

**SPECIAL CITY COMMISSION MEETING MINUTES**

**Monday, May 23, 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:** Vice Mayor Marjorie Zander  
**PRAYER:** Vice Mayor Marjorie Zander  
**PLEDGE OF ALLEGIANCE:** Vice Mayor Marjorie Zander  
**QUORUM CHECK:**  
Vice Mayor: Marjorie Zander  
Commissioners: Roberta Lopez  
Gabe Green  
**ABSENT:**  
Mayor Frank Ogborn  
Commissioner Blanch Parker  
**STAFF:**  
City Manager John Glanzer  
City Attorney Allan H. Kaye  
Minutes Recorder Mary T. Flickinger

**I. CONSENT AGENDA**

- A. Minutes from the May 6, 2011 City Commission Protocol Workshop. B. Minutes from the May 9, 2011 Commission Meeting  
C. Minutes from the May 16, 2011 Special Commission Meeting. D. Approve Bill Payments as Presented.

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

SECOND made by Commissioner Green.

MOTION CARRIED 3-0.

**II. OLD BUSINESS**

**A. EJCDC Contract / BDI Contracts - Amendments B and C**

City Manager Glanzer stated that the City has received an amended copy of the EJCDC contract from Baskerville-Donovan. At the last Commission Meeting, it was found that the Attorney did not have a signature line on the original contract. Attorney Kaye has since reviewed the document, along with the attachments.

**III. PUBLIC HEARING**

**A. Resolution 2011-06 – Adopting the Wastewater System and Capital Financing Plan**

Attorney Kaye read Resolution 2011-06, Adopting the Wastewater System and Capital Financing Plan in its entirety.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ARCHER RELATING TO THE STATE REVOLVING FUND (SRF) LOAN PROGRAM; ADOPTING THE CITY OF ARCHER WASTEWATER SYSTEM FACILITIES PLAN AND CAPITAL FINANCING PLAN DATED MAY 2011; AUTHORIZING THE SUBMISSION OF THE PLANS TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP).

MOTION made by Commissioner Lopez to adopt Resolution 2011-06.

SECOND made by Commissioner Green.

MOTION CARRIED 3-0.

**B. Resolution 2011-07 – Authorizing USDA Application, Naming an Authorized Representative**

Attorney Kaye read Resolution 2011-07, authorizing the USDA Application, Naming an Authorized Representative, in its entirety.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ARCHER ACCEPTING AND PROVIDING FOR THE APPLICATION AND ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT WATER AND WASTEWATER GRANT/LOAN PROGRAM FOR THE CITY OF ARCHER WASTEWATER SYSTEM AND DESIGNATING AUTHORIZED REPRESENTATIVES.

MOTION made by Commissioner Lopez to adopt Resolution 2011-07.

SECOND made by Commissioner Green.

MOTION CARRIED 3-0.

#### IV. CITIZENS COMMENTS

Fletcher Hope, citizen and business representative, asked to add the following statement to his comments in the Minutes of May 9, 2011: Maddox Foundry submitted an application for a \$75,000 Solar System of which Progress Energy approved rebating \$19,800.00 of that \$75,000 system. The system is being implemented and constructed as we speak.

Laurie Costello, citizen, asked if the meeting is being taped tonight and where the video will be available to view.

City Manager Glanzer stated that meetings will not be taped until the City purchases a new camera. At that point, the meetings will be available on DVD at City Hall. Meetings will also be streamed live on the web. Links will be provided on the City's website.

#### V. NEW BUSINESS

##### A. Stephanie Greco - Letter to Citizens Concerning Rate Increases

City Manager Glanzer stated that the water bills that just went out were via the City's new software, but the bills used the old water rates. The Commission voted to raise the water rates back in January, and the new rates will be implemented on the next billing cycle. The City is planning a mail out explaining the new rates along with our Water Quality Report, informational flyers, and information on the upcoming workshop on June 7, 2011, explaining how to reduce water bills.

Vice Mayor Zander stated that she is planning on putting this information in the newsletter.

Stephanie Greco, displayed the flyers and other detailed handouts that will be available to learn about water conservation.

##### B. Gus Olmos, Alachua County - County Fertilizer and Water Conservation Ordinances

City Manager Glanzer stated that approximately a year ago Gus Olmos approached the City and asked if we were interested in opting into the County's Ordinances for Water Conservation and Fertilizer Usage. This is being brought back to the table tonight for discussion.

Gus Olmos, Alachua County Environmental Protection, stated that the Ordinances for the Landscape Irrigation Code and Fertilizer Usage were adopted by the County in 2009. The Landscape Irrigation Code applies to landscaping, but by opting into this, Archer would be giving Alachua County the authority to provide local enforcement. This Ordinance covers irrigation schedules and all aspects of conserving water. There is no additional cost to the City, but the County would request that Archer put this information on their website and report any violations.

Commissioner Lopez suggested that the City of Archer also adopt these Resolutions.

Commissioner Green stated that he has no problems with adopting an ordinance if it has a positive outcome.

Gus Olmos stated that the second Ordinance is the Fertilizer Code, addressing the application of fertilizer which can have an impact on polluting the water supply if used incorrectly. This code deals with the timing of fertilizer applications, fertilizer free zones, and application practices. Both of these Ordinances do not apply to farms.

Attorney Kaye stated that he will prepare the two Resolutions and bring them back to the Commission for consideration.

Commissioner Green recapped the times that phosphorus was used and noted that he was glad that these Ordinances were passed by the County.

#### VI. REPORTS, CORRESPONDENCE, COMMUNICATION, PLANNING

##### City Manager Glanzer's Report

A. Ear Amendments, NCFRPC, Gene Boles: City Manager Glanzer stated that, as requested by the Commission, he met with Scott Koons of the North Central Florida Regional Planning Council to discuss the possibility of the Planning Council providing support for the completion of the EAR amendments and other planning services. Scott Koons said that the Council would be glad to enter into a contract for services for the EAR Amendments and any other planning services the city may be in need of. Mr. Koons stated that because of the time frame for submitting the EAR Amendments he saw no need to enter into the contract until the beginning of next fiscal year. The yearly fee to provide the service would be \$7000.00 and that would include the EAR Amendments along with any other planning or Comp Plan services we may need. City Manager Glanzer stated that he spoke to Mr. Boles about the meeting and he withdrew his proposal of \$27,000 for the EAR Amendments. The City will receive a proposal from Mr. Koons sometime in June or mid-July.

B. Energy Audit: City Manager Glanzer stated that the City has been informed by Progress Energy that they will be at City Hall on June 2, 2011, at 10:00 a.m., to perform the energy audit on City Hall. City Manager Glanzer called attention to the new compact, energy efficient, florescent lights in the commission chambers.

C. MV Transportation: City Manager Glanzer stated that he received notification from the UF Foundation that they will allow MV Transportation to utilize the sidewalk in front of their building as a location for the Disadvantaged Transit Bus Stop. Ms. Perez with MV Transportation will notify the city when the route will start up. This is a service for people with transportation issues and will run from Butler Plaza to the bus stop in Archer. The route will deviate up to three quarters of a mile if arrangements are made in advance. The rates are \$1.00 each way.

D. Financial Disclosure Forms: All elected officials and committee members must file their 2010 Financial Disclosure Form. Commissioners who have served over a year should receive them in the mail. City Staff can also provide the form. The deadline for submitting the form to Pam Carpenter's office is July 1, 2011.

Commissioner Lopez stated that the June 8, 2011, Energy Efficiency Committee Meeting, should be listed in the in the Planning Section.

Commissioner Lopez inquired about the progress of the Holly Hills Retention Project.

City Manager Glanzer stated that in the process of excavating the Holly Hills Retention Pond, the project had to be stopped when they found several dump truck loads of old sidewalk, which was blocking the drainage facilities. Because there are additional costs for the removal and disposal of the concrete, the City had to go through a change order process with DCA, who manages the CDBG Grant. The city will also be doing some fence repair that was not on the original bid. Because of the amount of debris that needs to be removed, the design of the grading will need to be changed. Today the City received approval of the changes requested and a new document has to be generated between the contractor and the City addressing these new tasks.

Commissioner Lopez inquired about the recreation report.

Carolyn Khalfani, Archer Community Access Center, stated that the kids learned how to make homemade chili dogs, macaroni and cheese. They had a neighborhood walkthrough to talk to parents and kids about coming to the center to sign up. The kids are enjoying learning how to cook and working together as a team.

Commissioner Lopez asked how many kids attend the program and asked if they could take some of the water conservation flyers home to their parents.

Carolyn Khalfani stated that about 13 kids attend the program. The flyers will be given to the kids to take home to their parents.

Commissioner Lopez asked if they have received any applications for football or soccer.

Carolyn Khalfani stated that they have received only a couple and felt that everyone was waiting until just before football season started. Right now the kids are interested in doing fundraising projects. The summer camp schedule shows swimming class will be provided this year for \$40.

Carolyn Khalfani stated that they are having difficulty getting the parents to commit to paying for summer camp and asked if the Commission would consider paying for one summer camp, which will be \$25 for the week, and they will work on fundraising to pay for other camps.

Commissioner Lopez stated that she would like to see a plan and a list of the children so that the Commission could make a decision.

City Manager Glanzer stated that the Recreation Committee could make a commitment to a certain number of scholarships for the program and noted that there is a process by which scholarships are awarded.

Laurie Costello, citizen, stated that she did not know what program was going on for the kids each Thursday night at the Old Fire Station and suggested putting this information on the website so that everyone will know what programs are going on in Archer.

Vice Mayor Zander asked Carolyn Khalfani to submit any items she would like to have in the Newsletter.

Carolyn Khalfani stated that she is looking for volunteers, mentors, and more people to help to make the program exciting.

#### **ATTORNEY'S REPORT**

Attorney Kaye – Nothing to report at this time.

#### **COMMISSIONER'S REPORTS**

##### **Commissioner Lopez:**

A. Stated that a Back to School Event is being planned and asked City Manager Glanzer to find out the date when school opens again. Some of the funds from the Bo Diddley event will be used for the Back to School Event.

B. Stated that the tentative date for the opening of the Community Center is July 31, 2011. Contributors of \$500 or more will be listed on a bronze plaque and a picture of Ms. Norita Davis will be hung in the building along with other photos. The drapes will be royal blue with a gold trim. The mural will probably be the last item to work on.

City Manager Glanzer stated that a down payment has been made on the Veterans Memorial stone, which will be on display at the Yulee Day Event for fundraising. The City is waiting for Mr. Brame to provide some conceptual drawings, but we are envisioning a small circular area with the monument, flag pole, and lighting. We originally wanted the dedication of the memorial on July 4, 2011, but it remains to be seen if this can be done.

E. Commissioner Lopez stated that she is looking for approximately eight car-stops for the parking lot at The Archer Community Center.

Laurie Costello, citizen, asked if the June 7, 2011, Workshop on saving money on water bills could be put on the website along with a comparison of old and new water rates.

Fletcher Hope, citizen and business representative stated that there will be a Retirement Reception Honoring Sara Kaye and Janice Shepard, at Archer Elementary, Thursday, June 2, 2011, 3:00-6:00 pm, Bethlehem Presbyterian Church Fellowship Hall in Archer.

Commissioner Lopez asked if the City could provide a certificate honoring both teachers.

#### **Commissioner Green**

A. Stated that the Chamber of Commerce is finalizing their Yulee Day plans. The Chamber also voted for \$300 to be given to re-establish the Newberry concession stand which has been burglarized several times.

B. Commissioner Green stated that Jody Hope asked why our engineers did not know the Baskerville-Donovan people.

City Manager Glanzer stated that Doug Dycus, PE, Senior Project Manager, came to our meetings and acted as a representative of the city.

City Manager Glanzer stated that there will be a Sewer Committee Meeting this Thursday, May 26<sup>th</sup>, at City Hall at 7:00 pm to bring the Committee up to speed on what has been happening.

Kim Rogers, Baskerville-Donovan, stated that the construction manager relayed that the citizens have a positive feeling about the sewer project.

Commissioner Lopez stated that she received a call from a citizen today. There is a gentleman who is living in a home, but his name is not on the home, it is a life estate. The house has no water due to an unpaid water bill. According to our Ordinance, we do not allow people to stay in homes anymore without water. The person next door feels that this person is taking their water, and this is increasing their water bills.

City Manager Glanzer stated that he can code enforce the owner, but not evict.

Attorney Kaye stated that the only way would be for the owner or person who has the life estate to bring the eviction. If code enforcement is started, the owner or life estate person would be notified. The theft of the water should be reported to the police.

#### **VII. PLANNING**

- A. Recreation Committee Meeting May 24 at 7 pm, Archer City Hall
- B. Sewer Committee Meeting, May 26<sup>th</sup> at 7 pm, Archer City Hall.
- C. Protocol Workshop, June 3 at 2:30 pm, Archer City Hall
- D. Yulee Day Festival, June 4 from 9 am - 6 pm
- E. Commodities Distribution, June 6 at 1-2 pm, Wilson Robinson Park
- F. Water Conservation Workshop, June 7 at 7 pm, Archer City Hall
- G. Energy Efficiency Committee Meeting, June 8,
- H. Chamber of Commerce Meeting, June 9 at 5:30, Rail House Restaurant
- I. City Commission Meeting, June 13 at 7 pm, Archer City Hall

Vice Mayor Zander reminded everyone about Yulee Day on Saturday, June 4, 2011, and stated that there will be a parade and tours through the museum.


#### **VIII. CITIZEN COMMENTS -None**

#### **IX. MOTION TO ADJOURN**

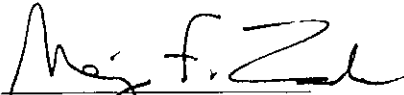
With no further business to discuss, Vice Mayor Zander called for a motion to adjourn the meeting.

MOTION made by Commissioner Green to adjourn the meeting.

SECONDED made by Commissioner Lopez.



City Manager John Glanzer



Vice Mayor Marjorie Zander