

# AGENDA

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

April 26, 2017

6:00 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 March 23, 2017

### II. Old Business

- A. Draft ACCAB check in/out process – City Manager
- B. Promotion/Advertisement – ACCAB Discussion
- C. Health Fair Participants – Roberta Lopez

### III. New Business

- A. Draft Ordinance/Resolution - City Attorney

### IV. Calendar

- A. ACCAB Meeting, May 17<sup>th</sup> 6:00pm, Archer City Hall

### V. Citizen Comments

### VI. Committee Comments

### VII. Motion to Adjourn

**ARCHER COMMUNITY CENTER ADVISORY BOARD MEETING MINUTES**

**Thursday, March 23, 2017. Time: 3:00 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.

**Members of the Board**

*Chair, Roberta Lopez*  
*Vice Chair, Annie Studemire*  
*Sue Batey*  
*Shelia Brice*  
*Laurie Costello*  
*Frank Batey*  
*Doug Jones*  
*Mae Francis Hunt*  
*Kathy Penny*

**Quorum Present:**

**Chair:** Roberta Lopez  
**Vice Chair:** Annie Studemire  
Sue Batey  
Laurie Costello  
Kathy Penny  
Mae Francis Hunt  
Doug Jones  
  
**Absent:** Frank Batey  
Sheila Brice

**CALL TO ORDER**

Chair Lopez called the meeting to order at 3:10 pm.

**I. CONSENT AGENDA**

- A.** Approve the minutes from the meeting on February 8, 2017.
- B.** Approve the minutes from the meeting on February 23, 2017.
- C.** Approve the minutes from the meeting on February 24, 2017.

**MOTION**

Board Member Costello moved to approve the consent agenda, as presented.

Board Member Batey seconded the motion.

Board Member Jones stated that it was not his intent to miss the meeting on February 8, 2017, but he was not noticed by the city. Board Member Jones asked the board to excuse his absence and requested that the minutes reflect any discussion concerning his absence.

**MOTION**

Vice Chair Studemire moved to approve the consent agenda, approve the absence of Board Member Jones from the February 8, 2017, meeting, and to amend the minutes from that date to include any discussion pertaining to Board Member Jones' absence.

Board Member Penny seconded the motion.

**PUBLIC COMMENT:** None

**MOTION CARRIED:** 7-0.

Chair Lopez stated that Board Member Frank Batey notified the Board that he would be unable to attend due to work responsibilities.

**MOTION**

Board Member Jones moved to approve the absence of Board Member Frank Batey.

Board Member Batey seconded the motion.

Chair Lopez stated that Board Member Brice notified the Board that she will be unable to attend the meeting because of a doctor's appointment.

#### AMENDED MOTION

Board Member Jones moved to approve the absences of Board Member Batey and Board Member Brice. Board Member Batey seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 7-0. Time: 7:20

## II. REPORTS

### A. City Manager's Report:

- City Manager Folston thanked the Board for the Roll Like a Royal event and noted that the Health Fair will be coming up soon and the city is excited to see these initiatives come to pass.
- City Manager Folston presented the Community Center Profit & Loss Budget vs. Actual, 2015 through 2017, report outlining income, such as rental fees, Archer Youth Activities, and Fundraisers. The expense portion covered Utilities, phones, alarms, Insurance, Building Maintenance, and other expenses. City Manager Folston stated that past administrations put the Community Center into the general budget, making it difficult to provide a comparison of past years. City Manager Folston stated that when he joined the city, the Community Center financial records were separated to better clarify the detail, as shown in the most recent fiscal year. City Manager Folston stated that the reports are being shown as a courtesy, as this item is not within the purview of the Board and this is not something that he plans to bring to every meeting.

#### MOTION

Board Member Costello moved to request that the City Manager provide all of the line items pertaining to the Community Center in the Profit & Loss statement and bring this information to the next meeting for the board to look at so that the Board has the institutional knowledge about the Community Center.

MOTION FAILED

City Manager Folston continued with his report, stating that the city plans to provide the Board with a report each month on how much the Board has in available funds for use. The city is also allowing the Board to use the \$1,500 that was raised on behalf of the city because the board spearheaded the effort. City Manager Folston asked the Board to keep in mind that we are coming up to the first quarter of the year and there is approximately \$2,000.00 left in the Weyerhaeuser Grant for the Board to use before the end of the fiscal year.

Board Member Costello asked for an update on the garage sale, the septic tank, and the board training date. City Manager Folston stated that the discussion on board training is on the agenda, under Item D. Concerning the garage sale, the City Attorney did not feel comfortable charging to participate in the event.

Chair Lopez stated that the Board is no longer considering charging any fees and proposed putting the discussion of the garage sale on the agenda for the next meeting, recommending a fall event. City Manager Folston stated that he will speak to the City Attorney regarding this new information.

City Manager Folston stated that the city checked the septic tank situation twice and there appeared to be no concerns, but he will have someone come out and evaluate the tank.

Board Member Jones apologized, but he had to leave the meeting due to prior work commitments.

### **B. Ordinance 02-2017, Boards Role and Responsibility.**

City Manager Folston recommended that the Board familiarize themselves with the ordinance because it outlines what our partnership with the city entails and what it does not entail. One of the reasons that we should familiarize ourselves with the Ordinance is because of the long discussion that has taken place concerning finances that are not considered in the purview of this board. The majority of what our partnership entails is the Board marketing and promoting the facility. City Manager Folston stated that the City is very appreciative and wants to continue, but talking about financial reports is not in the purview of this board. City Manager Folston stated that if anyone has a question, to please contact him or put in a public records request for reports. This will help because your board members will not have to sit through conversations that have nothing to do with why they joined the board.

Chair Lopez stated that we need to reprint the brochures showing the updated rates.

City Manager Folston stated that he will make arrangements to print three hundred brochures and recommended someone going to the bridal shops, wedding planners and caters in person to present information, rather than mailing out the brochure.

### **C. Roll Like A Royal Report.**

Board Member Brice was absent and a report was not submitted at this time.

### **D. ACCAB Chair Report.**

Chair Lopez, reported:

- Dr. Ruth Henderson, former interim City Manager for the City of Archer, passed away. Her memorial will be held at 11:00 am, on Saturday.
- Stated that the blood bank is committed to coming to Archer for the Health Fair on June 17, 2017. The blood drive will be in honor of Perry McGriff, a long-time blood donor.
- Stated that we should hear something about the historical marker in July. The Board will need to plan an event and invite elected officials, alumni, and everyone who was involved in the Community Center. A power point presentation will be shown at the event outlining the journey of the Community Center through completion.
- Noted that the Board had requested for the septic tank to be cleaned.
- Discussed the charge for showing the Board how to use the sound system and stated that the board is currently borrowing the library's projector. Chair Lopez stated that she would like to be able to discuss the system with potential renters, especially when asked how to play CD, etc.

City Manager Folston expressed concerns about the Board going up and down the steep stairs, and asked for renters to be referred to the city if they have system questions.

- Chair Lopez continued and stated that Board Member Studemire needs training, and recommended that all of the board go through the training again.
- Noted that any receipts for the Roll Like a Royal program should be turned into City Hall. The receipts for the purchase of storage containers to pack the china and cutlery have been submitted.
- Stated that Chris Jenson, a local painter was shown the marks on the wall and peeling paint at the Community Center. Mr. Jenson will stop by City Hall to speak with City Manager Folston about his painting services.

### **III. OLD BUSINESS**

#### **A. Calendar of event/changes and Discussion**

Chair Lopez announced the Calendar of Events, as follows:

- February 25, 2017: Roll Like A Royal Program
- March 4, 2017, Yard Sale Canceled. Another date to be announced.
- May 29, 2017, Memorial Day Event – Changed.
- June 17, 2017, Annual Health Fair
- July 29, 2017, Historic Marker Presentation – Date may change
- October 2017, Roll Like a Royal – Confirm Date with Board Member Brice.
- November 11, 2107, Veterans Day Brick Sale. Commissioner White/Committee will spearhead this event.

Board Member Batey stated that the Board would like to create a display board showing the thank you cards and photos from the kids who attended the Roll Like a Royal program.

City Manager Folston stated that this would be a good idea.

#### **B. ACC Promotional Brochure.**

This item was discussed previously.

#### **C. Silent Auction Funds Raised / Donated.**

Chair Lopez stated that \$300 was raised at the silent auction by the ACPO and this was donated to the city for the ACCAB programs.

#### **D. ACCAB Training / Sunshine Law (set dates)**

City Manager Folston stated that the training date will be discussed at a later time, after checking with the attorney, and when everyone is present.

### **IV. NEW BUSINESS**

#### **A. Draft New Opening and Closing Process.**

City Manager Folston stated that Chair Lopez waited for an hour and forty-five minutes for a renter to arrive, and Chair Lopez proposed that we may have to offer the renter a key to the Community Center.

City Manager Folston proposed for the day-renters come to City Hall and get the key the day prior to their event. Renters will be given the check lists and an additional document showing how to disarm the alarm system. At the end of the night, Chair Lopez or Vice Chair Studemire will get the key back.

Board Member Penny asked if the code would change or remain the same for all renters.

City Manager Folston stated that codes can be changed and noted he knows immediately who is accessing the building and if renters go in prior to their time, they will be charged.

Board Member Hunt did not think that it was a good idea to provide the key to renters.

City Manager Folston stated that this is how other area rentals operate.

Chair Lopez stated that when we let the renter in, we go over the check list and hand the renter the key. We should put something in writing that there will be a charged for a lost key. Chair Lopez expressed concerns about the board not checking the facility prior to events.

City Manager Folston stated that if Chair Lopez wants to continue, the City will go with that.

Board Member Batey stated that she did not recall any problems with renters in the past, but stressed concerns that at the end of the event that the building is not cleaned and checked.

Board Member Costello stated that she thought that the Board would be provided with a calendar of events so that everyone would know what events are being held at the Community Center.

Board Member Batey volunteered to keep the calendar of events and to disseminate the information to the Board and copy the city.

Board Member Hunt had to leave the meeting early due to a prior commitment.

Vice Chair Studemire felt that the City should give renters the key, but expressed concerns about the time of night we would have to go down to the building to perform the check-through.

City Manager Folston clarified that either Ms. Studemire or Ms. Lopez will need to be there at the end of the event and there is that late time frame to consider.

#### MOTION

Board Member Costello moved to approve the renter working with the city to get the key and bring the key back after their event, and the Board be responsible for checking the facility in-between renters.

#### AMENDED MOTION

Board Member Costello moved to approve the city being responsible for giving a non-master key to the renter. At the end of the event, the Chair or Vice Chair will be responsible for receiving the key to the building and checking the building at the end of the event.

Vice Chair Studemire seconded the motion.

Chair Lopez recommended that Vice Chair Studemire could be placed into a training process, and to give Board Member Batey the key in the meantime.

The vote was tabled until item B could be discussed.

#### **B. ACC Key Distribution / Board Members.**

City Manager Folston stated that he could not recommend changing the ordinance again, and noted that as the ordinance states now, only the Chair and Vice Chair are authorized to have keys.

Chair Lopez asked if an administrative decision could be made to put Board Member Studemire in training and let Board Member Batey hold the key, noting that two keys will still be out there.

Board Member Studemire stated that she will come to City Hall in the morning to get her key to the building.

Chair Lopez stated that she will continue the procedure, as it is currently set.

#### MOTION

Board Member Costello moved to request that City Manager Folston ask the Commission to change the Ordinance so that a key can be given to a third person on the Board.

Board Member Penny seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0. (Board Member Jones and Board Member Hunt were absent at the time of the vote)

City Manager Folston stated that this item will be brought before the Commission, noting it will take at least two months for the first and seconded reading to be heard before the Ordinance is final.

The Board returned to vote on the tabled motion, as follows:

**AMENDED MOTION**

Board Member Costello moved to approve the city being responsible for giving a non-master key to the renter and at the end of the event, the Chair or Vice Chair, or the third person (if the ordinance passes), be responsible for receiving the key to the building and checking the building at the end of the event.

Vice Chair Studemire seconded the motion.

**PUBLIC COMMENT:** None

**MOTION CARRIED:** 5-0. (Board Member Jones and Board Member Hunt were absent at the time of the vote)

**C. Packing the Roll Like a Royal Dishes at the Archer Community Center.**

Chair Lopez stated that the Board is needed at the Community Center to repack the silverware and china into plastic storage totes so that nothing gets damaged.

**V. CITIZEN COMMENTS**

None

**VI. COMMITTEE COMMENTS**

None

**VII. ADJOURNMENT**

**MOTION**

Board Member Costello moved to adjourn the meeting.

Board Member Batey seconded the motion.

**PUBLIC COMMENT:** None

**MOTION CARRIED:** 5-0. Time: 5:20 PM. (Board Member Jones and Board Member Hunt were absent at the time of the vote)

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Roberta Lopez, Chair

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Annie Studemire, Vice Chair

*Mary T. Flickinger*  
*Minutes Recorder:*

**Draft:**

**Archer Community Center**

**Check In and Check Out**

**Check In**

The renter is responsible for going through checklist to determine if the facility is clean. If the facility is not cleaned the renter should call \_\_\_\_\_.

**Check Out**

The volunteer is responsible for going through the checklist with the renter to make sure the facility is cleaned, to sign off on the checklist, receive the key, and to set the alarm once building is locked.

**DRAFT**

**The City of Archer and The Archer Community Center Advisory Board**

**Sponsors**

**The 2<sup>nd</sup> Annual Community Health Fair**

**CONFIRMED VENDORS**

**FEATURED VENDOR – LIFESOUTH BLOOD MOBILE – PEGGY MARLATT**

**IN HONOR OF FORMER REP. PERRY MCGRIF, JR.**

**A FREE CHOLESTEROL TEST AND A SMALL GIFT**

<b>UF Archer Family Health Care</b>	<b>participant – Denise Schentrup/Speaker</b>
<b>Three Rivers Legal Services</b>	<b>participants- Attorney Jenny Seltzer &amp; Judy Collins</b>
<b>Meridian Behavior Health Care</b>	<b>participant - Laurie Michaelson</b>
<b>Alachua County Elder Care</b>	<b>participant - Ollie Mae Robinson</b>
<b>UF Health Street</b>	<b>participant – Brianna Aldridge</b>
<b>Elder Options (Savvy)</b>	<b>participant – Ana Robels-Rhoads</b>
<b>Alachua County WIC Program</b>	<b>participant – Candy Morris (Women, Infants &amp; Children)</b>

**There is room for more participants. Please bring to meeting any ideas or suggestions.**

**The date set for the event – June 17, 2017, 9am – 2pm**

## Updated by City

### ACCAB REVENUES      2016/17      City Hall please check these amounts

FUNDRAISER                      \$2,300.00      Includes WEYgrant/silent auction

BO DIDDLY                         \$1,668.00

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TOTAL    \$3,968.00

### ACCAB EXPENSES

ROLL LIKE A ROYAL (DECEMBER 10, 2016)      \$      131.77

ROLL LIKE A ROYAL (FEBRUARY 25, 2017)      \$      229.44

Brochure for the Community Center              \$      82.50

HEALTH FAIR/BLOOD DRIVE                         \$      387.45

HISTORIC MARKER PRESENTATION                 \$      1,757.00

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Total \$2,588.16

**REVENUES MINUS EXPENCES                      Total \$1,379.84**

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### HEALTH FAIR/BLOOD DRIVE                      JUNE 17, 2017

#### FOOD FOR VENDORS/OTHER

6ft Sub                              \$84.00

3 Cookie Platters                 \$45.00

3 Large Pizza's                    \$24.00

3 Large Bags-Apples             \$15.00

4 Cases of Water                 \$12.00

5 Bags of Ice @2.89 ea    \$14.45

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#### **OTHER ITEMS NEEDED FOR HEALTH FAIR**

Decorations                        \$20.00

Advertise/AD                        \$123.00      ALACHUA CT TODAY – GNV SUN COMMUNITY CALENDAR (FREE)

PRINTING                              \$50.00

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TOTAL \$387.45

**HISTORIC MARKER PRESENTATION      JULY OR AUGUST 2017**

**FOOD/OTHER FOR GUEST**

FINGER FOOD TRAYS	\$300.00	
PUNCH/WATER/TEA	\$50.00	
SWEETS/COOKIES	\$25.00	
ICE	\$9.00	
MISC	\$25.00	
GRANT MATCH	\$950.00	
INVITATIONS/DESIGN	\$100.00	(BOB's price for 250)
TECH/SLIDE SHOW	\$100.00	
MAIL-OUT	\$75.00	COST TO MAIL 150 INVITES
ALACHUA TODAY AD	\$123.00	
GAINESVILLE SUN AD		FREE IN COMMUNITY CALENDAR

\_\_\_\_\_  
TOTAL \$1,757.00

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**ROLL LIKE A ROYAL PROGRAM      OCTOBER 2017**

FOOD ITEMS/ICE/DRINKS	\$200.00
PRINTING/ADVERTISEMENT	\$80.00

\_\_\_\_\_  
TOTAL \$280.00

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**VETERANS PROGRAMS      NOVEMBER 11, 2017**

**THIS PROGRAM COULD GENERATE APPROXIMATELY \$2200 (please note date of event)**

INSTALLATION COST \$

REFRESHMENTS \$

ADVERTISEMENT \$

POSTERS/FLIERS \$

City of Archer - General Fund  
**Profit & Loss Budget vs. Actual**  
October 2016 through September 2017

362200 · Comm

362300 · Archer Youth Activities <i>Bo Diddley</i>	1,668.00
362400 · Community Center Fundraiser	300.00
362500 · Weyerhaeuser Grant	2,000.00

Total Income 3,968.00

Community Center Expenses

575300 · Youth Activities <i>Bo Diddley</i>	0.00
575310 · Weyerhaeuser Grant	443.71

Total Community Center Expenses 443.71

Total Expense

Net Ordinary Income 3,524.29

Net Income 3,524.29

**ACCAB 2017 CALENDAR OF EVENTS AND ACTIVITIES**

PREPARED FOR MARCH 23, 2017 MEETING

FEBRUARY 25, 2017	ROLL LIKE A ROYAL PROGRAM
MARCH 4, 2017	YARD SALE CANCELED
MAY 29, 2017	MEMORIAL DAY EVENT –CHANGED
JUNE 17, 2017	ANNUAL HEALTH FAIR
JULY 29, 2017	HISTORIC MARKER PRESENTATION DATE MAY CHANGE
OCTOBER 2017	ROLL LIKE A ROYAL - CONFIRM DATE
NOVEMBER 11, 2017	VETERANS DAY EVENT – BRICK SALE COMMISSIONER WHITE/COMMITTEE WILL SPEARHEAD THIS EVENT