

SPECIAL COMMISSION MEETING MINUTES
Monday, August 29, 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.

CALL TO ORDER: TIME 6:02 PM: Mayor Corey Harris
OPENING PRAYER: Commissioner Hope
LEADING THE PLEDGE OF ALLEGIANCE: Mayor Corey Harris

Quorum Present:
Mayor Corey Harris
Vice Mayor Susan Drawdy
Commissioners Fletcher Hope
Joan White
Michelle Harris

Staff:
City Manager Zeria K. Folston
City Attorney S. Scott Walker
Minutes Recorder Mary T. Flickinger

I. OLD BUSINESS

A. City Vehicle for Administration – Update

City Manager Folston stated that he talked to the Sheriff about the possibility of purchasing a vehicle and this information was forwarded on to one of their commanders. Three options will be presented for the Commission to choose from at the September 12, 2016, Commission Meeting.

B. Emergency Remediation – Update

City Manager Folston stated that to save costs, staff is trying to find a way that we can work at the Community Center while the remediation takes place. In the past, this was not an option because the internet was not fast enough, but we plan to bring the computers over to see if we can get them to function. Office trailers would be above our price range because we would have to rent them for more than one month.

MOTION

Commissioner White moved to close the offices on the 16th and the 19th of September for the remediation.

Vice Mayor Drawdy seconded the motion.

PUBLIC COMMENT: Sara Brannon, Sue Batey

MOTION CARRIED: 5-0

C. ADA Compliant Bubblers Fountains – Update

City Manager Folston stated that the water fountain that is located at the Equigen site will be brought over to City Hall after the remediation is complete. The Bubblers Fountains are ADA Compliant and the City will probably purchase them in bulk to address some of our other fountains that are being vandalized.

II. NEW BUSINESS

A. RFP – Laurel Hill Cemetery

City Manager Folston stated that an additional bullet point has been added under Section 5, Bid Package, stating “Cost of Lawn and Cost of Trimming Services.” Having this separated will allow us to see the actual costs of each component.

MOTION

Commissioner White moved to approve the RFP for Laurel Hill Cemetery.

Vice Mayor Drawdy seconded the motion.

PUBLIC COMMENT: Sue Batey

MOTION CARRIED: 5-0

B. RFP – Equigen Property Lease

City Manager Folston stated that the State Revolving Fund is allowing us to lease the property in the interim because we are still moving forward with our wastewater project.

MOTION

Commissioner White moved to accept the RFP for the Equigen Property Lease.

Commissioner Harris seconded the motion.

PUBLIC COMMENT: December McSherry, Anne Green

MOTION CARRIED: 5-0

C. RFP – Accounting Services

City Manager Folston stated that this item was discussed during the tentative budget process.

MOTION

Commissioner White moved to accept the RFP for Accounting Services.

Vice Mayor Drawdy seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0

D. RFP – Wilson Robinson Pavilion Roof

City Manager Folston stated that two companies agreed that a new roof is needed.

MOTION

Vice Mayor Drawdy moved to accept the RFP for the Wilson Robinson Pavilion Roof.

Commissioner White seconded the motion.

PUBLIC COMMENT: December McSherry, Sara Brannon

MOTION CARRIED: 5-0

E. Resolution Number 2016-33, Adopting a Real Property Policy

Attorney Walker read Resolution 2016-33, by title. RESOLUTION TITLE: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ARCHER ADOPTING A REAL PROPERTY POLICY WHICH GOVERNS THE ACQUISITION AND DISPOSITION OF PROPERTY BY THE CITY OF ARCHER; AND PROVIDING AN EFFECTIVE DATE.

MOTION

Vice Mayor Drawdy moved to approve Resolution Number 2016-33.

Commissioner Harris seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0

F. Resolution Number 2016-34, Approving the Assignment of the Continuing Professional Services Agreement Between the City of Archer and Preble-Rish to Dewberry Engineers, Inc.

Attorney Walker read Resolution 2016-34, by title. RESOLUTION TITLE: A RESOLUTION OF THE CITY OF ARCHER, FLORIDA, APPROVING THE ASSIGNMENT OF THE CONTINUING PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF ARCHER AND PREBLE-RISH, INC. TO DEWBERRY ENGINEERS INC.; AUTHORIZING THE APPROPRIATE CITY STAFF AND OFFICIALS TO EXECUTE THE SAME; REPEALING ALL RESOLUTIONS IN CONFLICT, AND ESTABLISHING AN EFFECTIVE DATE.

MOTION

Commissioner White moved to adopt Resolution Number 2016-34.

Vice Mayor Drawdy seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0

G. Tentative FY-2017 Budget

City Manager Folston presented the areas of discussion, as follows:

- Stated that the Ad Valorem Tax is based on us keeping the same millage rate, and is accurate at \$178,858.00.
- Stated that the City received a \$50,000.00 grant for the Green Courts project. Looking over the documents it appears that it will take more than \$50,000.00 to complete, noting that the same thing happened with the Tot Lot project. John Glanzer will provide a presentation on the Tot Lot at our next Commission Meeting.
- The Archer Community Center rental fees reflect renting out the building fifty percent of the time, giving the flexibility to have some free events. This number will change as we bring in more income and revenue. We are projecting \$2,000.00 in contributions and donations, and we are close to that amount for this year.
- Recreation: Budgeted \$1,200.00. The City is close to \$1,000.00 this year in terms of recreation donations, and the amount of \$1,000.00 for concessions is very conservative.
- Fire Station: When the fire station is no longer used as a fire station it will revert back to the City. Because of the proposed reverter clause, we do not plan to provide maintenance on the building.
- FRS Retirement: The City is moving to the FRS retirement program and the three percent match across the board for employees and Commissioners. Explaining further, everyone is getting a three percent raise, but not in take-home pay. The take-home pay remains the same, the three percent will go directly to retirement.
- Health Insurance: Currently our group health insurance plan does not provide an adequate level of coverage. Because our group plan will increase by fifteen percent, the decision was made to provide our employees with a stipend to allow them to find insurance from the Marketplace.
- Planning & Zoning Board: Budgeted \$500.00. This will depend on what the City plans to do in the coming year and also what businesses will come to our area.
- Laurel Hills: The amount currently budgeted will change at a later date.
- Stated that the Senior Activity Center needs some attention, such as painting, a general cleanup and other small maintenance items. Some of the money will be used out of streets and roads to accomplish these tasks.
- Recreation Salary: Budgeted \$6,000.00, discussions on the candidates will take place at the September 12, 2016, Commission meeting.
- Community Center Expenses: The budgeted amount for utilities, phones, and alarms is set at \$10,000.00. Utilities are expected to decrease because the temperature is being regulated when the building is not in use.
- Community Center Maintenance: Currently budgeted at \$6,000.00. This number will most likely be increased because we want to maintain the facility at a certain standard.
- Reserves for Recreation Capital: Wilson Robinson at \$10,000.00 Reserves for Storm-water Management at \$10,000.00.
- Currently, a balanced budget has not been presented to allow us to make adjustments that need to be made. Without any incremental changes, \$35,000.00 is the remaining amount that we have free after everything has been completed. Within the remaining \$35,000.00 is the cost of Laurel Hill Cemetery.

- Water Funds: This item is still balanced, but the \$452,975.00 is where the cost for the prior waste water project has to come from. The \$452,975.00 reflects well over the six-months that the auditors recommend and we have plenty of reserves in our water funds to absorb the costs.

City Manager Folston recommended that when the Waste Pro contract comes up for renewal to put this item out to bid. The end of the contract is October 2017, but we must provide a 90-day notice of intent. It has been at least since 2011 that Waste Pro has changed their agreement with us. Some of the reasons to put this item out to bid include, cost, service, and billing issues.

H. Public Works Maintenance Plan

City Manager Folston stated that he contacted several cities regarding the maintenance plan and the general consensus was that if you complete eighty percent of the items, the City has done exceptionally well, seventy percent you will be doing pretty well. The reason for this is that if something happens within the City, such as a water main breaking, the plan gets thrown off course.

Mayor Harris commended the City Manager and stated that he is impressed with the Public Works Maintenance Plan.

Vice Mayor Drawdy stated that an overgrown area that she reported was promptly mowed. The City has not looked this good in years and stated that she appreciates how hard everyone is working.

Commissioner White stated that she forwarded an email to the City Manager from a citizen thanking him for making the street he lives on the best it has looked in sixteen years.

Commissioner Harris stated that she is receiving numerous citizen comments that our City is looking beautiful and how hard everyone is working. People now have hope and they see the change. We should all be pleased with the progress that is being made in our town.

Mayor Harris stated that he has just received a text message stating that the courts look clean, power washed and have new nets.

I. Road Maintenance

City Manager Folston stated that he met with Calvin to discuss what can be done to fix some of our roads and Calvin came up with the idea of chip sealing. The County will chip seal one mile for approximately \$100,000.00 and will provide this service through an inter-local agreement. Considering some of our roads are not a mile long, we could probably get many of our roads completed. Our job now is to identify what roads we have available that do not have a storm water impact.

Vice Mayor Drawdy stated that she spoke to Duke Energy to find out where we are regarding the tree trimming. Duke Energy stated that they have hired a new company and are ready to start trimming trees.

City Manager Folston reported:

- GRUCom wrote a check to the City reimbursing us for the use of our water.
- Stated that he will be meeting with Sensus to resolve the issues. Attorney Johnson also plans to attend.
- Stated that the day rate for the Community Center goes from 8:30 am to 10:00 pm. Anyone wanting to rent the facility after 10:00 requires approval. Charging renters after 10:00 pm is currently being discussed.
- The Archer Community Center Advisory Board is discontinuing Commission liaisons on their board. In checking, no Commissioner liaisons could be found on any Advisory Board.
- Stated that there is no documentation on file on how grants are to be handled. At the County, grants under a certain threshold were handled by the City Manager, but the City of Archer does not have these guidelines.
- Stated that the City plans to replace the current grant writer because of difficulty making contact and other issues. City Manager Folston stated that he is currently the grant writer for the City.
- September 1, 2016, the City will start collecting the credit card fee of \$2.00 or 2% whichever is greater.
- Our insurance provider needs 30 days' notice of intent to cancel that we will no longer need their services.

Attorney Walker stated that the Commission needs four hours of ethics training and offered October 20th and October 25 for consideration. The consensus of the Commission was October 20, 2016, at 3:00 pm.

City Manager Folston stated that he went to Orlando to visit Enterprise Florida. They encouraged us to make sure that our Commission is unified and wants businesses to come to Archer, noting that businesses do not want to come to a community where they receive more resistance than support. Also recommended was to make sure that we have our development review process streamlined. City Manager Folston stated that he made an attempt to visit the nature trail while in Orlando, but the weather and getting lost prevented this from happening.

City Manager Folston stated that Debbie Preble has spoken to USDA, DEP and agencies involved in the revisions regarding the PER and plan for our waste water project. Ms. Preble stated that because the agencies have been inundated with calls from citizens they feel that our plan will be challenged on every front. The agencies have requested another public hearing for the PER, giving the citizens 14 days' advance notice. Also recommended, was that the City adopt a Resolution, and a sample Resolution was provided for this purpose. The PER discussion has been added to the September 12, 2016, Commission Meeting.

PUBLIC COMMENT: Roberta Lopez, Anne Green, Sue Batey, Anne Green, December McSherry, Sue Batey

III. ADJOURNMENT


MOTION

Commissioner White moved to adjourn the meeting.


Commissioner Harris seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0 Time: 8:35



Mayor, Corey Harris



City Manager, Zeria K. Folston