

AGENDA

CITY OF ARCHER
16870 SW 134TH AVENUE
P.O. BOX 39
ARCHER, FL 32618-0039

September 27th, 2016

6:00 p.m.

Archer Community Center
Advisory Board Meeting

ARCHER COMMUNITY
CENTER

All persons wishing to participate and speak on an issue at the public meeting have the right, through the Chair, to ask questions of staff or other speakers, to seek clarification of comments made by staff or other speakers, and to respond to the comments or presentations of staff or other speakers.

All persons who present written materials to Commissioners for consideration must ensure that a copy of those materials is provided to the Clerk for inclusion in the record of proceedings and official minutes.

All persons are advised that, if they decide to appeal any decision made at this public hearing or meeting, they will need a record of the proceedings and, for such purpose, they may 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.

All interested persons are invited to attend and be heard.

CALL TO ORDER OPENING PRAYER

I. Consent Agenda

- A. Approve minutes from the meeting on August 22nd, 2016

II. Old Business

- A. Roll Like A Royal Update
- B. Party in the Park Update – Commissioner White
- C. Fundraising & Grant Report –Mr. Folston

III. New Business

- A. Rental Request for Sunday Mornings
- B. Gospel Sing- proceeds donated to City

IV. Citizen Comments

V. Committee Comments

VI. Motion to Adjourn

ARCHER COMMUNITY CENTER ADVISORY BOARD MEETING MINUTES

Monday, August 22, 2016. Time: 6:00 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.

Quorum Present:

Chair	Sue Batey
Vice Chair:	Roberta Lopez
Board:	Sheila Brice Annie Studemire Iris Bailey

Absent Members:

Laurie Costello
Frank Batey
Patricia Wiggins
Jacqueline Polke

Staff:

City Manager:	Zeriah K. Folston
Minutes Recorder:	Mary T. Flickinger

I. CALL TO ORDER

Chair Batey called the meeting to order at 6:07 pm. Board Member Studemire opened the meeting with a prayer.

MOTION

Vice Chair Lopez moved to approve the absence of Laurie Costello, Frank Batey, and Jacqueline Polke.

Board Member Bailey seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0

II. CONSENT AGENDA

A. Approval of the minutes from the July 21, 2016, meeting.

MOTION

Board Member Bailey moved to approve the minutes from the July 21, 2016, meeting.

Board Member Brice seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0

Vice Chair Lopez requested an addition to the agenda, under New Business, Item A, Plumb Creek Grant.

MOTION

Board Member Brice moved to approve the addition to the agenda.

Board Member Studemire seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0

III. OLD BUSINESS

A. Discuss the Name Change for the God's Little Princess Program

Board Member Brice proposed changing the name to Roll Like a Royal to include both boys and girls. Board Member Brice stated that the program will be a series of fun events designed to build confidence, good manners, communication, and goal-setting skills for the children in our community. The goal is that our children will be comfortable in all settings. The first event will be the Royal Autumn Tea.

MOTION

Board Member Bailey moved to adopt the name change and the principles of the program.

Board Member Studemire seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0

B. Bingo/Boards Presentation – Satori Days

Ms. Days discussed various games for a family fun night and distributed information on Bingo options for consideration. Royal Bingo Supplies offers a Jumbo Bingo Game with 100 Bingo Cards, 500 Bingo Chips and a 9" Drum for \$47.24. They also offer Automatic Bingo Cards that are chip free, with sliding tabs, 100 cards per unit for a total of \$144.99. The board plans to research this further.

MOTION

Vice Chair Lopez moved to approve Bingo on a once-a-month basis on a Friday night.

Board Member Studemire seconded the motion.

PUBLIC COMMENT: Commissioner White

MOTION CARRIED: 5-0

C. Native American Program – KipperLynn BearCrowe Poore

Mr. KipperLynn BearCrowe Poore was unavailable to present this item.

D. The Fall Celebration – Party in the Park, Commissioner White

Commissioner White discussed the proposed Party in the Park event that will be held on Saturday, October 29, 2016, at the Wilson Robinson Park. The event will feature a pumpkin carving contest, a costume contest, face painting, and other activities. Area Churches and organizations have been asked to participate and set up a booth or table with games. The City will supply popcorn. Commissioner White asked the Board if they could assist by coming up with something, such as a cake walk, hot dogs, or a pie baking contest with prizes.

Commissioner White stated that Ollie Mae Robinson has been volunteering with the City for almost 40 years, starting with Meals on Wheels in the late seventies. Commissioner White proposed a recognition event honoring Ms. Ollie Mae Robinson on Sunday, September 25, 2016, at 3:00 pm, in the Community Center. Commissioner White asked the Board if they would take care of the setup, food, and cleanup after the event. There is a possibility that food will be provided for the event. Commissioner White stated that she will be asking the Commission to approve a plaque and to change the name of the Senior Activity Center to the Ollie Mae Robinson Senior Center and to replace the sign on the front of the building reflecting the new name.

MOTION

Board Member Studemire moved to approve the appreciation event for Ms. Ollie Mae Robinson on September 25, 2016, with the participation of the ACCAB setting up the event, as presented.

Board Member Bailey seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0

E. Revised Brochure – Iris Bailey

Board Member Bailey stated that she made the necessary changes to the brochure, but now that we have the numbers of tables and chairs, this item might need to be changed. Vice Chair Lopez stated that the Archer Community Center currently has 11 large round tables, 4 small round tables, 5 small cocktail tables, 8 long plastic tables, and one table that is currently in repair.

Vice Chair Lopez presented two estimates, one from Renaissance Printing and one from Easy As Services (EAS) Bronson. Bob Levesque, from the EAS Bronson recommended including a picture of the stage. Mr. Levesque gave the ACCAB a substantial discount with a final charge of \$80.00. Renaissance Printing quoted a discounted price for the flyer and brochure of \$263.90.

MOTION

Board Member Brice moved to approve Easy As Services Printing in Bronson.

Board Member Studemire seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0.

F. Fundraising Report/Guidelines – Roberta Lopez and City Manager Folston

Vice Chair Lopez referred to the guidelines submitted to the City regarding record keeping to keep track of the fundraising contributions. Donations total to \$1,350.00 and in-kind donations total to \$742.44. City Manager Folston stated that \$600.00 was also received today. Vice Chair Lopez thanked the Board for their dedication and referred to the list of the many accomplishments the board has made this year.

City Manager Folston stated that a lot of well-known people have contributed and we are appreciative that they have given their resources towards this project. City Manager Folston stated that the board should be commended for their hard work to help raise funds.

G. Future Events

Commissioner White stated that there are bricks that line the walkway to the memorial that are unmarked. The idea was to utilize the remaining 49 bricks to make a Veteran's walkway. North Florida Monument is the only business that will come out and engrave the bricks with the name and date of service for \$35 per brick. If we take them the bricks, it will be about \$20 dollars per brick.

To avoid any conflicts with the Sunshine Law, Commissioner White and Rosemary Aslanian will work together to bring back information to the Board.

PUBLIC COMMENT: Rosemary Aslanian, Fletcher Hope

IV. NEW BUSINESS

A. Plumb Creek Grant

Vice Chair Lopez stated that she spoke with Rosemary Fagler, Economic Development Manager, for Plumb Creek, Weyerhaeuser Giving Fund. Ms. Fagler is a supporter and advocate of the Archer Community Center and has invited us to apply for the \$10,000.00 grant. The deadline for the grant is August 31, 2016.

City Manager Folston stated that he will be responsible for writing the grant, if approved by the Commission, and asked the Board to propose the programs that they would like to fund, outside of maintenance.

Board Member Brice recommended Roll Like a Royal, noting that this program could be expanded. Board Member Baily proposed the tutoring program. The consensus of the Board was to send program suggestions to City Manager Folston for possible grant submission.

PUBLIC COMMENT: December McSherry, Commissioner White

B. Discuss Charge for Chair and Table Rental – stored at the barn

Chair Batey stated that if someone needs more tables and chairs for an event, they would need to be brought over from the barn. Currently, there is no charge for this service.

Vice Chair Lopez proposed tabling this item until the next meeting to allow City Manager Folston to bring back his recommendations on this issue.

C. Revised volunteer form

The board reviewed the Volunteer Form, with no other action needed to be taken.

D. Yard Sales at ACC

City Manager Folston stated that the Commission recommended against holding yard sales inside the Community Center.

MOTION

Vice Chair Lopez moved to approve adding to the ACCAB guidelines that no yard sales are to be held inside the Archer Community Center.

Board Member Studemire seconded the motion.

PUBLIC COMMENT: December McSherry, Commissioner White, Commissioner Hope, Commissioner White. City Manager Folston stated that a motion is not really needed because events held at the Community Center would need to be approved by the City.

WITHDRAWAL OF MOTION

Vice Chair Lopez withdrew her motion.

Board Member Studemire withdrew her second to the motion.

E. Recruit Board Members and volunteers

Chair Batey stated that board members and volunteers are needed and if anyone is interested, or knows someone who might be interested, to please contact the Board or City.

City Manager Folston stated that we will be advertising this week.

F. Distribution of Keys to Clients

Chair Batey requested two gate keys because at one of the events the caterer requested to use the outside water, but the gate was locked.

City Manager Folston stated that we want to move towards not allowing clients to pick up their keys on Friday. This will mean that someone will be required to open the facility on Saturday, whenever there is an event. There is no provision in the application where it states that a renter can come the day before, or even an hour before the agreed rental time and pick up the keys.

Vice Chair Lopez stated that at the last couple of events, renters have picked up the keys on Friday morning and stayed over the rental time.

City Manager Folston stated that the new procedure will be implement in a couple of weeks to allow the board to arrange schedules.

Chair Batey will coordinate opening and closing the facility and documenting if renters are over their time limit. City Hall will also speak to the renters about going over their time limits.

PUBLIC COMMENT: Commissioner White, Jerry McMillian

H. Review Ordinance 02-2016

ORDINANCE NUMBER 02-2016: ORDINANCE TITLE: AN ORDINANCE ESTABLISHING THE CITY OF ARCHER COMMUNITY CENTER ADVISORY BOARD; ASSIGNING AUTHORITY AND RESPONSIBILITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR CODIFICATION.

City Manager Folston stated that the City, in a good faith effort, wants the Advisory Board to be successful and the Ordinance was added tonight so that the Board and the public can see what the Advisory Board, technically, is supposed to be doing and not doing. Many items coming before the board fall outside the scope the Advisory Board, but the City wants to allow input and for this to be a unified effort.

Chair Batey referred to Section 2, stating that the Chair of the Archer Community Center Advisory Board shall be the Commissioner liaison.

City Manager Folston stated that he is not sure why this was in the document, and noted that in other cities and counties there are no Commissioners sitting on Advisory Boards. City Manager Folston stated that he would not recommend any Commissioner serving as a liaison for advisory committees. The attorney will need to amend the Ordinance stating that Commissioners will not be liaisons.

PUBLIC COMMENT: Commissioner White, December McSherry, Commissioner Hope

V. CITIZEN COMMENTS

None

VI. COMMITTEE COMMENTS

Board Member Bailey stated that My Native Professionals, 2016 Annual Power Summit, will be held on September 17, 2016, from 9:00 am to 1:30 pm, at Buchholz High School. Some of the focus will be on guidelines for social media and reading comprehension, and is geared towards middle and high school children.

VII. MOTION TO ADJOURN

MOTION

Board Member Bailey moved to adjourn the meeting.

Board Member Brice seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0. Time: 8:40 pm.

Sue Batey, Chair

Zeriah K. Folston, City Manager