

CITY OF ARCHER COMMISSION MEETING MINUTES

Monday, March 28, 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.

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

I. APPROVE CONSENT AGENDA

- A. Minutes from the March 14, 2011 City Commission Meeting
- B. Minutes from the March 17, 2011 Budget Workshop
- C. Approve Bill Payments as Presented

MOTION made by Commissioner Lopez to approve the consent agenda and the minutes as listed above.

SECOND made by Vice Mayor Zander.

MOTION CARRIED 5-0, with changes to the documents as requested.

II. PUBLIC HEARING

A. Ordinance 02-2011 Cross Connection, First Reading

City Manager Glanzer read Ordinance 02-2011, Cross Connection, first reading in its entirety. An ordinance of the City of Archer Florida entitled Cross-connection Control Program. Providing definitions; providing requirements; providing for the enforcement of penalties; providing for severability; providing for conflict; providing for inclusion into the code providing an effective date. Purpose: To protect the public water main against actual or potential cross connections, backflow by back pressure or back syphonage.

MOTION made by Vice Mayor Zander to approve Ordinance 02-0211, Cross Connection.

SECOND made by Commissioner Lopez.

Todd Hubard, Twofold Engineering, explained that the backflow preventer protects the City in the event that contaminating fluids are sucked into the water. Todd Hubard demonstrated how the backflow preventer works and how it can be tested.

Commissioner Parker asked if every customer is required to have a backflow preventer.

City Manager Glanzer stated that only customers who have a potential backflow problem are required to have one installed.

Mayor Ogborn asked about the cost for the device.

Todd Hubard stated that a one-inch backflow preventer is approximately \$345.00 and annual testing will cost approximately \$45.00.

City Manager Glanzer asked the estimated life of a backflow preventer.

Todd Hubard stated that if taken care of, they could last for years, but being made of brass, they are susceptible to freezes.

Commissioner Green asked if a water softener system would come under these requirements.

Todd Hubard stated that he would think so, especially if a salt container is attached.

Commissioner Lopez asked if any properties have been identified for the backflow preventer.

City Manager Glanzer stated that the City has to look at all of the commercial properties and analyze them for their hazard potential.

Commissioner Lopez asked if IJ&P is one of the places that the City should look at.

City Manager Glanzer agreed, but stated that he is not sure of sand and gravel plants unless they are mining facilities.

City Manager Glanzer stated that the manual addressing policy will be distributed to the Commission prior to the second hearing. The manual will be adopted at the second hearing, but policies can be modified or changed at any time by resolution.

Commissioner Green asked if this was under the Florida Statutes and asked how long this has been in effect.

City Manager Glanzer stated that it is in the Florida Administrative Code and the Ordinance was put together by Florida Rural Water Works and Causseaux, Hewett, & Walpole, Inc. The City has been written up on this by the Department of Environmental Protection since 2004, and there will be a fine if the City does not do something.

Jocelyn Garcia, Public Works Supervisor, commented on page 12 of the ordinance, regarding cross-connection.

City Manager Glanzer stated that the City could easily require any business to put a cross-connection device on their service line.

Mayor Ogborn called for a vote on the motion.

MOTION CARRIED 5-0.

III. CITIZEN COMMENTS

Susan Drawdy, citizen, complimented the City on the newsletter and asked if arrangements could be made with the Great American Cleanup to pick up items that are not allowed, such as paints and computers.

City Manager Glanzer stated that this will be investigated, but the Great American Cleanup has requirements regarding the items they will collect and there could be a fees involved.

IV. OLD BUSINESS

A. Baskerville Donovan - Draft of Preliminary Engineering Report

David Keough, PE, Project Manager, referred the Commission to the Preliminary Engineering Report and stated that the three tasks in the report are: 1) Collection System Evaluation, 2) Treatment Plant Process and Type, 3) Site Location. The lowest cost and operational cost for the Collection System is the vacuum collection system. The lowest cost and operational cost for the Treatment Plant Process is the biological nutrient reduction modular plant. The potential site areas are scored in rank by the Sewer Committee.

The two highest ranking are site Number 8, a large site southeast of town, primarily timber production and site Number 1, partially planted pine, located in the northwest section. David Keough stated that Baskerville-Donovan is asking the Commission to approve the recommendations as outlined and the consideration of the additional scope of work for the Baskerville-Donovan Angie Brewer & Associates team to move forward with the State Revolving Fund process.

Commissioner Parker stated that the City cannot decide about the site until we get in touch with the owners of the sites.

Commissioner Lopez also asked David Keough if he had contacted any of the owners and he said he had.

David Keough stated that Baskerville-Donovan has been in contact with the site owners and the door has been opened for discussion.

MOTION made by Commissioner Lopez to accept the recommendation of Baskerville-Donovan's Preliminary Engineering Report and Environmental Study and move forward with getting the State Revolving Funds.

SECOND made by Commissioner Parker.

City Manager Glanzer clarified that by this motion, we are authorizing the City to make an application to the State Revolving Fund and to enter into a contractual agreement to move forward with the detailed plans for the sewer system. The motion that is on the floor is to accept the Preliminary Engineering Report and Environmental Study and the recommendations contained in the report.

AMENDED MOTION made by Commissioner Lopez to accept the recommendation of the Baskerville-Donovan Preliminary Report and Environmental Study and allow Baskerville-Donovan to complete their current work scope.

AMENDED SECOND made by Commissioner Parker.

MOTION CARRIED 5-0.

MOTION made by Commissioner Lopez to entertain the services of Baskerville-Donovan to proceed with the Detailed Engineering Report and funding opportunities for the sewer system.

SECOND made by Commissioner Parker.

Commissioner Green stated that the City made it onto the priority list of the State Revolving Grant Fund on March 9, 2011, and we are in the game.

Wayne White gave a brief summary of the documents required to move the project forward and Janet McAfee, Vice President, Operations, Angie Brewer and Associates, clarified that the City was placed on the priority list for a Revolving State Grant Fund on March 9, 2011 for a pre-construction loan. The first thing that has to happen is to prepare an application and work with the Department of Environmental Protection (DEP) to prepare an agreement that would come back to the Commission for approval for the funding.

AMENDED MOTION made by Commissioner Lopez to allow the City Attorney to review the agreement between the City and Baskerville-Donovan.

SECOND made by Commissioner Parker.

MOTION CARRIED 5-0.

City Manager Glanzer stated that the total cost of the professional services due to the engineers is \$676,475.90. The way that the State Revolving Fund works, is that as long as the City does not back out, the payments do not start until six months after the sewer system is on line. If the City opts to back out after money has been spent, the money becomes due and payable on a five year term.

Commissioner Lopez commended members of the Commission for moving forward with the sewer system and thanked the members of the Sewer Committee for their work.

V. NEW BUSINESS

A. Naming of Community Center.

City Manager Glanzer stated that the City needs an official name for the Community Center, and felt that it is appropriate for the Commission to consider and vote to name the Archer Community Center, the Archer Community Center.

Commissioner Parker stated that she would like to add "The" in front of the Archer Community Center name.

MOTION made by Commissioner Parker to name the Community Center, "The Archer Community Center."

SECOND made by Commissioner Lopez.

MOTION CARRIED 5-0.

B. Creation of No Engine Braking Ordinance

City Manager Glanzer stated that a request has been made for consideration of an Engine Breaking Ordinance, prohibiting the use of engine breaking to decelerate vehicles in the City of Archer. In order for the Alachua County Sheriff's Department to enforce such an ordinance it would have to be a part of the Alachua County Code or State Statute. Engine breaking is not a specific violation in the Alachua County Code or State Statute. City Manager Glanzer proposed asking the City Attorney to investigate further if the Commission wishes to pursue this ordinance.

Commissioner Green commented that engine breaking is necessary when needed, but drivers abuse this to hear the sound.

Mayor Ogborn stated that he has been in touch with the Florida Department of Transportation (FDOT) who will place the speed signs after the Ordinance has been passed, and noted that High Springs has a "no engine breaking" sign at the entrance to their City.

Mayor Lopez questioned how this could be enforced and Vice Mayor Zander did not want to create an ordinance if it could not be enforced.

MOTION made by Commissioner Lopez to request that the City Attorney investigate the specifics of an engine breaking ordinance.

SECOND made by Commissioner Green.

Mayor Ogborn clarified that the No Engine Breaking Signs would be placed at the four entrances to the City.

MOTION CARRIED 5-0.

C. Speed Table on McDowell Street

City Manager Glanzer stated that there has been a request for consideration to place a speed table on McDowell Street to slow down traffic. City Manager Glanzer explained that the approximate cost would be \$1,600 - \$1,800.

The Commission discussed the speed of the traffic on the streets of Archer.

Mayor Ogborn stated that he has been in touch with a contractor who will put the speed table in at no charge on McDowell Street. The City needs speed tables in other places in Archer, but we must start somewhere.

Laurie Costello, citizen, commented on the traffic on Park Street and asked about putting speed signs on some of the inner streets.

City Manager Glanzer stated that the correct way is to specify speed limits. Most communities keep it at a flat 25 mph, to be consistent.

Jocelyn Garcia, Public Works Supervisor, commented that in 2008 the City passed a truck ordinance, and noted that Archer has a failing infrastructure, and speed tables would help to keep the trucks off of our streets.

MOTION made by Commissioner Parker to accept the free gift of a speed table on McDowell Street.

SECOND made by Commissioner Lopez.

MOTION CARRIED 5-0.

D. Bid Results for Billing Software

City Manager Glanzer stated that the City received bids from seven companies. The two lowest bidders were American Business Systems and RVS Systems. Both systems meet the needs of the City, but RVS provided a better graphics interface and report system and provided an extensive list of cities in Florida that use their system. Random calls to eight of the twenty-one listed references yielded nothing but positive remarks about the program. Based on the responses and ease of operation, the recommendation is for the RVS System. The RVS System has been tried out on our computers and works well. The support training is on the software and there is no charge for questions via phone. The cost of the RVS System software is \$4,039.00,

MOTION made by Commissioner Parker to accept City Manager Glanzer's recommendation to accept the RVS System software.

SECOND made by Commissioner Lopez.

Commissioner Lopez asked if RVS Systems will come on site to train employees.

City Manager Glanzer stated that the software already has the training on it, but if needed, RVS has a training package for \$2,800.00 for twelve hours of training. City Manager Glanzer clarified that he did not believe the staff will need this training package.

Commissioner Lopez recommended that Jocelyn Garcia, Public Works Supervisor, should be trained to use the system and suggested that the training of all employees take place at the same time.

Commissioner Lopez inquired if there are local technicians available in the area.

City Manager Glanzer stated that for the billing software the City would have to depend on a certified technician of that particular software program, but of the eight references called, not one had a negative comment and were pleased with the program and support.

Debra Ogborn, citizen, asked if there was a yearly renewal license and on-line backup provided and if the data is stored at City Hall.

City Manager Glanzer stated that the annual fee is \$490 and includes service and automatic updates. The data base is stored at the City and the City uses Carbonite on-line backup as well as external hard drives.

Commissioner Green stated that he has heard Carbonite advertised and asked the cost per year.

City Manager Glanzer stated the cost is \$49.00 per year, but the cost comes in recovering the files.

Mayor Ogborn called for a vote on the motion.

MOTION CARRIED 5-0.

VI. REPORTS, CORRESPONDENCE, COMMUNICATION, PLANNING

City Manager Glanzer's Report

A) Bike Florida Event: Florida's Eden and Bike Florida are sponsoring a week long biking event in Alachua County, starting March 26, 2011 to April 1, 2011. On Tuesday, March 29th and Wednesday the 30th the bicyclists will be camping at the Newberry Sports Complex and will be exploring western Alachua County. On Wednesday some of the cyclists will be riding to Bronson and back and will be stopping in Archer for rest and refreshments at the Gazebo at City Hall. Bike Florida will provide the riders with Porto-lets and a table for refreshments. Several hundred riders are expected to pass through town and extra deputies will be on duty to patrol the tour route.

B) Family Life Easter Eggstravaganza: On April 23, 2011, from 6:00 pm until 8:30 pm, the Family Life Church of God will be hosting a community wide Light up the Night Easter Egg Hunt at Maddox Park. There will be free food, games, bounce houses and egg hunts

based upon ages and a glow in the dark egg hunt. I would like to thank the Family Life Church for their involvement in our Community and hope that this is a great success.

C) Alachua County Boundary Adjustment Act: The City has received notification from Alachua County Growth Management that there is no desire on the part of the County to initiate any changes to the reserve areas or statements of the municipalities in Alachua County. The Commission voted several meetings ago to maintain our reserve areas at the levels established in 2006. Our next opportunity to review the boundaries will be in 2016.

D) Mother's Day Event: In conversations with Carrie Moses, Archer Cultural Progressive Organization, I have been told that they have decided to limit the event to a single day, Saturday, May 7, 2011. They have raised enough money to pay for the security for a single day event (4 deputies -\$1,080.00). The remaining direct costs are for their DJ and insurance for \$950.00. I do not anticipate a final presentation to the City until the first meeting in April.

Commissioner Lopez stated that whatever funding the City provides for the Mother's Day Event, it must provide for Yulee Day. Mayor Ogborn asked if the City has funded the Yulee Day and Mother's Day events in the past. City Manager Glanzer stated in the past, both events were funded by the City.

Attorney Report

No items to report at this time.

Commissioner's Reports

Commissioner Parker:

- Stated that she is drawing back a bit and she is not sure how much work she will be able to do in with the Energy Efficiency Committee.

Vice Mayor Zander:

- Called for articles to be submitted for the Archer Newsletter.

Commissioner Lopez:

- Stated that she contacted Choices and the Zumba classes will resume every Thursday, starting on April 7, 2011, from 6-7 pm at the Archer United Methodist Church.
- Stated that there is an Energy Efficiency Committee meeting on April 6, 2011 at 7:00 pm, and Sean McLenden will be presenting.
- Requested to add energy efficiency for the City Hall building to the Energy Efficiency Committee Meeting agenda.
- Requested that the City get a new list of all of our addresses, the 911 addresses, and a list of everyone with our old names on the same list as the 911 grid system address.
- Noted that the 2010 Census shows that Archer is down to 1118 residents in the community. If we do not get the sewer we will lose more people in Archer.
- Requested a meeting with John Mayberry, Administrative Services Coordinator, to offer input about updating the City's website.
- City Manager Glanzer proposed a workshop so that the overhead screen can be set up showing the website.
- Inquired about the City's Health Insurance status.

City Manager Glanzer stated that he has communicated with the Willis Group, and noted that he is disappointed with service from Owens, our current provider.

City Manager Glanzer stated that he will find a convenient date for the Website Workshop and relay this information to the Commission.

- Inquired about a billing charge for Rocket Fish, for \$275.00

City Manager Glanzer stated that this is part of the wireless system for the camera at City Hall to record meetings. The City has to purchase a pivot camera to catch the Commission and a camera to catch the podium and improve the current lighting.

Commissioner Lopez asked how she can look at the videos of the meetings and stated that the City should not put tests out in the public if they are not right, and requested for them to be removed.

City Manager Glanzer stated that video of the meetings are currently on YouStream, and available to the public. City Manager Glanzer stated that he will have the meetings removed from the website and noted that we are not taping tonight.

Commissioner Green:

- Stated that the Sewer Committee met with Baskerville-Donovan and Angie Brewer and Associates and the sewer Committee voted unanimously to recommend this project to go to the Commission.
- The Chamber of Commerce meets Thursday, March 31, 2011.

Mayor Ogborn:

- Provided information to Commissioner Parker on the size of the speed table to be located on McDowell Street.

VII. PLANNING

- A. Gym Restoration Committee Meeting, March 29 at 4:30 pm, Archer City Hall
- B. Energy Efficiency Committee Meeting, April 6 at 7 pm, Archer City Hall
- C. Zumba April 7, 6-7 pm (every Thursday) at the United Methodist Church
- D. City Commission Meeting, April 11 at 7 pm, Archer City Hall
- E. Planning and Zoning Board Meeting, April 12 at 7 pm, Archer City Hall
- F. Chamber of Commerce Meeting, March 31, 2011 and April 14 at 5 pm, Rail House Restaurant
- G. Great American Cleanup, April 16 from 8 am - 12 pm, Public Works
- H. Recreation Committee Meeting, April 19 at 7 pm, Archer City Hall
- I. Easter Egg Hunt, April 23 from 6 -8:30 pm, Maddox Park (Provided by Family Life Church)
- J. City Commission Meeting, April 25, 2011, at 7 pm, Archer City Hall
- K. Codes Enforcement Board, April 26 at 7 pm, Archer City Hall

VIII. CITIZENS COMMENTS

None

IX. MOTION TO ADJOURN

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

MOTION made by Commissioner Lopez to adjourn the meeting.

SECOND made by Commissioner Parker



City Manager John Glanzer



Mayor Frank Ogborn