

AGENDA

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

February 8th, 2017

5:30 p.m. Archer Community Center
Advisory Board Meeting ARCHER CITY HALL

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 January 17th, 2017

II. Old Business

- A. Roll Like a Royal
- B. Community Yard Sale
- C. Community Center

III. New Business

- A. Resignation of Jackie Polke
- B. Health Fair
- C. Open Discussion

IV. A. City Manager's Report

- B. Chair Report

V. Citizen Comments

VI. Committee Comments

VII. Motion to Adjourn

ACCAB 2017 CALENDAR OF EVENTS AND ACTIVITIES

APPROVED BY THE CITY OF ARCHER MANAGER

ZERIAH FOLSTON

FEBRUARY 25, 2017

ROLL LIKE A ROYAL PROGRAM

MARCH 4, 2017

COMMUNITY YARD SALE

MAY 29, 2017

**MEMORIAL DAY EVENT/BRICK SALE TO VETERANS
COMMISSIONER JOANI WHITE WILL TAKE THE LEAD**

JUNE 17, 2017

ANNUAL HEALTH FAIR

JULY 29, 2017

HISTORIC MARKER PRESENTATION (CHECK W/STATE)

ARCHER COMMUNITY CENTER ADVISORY BOARD MEETING MINUTES

Tuesday, January 17, 2017. Time: 5:30 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
	Laurie Costello
	Frank Batey
	Annie Studemire
	Mae Francis Hunt
	Doug Jones

Staff:

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

CALL TO ORDER

Chair Batey called the meeting to order at 5:32 pm and Board Member Studemire gave the opening prayer.

APPROVAL OF ABSENCE

Board Member Jones moved to excuse the absence of Board Member Costello
Board Member Costello arrived at the time of the motion.

Chair Batey asked City Manager Folston if Kathy Penny's application could be submitted to the Commission to be considered for a board position. With the addition of Kathy Penny, the board will have nine members and four volunteers. Chair Batey announced the names of the current volunteers: December McSherry, Jeraldine McMillan, Frank Lopez and Pat Wiggins.

I. CONSENT AGENDA

A. Approve minutes from the November 29, 2016, meeting.

MOTION

Board Member Jones moved to approve the Consent Agenda and the minutes, as presented.
Vice Chair Lopez seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 8-0.

II. OLD BUSINESS

A. New Ordinance

City Manager Folston stated that the Commission approved Ordinance 02-2017. The Ordinance incorporated several items that the Archer Community Center Advisory Board and the city wanted included. City Manager Folston called for questions, there being none, thanked the Board for their suggestions in creating the ordinance.

B. New Rates for Community Center

Chair Batey stated that the Commission has already approved the new rates, but the brochures will need to be reprinted to reflect the changes.

Vice Chair Lopez stated that she would like to find a way to make corrections on the remaining brochures, so that they are not wasted. Volunteer, Frank Lopez, proposed advertising the new rates in Alachua Today and Board Member Brice suggested the possibility of using office cover-up tape and typing in the new amount.

City Manager Folston stated that the city will take over the responsibility for this item.

MOTION

Vice Chair Lopez moved to table the corrections of the rental fees and to let the city handle this item.

Board Member Studemire seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 8-0.

C. Roll Like a Royal event held in December, Sheila Brice

Board Member Brice stated that the committee is planning the next event on February 25, 2017, and the theme will be Love is In the Air. The December event went very well, but we learned that the children did not enjoy the food. This time we plan to serve simple food choices. We are planning to aim for 12 children, but the parents will not be involved this time because we only have 12 place settings. The parental letter announcing the event will go out this week. The committee plans to meet on Tuesday, February 7, 2017, to discuss the final details prior to the event.

Board Member Studemire stated that she will work on getting the information out to the area churches.

City Manager Folston stated that 12 children should not be difficult for us to get. If we cannot get 12 children, we might need to refocus and figure out what programs we are going to provide to the community. This may be a program that the community does not want because the community is not supporting it. We should keep those things in mind as we evaluate our programs and using the money from Weyerhaeuser.

Vice Chair Batey stated that it was very cold that day and three of the children were sick and could not attend, decreasing our numbers.

Vice Chair Lopez proposed going to the school and working with the teachers and the principal. An expense report showed that with donations, we only spent approximately \$130.17 on the program.

Board Member Costello stated that it is difficult to get children in Archer, and noted how difficult it is to get children for the sports program. It is hard to get the parents on board, but everything that we do to try to get children is very important.

City Manager Folston stated that stated that when he looks at a program with 13 people associated with the community, 12 kids should not be a problem to find.

Board Member Brice added that part of being successful is having good manners. If you apply to a school or for a job, employers want to know if you fit into their culture. You have to have good manners, that is the first clue that you belong in that environment. This is what the program is bringing to these children.

City Manager Folston recommended that if we have 12 children for the February program, to shoot for more children for the next event so that we can show some type of progress for the grant.

Board Member Brice stated that she is trying for the same age group for the February program and then will try for an older group of children for the next program.

III. NEW BUSINESS

A. Elect Chair & Vice Chair

Chair Batey introduced all of the Board Members in attendance.

MOTION

Board Member Costello moved to approve Roberta Lopez as the Chair.

Board Member Jones seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 8-0.

MOTION

Board Member Jones moved to accept Laurie Costello as Vice Chair.

Chair Batey seconded the motion.

MOTION RESCINDED

MOTION

Board Member Costello moved to approve Annie Bell Studemire as Vice Chair.

Board Member Jones seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 8-0.

The Archer Community Center Advisory Board, as elected:

- | | |
|------------|----------------------|
| Chair | Roberta Lopez |
| Vice Chair | Annie Bell Studemire |
| Board | Sue Batey |
| | Sheila Brice |
| | Frank Batey |
| | Laurie Costello |
| | Mae Francis Hunt |
| | Doug Jones. |

City Manager Folston stated that Vice Chair Studemire will need to stop by City Hall to get a key and a code for the building. In the event that Chair Lopez is unavailable, Vice Chair Studemire will be responsible for opening and closing the building. The key code cannot be shared with anyone. Vice Chair Studemire will be issued walk-through check lists. The only people allowed to open and close the building at this point are Chair Lopez and Vice Chair Studemire.

Chair Lopez proposed setting a date for a group training session for the new members to go over the procedures.

City Manager Folston stated that he will look at the calendar and advise when this can be arranged.

Board Member Batey stated that she will stay on to assist with the transition until the training session can be scheduled.

Board Member Jones asked if there has been any conversation about obtaining a key lock box that has different codes, similar to what realtors use when showing homes.

City Manager Folston stated that this might be a workable idea and city will look into this.

Chair Lopez distributed copies of the building check list for the Rental/Client entrance and departure.

B. Roll Like a Royal, Upcoming Event, Sheila Brice

This item was discussed under Old Business.

C. Confirmed Calendar of Events

City Manager Folston stated that we will need to schedule another Roll Like a Royal program between February and July. The City's fiscal year ends in September and we should try to fit a couple more programs in to show that we have an ongoing event and have also increased the participation numbers.

MOTION

Board Member Jones moved to approve the calendar of events with the tentative date of May 6, 2017, for the Roll Like a Royal program.

Vice Chair Studemire seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 8-0.

Chair Lopez confirmed the following ACCAB Calendar of Events.

- A. February 25, 2017, Roll Like a Royal Program
- B. March 4, 2017, Community Yard Sale
- C. May 6, 2017, Tentative Date, Roll Like a Royal.
- D. May 29, 2017, Memorial Day Event/Brick Sale to Veterans
- E. June 17, 2017, Annual Health Fair
- F. July 29, 2017, Historic Marker presentation (Check w/state)

Chair Lopez asked the board if they wanted to charge participants for a space at the yard sale or take a donation. The yard sale would also need to be advertised.

Board Member Costello asked about the use of the restroom facilities for the yard sale.

Chair Lopez stated that we were thinking that we could use the old fire station bathrooms.

City Manager Folston stated that when he sees an ACCAB event, he assumes that the Archer Community Center is booked for that particular date and time. Using the old fire station bathrooms would not be possible, the bathroom facilities at the Archer Community Center will be used for the yard sale event.

Chair Lopez asked Board Member Costello to take the lead on a committee for the yard sale.

City Manager Folston asked Board Member Costello if she would come back at the February meeting with a plan and a date for the yard sale.

Chair Lopez asked the Board if they want to take donations or charge \$10 fee for a space at the yard.

MOTION

Board Member Brice moved to invite the community to participate in a yard sale and to charge \$10.00 per space, with monies raised going to the Archer Community Center.

Board Member Costello seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 7-0. (Board Member Jones was unavailable at the time of the vote)

D. Marketing Plan/Advertisement for ACC – Discussion

Chair Lopez stated that the Community Center is advertised on the Chamber website, Visit Gainesville Website, and at various caterers and bridal centers. Chair Lopez stated that she needs assistance on the advertising.

Board Member Costello proposed taking a photo of the brochure and putting the information up on Craig's list.

Volunteer Kathy Penny proposed creating a list of the various area planners, planning an event, and inviting them to see the building. We could also plan to have a wedding expo at the building. Volunteer Kathy Penny stated that she will work on gathering information for a possible event sometime in September.

Board Member Costello stated that as a board, she would like to see a profit and loss report and what type of maintenance is being put into the community center.

Chair Lopez stated that she has already requested this report and she will speak to City Manager Folston to see if we can get this item on our next agenda.

E. Christmas Decorations / other items stored in the ACC

Chair Lopez stated that we have our china stored in the back room. The key to the room is hanging in the office and marked "closet." Chair Lopez stated that she has asked for that room to be reserved for us so that we can keep track of our dishes and other items. In the office there is a twelve foot donated Christmas tree as well as other decorations. Photos have been taken of all items.

IV. REPORTS

A. Past Chair, Sue Batey

Stated that we have done a really good job with the Community Center and thanked everyone for their work. We have handled everything with no problems and everyone that we have dealt with has commented how easy it is to work with us.

Board Member Brice proposed having business cards to hand out when visiting wedding planners and other businesses.

Board Member Costello asked when the Community Center would be cleaned and when the septic tank will be pumped out.

MOTION

Board Member Costello moved to approve the Chair bringing the following two items before the Commission: 1) Septic tank pump-out. 2) Cleaning of the Community Center.

Chair Lopez stated that this was brought before the Commission and discussed with City Manager Folston.

B. Past Vice Chair Report – Roberta Lopez

Chair Lopez stated that she will need help this year to put on the Health Fair event. The Health Fair will be held on June 17, 2017. Taryn Brown, Archer Branch Library, stated that the library will participate.

Chair Lopez stated that Commissioner White will take the lead on the brick sale for the the May 29, 2017, Memorial Day /Brick Sale to Veterans

Chair Lopez stated that we need to plan an event to recognize the unveiling of the Historic Marker Presentation and invite members from the community. The history of the gym was researched and the gym was built in 1936.

The board discussed the Community Center not having a stove. Chair Lopez stated that the Community Center kitchen was not designed for a stove because a stove is a liability and a fire hazard.

Kathy Penny stated that if you do not have a stove, you have to give a little and proposed cleaning a room out for the bride to dress in, putting in a bench and mirror to accommodate.

Chair Lopez stated that the office is no longer used as an office and we can speak to City Manager Folston about turning the room into a dressing room.

Chair Lopez stated that she cannot give Sue Batey enough credit for the incredible work that she has done and also thanked Annie Bell Studemire for taking on the Vice Chair position.

The Board set the next date for an ACCAB Meeting on February 8, 2017, at 6:00 pm, pending City Manager Folston's schedule.

Vice Chair Studemire stated that we need to request Sunshine Law training for our new board members.

Taryn Brown invited everyone to attend our next city co-sponsored event for the Black History Outside the Book: A Journey through Gospel Music event, February 12, 2017, at 3:00 pm, to be held at the Archer Community Center. There will be gospel music and dancing and the event will cover the different time periods of history.

The Board offered their assistance for the event if needed.

VI. CITIZEN COMMENTS

None

VII. MOTION TO ADJOURN

MOTION

Board Member Brice moved to adjourn the meeting.

Board Member Costello seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 7-0. Time: 8:44 pm. (Board Member Jones was absent at the time of the vote)

Roberta Lopez, Chair

Annie Bell Studemire, Vice Chair