

COMMISSION MEETING MINUTES

Monday, August 8, 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 6:00 PM: Vice Mayor Drawdy
PRAYER: Commissioner Hope
LEADING THE PLEDGE OF ALLEGIANCE: Vice Mayor Drawdy

Quorum Present:

Vice Mayor	Susan Drawdy
Commissioners	Fletcher Hope
	Joan White
	Michelle Harris

Absent	Mayor Corey Harris
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Staff:

City Manager	Zeriah K. Folston
Assistant City Attorney	Courtney Johnson
Minutes Recorder	Mary T. Flickinger

I. EXCUSE OF ABSENCE

MOTION

Commissioner Harris moved to approve the absence of Mayor Harris from the meeting.

Commissioner White seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 4-0.

II. CONSENT AGENDA

- A. Approve Minutes from the July 11, 2016, City Commission Meeting.
- B. Approve Minutes from the July 19, 2016 Special Commission Meeting.
- C. Approve Minutes from the July 27, 2016, Special Commission Meeting.
- D. Approve Bill Payments, as presented.

MOTION

Commissioner Hope moved to approve the consent agenda, with amendments to the agenda, as stated.

Commissioner White seconded the motion.

Agenda amendments: Requested by City Manager Folston and Commissioner Hope: State Audit Costs, Item B, New Business, Applications for the Sewer Committee Vacancies, Item C, New Business, Administrative Vehicle Update - tabled until the next meeting, Wastewater Survey update, under the City Manager's Report, Special-called meeting for the preparation of the 6-month review for the City Manager, Item J, New Business.

PUBLIC COMMENT: None

MOTION CARRIED: 4-0.

III. GUEST

A. Ms. Sara Brannon, Community Yard Sale Fee Waiver Request for October 7th, 8th and 9th, 2016, at the Archer Community Center. City Manager Folston stated that the Community Yard Sale will be held on October 8, 2016, with the day before and the day after used for set up and clean up. The proceeds from the yard sale will go to the recreation fund.

MOTION

Commissioner Harris moved to discuss having the Community Yard Sale in the Community Center.

Commissioner Hope seconded the motion.

Commissioner White recommended that the ACCAB put into their policies that no yard sales are to be held inside the Community Center. The Commission agreed with this recommendation.

PUBLIC COMMENT: Roberta Lopez, Sara Brannon, Alease Christie, Anne Green, Shawn Willis, Laurie Costello, Sara Brannon, Roberta Lopez.

MOTION

Commissioner Hope moved to waive the fees for the yard sale and for the yard sale to be held outside, under the tent, with the accommodation of rest room use, to be determined by staff.

Commissioner Harris seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 4-0.

IV. PUBLIC COMMENT PERIOD

Alease Christie, Maria Highsmith, Laurie Costello

V. OLD BUSINESS

A. Approval of the Revised PER for Submittal to the Funding Agencies

City Manager Folston stated that the Sewer Committee passed the PER by a 5-1 vote. Adding, it will be challenging to provide a true cost picture to our citizens not knowing what funding DEP and USDA will provide. We will only know this information when we submit the PER.

Debra Preble, P.E., provided some background information on the acquisition that occurred on April 4, 2016, between Dewberry | Preble-Rish. Ms. Preble stated that Preble-Rish was created in 1991 by her husband and Ralph Rish for the purpose of providing engineering and consulting services to small local governments. Dewberry was founded 1956 by Sid Dewberry. Dewberry has 50 offices in 19 states and their firm recently ranked 20th in the Southeastern United States.

Ms. Preble began her presentation by stating that the water data provided by the City varies with each report, but over time the data is becoming more reliable. When the most recent water report was received, Ms. Preble proposed comparing the data to other similarly-sized cities. The comparison showed that the water data was not too far off as compared to the City of Mayo. Each time new water data is received from the City, it is run through the tables and updated, but Ms. Preble stated that if she is criticized for changing things when she gets new information, she will no longer do this, if this is the preference of the group. Ms. Preble clarified that it would be in the City's best interest to always have the latest data to base their decisions on.

City Manager Folston concurred and stated that as the old meters are replaced by the new Sensus meters, the data will change on water usage.

Ms. Preble continued and stated that she was asked by the City to create a fundable project and explained that a fundable project generates enough revenue to pay for itself, the construction costs, the debt incurred during construction and the operation and maintenance. It also has to generate enough revenue at rates that residential

and commercial customers can afford. The Sewer Committee considered the following Alternatives: 1) Construct a wastewater treatment plant in the City of Archer, 2) Connect to the City of Gainesville, 3) Connect to the City of Williston, 4) Connect to the City of Newberry. Ms. Preble stated that Alternate 1 was recommended. The City of Bronson did not have enough treatment capacity and this option was eliminated.

The Sewer Committee favored the gravity system, but the agencies wanted us to look at the vacuum system. Options considered were: 1: Area Gravity Collection System, 2: Large Area Low Pressure Collection System, 3: Medium Area Low Pressure Collection System, 4: Small Commercial Optimization Low Pressure Collection System, 5: Medium Area Vacuum Collection System. Option 4 did not provide enough rate payers to service the debt. Option 2 provided enough rate payers, but the funding agencies wanted Archer to start smaller. Vacuum systems were not widely used in the area and the Committee wanted to stay away from low pressure or grinder pump systems. City Manager Folston met with DEP in Tallahassee and explained that the citizens would prefer the gravity system. Ms. Preble stated that the medium area gravity system was recommended for the City of Archer. The total project costs will be \$7,402,027.00. Also recommended is that the City set aside \$28,500.00 per year for future repairs to the system.

Ms. Preble presented the loan payback analysis estimates showing the total annual expense to pay for the project each year at \$240,092.10. In another loan payback analysis estimate, if the legislature appropriates another \$650,000.00 the total annual expense per year becomes \$232,820.10. After the Commission approves PER, the information will be resubmitted to the agencies. The agencies will let the City know how much money they will receive, but before the funds are dispersed, the state and federal agencies will require a detailed environmental report. Work has already begun on the environmental report.

PUBLIC COMMENT: Frank Lopez, Elise Christie, Roberta Lopez, Laurie Costello, Bob Kasicki, Anne Green, Roberta Lopez, Sara Brannon, Anne Green, Kipolin Poyry, Laurie Costello, Linda Kasicki, Sara Brannon.

MOTION

Commissioner Hope moved to accept the revised PER for submittal to the funding agencies.

Commissioner Harris seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 3-1 (Commissioner White opposed).

B. Ordinance No. 03-2016, Second Reading, Amending Part II, Chapter 2, Article IV, of the Code of Ordinances of the City of Archer Purchasing Policy.

Attorney Johnson read Ordinance No. 03-2016, by title. Ordinance Title: AN ORDINANCE AMENDING PART II, CHAPTER 2, ARTICLE IV, OF THE CODE OF ORDINANCES OF THE CITY OF ARCHER ENTITLED PURCHASING, PREVIOUSLY AMENDED BY ORDINANCE NO. 16-2008; REQUIRING WRITTEN CONTRACTS FOR PROFESSIONAL SERVICES TO BE RATIFIED BY THE CITY COMMISSION AND REDUCING THE REQUIRED NUMBER OF QUOTATIONS FROM FIVE TO THREE FOR PURCHASES BETWEEN \$2,500.00 AND \$7,500.00; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR CODIFICATION.

MOTION

Commissioner Hope moved to approve Ordinance Number 03-2016.

Commissioner Harris seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 3-0. (Commissioner White was not available at the time of the vote).

VI. NEW BUSINESS

A. Resolution Number 2016-27, Approving Amendments to the Traffic Signal Maintenance between the City of Archer and the Florida Department of Transportation.

Attorney Johnson read Resolution Number 2016-27, by title. Resolution title: A RESOLUTION OF THE CITY OF ARCHER, FLORIDA, APPROVING THE AMENDMENT TO THE TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT BETWEEN THE CITY OF ARCHER AND THE FLORIDA DEPARTMENT OF TRANSPORTATION PREVIOUSLY ENTERED INTO, PROVIDING FOR MAINTENANCE AND OPERATION OF INTERSECTION CONTROL BEACONS AND PROVIDING FOR PAYMENT TO THE CITY OF ARCHER FOR MAINTENANCE AND OPERATION OF INTERSECTION CONTROL BEACONS; AUTHORIZING THE APPROPRIATE CITY STAFF AND OFFICIALS TO EXECUTE THE AGREEMENT; PROVIDING THAT THE CITY OF ARCHER WILL ACCEPT THE RESPONSIBILITIES OUTLINED IN THE ATTACHED AGREEMENT; REPEALING ALL RESOLUTION IN CONFLICT, AND ESTABLISHING AN EFFECTIVE DATE.

MOTION

Commissioner Harris moved to adopt Resolution 2016-27.

Commissioner Hope seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 3-0. (Commissioner White was unavailable at the time of the vote)

B. State Audit Costs

City Manager Folston stated that the State Audit Costs are \$70,812.00 and this amount must be paid within 90 days of receipt. The City auditors have been contacted and options will be presented to the Commission.

C. Sewer Committee Appointments

City Manager Folston stated that four applications have been received to serve on the Sewer Committee.

MOTION

Commissioner Hope moved to act on the vacancies that have been identified for the Sewer Committee.

Commissioner White seconded the motion.

MOTION

Commissioner White moved to approve Ad hoc member Sue Batey as a voting member and to add Doug Jones as a voting member because he is inside the City limits of Archer.

MOTION FAILED

MOTION

Commissioner Hope moved to approve current Ad hoc member, Sue Batey, to a voting member, and approve business owner Richard Feagle to the Sewer Committee as a voting member.

Commissioner Harris seconded the motion.

PUBLIC COMMENT: Melvin Lauderdale

MOTION CARRIED: 4-0.

D. Resolution Number 2016-28, Authorizing the City Manager to Open a New Bank Account at Drummond Bank for the Purpose of Servicing the Repayment of a loan to the Department of Environmental Protection. Attorney Johnson read Resolution Number 2016-28, by title only. Resolution title: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ARCHER, FLORIDA, AUTHORIZING THE CITY MANAGER TO OPEN A NEW BANK ACCOUNT AT DRUMMOND BANK FOR THE PURPOSE OF SERVICING THE REPAYMENT OF A LOAN TO THE DEPARTMENT OF ENVIRONMENTAL PROTECTION INCURRED IN FURTHERANCE OF WASTEWATER IN THE CITY; AND PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

MOTION

Commissioner White moved to adopt Resolution 2016-28.

Commissioner Harris seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 4-0.

E. Resolution Number 2016-29, Authorizing the Mayor to Execute Correspondence on behalf of the City to the Alachua County Board of County Commissioners. Attorney Johnson read Resolution Number 2016-29, by title only. Resolution title: A RESOLUTION OF THE CITY OF ARCHER, FLORIDA, AUTHORIZING THE MAYOR TO EXECUTE CORRESPONDENCE ON BEHALF OF THE CITY TO THE ALACHUA COUNTY BOARD OF COUNTY COMMISSIONERS REGARDING THE COUNTY'S PROPOSED STORMWATER TREATMENT ORDINANCE; DIRECTING THE CITY MANAGER TO SEND THE CORRESPONDENCE TO THE ALACHUA COUNTY BOARD OF COUNTY COMMISSIONERS AND REPEALING ALL RESOLUTIONS IN CONFLICT.

MOTION

Commissioner White moved to adopt Resolution Number 2016-29.

Commissioner Hope seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 4-0.

F. Review Previous Resolution Number 2010-08, City Commission of the City of Archer setting a credit Card Fee Schedule. City Manager Folston stated that in 2010, a previous Commission set the credit card fee schedule, but never implemented the changes. The fees will be implemented in September to give citizens time to know about the changes. The Commission agreed by consensus to implement the Resolution.

G. Resolution Number 2016-30, Adopting Amendments to the FY 2015-2016, General Fund Budget.

Attorney Johnson read Resolution Number 2016-30, read by title. Resolution title: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ARCHER, FLORIDA, ADOPTING AMENDMENTS TO THE FISCAL YEAR 2015-2016 BUDGET THAT WAS PREVIOUSLY REVISED ON MAY 16, 2016, VIA RESOLUTION 2016-09 AND AGAIN ON JUNE 13, 2016 VIA RESOLUTION 2016-16, AND AGAIN ON JULY 11, 2016 VIA RESOLUTION 2016-22; AND PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

MOTION

Commissioner White moved to adopt Resolution Number 2016-30.

Commissioner Hope seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 4-0.

H. Resolution Number 2016-31, Adopting Amendments to the FY 2015-2016 Water Fund Budget

Attorney Johnson read Resolution Number 2016-31, in its Resolution title: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ARCHER, FLORIDA, ADOPTING AMENDMENTS TO THE FISCAL YEAR 2015-2016, WATER FUND BUDGET THAT WAS PREVIOUSLY REVISED ON JUNE 13, 2016 VIA RESOLUTION 2016-17, AND AGAIN ON JULY 11, 2016, VIA RESOLUTION 2016-23; AND PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

MOTION

Commissioner Hope moved to adopt Resolution Number 2016-31.

Commissioner White seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 4-0.

I. Resolution Number 2016-32, In support of the City of Orlando and the Orlando Community; Reaffirming the City's Support for Diversity and Inclusion; and a Call for Non Violence.

Attorney Johnson read Resolution Number 2016-32, by title. Resolution title: A RESOLUTION OF THE CITY OF ARCHER, FLORIDA, IN SUPPORT OF THE CITY OF ORLANDO AND ORLANDO COMMUNITY; REAFFIRMING THE CITY'S SUPPORT FOR DIVERSITY AND INCLUSION; AND A CALL FOR NON-VIOLENCE.

MOTION

Commissioner White moved to accept Resolution Number 2016-32, on behalf of the chair.

Commissioner Harris seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 4-0.

J. Special-called meeting to prep for the 6-month employment review of our City Manager.

Commissioner Hope requested for the documents and grid tools used for scoring be available at the meeting.

MOTION

Commissioner Hope moved to approve a Special-called meeting on August 15, 2016, at 6:00 pm.

Commissioner White seconded the motion.

The meetings on August 11th and 15th were cancelled and the Commission approved August 25th at 6:00 pm for the Special-called meeting. City Manager Folston reminded the Commission that there will be a Commission meeting on August 29th at 6:00 pm. City Manager Folston also discussed the Wastewater survey at this point and stated that Ms. Preble is preparing the wastewater fact sheet, and noted that only one Commissioner submitted ideas for the survey tool. DEP would like to be involved in the survey tools and to make the survey have the most impact, we need numbers, if not we will be basing the survey on conjecture.

MOTION

Commissioner Hope moved to approve a Special called meeting on August 25, 2016, at 6:00 pm.

Commissioner White seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 4-0.

VII. REPORTS, CORRESPONDENCE, COMMUNICATION

A. Out in Front Technology Solutions Health Reports.

B. John Wayne Smith-Lobbyist

With no comments on the above reports, City Manager Folston continued with his report, as follows:

City Manager Folston:

- Met with the County Manager to discuss the Fire Station. They are in the process of crafting a document with their attorneys, about fire station use, loan agreement, and the terms of the maintenance.
- Mowing services were discussed and the need to start mowing in the city first, then mow outside the city.
- Meeting with Sensus to discuss discounts on additional meters and the need for other various sized meters.
- Farm Share, will be in Archer on Saturday, October 22, 2016, at Maddox Park, volunteers are needed.

- The State Audit charge is \$70,812.00. Plans are to meet with our auditors to see if we can take this out of our reserves, budgetary impacts to citizens are unknown at this time.
- Public records requests are increasing at a high pace, if the Commission is getting responses in a slower time frame, it is because we have many assignments on our plate.
- Stated that the discussion about the City Manager's Vehicle was tabled because we have so many other things on our list right now, but this item will be on the August 29, 2016, agenda.
- Thanked the ACPO volunteers for the great job they did on the Back to School event.
- There will be an All Sports Camp on August 11, 2016, from 6-8 pm and a Friday Night Lights on August 12th at 6-8 pm.
- Stated that at the last Special Commission meeting, a resident asked a series of questions on bills and budgetary items. Commissioner Hope asked for us to bring back the answers at this meeting. City Manager Folston answered the series of questions concerning the following items: Gainesville Ice, Security systems, ADT Security was cancelled and Crime Prevention is used, RVS Software, Gator Communications, Ring Central, Cannon Financial Services, Sissine's, U-Stream TV, and Web page, employee overtime, hotel charge for an approved Florida City and County Managers Association meeting, Ace Hardware charges, battery and boost pack charger purchase, questions on tracking mileage, gas costs, Verizon and AT&T bills, credit card bills, uniform charges, refreshments, postage, water, supplies and toiletries from Staples. City Manager Folston stated that we are more than willing to through these items at every Commission meeting if the Commission wants this, but we want the citizens to trust us, and we are trying to do so much for the citizens. While we understand that we are not going to please everybody, we do hope that as a Commission you have confidence that we are trying to make the changes that you want us to make in the correct manner.
- Stated that there has been no time to write the budget amendment policy. In other cities, and at the county, they do not print the entire budget every time they make a budget amendment or change. It is broken out to the line instead, making the process more streamlined. The amount of paper used for meetings and printing is expensive, anything we can do to streamline the process is helpful.

Attorney Johnson

- Reminded the Commission that they need 4 hours of ethics training before the end of the year. The Commission will discuss dates at the next Commission meeting.

Vice Mayor Drawdy

- Located and called the phone number of Duke Energy tree trimming. One area of town was trimmed, but we have not heard back regarding further tree maintenance.

Commissioner Harris

- The Alachua League of Cities have a Meet and Greet meeting on Thursday at 6:00 pm. Attendance should be confirmed via email. The Meet and Greet will be held in Newberry at the Civic Center.
- Thanked the ACPO for the Back to School event and the gift of fifty books for the children of Holly Hills.

Commissioner White

- Met with Laurie Costello and City Manager Folston. It was a very informative meeting and Ms. Costello's questions were answered.
- Spoke with the principal of the Archer School to discuss the emergency shelter and was asked to get in touch with Red Cross for further information. The windows in the school have hurricane screening on the outside that cannot be penetrated. The school is not a special needs shelter, but it is an emergency shelter.
- Stated that she has a meeting schedule to discuss a Fall Celebration, and will bring back information.

Commissioner Hope

- Participated in North Central Florida Regional Planning Council meeting on July 28, 2016. Mr. Jim Wood, Director of the Office of Policy & Planning for FDOT, was the guest speaker and presented the I-75 Relief strategy. Commissioner Hope was able to discuss that there is a lot of information on the website but little or no public feedback addressing concerns. Commissioner Hope stated that Jim Long, Jim Wood's supervisor contacted him the next day to discuss concerns personally.
- City Manager Folston stated that an I-75 Relief meeting is scheduled for Friday, August 12, 2016, in Ocala.

VIII. PLANNING CALENDAR

- A. Special Commission Meeting, August 11, 2016, 4:00, Archer Community Center.
- B. All Sports Camp, August 11, 2016, 6-8 pm, Wilson Robinson Park.
- C. Friday Night Light, August 12, 2016, 6-8 pm, Wilson Robinson Park.
- D. Special Commission Meeting – Wastewater, August 15, 2016, 6:00 pm, Archer Community Center.
- E. Special Commission Meeting, August 25, 2016, 4:00 pm, Archer Community Center.
- F. Planning & Zoning Board Meeting, August 9, 2016, 7:00 pm, City Hall (cancelled – no agenda)
- G. Code Enforcement Board Meeting, August 23, 2016, at 7:00 pm, City Hall (cancelled – no agenda).
- H. Primary Election, August 30, 2016, 7 am-7 pm, Archer Community Center.
- J. City Hall Closed on September 5, 2016, in observation of Labor Day.

IX. PUBLIC COMMENT PERIOD

Anne Green, Roberta Lopez, Laurie Costello, Shawn Willis, Bob Kasicki, Linda Kasicki, Bobby Hardin

X. ADJOURNMENT

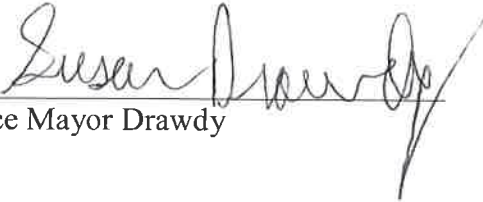
MOTION

Commissioner White moved to adjourn the meeting.

Commissioner Harris seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 4-0 Time: 10:30



Vice Mayor Drawdy



City Manager, Zeria K. Folston