

CITY OF ARCHER COMMISSION MEETING MINUTES
Monday, November 9, 2015 Time: 7:00 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 Doug Jones
PRAYER:	Commissioner Fletcher Hope
PLEDGE OF ALLEGIANCE:	Mayor Doug Jones
Quorum Present:	
Mayor	Doug Jones
Vice Mayor	Marjorie Zander
Commissioners:	Fletcher Hope
	Susan Drawdy
	Corey Harris
Staff:	
Interim City Manager	John Glanzer
City Attorney	S. Scott Walker
Assistant City Attorney	Courtney Johnson
Minutes Recorder	Mary T. Flickinger

I. CONSENT AGENDA

- A. Approve Minutes from the October 12, 2015, Commission Meeting.
- B. Approve Bill Payments as Presented.

MOTION

Commissioner Harris moved to approve the Consent Agenda and the minutes, as presented.

Commissioner Hope seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0.

II. MODIFIED AGENDA

Commissioner Hope called to modify the agenda, bringing the North Central Florida Regional Planning Council presentation and Resolution forward to Items A and B, New Business.

MOTION

Commissioner Harris moved to modify the agenda to exchange Items C and D for A and B in New Business.

Commissioner Drawdy seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0.

III. PUBLIC COMMENT PERIOD

Laurie Costello, Holdo Hellman

IV. OLD BUSINESS

A. Doe Run Retention Pond/Sinkholes

Interim City Manager Glanzer reported that the retention area located in the Doe Run Subdivision has two large "chimney" type sink holes. Two options were presented: Consult with an engineer for a remediation plan, or wait and roll this project into the city's storm water management plan.

B. Request: Archer Historical Society, Mrs. Linda Kasicki: City sponsored Christmas Event.

Mrs. Kasicki discussed the Christmas Gathering event at the Archer Community Center. Mrs. Kasicki proposed a budget of \$200 to cover the photographer, tree and some lights if needed, everything else will be donated.

MOTION

Commissioner Drawdy moved to approve a \$200 donation for the Christmas Gathering event.

Vice Mayor Zander seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0.

C. Mayor Jones requested revisiting the discussion concerning the Doe Run Retention Pond sinkhole.

MOTION

Commissioner Hope moved to give Interim City Manager Glanzer the autonomy to consult with an engineer of choice, Preble and Rish first, Causseaux and Hewitt second, with up to a \$7,500 limit, and to bring a report back to the Commission for discussion.

Vice Mayor Zander seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0.

D. Request: Mustang Grill, Mr. Shaun Willis: Approval of permanent extension of premises.

Shaun Willis came before the Commission to request approval for the permanent extension of the premises. On August 10, 2015, the Commission approved a temporary extension of the premises.

MOTION

Commissioner Drawdy moved to allow the extension of the premises of the Mustang Grill, Shaun Willis, on the 2nd and 4th Wednesday of the month, not to be continued if the premises are sold.

Vice Mayor Zander seconded the motion.

AMENDED MOTION

Commissioner Drawdy moved to allow the extension of the premises of the Mustang Grill, Shaun Willis, not to be continued if the premises are sold.

Vice Mayor Zander seconded the motion.

MOTION WITHDRAWN

Commissioner Drawdy withdrew her motion.

Vice Mayor Zander withdrew her second to the motion.

MOTION

Commissioner Hope moved to provide a temporary extension to the Mustang Grill until February 8, 2016, without any restrictions to the days of the events, and directing the City Attorney, the Interim City Manager, staff, and Mr. Willis to provide information to each other to come to a permanent solution.

Commissioner Drawdy seconded the motion.

PUBLIC COMMENT: Bob Kasicki, Roberta Lopez

MOTION CARRIED: 5-0.

MODIFIED AGENDA

MOTION

Commissioner Drawdy moved to approve moving Item I to Item A, under New Business.

Commissioner Hope seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5

E. Discuss: City Manager's timeframe to authorize billing adjustment.

Interim City Manager Glanzer recapped that on July 30, 2015, the Commission allowed City Manager Bishop to waive late fees and shut-offs due to billing problems. The software did not recognize valid inputs creating zero readouts in the billing system. Currently, staff are working to verify serial numbers, service addresses and readings. By tomorrow we hope to have finished a full audit of the system.

V. NEW BUSINESS

A. Discuss: Support of the Admirals, Archer Basketball Team

Jonathan Lazoda requested support for the Admirals to join the basketball league sponsored by the ACTFOR Association. Debbie Preble, Preble & Rish, offered to assist the team with corporate sponsorship.

MOTION

Commissioner Drawdy moved to approve sponsorship of the Admirals Basketball Team.

Vice Mayor Zander seconded the motion.

PUBLIC COMMENT: Sara Brannon, Debbie Preble, Roberta Lopez

MOTION CARRIED: 5-0.

B. Presentation: Mr. Scott Koon, North Central Regional Planning Council

Mr. Koon presented a slide presentation of the many projects and programs that the planning council participate in. The Amended Interlocal Agreement was brought about because of an Act by the Legislature at the last session condensing the number of Planning Councils.

C. Approve: Resolution Number 2015-21, Amended Interlocal Agreement

Attorney Walker read Resolution 2015-21, in its entirety: Resolution Title: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ARCHER, FLORIDA, ADOPTING AND AMENDED INTERLOCAL AGREEMENT CREATING THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL; REPEALING RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

MOTION

Commissioner Harris moved to approve Resolution 2015-21, Amended Interlocal Agreement.

Vice Mayor Zander seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0.

D. Approve: Insurance of RFP for Audit Services

Interim City Manager Glanzer reported that the city's contract with Powell and Jones expired in April of 2015. No effort was made by previous managers to bring forward an RFP for Auditing services.

MOTION

Commissioner Hope moved to approve Interim City Manager Glanzer working with the City Attorney's office to resolve timing issues and move forward with the advertising RFP for Auditing Services.

Commissioner Drawdy seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0.

E. Discussion: Contract with William Foster, Event Coordinator, Archer Community Center

Interim City Manager Glanzer presented the proposed contract between the City of Archer and Bill Foster. Mr. Foster would be engaged as an Independent Contractor to provide management and coordination of activities at the Archer Community Center, with a salary of \$400.00 per week. Mr. Foster is in agreement with the contract except for clarification of 6B and Section 26.

MOTION

Commissioner Harris, moved to discuss the contract, the consideration of Bill Foster's contract.
Commissioner Hope, moved to second the motion, for the sake of discussion.

Vice Mayor Zander presented the wording for the Archer Community Center Historical Marker and information on the process for submission and approval to the Division of Historical Resources, Tallahassee, Florida. Vice Mayor Zander requested a motion of approval to proceed with the application process.

Mayor Jones thanked Vice Mayor Zander for her report and stated that the Commission will discuss the request for a motion later in the meeting. The Commission returned to the motion in process.

PUBLIC COMMENT: Sara Brannon, Laurie Costello, Sue Batey, Roberta Lopez, Anne Green, Bob Kasicki.

AMENDED MOTION

Commissioner Harris moved to table this issue until further notice.
Commissioner Hope seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 3-2.

F. Update: Ms. Debra Preble, Preble & Rish, update on water projects.

Ms. Preble stated that 5 grants were submitted: 1) Holly Hills Water Quality Improvements. 2) Park Avenue Water Quality Improvements. 3) Water System Segment C. 4) Water System Segments F & I. 5) Water System SR 24. The Sewer Committee will meet on Monday to continue discussions for the sewer system.

MOTION

Commissioner Hope moved to approve submission of the series of Federal EPA grants delegating the authority to Interim City Manager Glanzer to sign the grant applications.
Commissioner Drawdy seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0.

G. Discuss/select: Sewer Committee Member- Ordinance 05-2015, First Reading.

Interim City Manager Glanzer stated that due to the length of time since the original sewer committee was in place, several members have moved or allowed their appointments to expire. When the original sewer committee was formed in December 2009, there was a failure to adopt it by ordinance. We currently have seven applications for the six positions: Sue Batey, Dan Beck, Harriett Davis, Laurie Costello, Robert Brown, Amelia Davis, and Sara Brannon. Robert Kasicki does not need to update his application at this time.

Attorney Walker read Ordinance 05-2015, by title. Ordinance Title: AN ORDINANCE ESTABLISHING THE CITY OF ARCHER SEWER ADVISORY BOARD: ASSIGNING AUTHORITY AND RESPONSIBILITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE AND PROVIDING FOR CODIFICATION.

MOTION

Commissioner Drawdy moved to approve Ordinance 05-2015.
Vice Mayor Zander seconded the motion.

AMENDED MOTION

Commissioner Drawdy moved to amend the motion to approve Ordinance 05-2015 and state that members should be residents, property owners, or business owners in Archer.
Vice Mayor Zander seconded the motion.

AMENDED MOTION

Commissioner Drawdy moved to amend the motion to approve Ordinance 05-2015 and state that members should be residents, property owners, or business owners in Archer and to increase voting members from 7 to 9 members.

Vice Mayor Zander seconded the motion.

PUBLIC COMMENT: Anne Green

MOTION CARRIED: 5-0.

MOTION

Mayor Jones moved to ratify all members on the list.

Commissioner Drawdy seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0.

H. Request: Variance for Christmas and New Year Holidays

Interim City Manager Glanzer stated that the employees would like to request that the Commission consider Christmas Eve Day and New Years Eve Day as paid holidays.

MOTION

Commissioner Harris moved to grant city staff holiday pay Christmas Eve Day and New Year's Eve Day.

Commissioner Drawdy seconded the motion.

PUBLIC COMMENT: Marilyn Green, Bob Kasicki

MOTION FAILED: 4-1.

MOTION TO EXTEND THE MEETING

MOTION

Commissioner Hope moved to approve extending the meeting 30 minutes.

Commissioner Drawdy seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0.

MOTION

Commissioner Hope moved to give the staff the leeway to close the Thursday before Christmas and the Thursday before New Year's and for staff to utilize their PTO time, with Interim City Manager Glanzer making the final decision.

Commissioner Drawdy seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0.

I. Discuss: Healthy Weight Community Champion, Mayor Doug Jones.

Due to time constraints, Mayor Jones called for a motion to table this item for this evening.

MOTION

Commissioner Drawdy moved to table this item for this evening.

Commissioner Hope seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0.

VI. REPORTS, CORRESPONDENCE, COMMUNICATION

MANAGERS REPORT:

Interim City Manager Glanzer reported on Items A through I, as follows:

A. Announced the PSA line for emergency information: 352-353-4841

B. Presented the anti-virus/patch report from Out in Front Technology Solutions.

C. Requested approval for the application for the Historic Marker for the Archer Community Center

MOTON

Commission Hope moved to allow Vice Mayor Zander and her liaison group to move forward with the submission of the application for the Historic Marker for the Archer Community Center.

Commissioner Drawdy seconded the motion.

PUBLIC COMMENT: Roberta Lopez

MOTION CARRIED: 5-0.

D. Time Line for FRDAP Grants A-15052 and A-16069

Grant: A-15052 Tot Lot:

1. Bids advertised October 12, 2015

2. Deadline for bids November 13, 2015

3. Review and ranking of bids November 16th to November 21st.

4. Presentation of bids to Commission for awarding of bids December 14th

5. Preparation of site, removal of old equipment by city staff and volunteers December 15-30th.

6. Notification of awards to successful bidders December 30th

7. Completion of project (120) days April 28, 2016.

8. Deadline for completion of Holly Hills Project April 30, 2017.

Grant: A-16069 Dora Robinson Park

1. Signature of Grant Agreement November 9, 2015.

2. Selection of Grant Administrator (Jordan and Associates)

3. Selection of Design engineer (Sustainable Design Group?)

4. Filing of Grant Commencement document, survey, site plan, title search, title opinion, insurance forms, etc. It is hoped to have all of this completed by the end of April.

5. Completion of project: April 30, 2018. Shooting for completion of the entire project by the end of 2016.

MOTION TO EXTEND THE MEETING

MOTION

Commissioner Hope moved to approve extending the meeting 30 minutes.

Commissioner Drawdy seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 4-1

E. Water billing issues and Sensus/HD Supply proposed meeting: Interim City Manager Glanzer recapped that in the nine weeks he has been with the city, staff has identified several issues that have accumulated in the billing system over the years. Several of the issues resulted in improper sequencing of accounts at the beginning of the use of electronic read meters. Sensus has responded to complaints about the number of meters that have had major failures or erratic readings which required replacement. Interim City Manager Glanzer stated he would like to schedule a special meeting with Sensus and representatives of HD Supply to discuss this issue further.

F. Application for Section 319 Grant: The city was notified on October 27th that the application for section 319 grant was not selected in this funding cycle. The city reapply for the grant in the upcoming cycle.

G. Special Budget Amendment Meeting: Interim City Manager Glanzer proposed a Special Budget Amendment meeting on Monday, November 23, 2015, at 5:00.

MOTION

Commissioner Harris moved to schedule a special meeting on November 23, 2015, at 5:00 pm for the final budget amendment FY 2014-2015.

Commissioner Drawdy seconded the motion

PUBLIC COMMENT: None

MOTION CARRIED: 5-0.

H. City Vehicle: The 1999 GMC Jimmy, purchased in 2012, has blown a head gasket and warped the head. The estimate for repair is \$2,200.00, and to replace the engine is \$45000. Interim City Manager Glanzer recommended replacing the vehicle and will gather prices for the Commission to review.

I. Remote Wi-Fi: A remote Wi-Fi will be placed at the Senior Center to allow for internet connection.

This concluded the Interim City Manager's Report.

MOTION

Commissioner Drawdy moved to approve extending the meeting 5 minutes.

Commissioner Hope seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED 5-0

City Attorney Walker:

Attorney Walker stated that they have received a letter from Attorney Marino in relation to the Eddie Gross/Sleepy Hollow property. Attorney Marino stated that the new property owner plans to rehabilitate the property within 90 days of closing and they want to have an agreement to abate the fines that exist against the property if they bring it into compliance. They intend to build 19 quality homes on the site.

Assistant City Attorney Johnson:

Attorney Johnson stated that 18 completed applications were received for the position of permanent City Manager. The applications have been forwarded to Dr. Wingo.

Commissioner Harris:

Reported that he will be meeting with a representative from the Environmental Ambassadors looking to do some work in Alachua County. A report to the Commission will be forthcoming.

Commissioner Drawdy:

MOTION

Commissioner Drawdy moved to go to two meetings per month starting January 2016.

MOTION FAILED

MOTION

Commissioner Drawdy moved to approve the creation of a Citizen's Advisory Board.

MOTION FAILED

Mayor Jones stated that these will be excellent agenda items for future discussion.

Commissioner Hope:

Discussed the Laurel Hills Cemetery and the marketing of the existing lots, noting that Bronson and Cedar Key Cemeteries are full.

Vice Mayor Jones

Stated that his trip to Washington, D.C., was filled with meetings with what is hoped will become fruitful contacts and discussions going forward.

Discussed the issue with the Dollar General trucks, noting they have modified their route and time of arrival.

VII. PLANNING CALENDAR

- A. Code Enforcement Board Meeting, November 24, 2015, 7:00 pm, City Hall (no agenda - meeting cancelled).
- B. Junior City Commission Meeting, December 14, 2015 at 6:30 pm, City Hall.
- C. Commission Meeting, December 14, 2015, at 7:00 pm, City Hall.
- D. Planning & Zoning Board, November 10, 2015, at 7:00 pm, City Hall (no agenda - meeting cancelled).
- E. Sewer Committee Meeting, November 16, 2015, at 6:00 pm, City Hall.
- F. City Hall closed on Wednesday, November 11, 2015 in observance of Veteran’s Day.
- G. City Hall closed on Thursday, November 26, 2015, and Friday, November 27, 2015, for Thanksgiving.
- H. Community Yard Sale, Old Fire Station, Saturday, December 5, 2015.

VIII. PUBLIC COMMENT PERIOD

Roberta Lopez, Laurie Costello


IX. ADJOURNMENT

MOTION

Commissioner Drawdy moved to adjourn the meeting.

Commissioner Hope seconded the motion.

MOTION CARRIED 5-0 Time: 11:35 pm.


John Glanzer, Interim City Manager


Doug Jones, Mayor