

**CITY OF ARCHER COMMISSION MEETING MINUTES**

**Monday, November 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.*

<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
Commissioners:	Blanch Parker
	Gabe Green
	Fletcher Hope
<b>Staff:</b>	
City Manager	John Glanzer
City Attorney	Allan H. Kaye
Minutes Recorder	Mary T. Flickinger
<b>Absent</b>	
Vice Mayor:	Marjorie Zander

City Manager Glanzer announced that there will be two changes to the Agenda tonight. Under Public Hearing, Ordinance 04-2011, Setting the Millage Rate, should read "Second Reading" and Resolution 2011-18 will be moved to item B under Public Hearing.

**I. APPROVE CONSENT AGENDA**

- A. Minutes from the November 14, 2011 City Commission Meeting.
- B. Minutes from the November 17, 2011 Joint Commission/Sewer Committee Meeting.
- C. Approve Bill Payments as Presented.

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

SECOND made by Commissioner Parker.

MOTION CARRIED 4-0.

**II. CITIZENS COMMENTS**

Former City Commissioner, Roberta Lopez, stated that at the last Commission meeting she attended on September 12, 2011, she distributed a list of recommendations for the Commission to review for possible action. Roberta Lopez stated that she is distributing the list again for the benefit of the new Commissioners.

Rance Braley stated that the Archer Historical Society and the Archer Chamber of Commerce will be holding their Annual Christmas Tree Lighting celebration on Thursday, December 8, 2011, from 6:30 pm – 8:30 pm. Rance Braley requested permission for a street closure to accommodate the event and distributed a map outlining the event site.

MOTION made by Commissioner Hope to add the request for street closures to the agenda, under New Business, item C.

SECOND made by Commissioner Green.

MOTION CARRIED 4-0.

Tillie Davis stated that the Historical Society plans to honor Mr. Herbert Natiel and his wife on Saturday from 2:00-4:00 pm at the Presbyterian Church. The Historical Society would like to request a Proclamation in recognition of Mr. Natiel who has been on the board of the Historical Society for several years and is a Korean War Veteran.

City Manager Glanzer stated that a Proclamation can be prepared and presented, but it would need to be read at the next Commission meeting in December.

### III. PUBLIC HEARING

Mayor Ogborn opened the Public Hearing.

#### A. Ordinance 04-2011 Setting Millage Rate (Second Reading).

Attorney Kaye read Ordinance 04-2011, Setting the Millage Rate at 5.2 mills, Second Reading, in its entirety for the record.

MOTION made by Commissioner Parker to adopt Ordinance 04-2011, setting Millage Rate.

SECOND made by Commissioner Green.

MOTION CARRIED 4-0.

#### B. Resolution 2011-18 Adopting the 2011/2012 Annual Budget

Attorney Kaye read Resolution 2011-18, re-adopting the 2011/2012 Annual Budget, in its entirety for the record.

MOTION made by Commissioner Parker to adopt Resolution 2011-18.

SECOND made by Commissioner Green.

MOTION CARRIED 4-0.

### IV. OLD BUSINESS

#### A. Amendment of Fee Waiver Policy

City Manager Glanzer stated that references to the IRS 501c(3) classifications have been removed from the policy. Non-profits must be registered as a Florida Non-profit Corporation and charitable organizations defined as organizations which are registered with the Florida Department of Agriculture, Division of Consumer Services. The request to change the word "may" to "shall" could not be made because such a change would require the Commission to grant all requests for fee waivers.

MOTION made by Commissioner Hope to accept the Fee Waiver Policy as amended and reviewed by Attorney Kaye.

SECOND made by Commissioner Parker.

MOTION CARRIED 4-0.

#### B. Old Jail – Liability Insurance

City Manager Glanzer stated that Tom Connelly, Florida Municipal Insurance Trust, said that the Old Jail building is not on our list of insured structures. If the building was destroyed, the city would not receive any compensation, but the city's property insurance would cover the damage to the property of others. The city's liability insurance would protect the city in case of injury at the Old Jail, but would not provide protection to the Historical Society in the event of an injury if it were used as an event site. The Historical Society would need to provide their own liability insurance; naming the City as a co-insured if they want to utilize the Old Jail as an event site.

Commissioner Parker stated that the building is very unique and could be listed as a historical site.

City Manager Glanzer stated that if the building was registered as an historic site, it would need to be listed on our insured structures.

Tillie Davis, Archer Historical Society, stated that their insurance company has no problem with the city being a co-insurer.

City Manager Glanzer asked the Commission if they had any particular requirements that they would like to have put in the lease.

Mayor Ogborn proposed a one year lease with an option to renew, or cancel, with some type of maintenance built into the lease.

Commissioner Parker proposed a five-year lease.

MOTION made by Commissioner Green to enter into a one year lease with the Historical Society, renewable, with a sixty-day option to cancel by either party.

SECOND made by Commissioner Hope.

MOTION CARRIED 3-1. Commissioner Parker opposed the motion.

### V. NEW BUSINESS

#### A. Application for Vacant Code Enforcement Board Seat – Jane Behringer

City Manager Glanzer stated that Jane Behringer has submitted an application to serve on the Codes Enforcement Board. Jane Behringer has served on the Codes Enforcement Board in the past as a board member and Chairman.

MOTION made by Commissioner Parker to accept Jane Behringer to serve on the Codes Enforcement Board.

SECOND made by Commissioner Green.

Commissioner Hope asked how long the application period is for applying for vacant positions.

City Manager Glanzer stated that there is no set application period for applying, and this is the only application received so far.

MOTION CARRIED 4-0.

## **B. December 26, 2011 City Commission Meeting Cancellation**

City Manager Glanzer stated that the Personnel Policy Manual states that if a holiday falls on a Saturday or Sunday, the preceding day would be the official holiday. December 26, 2011, is the official holiday for staff members.

The consensus of the Commission was to cancel the December 26, 2011, Commission Meeting.

Mayor Ogborn clarified that the first meeting of the Commission would be January 9, 2011.

City Manager Glanzer stated that if needed, a special meeting can be called.

## **C. Request for Road Closer -Archer Historical Society/Archer Chamber of Commerce - Christmas Tree Lighting.**

MOTION made by Commissioner Parker to approve the road closure requested for the Christmas Tree Lighting.

SECOND made by Commissioner Green.

MOTION CARRIED 4-0.

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

### **A. Contribution of Commissioner Salary – Commissioner Hope**

City Manager Glanzer stated that Commissioner Hope has submitted a letter requesting for his salary to be turned back over to the city for the remainder of his term on the Commission.

Commissioner Parker stated that if Commissioner Hope donated the funds, the funds now belong to the city and it was up to the city how it was spent.

City Manager Glanzer stated that Commissioner Hope requested that the money be earmarked for certain areas.

Attorney Kaye recommended that Commissioner Hope continue receiving his salary each month so that taxes can be paid, and then donate the remaining amount back to the city.

Commissioner Hope agreed and noted that the salary could then be earmarked for the areas outlined in his letter.

### **City Manager Glanzer's Report:**

Appraisals of City Property and Insurance Payments: City Manager Glanzer reported that the major city properties were appraised for their value. The cost of the appraisal was \$3,000, half of which was borne by the Florida Municipal Insurance Trust (FMIT), the city's insurers. The city in its contract with FMIT is required to maintain a minimum of 90% coverage on its properties. The policies from 2010-2011 show Pump Station #3 and Water Tower #2 were not included in the property schedules. Water Tower #2 and Pump Station #3 have been added to the schedule of properties. Well Station #1 and Water Tower #1 were seriously underinsured. This has also been corrected. Several other city properties increased in value while a number of others decreased. In the end, our net insured value of city properties increased from \$2,270,264 to 3,267,245. The total replacement costs for all city properties as appraised are \$3,879,000. The city was awarded an insurance refund of \$2,829 off of our yearly premium of \$32,622. City Manager Glanzer stated that the Old Jail is not on our schedule, but could be added if the Commission wanted.

Mayor Ogborn asked for City Manager Glanzer to find out what the cost would be to add the Old Jail.

County Transportation System Surtax: City Manager Glanzer and Commissioner Green met with the County Commissioners regarding the County's plan to consider a transportation sales tax surcharge. The Alachua County Board of County Commissioners is considering a .5 or 1 cent transportation sales tax surcharge to be placed as a referendum at next year's November election. The tax, if passed, would last for 10 years and the proceeds of the tax would be shared by the county and the nine municipalities. Any municipality wishing to share in the tax would have to enter into an inter-local agreement with the county. As part of that agreement, a list of proposed projects or purchases would have to be adopted and the funding could then be used for these projects or purchases. Archer's share is projected to be either \$86,000 per year at .5% or \$172,000 at 1%. The county has asked that the City compile a list of potential road projects to be presented to the county by early January. Funds can be used to purchase right-of-way, new roads, improvement to existing roadways or capital transportation facilities, design and engineering costs, public safety vehicles or equipment related to transportation infrastructure. The funds cannot be used for operation and maintenance costs. City Manager Glanzer stated that it is not a given that this referendum will come before the voters or if it will pass. If it were to pass at the 1% level it could represent \$1.7 million dollars to the City of Archer. City Manager Glanzer stated that he will compile a list of road projects within the city to present to the County.

### **Commissioner Reports:**

Commissioner Parker proposed that, in written documents and communication, The Archer Community Center should be referred to in the abbreviated form as TACC. Commissioner Parker also wanted to learn the name of the Old Fire Station.

Mayor Ogborn clarified that the name of The Archer Community Center is not being changed; just creating an acronym in general communication after the name has been written out in its entirety.

Commissioner Hope asked what the acronym would be for the Old Fire Station in documents.

City Manager Glanzer and former Commissioner Roberta Lopez clarified that the Old Fire Station is now called the Recreation Center.

City Manager Glanzer stated that the city has two parks, Maddox Park and the Archer Recreation Park. The Wilson Robinson Pavilion is located in the Archer Recreation Park.

Commissioner Parker stated that she will be looking for something magnetic to block out the window light at The Archer Community Center. Commissioner Parker complimented the city on changing the door behind the dais to open the other way.

Commissioner Green proposed calling the Archer Recreation Park the Archer Sports Complex.

## VII. PLANNING CALENDAR

City Manager Glanzer presented the planning calendar as follows:

- A. Code Enforcement Board Meeting, November 29 at 7 pm, City Hall
- B. Sewer Committee Meeting, November 30 at 7 pm, City Hall
- C. Commodities Distribution, December 1 at 1 pm, Wilson Robinson Park
- D. City Commission Meeting, December 12 at 7 pm, City Hall
- E. Planning & Zoning Board Meeting, December 13 at 7 pm, City Hall

## VIII. CITIZENS COMMENTS

Former Commissioner, Roberta Lopez, proposed a Community Sewer Workshop to help the community understand the sewer project. Roberta Lopez gave the city permission to test the well that is located on her property and asked about the testing criteria.

City Manager Glanzer stated that FDEP standards are set by the State of Florida and Rural Development standards are set by the Federal Government. The city needs to understand the criteria for the testing.

City Manager Glanzer stated that he will research the names of the city buildings and bring this information back to the Commission.

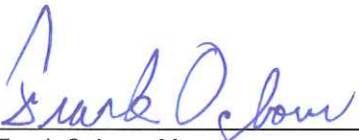
## IX. MOTION TO ADJOURN

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

MOTION made by Commissioner Parker to adjourn the meeting.

SECOND made by Commissioner Hope.

  
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John Glanzer, City Manager

  
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Frank Ogborn, Mayor