGENDA:**

- A. Approve Minutes from the June 8, 2015, City Commission Meeting.
- B. Approve Bill Payments as Presented.

**MOTION**

Commissioner Drawdy moved to approve the consent agenda, as presented.

Commissioner Hope seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 4-0.

**II. EXCUSE OF ABSENCE**

**MOTION**

Commissioner Drawdy moved to excuse the absence of Commissioner Harris.

Commissioner Hope seconded the motion.

MOTION CARRIED: 4-0.

**III. OLD BUSINESS**

**A. City Hall Parking Lot: Under Investigation**

**B. Retention Pond Update: Under Investigation**

**C. Utility Bill/Newsletter: Under Investigation**

Interim City Manager Bishop stated that items A, B, and C are currently under investigation and will be discussed at a later date as information becomes available.

**D. Discussion of previously tabled item: Resolution 2015-09, Adopting Utility Easement Policy.**

**MOTION**

Commissioner Drawdy moved to table this item until after a workshop has been held for further discussion.

Vice Mayor Zander seconded the motion.

**PUBLIC COMMENT:** Laurie Costello

**MOTION CARRIED:** 4-0.

**ADJOURN SINE DIE**

**IV. NEW BUSINESS**

**A. Dr. Oel Wingo, ICMA-CM, Senior Advisor: Presentation on the permanent City Manager process.**

Dr. Wingo discussed the Composite City Administrator Profile Report that outlined the skills and attributes that the city is looking for in a permanent City Manager. Dr. Wingo also made recommendations on the required actions, documents and timelines for the process ahead.

**MOTION**

Commissioner Hope moved to include in the advertisement for the permanent City Manager a salary range and benefits of \$60,000.00 - \$90,000.000, inclusive of benefits, commensurate with ability and experience.

Commissioner Drawdy seconded the motion.

**PUBLIC COMMENT:** Laurie Costello

**MOTION CARRIED:** 4-0.

**MOTION**

Commissioner Hope moved to task city staff, as directed by Interim City Manager Bishop, to advertise for the position as directed by Dr. Wingo, and to assign the City Attorney's office as liaison for collecting the resumes for the applicants using the ICMA check-off guidelines.

Commissioner Drawdy seconded the motion.

**PUBLIC COMMENT:** Roberta Lopez, Joan White

**MOTION CARRIED:** 4-0.

**MOTION**

Commissioner Hope moved to approve the September 25, 2015 deadline for advertising and closing the advertising to a date certain.

Commissioner Drawdy seconded the motion.

**PUBLIC COMMENT:** None

**MOTION CARRIED:** 4-0.

**MOTION**

Commissioner Hope moved to accept the recommendations from Dr. Wingo requiring electronic submittal and requiring with the submittal, the resume, the list of references, the applicant's City of Archer employment application packet, and the consent for a background review.

Vice Mayor Zander seconded the motion.

**PUBLIC COMMENT:** Shelia Brice

**MOTION CARRIED:** 4-0.

MOTION

Commissioner Hope moved to accept the ICMA residency guidelines, with residency desired for the City Manager to live within 15 miles of the City of Archer.

Commissioner Drawdy seconded the motion.

PUBLIC COMMENT: Tillie Davis

MOTION CARRIED: 4-0.

AMENDED MOTION

Commissioner Hope moved to accept the ICMA residency guidelines, with residency in the City of Archer strongly desired, but not required. It is required that within six months of the appointment of the City Administrator that the City Administrator live within a 15 mile radius of the City of Archer.

Commissioner Drawdy seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 4-0.

**B. Request from Archer Community Outreach Organization for donation**

City Wide Revival: October 7-9, 2015. Healthcare Seminar: October 10, 2015. Requesting assistance with the cost for Maddox Park, electric, and to have grass cut and trash emptied.

MOTION

Commissioner Hope moved to table this item until the application is completed and Interim City Manager Bishop has obtained further information and a member of the Organization is available to present further information to the Commission.

Commissioner Drawdy seconded the motion.

PUBLIC COMMENT: Marilyn Green, Shelia Brice

MOTION CARRIED: 4-0.

**C. Request from Tools for Schools Fall Supply Drive for donation.**

Supply drive will begin Monday, August 3, 2015 and run through August 15, 2015. Requesting to allow containers for the collection of school supplies on city property. Waste Alternatives will provide the containers.

MOTION

Commissioner Drawdy moved to approve the participation in the Tools for Schools fall supply program and to allow containers for the collection of the supplies on city property.

Vice Mayor Zander seconded the motion.

PUBLIC COMMENT: Iris Bailey

MOTION CARRIED: 4-0.

**D. Discussion on the cattle lease proposal between the City of Archer and Todd and Dayla Thrift. Tax Parcel: 05129-000-000, 15515 SW 170<sup>th</sup> Street, Archer, Florida 32618.**

The Commission directed staff to look into the issues raised in discussion tonight and to come back to the commission next month with recommendations.

PUBLIC COMMENT: Joan White, Laurie Costello

**E. Discussion on Folds & Walker, LLC letter dated July 2, 2015.**

Attorney Johnson stated that Folds & Walker is requesting an increase in the current monthly retainer from \$2,000.00 to \$3,500.00 per month to cover the cost of the additional work now being performed.

MOTION

Commissioner Hope moved to direct the office of the city attorney to submit a proposed contract for the city to review during the budget process.

Commissioner Drawdy seconded the motion.

PUBLIC COMMENT: Laurie Costello

MOTION CARRIED: 4-0.

**F. Commissioner Drawdy, discussion of 4-day work week.**

Commissioner Drawdy stated that the four-day work week is inconvenient to the citizens.

MOTION

Commissioner Drawdy moved to approve reverting back to a 5-day work week.

Vice Mayor Zander seconded the motion.

AMENDED MOTION

Commissioner Drawdy moved to approve returning to a 5-day work week, effective October 1, 2015.

Vice Mayor Zander seconded the motion.

PUBLIC COMMENT: Sara Brannon, Laurie Costello, David Sistrand, Joan White

MOTION CARRIED: 4-0.

**V. REPORTS, CORRESPONDENCE, COMMUNICATION**

**Interim City Manager Bishop:**

- Stated that the objective of his monthly reports will be to inform the Commission about significant happenings in the city and to provide a comprehensive picture of what he is currently working on. The first City Manager's report was a general synopsis of the city as a whole. Future reports will be placed on the city's website prior to Commission meetings for the public to review. Several items not included in the recent report were as follows:
- Water Projects Workshop and Community Meeting was held on Thursday and engineers from Preble-Rish, Inc., gave an overview of the projects.
- Proposed a declaration in support of the expansion of Archer Road. The Resolution will be placed on the agenda for the next commission meeting for approval and commitment to this project.
- Outlined the 2015 TRIM schedule and timeline process.
- Announced the following two workshops: 1) Public Workshop on the General Fund Budget on Tuesday, July 28, 2015. 2) Public Workshop on the Water Fund Budget on Wednesday, July 29, 2015.
- Information pertaining to the workshops and other items will be available on the city's website or at City Hall so that the public can identify the city's needs and direction.

**Commissioner Drawdy:**

- Stated that Citizen Comments used to be at the beginning and end of each Commission meeting and proposed returning to that schedule for the convenience of the public.
- Proposed returning to two Commission meetings per month and discussing the costs associated with this change at the budget workshop.
- Inquired if the past City Manager had returned the equipment he was using.
- Noted that the Church of the Nazarene's Food Bank is running low and might not be able to meet the demand.

**Attorney Johnson:**

- Stated that she is working with Interim City Manager Bishop to complete the employment background check.

**Mayor Jones**

- Noted that he is on the Florida League of Cities Legislative Committee for Energy and Natural Resources and attended a recent State Legislative meeting.
- Proposed setting aside budget funds for an IT Audit to make sure that the city is not exposed to hackers.
- Noted that he would support the proclamation for the City's support of the expansion of Archer Road.
- Attended the North Florida Regional Planning Council meeting with Interim City Manager Bishop.
- Reported that the Nazarene Church hosted a summer camp and provided free meals. Noted that he hoped the city would have the opportunity expand this program over the next few years.
- Stated that he would like to discuss the re-assignment of the Commission Assignments at the next meeting.

**MOTION**

Commissioner Hope moved to extend the meeting 15 more minutes.

Commissioner Drawdy seconded the motion.

**MOTION CARRIED 4-0.**

**VI. PLANNING CALENDAR**

- A. Planning & Zoning Board Meeting, July 14, 2015, at 7 pm, City Hall (no agenda - meeting cancelled)
- B. Code Enforcement Board Meeting, July 28, 2015, City Hall (no agenda - meeting cancelled)
- C. General Fund Budget Workshop, Tuesday, July 28, 2015.
- D. Water Fund Budget Workshop, Wednesday, July 29, 2015.
- E. Commission Meeting, August 10, 2015, at 7 pm, City Hall

**VII. PUBLIC COMMENT**

Laurie Costello, Iris Bailey, Jodie Patterson, Shelia Brice, Joan White

**VIII. ADJOURNMENT**

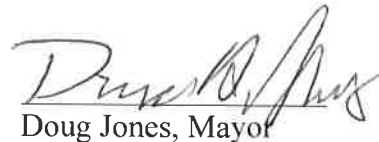
**MOTION**

Commissioner Drawdy moved to adjourn the meeting.

Commissioner Hope seconded the motion.

**MOTION CARRIED 4-0 Time: 10:41 pm.**

  
Xavier Bishop, Interim City Manager

  
Doug Jones, Mayor