

**CITY OF ARCHER**  
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**CITY OF ARCHER COMMISSION MEETING MINUTES**  
**Monday, December 12, 2011 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.*

<b>CALL TO ORDER:</b>	Mayor Frank Ogborn
<b>PRAYER:</b>	Commissioner Green
<b>PLEDGE OF ALLEGIANCE:</b>	Mayor Frank Ogborn
<b>QUORUM CHECK:</b>	
Mayor	Frank Ogborn
Vice Mayor:	Marjorie Zander
Commissioners:	Blanch Parker
	Gabe Green
	Fletcher Hope
<b>Staff:</b>	
City Manager	John Glanzer
City Attorney	Allan H. Kaye
Minutes Recorder	Mary T. Flickinger

City Manager Glanzer asked for the agenda to be amended to allow for the addition of the following items under Old Business:  
B. Reading of the Proclamation, C. Lease Contract, D. Distribution of Salary.

**I. APPROVE CONSENT AGENDA**

**A. Minutes from the November 28, 2011 City Commission Meeting.**

**B. Approve Bill Payments as Presented.**

MOTION made by Commissioner Green to approve the bill payments as presented and the minutes as listed above.

SECOND made by Commissioner Hope.

MOTION CARRIED 5-0.

**II. CITIZEN COMMENTS - None**

**III. OLD BUSINESS**

**A. CDBG Assistance/Sewer Committee Recommendation/Joan Douglas, Southeast Rural Community Assistance Project, Inc.**

City Manager Glanzer recapped that after the workshop with Angie Brewer & Associates, the Commission met with the Sewer Committee to discuss how to move forward with the different funding options. Joan Douglas, Southeast Rural Community Assistance Project (SERCAP) and David Keough, Baskerville-Donovan, Inc., attended the Sewer Committee meeting. City Manager Glanzer stated that SERCAP offers many of the services provided by Angie Brewer at a reduced cost and North Florida Regional Planning Council could provide assistance with CDBG services. The Sewer Committee felt that it would be in the best interest of the city to utilize those firms who can offer the same services at a reduced cost while leaving the door open to hire an oversight firm.

Joan Douglas, SERCAP, stated that SERCAP is funded with grant money through USDA and Health and Human and Services to provide assistance to rural communities with water and wastewater issues. SERCAP provides a wide range of services such as developing rate studies, income surveys, operator assistance training, and workshops covering financial or technical issues. SERCAP will present information and assistance to the city, but it is up to the city to accept the suggestions and make decisions.

Commissioner Parker asked if this would include reviewing how much we are charging for water because the city has recently raised the water rates.

Mayor Ogborn recapped that the water rates were adjusted and already reviewed.

City Manager Glanzer stated that the water rates were reviewed by Florida Rural Water and the city is currently working on replacing old meters and identifying any leakage.

Joan Douglas, SERCAP, stated that SERCAP assists with water rate studies and recommends looking at the rates every three years.

Mayor Ogborn asked if the city was limiting itself to working only with SERCAP.  
Joan Douglas, SERCAP, stated that SERCAP can work with any company and could be part of a team.

MOTION made by Commissioner Parker to approve the city working with SERCAP.  
SECOND made by Commissioner Hope.  
MOTION CARRIED 5-0.

**B. Proclamation – Herbert H. Nattiel and Agerene Nattiel.**

Mayor Ogborn read the Proclamation honoring Herbert H. Nattiel and Agerene Nattiel for their service to the community and for providing an example of community pride and spirit.

**C. Lease status – Archer Historical Society/Old Jail.**

City Manager Glanzer stated that he has not had the opportunity to provide Attorney Kaye with the proposed lease, but this will be done shortly. The city's insurance agent felt that there would be no impact on the city's insurance premium.

**D. Distribution of Salary**

City Manager Glanzer stated that the city's accountant proposed the following option so that the taxes are paid and Commissioner Hope is provided with a receipt: The city will issue the salary check to Commissioner Hope and Commissioner Hope will write a personal check back to the city identifying where he would like the money designated.

Commissioner Hope clarified that the money was designated as a private donation.

**IV. NEW BUSINESS**

**A. Water Treatment Proposal - Aqua Gold 170 Treatment - Fred Symonds, Symonds & Associates**

City Manager Glanzer stated that a large portion of the city's water system consists of lines which are not connected in a circular fashion. This causes the water to sit stagnant at the end of the lines resulting in discoloration of the water. Symonds and Associates are proposing the installation of equipment which would introduce a phosphate-like chemical into the system which is not harmful to humans. This chemical would prevent the iron and manganese from adhering to the walls of the pipes and extend the life of the equipment and reduce the occurrences of discoloration. The cost is \$1,954.71 for the installation and \$1,195.00 per year for treatment.

Fred Symonds stated that their company has been in business since 1974 and several cities in the area utilize this system. Fred Symonds stated that the City of Archer's water quality is good and the only well with concerns regarding iron is well #3. Fred Symonds showed the Commission several pieces of pipe that had been damaged by corrosion and explained the Aqua Gold treatment.

Commissioner Parker asked if it was a safe product to drink.  
Fred Symonds stated that Aqua Gold is a food grade product and is safe.

Mayor Ogborn clarified that the equipment will be put on all three wells.  
Fred Symonds stated that all three wells will have the equipment because the wells run in different sequences.

Commissioner Parker asked how the City can afford to pay for this service.  
City Manager Glanzer stated that there is money in the budget to cover this item.

MOTION made by Commissioner Parker to accept the proposal as stated by Symonds and Associates.  
SECOND made by Vice Mayor Zander.  
MOTION CARRIED 5-0.

**B. Proposed Roads for County Transportation Surtax Project / Tricia Kyzar, Administrative Assistant, Alachua County Public Works Department.**

City Manager Glanzer stated that the Alachua County Commission is considering a potential referendum at next year's November Election to consider a one cent surtax to support transportation infrastructure improvements for a ten year period. If this is passed, a half-cent will go to the County for their infrastructure needs and the other half-cent will be divided between the nine municipalities, based on population. The City of Archer is looking at approximately \$172,000 per year in monies. The money cannot be used to subsidize operations or for maintenance costs. The City of Archer has been asked to identify a list of roads and the county will assist in estimating the cost of the repairs and improvements to these roads.

Tricia Kyzar, Alachua County Public Works Department, presented a slide presentation on the proposed Transportation Surtax Project. If the one-cent sales tax passes, half a cent will go to the County for the Pavement Management Program and the other half will be

distributed amongst the cities according to a proposed distribution split. The sales tax will be for approximately ten years. The City will make decisions on how they want to use their funds and this will not be directed by the County.

Mayor Ogborn asked how soon the list of proposed projects was needed.

Tricia Kyzar, Alachua County Public Works Department, stated that they would like to present a preliminary draft list of projects to the County Commission on January 24, 2012. The final presentation to the Commission will be in March.

Tricia Kyzar stated that county staff performed a study last year to research the condition of the roads. The study found that there was a backlog of road maintenance and repairs. If there is no change in the current funding sources, the backlog of projects will increase. If the one-cent sales tax passes, it would allow the county to get ahead of the backlog.

Commissioner Parker asked why a city might decide not to take advantage of the tax.

Tricia Kyzar stated that some of the smaller, less traveled, communities may not feel that it is worth the expense of the tax.

Mayor Ogborn proposed a Commission Workshop to see the condition of the streets and discuss and prioritize the projects. The Workshop will be held on January 5, 2012, at 3:00 pm.

**C. Fee Waiver Request – CHOICES Health Education & Wellness Program - Zumba Classes at The Archer Community Center**  
City Manager Glanzer stated that Choices Health Education and Wellness Program would like to offer weekly Zumba classes and is requesting a fee waiver for the use of The Archer Community Center. The Zumba classes used to be held at the Archer Recreation Center, but the cost to heat the building prohibited classes being held there. City Manager Glanzer discussed his concerns regarding maintaining the floors and noted that the floors will probably require a monthly waxing.

Commissioner Parker asked about the key deposit.

City Manager Glanzer stated that with the regular buildings, the city issues a key and charges a deposit. With The Community Center, the city sends a representative to unlock and lock the building.

Steven B. Pokorney, Ph.D, Director of Health Promotion, discussed the many programs offered by the Choices and recapped that the Zumba program had a good turnout with requests for senior Zumba classes to be offered. Choices is requesting a one-day-a-week evening Zumba class to start sometime in February 2012.

Mayor Ogborn asked if Choices could be flexible if the city had a conflicting schedule at The Community Center.

Steven B. Pokorney, Ph.D., stated that the class would be moved to another time, without problem.

Vice Mayor Zander asked if Zumba Gold would also be offered.

Dr. Pokorney stated that there are plans for a Zumba Gold class.

Commissioner Hope asked about putting the room in order, the way it was found, after the class.

Dr. Pokorney stated that a facilitator is responsible for putting the room back in order after the class.

MOTION made by Commissioner Parker to waive the fees for the use of The Community Center for Zumba classes.

SECOND made by Vice Mayor Zander.

MOTION CARRIED 5-0.

Mayor Ogborn proposed holding the Zumba and Zumba Gold classes back-to-back for efficient use of the building.

## **V. REPORTS, CORRESPONDENCE, COMMUNICATION, PLANNING**

City Manager Glanzer:

A) Commission Policy Manual: City Manager Glanzer stated that back in June the Commission held a meeting concerning the revision of the Commission's Policy Manual. Several revisions were requested and have been made. City Manager Glanzer proposed a workshop on January 12, 2012, at 3:30 pm. Copies of the proposed manual will be distributed prior to the Christmas Holiday for review. City Manager Glanzer stated that a question was asked about rules and guidelines for city appointed committees and a section in the manual addresses these issues.

The Commission agreed to have the Commission Policy Manual Workshop on January 12, 2012, at 3:30 pm.

B) Doe Run Sink Hole Repair: City Manager Glanzer reported that geotechnical firm, GSE, completed the study on the sink hole at Doe Run and the report was sent to Causseaux, Hewett, & Walpole, Inc. Causseaux, Hewett, & Walpole, Inc., would charge approximately \$2500 to produce and advertise the bids, hold pre-bid meetings, tabulate the returned bids and make a recommendation to the Commission in addition to providing site visits during the repair. The estimated cost of repairs will be approximately fifteen to

twenty thousand dollars. The city does not have this money available in this year's budget. City Manager Glanzer proposed putting some rock at the site to stabilize the area and putting this item in the budget for action next year. If the sink hole starts to get bigger, then this will come before the Commission again for action.

The Commission agreed with City Manager Glanzer's recommendation.

C) Rain Guttering for The Community Center: City Manager Glanzer stated that because of the pitch of The Community Center roof, rain pools alongside the outside of the building on the west side, creating moisture and warping the baseboards on the inside of the building. City Manager Glanzer stated that it was noticed that an outside electrical outlet may not have had a weather-proof seal applied causing rain to leak through. City staff will verify if the outlet has been weather-proofed and if this has not been done, the contractor will be contacted to seal the electrical outlet and repair the baseboard. If this solves the problem, the Commission can discuss budgeting for guttering next year.

## VI. PLANNING CALENDAR

City Manager Glanzer presented the Planning Calendar as follows:

- A. CITY HALL CLOSED, December 26, 2011 and January 2, 2012 (Christmas/New Year)
- B. Commission Workshop/develop list of street projects for proposed action, January 5, 2012, 3:00 pm.
- C. City Commission Meeting, January 9 at 7 pm, City Hall.
- D. Planning and Zoning Board Meeting, January 10 at 7 pm, City Hall.
- E. Commissioner Policy Manual Workshop, January 12, 2012, 3:30 pm.
- F. CITY HALL CLOSED - January 16 (MLK Day).
- G. City Commission Meeting, January 23 at 7 pm, City Hall.
- H. Codes Enforcement Board Meeting, January 24 at 7 pm, City Hall.

### Commissioner Parker:

Commissioner Parker commented on a house in the area with a large amount of overgrowth.

City Manager Glanzer stated that Codes Enforcement can look into this matter.

John Mayberry, Codes Enforcement Officer, stated that he has spoken with the owners and they will return to the property this month and plan to mow the property.

### Vice Mayor Zander:

Vice Mayor Zander called for articles for the Newsletter.

### Commissioner Hope

Commissioner Hope thanked everyone who came out to the Christmas tree lighting.

### Mayor Ogborn

Mayor Ogborn wished everyone a very Merry Christmas.

## VII. CITIZENS COMMENTS – None

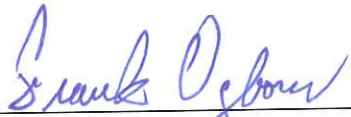
## VIII. MOTION TO ADJOURN

With no further business to discuss, Mayor Ogborn called for a motion to adjourn the meeting.

MOTION made by Vice Mayor Zander to adjourn the meeting.

SECOND made by Commissioner Green.

  
John Glanzer, City Manager

  
Frank Ogborn, Mayor