

COMMISSION MEETING MINUTES
Monday, July 11, 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: Mayor Corey Harris
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
Assistant City Attorney Courtney Johnson
Minutes Recorder Mary T. Flickinger

I. CONSENT AGENDA

- A. Approve Updated Minutes from the April 11, 2016, Commission Meeting.
- B. Approve Minutes from the June 13, 2016, Commission Meeting.
- C. Approve Minutes from the June 14, 2016, Special Commission Meeting.
- D. Approve Minutes from the June 27, 2016, Special Commission Meeting.
- E. Approve Minutes from the June 29, 2016, Special Commission Meeting
- F. Approve Bill Payments as Presented.

MOTION

Commissioner White moved to approve the consent agenda and the minutes, as presented.
Commissioner Hope seconded the motion.

AMENDED MOTION

Commissioner White moved to accept the consent agenda and the minutes, with corrections, as presented.
Commissioner Hope seconded the motion.

PUBLIC COMMENT: Laurie Costello

MOTION CARRIED: 5-0.

II. GUEST

A. Ms. Taryn Brown, Archer Branch Library Manager – Introduction.

Ms. Brown stated that she is excited to be the new Archer Branch Library Manager and shared that the library has many interesting programs for all ages to enjoy as well as a summer reading program. Every Wednesday the library has a free lunch for children eighteen and younger, in partnership with Bread of the Mighty Food Bank.

B. Ms. Dottie Baker, Alachua County Health Promotion and Wellness Coalition.

Ms. Baker stated that she is here by direct invitation from Major Simmons who has asked the Coalition to bring their services to the outlying communities. The Coalition works in conjunction with the Sheriff's Department and utilizes their school resource officers to promote abstinence of substance abuse. Ms. Baker stated that she has been funded to provide a Town Hall meeting for Archer with motivators speaking on substance abuse.

C. Mr. Archie Hampton, Pastor - New Life Church of God by Faith

Pastor Hampton was unable to attend the meeting tonight.

III. PUBLIC COMMENT PERIOD

Laurie Costello

IV. OLD BUSINESS

A. I-75 Letter Expressing Opposition for the proposed New I-75 Relief Roadway through the City of Archer. City Manager Folston stated that in addition to the letter, he contacted the Florida Department of Transportation directly to express the City's opposition to the project.

B. Resolution Number 2016-18, Expressing Opposition for the Proposed New I-75 Relief Roadway through the City of Archer.

Attorney Johnson read Resolution 2016-18, by title: Resolution Title: A RESOLUTION OF THE CITY OF ARCHER, FLORIDA, FOR THE PURPOSE OF EXPRESSING OPPOSITION FOR THE PROPOSED NEW I-75 RELIEF ROADWAY THROUGH THE CITY OF ARCHER, PROVIDING COPIES OF THIS RESOLUTION TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, ALACHUA COUNTY, AND STATE REPRESENTATIVES; AND REPEALING ALL RESOLUTIONS IN CONFLICT.

MOTION

Commissioner White moved to approve Resolution 2016-18 and to forward it along with the letter.

Vice Mayor Drawdy seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0.

C. City Vehicle for Administration

City Manager Folston presented purchase options for various vehicles under \$15,000.00, noting that travel reimbursement costs will not necessarily decrease with the purchase of a vehicle. Other options presented: Paying the City Manager a stipend, renting a vehicle when Commissioners travel, and reimbursing staff for errands, letting people submit travel reimbursements, or revisiting the lease option. City Manager Folston stated that he will email his travel reimbursement costs to the Commission on Friday.

MOTION

Commissioner Hope moved to table this item until additional information is provided to the Commission and bring this item back at the next Commission meeting.

Commissioner Harris seconded the motion.

PUBLIC COMMENT: Sara Brannon, Laurie Costello, Sue Batey. Larry Hellman

MOTION CARRIED: 5-0.

D. Code Enforcement Conversation.

City Manager Folston stated that the City of Gainesville is willing to perform our Code Enforcement, and noted that smaller communities are not doing Code Enforcement until there is a complaint or they have someone performing this work. City of Archer codes can be found on the internet or inquiries could be made at City Hall.

MOTION

Commissioner Harris moved to direct the City Manager to gather budgetary information to assist the Commission in making a decision to outsource Code Enforcement or work within the City.

Vice Mayor Drawdy seconded the motion.

PUBLIC COMMENT: Larry Hellman, Sara Brannon, Roberta Lopez, Laurie Costello

MOTION CARRIED: 5-0.

V. NEW BUSINESS

A. Discussion on Resolution in Support of Orlando

Vice Mayor Drawdy proposed creating a Resolution to support non-violence and peace.

MOTION

Vice Mayor Drawdy moved to approve crafting a document to show our support for civility.

Commissioner Harris seconded the motion.

PUBLIC COMMENT: Laurie Costello

MOTION CARRIED: 5-0.

B. Ordinance Number 2016-03, First Reading, Amending Part II, Chapter 2, Article IV of the Code of Ordinances of the City of Archer Purchasing Policy.

City Manager Folston stated that this ordinance will change the required quotes from five to three and require written contracts for professional services to be ratified by the commission.

Attorney Johnson read Resolution 2016-03, in its entirety. RESOLUTION 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 White moved to approve Resolution 2016-03.

Commissioner Hope seconded the motion

PUBLIC COMMENT: None

MOTION CARRIED: 5-0.

C. Resolution Number 2016-19, Revising the Rental Fee for use of the City of Archer Community Center.

City Manager Folston stated that Community Center rental fees were compared to other municipalities. This information was presented to the Archer Community Center Advisory Board and they voted to raise the fees and also add a new day rate of \$400.00. Current rates: \$180 for the first 3 hours, \$50 per additional hour. Proposed rates: \$300.00 for the first 3 hours, \$50 per additional hour, \$400 per day. Events with admission charge or where compensation is received including political fundraisers: Current rates: \$225 for the first 3 hours, \$65 per additional hour. Proposed rates: \$345 for first 3 hours, \$65 per additional hour, \$600 per day. Events hosted by non-profit, must provide 501(c)3 status. Current rates: \$150 for first 3 hours, \$40 per additional hour. Proposed rates: \$270 for first 3 hours, \$40 per additional hour, \$400 per day.

Attorney Johnson read Resolution 2016-19, by title. Resolution Title: A RESOLUTION OF THE CITY OF ARCHER, FLORIDA, REVISING THE RENTAL FEE FOR USE OF THE CITY OF ARCHER COMMUNITY CENTER; REPEALING ALL RESOLUTIONS IN CONFLICT AND ESTABLISHING AN EFFECTIVE DATE.

MOTION

Commissioner White moved to adopt Resolution 2016-19.

Vice Mayor Drawdy seconded the motion

PUBLIC COMMENT: Sue Batey, Roberta Lopez, Christopher Polk, Roberta Lopez, Christopher Polk, Iris Bailey.

MOTION CARRIED: 4-1. Commissioner Hope opposed the motion.

D. Resolution Number 2016-20, Revised Personnel Policy and Employee Handbook for the City of Archer to Revise Section 3.2 Travel Expenses. City Manager Folston stated that language was changed to set the travel reimbursement at either the Florida Statutes or the IRS rates.

Attorney Johnson read Resolution 2016-20, by title. Resolution Title: A RESOLUTION OF THE CITY OF ARCHER, FLORIDA, ADOPTING A REVISED PERSONNEL POLICY AND EMPLOYEE HANDBOOK FOR THE CITY OF ARCHER TO REVISE SECTION 3.2 TRAVEL EXPENSES TO ALLOW FOR REIMBURSEMENT FOR MILEAGE AT EITHER THE RATE SET BY FLORIDA STATUTES OR THE IRS; REPEALING ALL RESOLUTIONS IN CONFLICT AND PROVIDING AN EFFECTIVE DATE.

MOTION

Commissioner Hope moved to pass Resolution 2016-20, as read.

Commissioner White seconded the motion

PUBLIC COMMENT: Roberta Lopez, Sara Brannon

MOTION CARRIED: 5-0.

E. Resolution Number 2016-21, Adopting an Affordable Housing Surplus Property Policy.

City Manager Folston stated that this will allow us to have some definition and procedures for surplus property. Attorney Johnson read Resolution Number 2016-21, by title: RESOLUTION TITLE: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ARCHER ADOPTING AN AFFORDABLE HOUSING SURPLUS PROPERTY POLICY WHICH GOVERNS THE DISPOSITION OF REAL PROPERTY BY THE CITY OF ARCHER TO NOT-FOR-PROFIT ORGANIZATIONS TO ENCOURAGE AFFORDABLE HOUSING IN THE CITY; AND PROVIDING AN EFFECTIVE DATE.

MOTION

Commissioner White moved to adopt Resolution 2016-21.

Vice Mayor Drawdy seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0.

F. Utility Easement, GRUCom for the Archer Elementary Project.

City Manager Folston stated that originally we were looking at an easement document, but this was scaled back to a right-of-way use permit.

MOTION

Commissioner White moved to approve the right-of-way use permit for GRUCom

Vice Mayor Drawdy seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0.

G. Resolution Number 2016-22, Adopting Amendments to the Fiscal Year 2015-2016, General Fund Budget. City Manager Folston reviewed the various amendments to the budget with the Commission. City Manager Folston proposed a budget amendment policy, similar to the county's, where budget changes within departments can be made as long as the budget total does not change or money does not need to be moved.

Attorney Johnson read Resolution 2016-22, 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 PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

MOTION

Commissioner Hope moved to adopt Resolution Number 2016-22.

Commissioner White seconded the motion.

PUBLIC COMMENT: Laurie Costello

MOTION CARRIED: 5-0.

H. Resolution Number 2016-23, Adopting the Amendments to the Fiscal Year 2015-2016 Water Fund Budget. City Manager Folston took the Commission through the changes that were made in the budget.

Attorney Johnson read Resolution 2016-23, by title. 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 PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

MOTION

Vice Mayor Drawdy moved to adopt Resolution Number 2016-23.

Commissioner White seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0.

VI. REPORTS, CORRESPONDENCE, COMMUNICATION

A. Out in Front Technology Solution health reports.

B. John Wayne Smith, Lobbyist

With no questions on the above reports, City Manager Folston continued.

- Distributed a handout of Outstanding Issues to be addressed at the upcoming meetings on July 19th, July 27th, August 8th, and August 25th. Some of the items to be discussed at the meetings were presented as follows:
 - .The Historical Society Lease cannot be found, possible re-negotiation with LPJ.
 - .Currently negotiating with Sensus regarding the scope of work and other issues.
 - .Requested an extension of John Glanzer's contract to the end of the fiscal year.
 - .Best Restoration estimate is \$5,000-\$7,000.00 for the remediation at City Hall.
 - .Equigen property lease will need an RFP request for proposals.
 - .The scope of work for maintenance at the Laurel Hills Cemetery will be discussed on July 19th.
 - .The resolution for the Brennen property will be presented at the July 27th meeting, also ADA compliant Bubbler fountains, county services cost breakout, recreation coordinator, revised Archer Community Center application, Florida League of Cities, and the proposed millage rate.
 - .August 8, 2016, the IT contract will be discussed, but the discussion regarding the election expense might be postponed until after the new Supervisor of Elections is elected.
 - .Meeting with Florida Rural Water Association to discuss an analysis of our water rates.
 - .Meeting with the County Manager to discuss the Fire Station agreement, and maintaining our roads.
 - .Possible Sewer Committee Meeting will be scheduled in July, date to be announced.
 - .August 25th, discussions on storm water issues at the Church of God by Faith, and investigating hiring a consultant for a capital assets plan.
 - .Conference call scheduled with Lobbyist John Wayne Smith regarding the BDI project.

Commissioner White:

- Requested that the City mow the county right-of-ways because of the height of the grass. Even if the county is charged, the City needs to mow these right-of-ways for public safety.

City Manager Folston thanked Roberta Lopez and Sue Batey, and the Archer Community Center Advisory Board, for the excellent Health Fair program. City Manager Folston also thanked the Commission, and Commissioner Harris for spearheading the Farm Share program, and thanked staff for their participation.

Commissioner Harris:

- Inquired about the situation with our roads and the storm water issues with the Church of God by Faith.

Commissioner Hope:

- Stated that it is critical that the Sewer Committee meet as soon as possible and stressed the importance of the City surveying our account holders on their feelings about the wastewater project.

MOTION

Vice Mayor Drawdy moved to extend the contract with John Glanzer, from 07/01/2016, until the end of the fiscal year.

Commissioner Hope seconded the motion.

PUBLIC COMMENT: Laurie Costello

MOTION CARRIED: 4-1. Commissioner White opposed.

Attorney Johnson

- Gave an update on a question asked about the parking of commercial vehicles: Section 26-155 of our Code of Ordinances: Other than day time deliveries or service calls there are certain commercial vehicles which may not be parked in property that is zoned residential 1, 2, 3, or commercial 1. The codes list the type of vehicles and exceptions.

Vice Mayor Drawdy:

- Inquired about the Duke Energy tree trimming status.
- Waste Pro has been leaving containers in the road and not putting them back where they should be.
- Inquired if there is a list of Chamber of Commerce phone numbers.
- Inquired when the next round table business owners meeting will be held.

Commissioner White:

- Requested that City of Archer employees be given better identification, something that cannot be duplicated by another person.

City Manager Folston stated that grey shirts were ordered with the City of Archer logo. City Manager Folston stated that names will be put on the shirts.

Commissioner Hope:

- Called attention to page 20, of the Employee Handbook, concerning employee comp time.
- Thanked staff for mowing and noted that the city is beginning to look better.
- Thanked the City Manager for securing the Conditional Use Permit with the Mustang Grill, and discussed a safety issue with road-blocking happening on a regular basis.
- Thanked the City Manager for working on the proposed Laurel Hills Cemetery maintenance contract.
- Presented a brief summary of the meeting content from the North Florida Regional Planning Council.

Mayor Harris:

- Stated that he has enjoyed the working relationship with Folds & Walker, but when the Commission agreed to increase the fees, we discussed to putting this out to bid. Requested that staff work on the bid process.
- Because of recent events, expressed the hope that everyone be tolerant of one another, and value the insight that we all have, and be respectful and honor one another.

VII. PLANNING CALENDAR

- A. Special Commission Meeting, July 19, 2016, 6:00 pm, Archer Community Center
- B. Business Owners Round Table Discussion, July 13, 2016, 9:30 am, Archer Community Center.
- C. Special Commission Meeting, July 28, 2016, 6:00 pm, Archer Community Center.
- D. Commission Meeting, August 8, 2016, 6:00 pm, Archer Community Center.
- E. Archer Community Center Advisory Board Meeting, July 21, 2016, 5:30 pm Archer Community Center.
- F. Planning & Zoning Board Meeting, July 12, 2016, at 7:00 pm, City Hall (cancelled-no agenda at this time)
- G. Code Enforcement Board Meeting, July 26, 2016, at 7:00 pm, City Hall (cancelled-no agenda at this time)

VIII. PUBLIC COMMENT PERIOD

Roberta Lopez, Laurie Costello, Iris Bailey, Bob Kasicki

City Manager Folston stated that prior to the motion being made tonight to raise the facility fees at the Community Center, Mr. Polk inquired about the rental fees and was given incorrect information. City Manager Folston stated that Mr. Polk should be charged the original fee of \$180.00. Staff will contact Mr. Polk to relay this information.

ADJOURNMENT


MOTION

Commissioner White moved to adjourn the meeting.

Commissioner Hope seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0 Time: 10:24 pm

vice 

Mayor, Corey Harris
Susan Draudy



City Manager, Zeria K. Folston