

SPECIAL COMMISSION MEETING MINUTES
Wednesday, June 29, 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:	Mayor Corey Harris
PRAYER:	Commissioner Michelle Harris
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	Zeriah K. Folston
Minutes Recorder	Mary T. Flickinger

I. OLD BUSINESS

A. Laurel Hill Maintenance

City Manager Folston asked if there was a consensus to keep the Laurel Hills Cemetery as a City asset. The Consensus of the Commission was to keep the cemetery. Commissioner Hope was not present at the time the consensus was taken. City Manager Folston stated that the maintenance contract will be a sealed bid process, but the \$3,000.00-line item will need to be increased.

Commissioner Hope stated that his position to privatize the cemetery is a 2 to 5-year strategy to consider, but it is not something to address the ongoing month-to-month maintenance. Commissioner Hope stated that his vote is to continue the maintenance through this budgetary year to ensure that we do not have an outcry from the citizens that we are not being good stewards of municipal property. The cemetery maintenance line item of \$3,000.00, and \$100.00 had \$9,000.00 added to it bring the total to \$15,100.

Mayor Harris called for a consensus on whether to have public comment incrementally throughout the meeting or wait until the end. The consensus tied at a 2 to 2 vote.

City Manager Folston stated that the Commission can decide if they are still in support of the items discussed tonight when the final list is presented for approval.

MOTION

Commissioner Hope moved to approve defining the scope of services, as recommended by staff, so that the Commission can come to a consensus and we can be fair to the closed bid process.

Commissioner Harris seconded the motion.

PUBLIC COMMENT: Laurie Costello

MOTION CARRIED 5-0.

B. Storm Water Issues

- a) Holly Hills
- b) SW 143rd Ave

City Manager Folston stated that the city has received emails from citizens concerned about their storm water issues, in particular, those living in proximity to the area in and around SW 143rd Ave/Park Street. Staff looked at the culvert in that area, and after removing the grate found that the culvert was sealed with a metal plate capping it off. The city is still investigating why this was done.

Other grates in the vicinity are filled with dirt that has been accumulating for a significant number of years. Two companies presented quotes to clear the dirt for \$250 and \$275 per hour. City Manager Folston recommended not paying the tipping fee and dropping the dirt on the Equigen property, as it is only earth. While removing the dirt will help, it is uncertain if this will solve the problem.

City Manager Folston stated that the Holly Hills grant is \$82,700.00. The city's matched portion is \$4,000.00, and can be in kind services. Our plan is to start work in July by using the \$4,000.00 to knock down the two trees that must be removed. City Manager Folston gave the breakdown of the grant, as follows: \$44,200.00 for construction, \$5,000.00 for permitting, \$7,500.00 surveying, \$6,000.00 for geotechnical, and \$20,000.00 for Civil Engineering.

C. Wilson Robinson Capital Cost

- a. Pavilion
- b. Ball fields
- c. Water Fountain

City Manager Folston stated that the Pavilion roof must be put out for bid, but we are predicting that it will come in under cost. The cost of the clay will be \$500 per truck, but a gentleman said that a local company donated three or four truckloads of clay to Bronson and he is finding out if the company will do the same for Archer. The light bulbs are needed for the scoreboard and staff are identifying the parts needed to repair the fence, cutting costs. New bases are needed for each field as well as pressure treated wood to repair the dugouts. Photos of various water fountains were reviewed. Williston has the FPT Water Bubbler style fountain, which will achieve the same purpose at a much lower cost. The water fountain will need to be ADA compliant in the mounting and access process. Staff will find out if we can get a break with a bulk purchase.

City Manager Folston stated that future items for consideration include a roof for the racket ball courts and concession options for game days. These items are for the future, but if we keep being fiscally conservative with our budget, we might be able to accomplish some of the items this year.

Commissioner White asked for City Manager Folston to please pass along to the employees that they are doing a great job. City Manager Folston thanked Commissioner White for her comments.

D. Updated Tentative FY 2017 General & Water Fund Budgets.

City Manager Folston stated that the revenues will change because the state estimates are not out yet. Currently, the City of Archer charges \$30.00 for an occupational license, which is extremely low. Occupational licenses, building permits, and zoning permits, are controlled and set by the City, the other ones are set by the state. City Manager Folston called attention to the \$301,703.00, estimated beginning cash unrestricted amount, on Page 2, and stated that this number is our reserves. Most auditors state that a city needs five months of operating expenditures, and the City of Archer has more than that, with \$113,138.00 over the five months of reserves.

City Manager Folston recapped that the budget for the Laurel Hills Cemetery was set at \$15,100.00, but this number is conservative. The Archer Community Center's proposed budget is \$17,000.00. Our two biggest assets are the Laurel Hills Cemetery and the Archer Community Center.

City Manager Folston stated that the Water Fund currently reflects an increase in the water rates of 5% and an increase in the solid waste rates of 10%. Florida Rural Water will provide a free study for the City. City Manager Folston stated that he only increased the water rates 5% because he felt that this number would be more palatable than what the number should really be.

The residential solid waste rate is currently \$19.63 and with the 10% increase it will be \$21.60. The larger commercial totter is already marked up at \$34.90. City Manager Folston referred to the commercial solid waste chart, and stated that the rates for the containers are at cost and the city makes no profit off of them. A discussion took place regarding the amount of waste containers seen at residences. City Manager Folston discussed the possibility of creating an Ordinance outlining the amount of waste containers allowed and the possibility of identifying them with an approved seal that could be painted on.

MOTION

Commissioner White moved to approve increasing residential solid waste 10% and increasing commercial rates 15%.

Vice Mayor Drawdy seconded the motion.

PUBLIC COMMENT: Laurie Costello

MOTION FAILED: 2-3.

MOTION

Commissioner Hope moved to approve increasing the solid waste residential and the commercial rates 10% across the board.

Vice Mayor Drawdy seconded the motion.

PUBLIC COMMENT: Laurie Costello

MOTION CARRIED 5-0.

MOTION

Vice Mayor Drawdy moved to approve increasing the water rates by 5%.

Commissioner Hope seconded the motion.

PUBLIC COMMENT: Laurie Costello

MOTION CARRIED 5-0.

E. Mold Test, Results and Protocol – City Hall and the Old Fire Station

City Manager Folston reported that the City Hall roof was sealed with marginal cost. The mold remediation plan will be provided by a company that specializes in performing this type of work, with costs ranging from \$3,000.00 to \$4,000.00. Subcontracting the other repairs, such as drywall, painting, flooring, etc., could save further costs. Quotes for the air-conditioning returns needed to regulate the temperature will also come before the Commission. The City's insurance company has been contacted about coverage.

At the Old Fire Station, it was found that the drain was open and clear. Photos were taken. It was also found that the water pipe runs off into the road, and the City will look at ways to address this issue. The foundation needs dirt to secure it as water is getting up underneath. City Manager Folston stated that we will try to fix as many of the issues as possible until the City ultimately decides what it wants to do with the building.

II. NEW BUSINESS

A. Recreation Coordinator

City Manager Folston proposed a stipend of approximately \$500 per month, which would be \$6,000.00 per year. Discussions are in progress for the right person to run the program.

MOTION

Commissioner White moved to approve adding \$6,000.00 to the budget for a Recreation stipend.

Vice Mayor Drawdy seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED 4-1.

B. Accounting Services Cost

City Manager Folston discussed hiring an accountant to come in to clean up the City's books once a month. Two names have been proposed that would perform the work for the City, Michael Whitehead and Athena. An initial cleanup will be needed in the beginning, but after that, the accountant will be needed once a month.

C. Accounting Software/American Data Group (ADG) Enterprise Financial and Utility Billing Software

City Manager Folston distributed a copy of the City of Newberry's utility bill, as generated from the ADG Software System. The bill has a section for announcements and the back of the form gives options on how to pay. Staff is investigating if we have enough online security to offer the pay-on-line option.

City Manager Folston stated that the ADG Software gives the city controls that we do not have right now. The software costs \$50,000, with a yearly maintenance cost of \$9,000.00. ADG will give the City \$7,500.00 off of the purchase price, bringing the cost down to \$42,500. Training will most likely be contracted out locally. City Manager Folston stated that if we do not get the system at this time, we need the services of the accountant.

The general consensus was that ADG is a great system, when we get the sewer we will need a better system, and the City should plan for this in the future, but to utilize the accountant in the meantime. City Manager Folston stated if the City went with Athena, we would need approximately \$7,000.00 in the budget.

MOTION

Vice Mayor Drawdy moved to approve up to \$7,000.00 for hiring an accountant.

Commissioner Harris seconded the motion.

PUBLIC COMMENT: Laurie Costello

MOTION CARRIED 5-0.

D. Utility Easement – GRUcom Business Broadband Internet Access/fiber optic network.

City Manager Folston stated that GRUcom is coming to Archer and the Archer Community School is the last one on their docket. City Manager Folston discussed the laying the cables and the easement required en route. GRUcom has not planned for any residential service as yet, but this service will bring another internet option to the City.

MOTION

Commissioner Hope moved to approve the City Manager working with the City Attorney to develop a Utility Easement Ordinance to bring back to the Commission for signature at the regular Commission meeting on July 11, 2016.

Vice Mayor Drawdy seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0.

III. CITIZEN PARTICIPATION

Archie Hampton, New Life Church of God by Faith, 14411 SW 170th Street.

Mr. Hampton reported that 170th sits on a hill and during a rainstorm the water washes down the incline through the church parking lot, creating a trench that has exposed some of the building plumbing. Also, 170th does not go all the way through. The church put up poles to stop Waste Pro from turning around in their parking lot, but they still go to the end of the road to turn around, displacing the earth.

City Manager Folston stated that if Mr. Hampton has time tonight, he would like to drive over to the church to take pictures of the problem so that the City could see what could be done about resolving the issue.

The next meeting of the Commission will be the next regular Commission Meeting on July 11, 2016.

Items for the agenda: Commissioner Harris stated that a question needs to be address about the Senior Center and Vice Mayor Drawdy requested a letter in support of Orlando.

Laurie Costello

IV. ADJOURNMENT.

MOTION

Vice Mayor Drawdy moved to adjourn the meeting.

Commissioner White seconded the motion

PUBLIC COMMENT: None

MOTION CARRIED 5-0. Time: 8:11 pm.



Mayor, Corey Harris



City Manager, Zeria K. Folston