

CITY OF ARCHER

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SPECIAL COMMISSION MEETING MINUTES

Wednesday, July 27, 2016 Time: 4:00 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 4:10 PM: Commissioner Hope
PRAYER: Commissioner Hope
LEADING THE PLEDGE OF ALLEGIANCE: Commissioner Hope

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

Absent Mayor Corey Harris

Staff:
City Manager Zeria K. Folston
Assistant City Attorney Courtney Johnson
Minutes Recorder Mary T. Flickinger

Agenda items were displayed on the overhead screen for the public to follow the discussion on items presented.

I. OLD BUSINESS

A. Emergency Remediation Estimates for City Hall

City Manager Folston stated that Best Restoration requires 5 days to complete the remediation for a charge of \$6,335.00 and Servpro requires 7 days for a charge of \$6,934.83.

MOTION

Commissioner White moved to approve Best Restoration, \$6,335.00, for the remediation of City Hall and City Hall Chambers.

Commissioner Harris seconded the motion.

PUBLIC COMMENT: Laurie Costello

MOTION CARRIED: 3-0

B. Emergency Repairs for City Hall.

City Manager Folston stated that staff can make several of the repairs, but he is not recommending that one company perform all of the work. City Manager Folston proposed placing a Portable Office Building outside of City Hall for staff to work in while the repairs take place. The insurance reimbursement was based on the findings and in addition the City had a fungus policy. The City also allocated \$8,000.00 for this project.

MOTION

Commissioner White moved to allow City Manager Folston to proceed with the estimates up to and not over \$2,500.00.

Commissioner Harris seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 3-0.

C. Accounting Services Cost

City Manager Folston stated that this item will be put out for bid, but we did meet with Athena Smith and we plan to meet with Michael Whitehead and Betty Addison.

D. City-Wide Survey of Wastewater Project

City Manager Folston stated that he would like to have this conversation at the same time Item B is discussed under New Business. The consensus of the Commission was to move this item to New Business.

II. NEW BUSINESS

A. Resolution Number 2016-25, City of Archer Donation to Not for Profits for Affordable Housing.

Attorney Johnson read Resolution Number 2016-25, by title. Resolution Title: A RESOLUTION OF THE CITY OF ARCHER, FLORIDA, DETERMINING AND DECLARING CERTAIN REAL PROPERTY AS SURPLUS LOCATED IN THE CITY OF ARCHER, FLORIDA FOR DONATION TO NOT FOR PROFITS FOR AFFORDABLE HOUSING; AND AUTHORIZING THE CITY MANAGER TO DISPOSE OF SAID PROPERTY IN ACCORDANCE WITH THE CITY'S AFFORDABLE HOUSING SURPLUS PROPERTY POLICY; REPEALING ALL RESOLUTIONS IN CONFLICT, AND ESTABLISHING AN EFFECTIVE DATE.

MOTION

Commissioner White moved to adopt Resolution Number 2016-25.

Commissioner Harris seconded the motion.

PUBLIC COMMENT: Roberta Lopez, Bob Kasicki

MOTION CARRIED: 3-0.

B. Resolution Number 2016-26, Fixing the Tentative Rate of Ad Valorem Taxation for The FY 2016/2017 and the City-Wide Survey of the Wastewater Project.

City Manager Folston stated that in the event we do not choose wastewater, we must recognize that there will be a cost to the City either way moving forward. DEP clarified that there is no language in the agreement that says if we do not use the Equigen property for wastewater we have to pay the state back the \$588,000.00, but it does say that the property can only be used for a wastewater treatment plant. If the city decided against wastewater, the property taxes and upkeep would need to be made into perpetuity. The land is appraised at approximately \$250,000.00, leaving \$388,000.00 to pay back if the land was sold. If we do not move forward with the wastewater project, we would need additional revenues to pay BDI and the Equigen Property Debt Service and will need to look at ways to produce revenue or cut from the budget.

City Manager Folston stated that the proposed millage rate is 5.9900 and clarified that this is not unusual as most cities and counties set their proposed millage rates high because it enables them not to re-TRIM. Attorney Johnson read Resolution Number 2016-26, in its entirety. Resolution Title: A RESOLUTION OF THE CITY OF ARCHER, FLORIDA, DETERMINING THE AMOUNT OF AND FIXING THE TENTATIVE RATE OF AD VALOREM TAXATION FOR FISCAL YEAR 2016/2017; DETERMINING THE CURRENT YEAR ROLLED BACK RATE, AND THE DATE, TIME, AND PLACE FOR THE FIRST AND SECOND PUBLIC BUDGET HEARINGS AS REQUIRED BY LAW; AUTHORIZING THE CITY MANAGER TO CHANGE THE BUDGET HEARING DATES IF NECESSARY; PROVIDING FOR CONFLICTS AND SEVERABILITY; REPEALING ALL RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

MOTION

Commissioner White moved to accept Resolution 2016-26.

Commissioner Harris seconded the motion.

PUBLIC COMMENT: Laurie Costello, Roberta Lopez, Sue Batey

MOTION CARRIED: 3-0.

The consensus of the Commission was to approve creating a survey to ask citizens if they are for or against wastewater. The Commission will send their recommendations for the survey to City Manager Folston and plan to meet on August 11, 2016, at 4:00 pm to prep for the wastewater focus discussion meeting.

MOTION

Commissioner White moved to approve a Special Commission Meeting for the purpose of a waste water focus discussion and survey meeting on August 15, 2016, at 6:00 pm.

Commissioner Hope seconded the motion.

PUBLIC COMMENT: Roberta Lopez, Sue Batey, Roberta Lopez, Laurie Costello, Bob Kasicki

MOTION CARRIED: 4-0. (Vice Mayor Drawdy was in attendance for the vote)

C. Grants update

City Manager Folston stated that the Dora Robinson Tot Lot grant has a balance of \$3,000.00, but the outstanding items total over that amount and this will need to be addressed. The Dora Robinson Green Fields grant has a balance of \$49,550.00 but the scope of work must be cut back to a financially realistic amount. The Waste Water Treatment for \$750,000.00, has been used with no remaining funds. Holly Hills Water Quality Improvement and Storm Water Mitigation for \$82,700.00, has a pending start date. Suwannee River Water Management toured the Holly Hills retention pond and expressed hopes of seeing the city complete one project successfully.

PUBLIC COMMENT: Laurie Costello, Sue Batey

D. Meeting Security

City Manager Folston clarified that the Commission does not want to contract out security with the Sheriff's Office for any regular or special-called meetings.

MOTION

Commissioner White moved to not have security for the regular meetings or special-called meetings from ASO, if we need them we will call them.

Vice Mayor Drawdy seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 4-0.

E. Revised Archer Community Center Rental Application

City Manager Folston stated that the Archer Community Center Rental application was revised to update the costs and include additional guidelines after Vice Chair Lopez saw various situations occurring at events.

MOTION

Commissioner White moved to approve the revised Archer Community Center Rental Application.

Commissioner Harris seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 4-0.

Commissioner White stated that she submitted a letter to City Manager Folston resigning her position as Liaison for the Archer Community Center Advisory Board, expressing that she could do more for the board as a volunteer.

F. Scope of Work for The Maintenance at The Laurel Hill Cemetery

City Manager Folston presented the scope of work for the maintenance plan and stated that this will need to go out for bid. The scope of work included mowing, weed eating, and edging, chemical weed control, pulling vines and weeds from areas that cannot be sprayed, shrub pruning and removal of debris.

MOTION

Vice Mayor Drawdy moved to accept the Scope of Work Maintenance Plan for the Laurel Hills Cemetery, with amended changes.

Commissioner Harris seconded the motion.

PUBLIC COMMENT: Laurie Costello

MOTION CARRIED: 4-0.

City Manager Folston stated that he wanted to bring the following items to the attention of the Commission:

- The old City vehicle will have a "For Sale" placed on it and the city will take bids.
- Attending the Florida League of Cities Conference on August 17, 2016, with Commissioner Harris.
- Revenues have gone up, the state revenues came in and they have gone up. The City has an excess in revenues of \$50,00.00 in the general fund. The water fund has been balanced and funding has been added to recreation and for the maintenance and professional cleaning of the Community Center.
- The calendar page on the City's website is currently down, but we are working on this.
- The new Public Works shirts will be ready by August and will show the City's logo and the employee name. Use of the older shirts will be discontinued as soon as the new shirts arrive.
- Public Works has mowed the right-of-ways on County Road 346 and part of 241. This will be brought to the attention of the County Manager at an upcoming meeting.
- The Sewer Committee will meet on August 4, 2016, at 6:00 pm, at the Archer Community Center.
- A subcontractor for GRUcom was seen filling his truck water tank from the city's hydrant. GRUcom will be called about reimbursement.
- The tree removal has started at Holly Hills.
- Florida Rural Water will provide a water rate study free of charge.
- Plans are to bring back language for the lease of the Equigen property.
- Verified that the millage rate of 5.9900 is not recommended, we are still under the current millage rate.

III. CITIZEN PARTICIPATION

Roberta Lopez, Vice Chair, ACCAB, outlined recent in-kind donations and repairs. Watson C & D donated 3 yards of red mulch, in kind value \$179.00. Lowes donated 24 bags of red mulch, in-kind donation \$63.44, O'Steen Brothers will repair the cracked concrete, in-kind value \$500.00. Steve Smith Construction repaired the men's bathroom at a discounted cost of \$275.00. Ms. Lopez recommended composing a thank you letter, on City letterhead, with the approval of the City Manager to be sent to all contributors.

Laurie Costello, Sue Batey, Laurie Costello, Roberta Lopez

IV. ADJOURNMENT


MOTION

Commissioner Hope moved to adjourn the meeting.

Commissioner White seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 4-0 Time:



Vice Mayor Drawdy



City Manager, Zeria K. Folston