

CITY OF ARCHER COMMISSION MEETING MINUTES

Monday, May 9, 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
Blanch Parker
Gabe Green
ABSENT:
Mayor: Frank Ogborn
STAFF:
City Manager John Glanzer
City Attorney Allan H. Kaye
Minutes Recorder Mary T. Flickinger

I. APPROVE CONSENT AGENDA

A. Minutes from the April 25, 2011 City Commission Meeting.

B. Approve Bill Payments as Presented.

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

SECOND made by Commissioner Parker.

MOTION CARRIED 4-0.

II. GUESTS

A. David Donnelly, Alachua County Emergency Manager – Hurricane Season Advisory.

City Manager Glanzer stated that David Donnelly had to cancel his meeting with the Commission tonight due to a scheduling conflict, but he would be able to reschedule in June.

Commissioner Lopez stated that hurricane season is coming and we have a shelter at the school but no other information. If Mr. Donnelly is unable to attend the next meeting, perhaps he could assign someone else in his place.

City Manager Glanzer stated that he will speak with Mr. Donnelly's office in the morning.

III. CITIZEN COMMENTS - None

IV. NEW BUSINESS

A. Yulee Day Application and Proposed Street Closures – Archer Historical Society.

City Manager Glanzer referred the Commission to the Yulee Day packet containing the application, outline of the event, and request for street closures. The Yulee Day event will be held on June 3, 2011, from 9 am until 3 pm, and the street closures requested are the same streets that were blocked last year for the parade route. Dampier will be providing the portable toilets. The certificate of insurance has been provided and arrangements have been made for the sheriff's deputies. The City has not received proof of payment for the deputies and any permit would be contingent on proof of payment from the Sheriff's Office. The only thing that the City is being asked to provide is some trash cans and a dumpster.

MOTION made by Commissioner Parker to approve the Historical Society's request for street closures and to approve the permit contingent upon proof of payment for the deputies from the Sheriff's Office.

SECOND made by Commissioner Green.

MOTION CARRIED 4-0.

B. Waste Pro Contract Renewal.

City Manager Glanzer referred the Commission to the memorandum and attachments from Waste Pro concerning continuing the current agreement to provide services to the City of Archer. City Manager Glanzer stated that the City is at the end of the second two year renewal and there is nothing in the language of the contract that allows for another renewal. If the City decided not to renew, the City would have to go out on RFP's and this might be significantly higher than the rate increase that Waste Pro is proposing.

Attorney Kaye stated that he would have to review the contract to ensure that it allows for another renewal, if it does not, the City will have no choice but to put it out to bid.

Howard Burnett, Waste Pro, stated that they will yield to the attorney's review of the agreement and noted that they have had other contracts that did not have agreements for renewals and modifications or amendments were made. Howard Burnett stated that he will provide this information to City Manager Glanzer. Howard Burnett, introduced staff members Frank Kramer, and Dana Miller, and stated that Waste Pro is built on service and goes above and beyond providing extra service to customers.

City Manager Glanzer proposed tabling this item to the next meeting so that Mr. Burnett can provide copies of recently renewed contracts to the City for review.

V. REPORTS, CORRESPONDENCE, COMMUNICATION AND PLANNING

CITY MANAGER'S REPORT

City Manager Glanzer:

1) Water and Solid Waste Fund Accounts: City Manager Glanzer read into the record the letter submitted by Trent Snider & Company stating that the solid waste fund has not been segregated from the general fund. City Manager Glanzer explained that in the past the City has separated the Water Department and the Solid Waste into separate funds which operated within the General Fund. Because both funds have the ability to transfer monies to or from the General Fund, they should be separated from the General Fund Checking account. This comingling of funds creates a difficult task in isolating actions within the three accounts. The CPA's are recommending that the Water and Solid Waste Funds have their own Checking accounts. City Manager Glanzer stated that he would like to run this past our auditors to get several sides on this issue before making a final recommendation to the Commission.

City Manager Glanzer continued that the reconstruction of the files for the audit for Fiscal Year 2009-2010 has proven more difficult than we had hoped. We had allocated in the Budget \$18,000 for the costs of professional accounting services and \$21,000 for the purchase of the software and data conversion. We have completed the initial set up of the system, the reconstruction of FY 2009-2010 and the first three months of FY 2010-2011. We are now ready for the Auditors and they will be starting next Tuesday on the audit. We are now fully operational in the General Fund software and will be operational in the Billing software at the next billing cycle. Now that the CPA's are finished with the setup, staff will focus their attention on the data entry for the remainder of this fiscal year so that we may develop accurate year-to-date files for our next budget workshop. Nite Owl has become very unstable at the present time and the City can no longer trust it to give accurate reports, thus the need to move as quickly as possible to complete the data entry.

2) Community Center Construction Progress Meeting. Last Thursday we had a construction progress meeting with the Contractor, Architect, USDA, and City representatives. The progress on the Community Center is progressing smoothly, other than the one change order and the short order of 4 lights, we have had no major glitches. The drywall is up, the electricians are still working, and painting will start in a week or so. We are waiting for Progress Energy to install the power poles before we can run the final electrical service to the building.

City Manager Glanzer invited Commission members who would like to tour the building to contact him.

Commissioner Lopez stated that she has concerns with the statement in the letter from Trent Snider stating that, "under the current system, water and solid waste receipts and disbursements are commingled with the general fund checking account, thereby, diluting the effectiveness of fund accounting."

City Manager Glanzer stated that the City has maintained only one account, the funds are kept separate in the bookkeeping, but when it comes time to write checks, the money comes out of a central pot. This is an acceptable practice by the State of Florida and there is no problem with this, as long as the City has good records, which it has.

Commissioner Lopez stated that she has requested for a budget workshop for over a month.

City Manager Glanzer stated that in order to provide accurate data, it would be better if everything came from one system.

Tillie Davis, citizen, commented on the past procedures at the City regarding the water and waste accounts.

ATTORNEY'S REPORT:

Attorney Kaye - no items to report at this time.

COMMISSIONER'S REPORT:

Commissioner Parker

- 1) Commissioner Parker distributed an informational sheet and samples of Walmart's Eclipse energy-saving, noise-reducing, blackout curtains that will save on home heating and cooling costs. Commissioner Parker asked for this information to be put in the Newsletter.
- 2) Commissioner Parker read from the informational sheet, "That she has recently learned about the Circadian Rhythm, which is up at 6:00 am and to sleep by 10:00 pm. Because, as an elected official, it is up to the full Commission what hours we hold our meetings, I am asking this Commission to consider my health along with the full Commission's health and decide to allow each and every one of us the opportunity to go to sleep by 10:00 pm."

Commissioner Lopez asked what Commissioner Parker wanted the Commission to do.

Commissioner Parker stated that she wanted to start the meetings so that we can all be home by 9:30 pm.

Vice Mayor Zander asked if Commissioner Parker wanted to start the meetings at 6:30 pm instead of 7:00 pm.

Commissioner Parker stated that if the Commission is running over, the item could be tabled until the next meeting.

City Manager Glanzer stated that the Charter states that 7:00 pm is the starting time for the Commission meeting and this would need to be looked into further. City Manager Glanzer stated that in other communities, the Commission has agreed to end their meetings at a specific time, unless there is a vote to extend the meeting beyond that time. The Commission finishes whatever agenda item they are on, and if they vote to end the meeting, any agenda items left are continued to the next meeting. City Manager Glanzer will research this item and bring the information back to the Commission.

Vice Mayor Zander:

- 1) Reported, as part of Crime Watch, that there was an attempted burglary on Walnut Street on Thursday by three boys. One of the boys was identified as one of the same three that robbed Doug Jones' house.

Commissioner Green

- 1) Reported that he attended the North Florida Regional Planning Council last Thursday and commented that it is run much like a city meeting. There was a proclamation read stating that this is travel and tourism week. Mr. Scott Koons, Executive Director, has been appointed to serve on the Florida Foundation Six Pillars Caucus, founded in 1968, to work in partnership with state business leaders to support economic infrastructure and growth leadership.

Commissioner Lopez:

- 1) Stated that the ACPO Mother's Day event was very orderly, but 8 deputy cars were lined up together and if someone wanted to visit Archer but did not know what was going on, they might think that something terrible had happened.
- 2) Stated that the grand opening of the Community Center is being planned and all of the Alumni are coming into town. The tentative opening date for The Archer Community Center will be on July 31, 2011.

Fletcher Hope, citizen and business representative commended that the parking at the ACPO Mother's Day Event was very structured and orderly and the music played was enjoyable. The ACPO charged \$5 for parking and \$25 for a table.

Commissioner Parker stated that she would like to compliment City Manager Glanzer for working tirelessly in assisting the ACPO.

VI. CITIZEN COMMENTS

Laurie Costello, citizen, stated that after 6:00 pm a lot of people arrived to attend the Mother's Day Event and the roads were at a standstill, making it difficult to access streets. The deputies were all on State Road 24, and if the event comes up again, the deputies should be instructed to drive around to the various back entrances and get the traffic moving.

Laurie Costello asked if a copy of the minutes and agenda items could be put on the entrance table to City Hall prior to the meetings.

City Manager Glanzer stated that he will arrange to have the information available.

Laurie Costello asked about the Crime Watch e-mail list.

Vice Mayor Zander stated that she was having problems with her computer sending out large numbers of e-mails.

Laurie Costello proposed putting this item in the Newsletter and asking everyone to send in an updated e-mail if they want to be on the list.

Fletcher Hope, citizen and business representative stated that Maddox Foundry, through Progress Energy's Sun Sense Rebating Program, Solar Initiative, submitted an application to be considered for solar panels for \$75,000. Progress Energy approved rebating \$19,800.00 of that \$75,000 system and it is being implemented and constructed as we speak.

VII. PLANNING CALENDAR

- A. Special Commission Meeting and Public Hearing May 16th, at 7 pm, Archer City Hall.
- B. Recreation Committee Meeting, May 17th, at 7 pm, Archer City Hall.
- C. Archer Community Center Committee Meeting, May 19th at 4 pm, Archer City Hall.
- D. City Commission Meeting, May 23rd, at 7 pm, Archer City Hall.
- E. Codes Enforcement Board Meeting, May 24th, at 7 pm, Archer City Hall.
- F. Yulee Day Festival, June 4, 9 am – 6 pm.
- G. Commodities Distribution, June 6, 1-2 pm at Wilson Robinson Park.

VIII. MOTION TO ADJOURN

With no further business to discuss, Vice Mayor Zander 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



Vice Mayor Marjorie Zander