

AGENDA

CITY OF ARCHER
16870 SW 134TH AVENUE
P.O. BOX 39
ARCHER, FL 32618-0039

May 17, 2017

6:00 p.m. Archer Community Center
Advisory Board Meeting ARCHER CITY HALL

All persons wishing to participate and speak on an issue at the public meeting have the right, through the Chair, to ask questions of staff or other speakers, to seek clarification of comments made by staff or other speakers, and to respond to the comments or presentations of staff or other speakers.

All persons who present written materials to Commissioners for consideration must ensure that a copy of those materials is provided to the Clerk for inclusion in the record of proceedings and official minutes.

All persons are advised that, if they decide to appeal any decision made at this public hearing or meeting, they will need a record of the proceedings and, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

All interested persons are invited to attend and be heard.

CALL TO ORDER OPENING PRAYER

I. Consent Agenda

- A. Approve minutes from the meeting on April 26, 2017

II. Old Business

- A. Health Fair Plans
- B. Promotion/Advertisement

III. New Business

- A. Sunshine Law Training - City Attorney
- B. Draft ACCAB Resolution

IV. City Manager Report

- A. Proposed Recreation Director/Community Center Director Position

V. ACCAB Chair Report

- A. Upcoming Events

VI. Calendar

- A. ACCAB Meeting, June 21, 2017 6:00pm, City Hall
- B. Annual Health Fair, June 17, 2017, Archer Community Center

VII. Citizen Comments

VIII. Committee Comments

IX. Motion to Adjourn

ARCHER COMMUNITY CENTER ADVISORY BOARD MEETING MINUTES

April 26, 2017. 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.

Members of the Board

Chair, Roberta Lopez

Vice Chair, Annie Studemire

Sue Batey

Shelia Brice

Laurie Costello

Frank Batey

Doug Jones

Mae Francis Hunt

Kathy Penny

Quorum Present:

Chair: Roberta Lopez

Vice Chair: Annie Studemire

Sue Batey

Laurie Costello

Kathy Penny

Mae Francis Hunt

Sheila Brice

Absent: Frank Batey

Doug Jones

Staff: City Manager Folston

CALL TO ORDER

Chair Lopez called the Archer Community Center Advisory Board meeting to order at 6:05 pm and asked the board for a roll call of the members present. Vice Chair Studemire provided the opening prayer.

I. CONSENT AGENDA

A. Approve the minutes from the meeting on March 23, 2017.

MOTION

Board Member Batey moved to approve the consent agenda, as presented.

Board Member Brice seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 7-0.

II. AMENDING AGENDA

Chair Lopez requested for the following items to be added to the agenda under Old Business: D. Yard Sale and E: ACCAB Budget.

City Manager Folston stated that as per the Ordinance, administration sets the agenda, but the Board can make recommendations to the agenda. To keep the meeting within a reasonable time frame, the Board was asked to contact the city in advance if they have any additional items.

Chair Lopez stated that in future she will call in advance with any additional items.

MOTION

Board Member Costello approved amending the agenda to include items D: Yard Sale and E: ACCAB Budget under Old Business.

Board Member Hunt seconded the motion

PUBLIC COMMENT: None

MOTION CARRIED: 7-0.

III. EXCUSE OF ABSENCE

Board Member Batey stated that Board Member Frank Batey is out of town.

MOTION

Board Member Costello moved to excuse the absence of Board Member Batey.

Board Member Penny seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 7-0.

IV. OLD BUSINESS

A. Draft ACCAB check-in/out process.

City Manager Folston stated that the ACCAB Board will not be checking renters in. The renter will be responsible for getting the key from City Hall, unlocking the facility, going through the check list and determining if the facility is clean. The renter will be instructed to call City Hall if the facility is not clean and staff will respond. Check-out: The ACCAB volunteer will go through the checklist with the renter at the end of the event to make sure that everything is in order, sign off on the checklist, receive the key, set the alarm, and lock the building. Chair Lopez and Vice Chair Studemire are currently responsible for the checkout process.

Chair Lopez distributed the rental/client check list and recommended that the city perform a complete inventory of items, especially the tables and chairs. Also recommended was walking the new renter through the building so that they fully understand the process, noting that regular renters will know what to do.

B. Promotion/Advertisement – ACCAB Discussion.

Chair Lopez stated that she would like to hear the Board's ideas for promotion and advertisement of the Community Center and would also like to create a sub-committee to work on this project. Brochures promoting the center have been placed at the Archer Library, ACC, City Hall, Save A Lot Store, Post Office, Celebrity Restaurant, and word of mouth. Future contacts for advertisement include: Mail-out with brochures to former clients, event coordinators, caterers, fraternities /sororities, funeral homes, Visit Gainesville, and contacting schools and senior class presidents to encourage graduation parties. Other ideas include, placing newspaper ads, placing brochures in beauty and barber shops, contacting clients for permission to use wedding layout pictures, and developing a YouTube video.

Board Member Penny proposed an expo festival, inviting everyone associated with the event planning industry and also proposed a variety of ideas to promote the building. Board Member Penny also suggested using the office as a dressing room for the bride and her attendants.

Chair Lopez asked Board Member Penney if she would be able to spearhead the expo and promoting the building. Board Member Penney stated that after May 13, 2017, she will be available to Chair the project.

Board Member Hunt proposed putting brochures in businesses in Newberry and at Newberry City Hall.

Vice Chair Studemire stated that she will speak to her sister who does weddings and will give her some brochures.

Board Member Costello stated that she would post the information on Craig's List.

Board Member Brice recommended ordering more plastic brochure holders for placement in beauty shops.

Board Member Batey stated that she will contact Visit Gainesville to make sure the information is updated, and will provide brochures to the Society of Government Meeting Planners.

Chair Lopez stated that she will get the information out to the caterers.

Chair Lopez thanked Board Member Penny for being the Chair for the expo and promoting the building.

C. Health Fair Participants: Second Annual Community Health Fair, June 17, 2017, from 9:00 am-2:00 pm. Chair Lopez stated that the featured vendor will be Lifesouth Blood Mobile in honor of former Representative, Perry McGriff, Jr. Other vendors include the UF Archer Family Health Care, Three Rivers Legal Services, Meridian Behavioral Health Care, Alachua County Elder Care, UF Health Street, Elder Options (Savvy) and the Alachua County WIC Program.

Board Member Brice stated that she is working on bringing Haven Hospice to the event and also trying to get someone from the school of massage to attend.

Board Member Penny stated that she will speak to some of the people she knows at the hospital.

D. Yard Sale

Chair Lopez distributed a plan that she put together for the future Yard Sale at the Archer Community Center Grounds/Old Fire Station. The event will be free, and held from 8:00 am - 3:00 pm, with available vendor space of 12 x 12. Vendors must bring their own tables and chairs and all items must leave with the vendor at the end of the event. The ACCAB will design the flier and vendor form, and the city will be responsible for the printing. Yard sale event signs will be put out the Sunday before the event, advertised on Craig's list, Facebook, City Hall's website and in area newspapers. Information will be mailed out to local churches, with City Hall providing labels and envelopes. No cooked food will be allowed to be sold by the vendors. The Board will ensure that all rules are followed and will remain at the event from beginning to end.

City Manager Folston stated that he has already spoken to the attorney and our next step is to present to the Commission to approve the event. Board Member Costello will chair the event.

The Board unanimously decided to hold the yard sale in October.

City Manager Folston proposed having the yard sale at Maddox Park so that the Community Center could still be rented.

The Board unanimously agreed to approve holding the yard sale at Maddox Park.

City Manager Folston stated that the city will take care of providing the new signs for the event.

E. ACCAB Budget

Chair Lopez inquired about the ACCAB Board projects covered by the Weyerhaeuser grant.

City Manager Folston stated that the Health Fair, Grant Marker, and Roll Like a Royal program can be funded by the Weyerhaeuser Grant.

Chair Lopez requested for the \$1,500 to be added under the Board's revenues so that the Board can see the actual money that they are working with.

City Manager Folston called attention to the financial documents, noting that the \$1,500 was raised in last year's budget.

Chair Lopez explained other items in the budget to the Board and reminded everyone to keep all receipts and turn them into City Hall promptly.

Chair Lopez stated that the next ACCAB meeting will be on May 17, 2017.

V. NEW BUSINESS

A. Draft Ordinance/Resolution, City Attorney

ORDINANCE TITLE: AN ORDINANCE OF THE CITY OF ARCHER, FLORIDA RELATING TO THE ESTABLISHMENT OF THE ARCHER COMMUNITY CENTER ADVISORY BOARD; AMENDING ORDINANCE 02-2016 CODIFIED IN CHAPTER 2, ARTICLE V, DIVISION 4 OF THE CITY OF ARCHER CODE OF ORDINANCES TO CLARIFY THE RESPONSIBILITIES OF THE ARCHER COMMUNITY CENTER ADVISORY BOARD; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR CODIFICATION.

City Manager Folston stated that the new additions to the Ordinance have been underlined and the strike-through items have been removed, noting that the Ordinance is basically the same. The Board will continue to have meetings once per month, but we now have the option to miss if something comes up. As per the City Attorney's recommendation, items 1-10 in the Ordinance under section 2-154 have been moved to a Resolution. Also approved was the ACCAB being able to choose a third member of the board to have a key, as requested. City Manager Folston stated that if there are any additional items that the Board would like added to the Resolution, to bring them to the May 17, 2017, ACCAB meeting for discussion. The Ordinance will go before the Commission and at the second and final reading of the Ordinance, we will have the accompanying Resolution.

City Manager Folston stated that included in the Board packets are the Board Member terms. Board Member Brice's term is up and she must re-apply to the Board and be reappointed by the City Commission.

Board Member Costello inquired if any leeway could be given in Section 2-148 of the Ordinance so that the ACCAB Board could have 7-9 voting members.

City Manager Folston agreed, and stated that he is not opposed to recommending a lower number of the board.

City Manager Folston stated that at the next ACCAB meeting on May 17, 2017, Attorney Johnson will provide Sunshine Law Training. The training will take approximately 30 minutes and City Manager Folston asked everyone to make every effort to attend.

MOTION

Board Member Costello moved to approve City Manager Folston bringing forward to the Commission a request to amend the Ordinance to change Section 2-148 from nine board members to seven board members.

Board Member Batey seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 6-0. (Board Member Brice had to leave the meeting early due to a prior commitment).

VI. CALENDAR

- May 17, 2017, ACCAB Meeting and Sunshine Law Training, 6:00 pm, Archer City Hall.
- June 17, 2017, Annual Health Fair.
- July 29, 2017, Historic Marker Presentation – Date may change
- October 2017, Roll Like a Royal – Date to be announced.
- October 2017, Community Yard Sale – Date to be announced.
- November 11, 2107, Veterans Day Event, Brick Sale (Commissioner White/Committee will spearhead this event.

VII. CITIZEN COMMENTS

Commission Hope inquired if the Archer Community Center building had a 911 numerical address posted on the building.

Mary Hope stated that she wants to volunteer with the ACCAB. Ms. Hope will submit her application to City Hall.

VIII. COMMITTEE COMMENTS

Chair Lopez asked when we can get the Community Center cleaned.

City Manager Folston stated that we will do one major cleaning prior to the historic marker event. As we rent the building out more, we may do more major cleanings, but the city must balance free events or operate the facility like a commercial building where it would need to be maintained at a different level. City Manager Folston discussed slowing down on giving the building for free, and increasing the events during the day.

Chair Lopez discussed moving a few things out of the office so that it can be used as a dressing room at wedding events.

Vice Chair Studemire stated that there is an event this weekend, and asked for clarification about the key and procedures.

City Manager Folston gave an example, stating in the event that Ms. Lopez advises City Hall that she cannot close the facility, the City will call Ms. Studemire. If Ms. Studemire cannot be reached, City staff will close/lock the building.

Chair Lopez announced that she will be unable to close the Community Center on the following dates: May 6-15 and May 20, 2017.

Board Member Costello inquired if there was a maintenance schedule at the Community Center, and if not, recommended that there should be one.

City Manager Folston stated that this issue has nothing to do with the board and asked for Ms. Costello to bring this item up at the Commission meeting.

IX. MOTION TO ADJOURN

MOTION

Board Member Costello moved to adjourn the meeting.

Board Member Penny seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 6-0. Time: 8:10 PM.

Roberta Lopez, Chair

Annie Studemire, Vice Chair

Mary T. Flickinger
Minutes Recorder:

RESOLUTION NUMBER: 2017-12

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ARCHER, FLORIDA, ESTABLISHING THE DUTIES AND RESPONSIBILITIES OF THE ARCHER COMMUNITY CENTER ADVISORY BOARD PURSUANT TO ORDINANCE 04-2017; AND PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, the City Commission previously created an advisory board for the Archer Community Center via adoption of Ordinance 02-2016 on March 3, 2016; and

WHEREAS, the City Commission amended this Ordinance and subsequent code section via Ordinance 02-2017, and also Ordinance 04-2017; and

WHEREAS, Ordinance 04-2017, authorizes the City Commission to adopt the duties and responsibilities of the Archer Community Center Advisory Board by resolution that may be revised from time to time as necessary; and

WHEREAS, the City Commission desires to adopt such rules and regulations for the Archer Community Center Advisory Board; and

WHEREAS, the City Commission finds it is in the best interest of the City of Archer to adopt the rules and regulations below; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ARCHER:

SECTION ONE: Pursuant to the authority in Section 2-154 of the Code of Ordinances, the City Commission establishes the following duties and responsibilities for the Archer Community Center Advisory Board:

1. It shall be the responsibility of the Archer Community Center Advisory Board to market the Archer Community Center to potential clients as deemed appropriate by the authorized budget established by the City Commission.
2. To close the building, and assist with general inspection of the facility as deemed necessary by the City Manager.

3. To assist City Administration in securing sponsors for events, grants, fundraising, vendors and entertainment for the Archer Community Center.
4. To assist City staff to set up the Archer Community Center for all Archer Community Center events, including City events authorized by the City Commission occurring at the Archer Community Center.
5. To make recommendation to the City Commission and the City Manager regarding funds raised by the Archer Community Center Advisory Board and how such funds will be used, disbursed and managed.
6. To make recommendations to the City Commission and the City Manager regarding policy and procedure at the Archer Community Center.
7. All recommendations from the Archer Community Center Advisory Board must first be reported to the City Manager. The Archer Community Center Advisory Board may report directly to the City Commission on a quarterly basis as scheduled by the City Manager.
8. The City of Archer shall provide the Archer Community Center Advisory Board Chair and Vice Chair with a master key to the Archer Community Center to allow for inspections of the Community Center and authorize them to report to the City Manager regarding the facilities maintenance. With approval from the Chair, Vice Chair, and City Manager, the Chair may authorize another member of the Archer Community Center Advisory Board to have access to a key to the Center.
9. To assist the City and City staff in performing such other duties as deemed appropriate from time to time assigned by the City Commission or City Manager.
10. The Archer Community Center Advisory Board is not authorized to handle money on behalf of the City. All money associated with the Archer Community Center should be handled by City staff.

SECTION TWO: The above rules and regulations may be amended as necessary by adoption of additional resolutions.

SECTION THREE: Chapter 2, Article V, Division 4 Sections 2-148 through Section 2-156 pertaining to the Archer Community Center Advisory Board shall remain in full force and effect.

SECTION FOUR: If any clause, section, or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and shall in no way affect the validity of the remaining portions of this Resolution.

SECTION FIVE: All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION SIX: This Resolution shall take effect immediately upon its adoption.

ADOPTED, by an affirmative vote of a majority of a quorum present of the City Commission of the City of Archer, Florida, at a regular meeting, this _____, day of June, 2017.

ATTEST:

Zeriah K. Folston, MPA, City Manager

Corey Harris, Mayor

Approved as to form and legal sufficiency:

Courtney W. Johnson, Assistant City Attorney