



City of Palm Coast

160 Cypress Point Pkwy.
Suite B-106
Palm Coast, Florida 32164
palmcoastgov.com

Meeting Minutes City Council Workshop

Mayor Jon Netts
Vice Mayor Bill McGuire
Council Member Jason DeLorenzo
Council Member Steven Nobile
Council Member Heidi Shipley

Tuesday, June 9, 2015

9:00 AM

Council Conference Room

>Public Participation shall be in accordance with Section 286.0114 Florida Statutes.

>Other matters of concern may be discussed as determined by City Council.

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A. Call to Order

Mayor Netts called the meeting to order at 9:00 a.m.

B. Pledge of Allegiance to the Flag

C. Roll Call

Records Coordinator Barbara Redline called the roll.

Present: 5 - Mayor Netts, Vice Mayor McGuire, Council Member DeLorenzo, Council Member Nobile, and Council Member Shipley

D. PRESENTATIONS

1 [15-241](#) PRESENTATION ON FLORIDA PARK DRIVE TRAFFIC STUDY

Mr. Landon gave a brief overview of this item. Mr. Sean Castello, Traffic Engineer, gave a PowerPoint presentation (attached to these minutes).

VM McGuire - What is a level of service analysis? Mr. Castello - FDOT (Florida Dept. of Transportation) has our planning level of service tables that contain traffic volumes for each grade level so when you go beyond a certain traffic volume you go up from grades A to F.

VM McGuire - Do the grades consider the type of traffic; motorcycles, big trucks? Mr.

Castello - No, that is where the data collection comes in.

-Florida Park Drive - Phase One - Existing Conditions - Traffic Data Collection slide:
CM DeLorenzo - The numbers inside the boxes; what does that represent? the recorded traffic levels.

CM DeLorenzo - In the first segment it gains trips along the roadway the residents along Florida Park in those neighbors heading south? Yes

VM McGuire - Are pickups considered trucks for this study? Mr. Castello - No, anything from a box truck up.

CM Nobile - How are you measuring that? Mr. Castello - By axles and distance between axles.

CM Shipley - Are any of these numbers above average; are locations 4 and 5 still within normal range? Mr. Castello - Yes, all normal. Mr. Landon - Now you are talking about level of service, etc.

-Florida Park Drive - Phase One - Existing Conditions - Speed Data slide:
CM Shipley - The ones that are 40 (mph) and over, is that where we have the thing monitoring the speed? Mr. Castello - Actually, that is location 3.

-Florida Park Drive - Phase One - Existing conditions - Intersection Analysis slide:
VM McGuire - This data was collected while Holland Park was under construction; how would that affect these numbers? Mr. Castello - The study was conducted in February; maybe a slight reduction but he didn't know if it would be a lot. He expressed he did look back at 2013 traffic counts and they are within a few hundred; so there will be some extra traffic when the park reopens.

VM McGuire - What conclusions would you draw from Florida Park Dr. at Palm Coast Pkwy., in as much as it is signalized and our service level is C-Charlie; Mr. Castello - That is primarily due to the side streets; there is a whole formula that goes into how to calculate these things, etc. Mr. Landon - Palm Coast Pkwy. gets more time than Florida Park Dr. because of volume and, therefore, people have to wait longer on Florida Park Dr. which is true of all the side streets whether it is Colbert Ln., etc., so Palm Coast Pkwy. does not get backed up and grid locked; it is designed wait time.

VM McGuire - So when construction is completed, since the volume is likely to increase somewhat, would you expect the "C" to become a "D?" Mayor Netts and CM DeLorenzo believe it would be the opposite. Mr. Landon - Our signals are going to be smarter and hopefully deal with the impact of how much traffic is going through.

VM McGuire - Is a person on a bicycle considered a pedestrian on this? Mr. Castello - Yes.

CM Shipley - What would the difference between an in-house study and an outside study; everything would be the same except for paying extra? Mr. Landon - It would take everything we had, if you made changes; blocked off something, etc. They make predictions to see what would happen - modeling. They will use different roadways. We do not have the modeling equipment.

VM McGuire - Have we compared other streets with Florida Park Dr.; how bad is this compared to other streets in the City? Mr. Landon - Every neighborhood has a major collector - Parkview, Rolling Sands, Eric, Westhampton, etc. We have that data; all of them have heavier traffic than the streets that come off of them.

CM Nobile - Have we compared it to something else in town or using national numbers?

VM McGuire - What do the numbers of volume on this street say in compared to other streets in the City? CM Shipley expressed she is not sure we have another street like Florida Park Dr. Mr. Landon - From an engineering standpoint, Florida Park Dr. operates very acceptable. If it is your opinion it is not acceptable, then it is not acceptable, but that would just be individuals' opinions. Is there a way to redirect traffic on Florida Park Dr.? Yes, but you will shift it someplace else.

Mayor Netts - Alternatives for pass through traffic; if we do any of those, what will the impact be on the other neighborhoods? Mr. Landon - Difference between individuals' opinions and the traffic engineers' opinions is that if you do something to change where the traffic goes, the engineers will tell you it is acceptable and they will come back and say other streets can handle the traffic and it will flow okay but as soon as you have more traffic on those streets, the neighborhood will have a different opinion. Yes, the system will still operate correctly but you as an individual may have a whole different opinion about whether that is acceptable.

Mr. Landon suggested to bring it back to Council at a business meeting for public input.

Mayor Netts - Let's be sure we share some of this data with the Sheriff's Department (nature of crashes and where they occurred and segments of speeding data).

CM Shipley - What about the pollution and noise? Mr. Landon - When you get bad service levels, that is where you get pollution building up from idling and noise from stopping and starting. When you have a level of service of "A" and "B" (listed on the slide) that usually is not considered something you can solve by making any changes; engineers would tell you there is no need to solve problems because the level of service works like it is supposed to.

Mayor Netts - Without doing huge detail study, (Phase Two slide) is there any way Lassiter can just do the second bullet (concerning travel demand modeling to model alternatives to reduce pass through trips)? VM McGuire suggested the volume of the traffic is truck traffic; possibly prohibiting commercial traffic during certain times. Mr. Dan D'Antonio, Principal of Lassiter Transportation Group, 123 Live Oak Ave., Daytona Beach - Sure the travel demand element of our price was about \$18,000, because that tool is complicated and to get good output, you have to get really good input; it was an expensive element of the Phase 2 study. The blue tooth readers are going to tell us if there is cut through traffic. Staffs' numbers tell you the volumes but not necessarily tell you if they are all from along Florida Park Dr. We can intuitively look at the network and say sure this a traffic route to get from point A to point B, but the bluetooth readers will give us a sample size to say okay how much are we actually looking to divert by the alternatives we may come up to eliminate or reduce the cut through traffic. We would have a good idea of where it would go and have a number assigned to those other routes.

CM Shipley - Have you done streets that are like Florida Park Dr. and done the modeling and seen the difference that you can give us an example of? Mr. D'Antonio - No, he has not used the model for this type of activity; it is actually built for a much larger scale of loading, etc. It is an appropriate tool for the application, but he has not used it for something like this in the past. Have we done studies to eliminate pass through/cut through traffic? Yes, and those are always very challenging; it depends on who you ask - whether or not it was successful.

VM McGuire - If you were given a definitive goal; then you could say you made the goal or didn't make the goal. Mr. D'Antonio - Absolutely. He gave an example in Ormond Beach, Riverside Dr. which is a residential road; they recommended it to be one-way traffic but the city was not willing to implement that because it was such a drastic change and the residents did not want to make that change.

CM DeLorenzo - Does reduced speed, reduce volume? Mr. D'Antonio - Absolutely; in an issue like this they would look at making it a less attractive route as compared to other more appropriate roads for heavier volumes.

CM DeLorenzo - Does your proposal, is it just focused on Florida Park or will it take a more holistic approach and look at the other F streets and potential improvements? Ultimately, we want people to use Palm Harbor, will it look at the other streets and what improvements could be done on other streets as well to solve the larger problem? Mr. D'Antonio - No, it will look into the area; the model is intended to see where people are going and if they were going ways we didn't want them to go, we would provide solutions to discourage that unintended consequence to get them where you want them to go.

CM DeLorenzo - Would you make recommendations based solely on engineering decisions or also on human nature? Mr. D'Antonio - In the report, we would absolutely identify, for Council consideration, what we consider environmental affects in terms of human interaction; we would make those known from the neighborhood meetings.

CM DeLorenzo - Decorative intersections (textured, painted); what is the affect of those on traffic? Mr. D'Antonio - It depends how frequently they are placed on the roadway.

CM Shipley - They are noisier aren't they? Mr. D'Antonio - Yes, sometimes people use small traffic circles to give somewhat of an obstacle.

VM McGuire - What is a decorative intersection? CM DeLorenzo said he has seen brick on John Anderson Dr. (for example). Mayor Netts said people tend to slow down when they see a different surface, but it does increase the noise. CM DeLorenzo - Also, probably pollution.

CM DeLorenzo - Didn't the traffic speed change on Florida Park Dr.? Mayor Netts - Yes, it used to be 35; now it is 30 mph.

Mayor Netts - He is curious just to get the cut through traffic data. CM Nobile agrees; he is thinking longer term also; maybe a resolution in the future.

Mayor Netts - It may be interesting to see what happens when Island Walk shopping center is completed and see what happens. CM Shipley - Also Holland Park. Mr. Landon - We can do that; basically updating what Mr. Castello has already done.

Mayor Netts - In the interim, he would like the Sheriff's Department address the speeding issue; it contributes to noise and traffic accidents. Mr. Landon - Yes, they have been doing that, and they need to continue.

CM Shipley reported she has been on different streets; the newer streets are quieter. Mr. D'Antonio - Smoother asphalt does that.

Mayor Netts - Does the nature of the surface make a significant difference in traffic

noise? Mr. D'Antonio - Yes, but it would be very difficult to detect with the human ear; the larger the aggregate in the asphalt - the noisier; the finer the aggregate the more asphalt used to hold it together - the quieter it is.

CM DeLorenzo - He assumes there is more cost differential? Mr. D'Antonio - The more binder, asphalt - the more expensive.

VM McGuire - Does it last longer, shorter or the same? Mr. D'Antonio - 20 years; same basically. Mr. Castello - If we need more drainage, we need larger aggregate, etc. Mr. Landon - The aggregate is the gripping part; smoother surface is slicker when wet. The key is, if you are driving 70 mph you can hear the difference substantially more than if you are driving 30 mph; at 30 mph studies have shown you can't really tell the difference.

Mr. Landon - We will put it on the agenda for next Tuesday.

The Presentation was Continued.

2 [15-237](#)

PRESENTATION ON HYDRAULIC FRACTURING AND OFFSHORE DRILLING

Mr. Landon gave a brief overview of this item. Ms. Denise Bevan, City Administration Coordinator, gave a PowerPoint presentation (attached to these minutes).

VM McGuire - Hasn't the Board of County Commissioners (BOCC) endorsed their position? Mr. Landon - We did not get that request from the County, we got that request during public participation; we used the County's resolution as a model, etc.

VM McGuire - Does that also include offshore drilling or just within the State? Ms. Bevan - If you go to the website DEP's (Dept. of Environmental Protection) interactive it does deal with offshore; you can see where they've pursued it's been denied or it hasn't worked, etc., but yes the exploration has happened in the Gulf and down south by the Keys.

VM McGuire - So, of these 1,000 permits what would your estimate be of how many are offshore wells? Ms. Bevan - She did not go through that analysis but we can do that.

VM McGuire - Is it a whole bunch or just a few? Ms. Bevan - Just a few.

VM McGuire - So, most are in the State? Ms. Bevan - Correct, inland. Mr. Landon - We don't have any offshore, off of our coast too.

CM DeLorenzo - But, is it allowed? Ms. Bevan - We have the laws (some existing laws slide); we have the structure to deal with this; protecting aquatic marine life, safety, drilling, casing, protecting our water, etc. Attorney Reischmann stated the resolution being considered is really more towards fracking as opposed to offshore drilling; then dividing the offshore drilling between that which is regulated by the State of Florida and that which is off the coast which is the Federal Government.

CM DeLorenzo - What about if you have your rules in before the next session? Attorney Reischmann - They might make it retroactive.

VM McGuire - Issuing permits for hydraulic extraction? Ms. Bevan - We don't know.

Mayor Netts - Two issues here, with the data presented it doesn't seem likely that somebody is going to do some fracking here in Flagler County or the waters offshore;

this does not immediately affect us. The second issue is, Flagler County has already spoken for this area, so he doesn't know if this is an issue that is burning for us. CM Nobile agreed.

VM McGuire - If you work in the petroleum industry, these are high paying jobs and steady employment. He would have to weigh the economic benefit to the City of Palm Coast against the potential hazards from the health standpoint, because some of the liquids that fracking uses; they put under great pressure are carcinogenic but you have the DEP in there inspecting on a regular basis; the BOCC maybe jumped the gun a little on this because he likes turtles but we all like high paying jobs.

CM Nobile - He thought he heard the EPA (Environmental Protection Agency) said fracking was not (damaging) on the environment. Mayor Netts - Has little affect on drinking water.

CM DeLorenzo -The larger affect may be a lack of water.

CM DeLorenzo - Let's keep an eye on it for next session.

The Presentation was Received and Filed.

3 [15-221](#)

PRESENTATION ON LONG TERM FINANCIAL PLANNING

Mr. Landon gave a brief overview of this item. Mr. Chris Quinn, Finance Director, and Ms. Lina Williams, Budget Analyst, gave a PowerPoint presentation and forecasting model (attached to these minutes).

CM Shipley - Did we have this (forecasting model) before? Mr. Quinn - We did have this before but not to this level.

Mr. Quinn spoke of the ERU (Equivalent Residential Unit) system related to stormwater fees; the only way we get an appreciable increase in revenue is if vacant, wooded areas are developed then we get more billable ERUs.

CM DeLorenzo - Because the difference in the fee from a platted lot to a developed lot is not that much, but the difference from an unplatted lot to a developed subdivision? Mr. Quinn - Very significant.

CM Shipley - This isn't something (spreadsheet) we can sit with our IPADs and change the numbers, etc.? Mr. Quinn - It's not that you can't, but it is very complicated, probably need some training; the best thing you could do is provide us those scenarios you are interested in seeing. We will preload those for discussion, etc.

VM McGuire - General Fund - largest expenditures are for police and firefighters, etc., is this just operating expenses for Fire? Mr. Quinn - For Fire, it would include their replacement costs.

CM DeLorenzo - The inflation in the CPI, that is used in the model; what methodology? Mr. Quinn - We are using 3% CPI, standard.

CM DeLorenzo - Do you believe the sales tax will have a ceiling or can it maintain 4% every year? Mr. Quinn - He is not sure we are there because there are still so many commercial developments to come where people are still going out of the County to buy stuff, etc.; eventually there is a point where you are there.

VM McGuire - COLA (Cost of Living Adjustment) in there? Mr. Quinn - It is all built in there. VM McGuire - Your 3% consumer price index (CPI), is a Federal number is it not? Mr. Quinn - It's a Federal estimate we usually use; pretty much 3% CPI is what everybody is using as an inflationary number these days. We have been lucky the past couple of years and have not had a 3% CPI it has been less than that; fuel has a big impact on that, etc.

VM McGuire - Are there any other municipalities or governments interested your programs (forecasting model, etc.)? Mr. Quinn - There are other communities that may be going even beyond what we are doing.

The Presentation was Continued.

E. WRITTEN ITEMS

- 4 [15-227](#) RESOLUTION 2015-XX APPROVING A WORK ORDER TO CONNECT CONSULTING, INC., IN AN AMOUNT NOT TO EXCEED \$54,600.00, FOR REHABILITATION OF WELL LW-14

Mr. Landon gave a brief overview of this item.

No Council comments.

The Resolution was Continued.

Enactment No: R2015-69

Public Participation shall be in accordance with Section 286.0114 Florida Statutes. Any member of the public interested in speaking on any proposition agendaed or that Council discusses or considers during this workshop, will be afforded the opportunity to speak during public participation at the next City Council Business Meeting. Contact the City Clerk's office for the meeting date, time, and location at 386-986-3713 or cityclerk@palmcoastgov.com.

F. DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA

CM DeLorenzo - The TPO (River to Sea Transportation Organization) - meeting 6/24/15 - they are going to have the new 5-year transportation improvement program. He gave an update of the projects going on in this area:

-Matanzas Woods Interchange, fully funded.

-Old Kings Road Extension Phase 1 (Forest Grove to Matanzas Woods Parkway), fully funded.

-Old Kings Road Widening (Palm Coast Parkway to Forest Grove), so far the only dollars programmed are in this fiscal year, which is some right-of-way acquisition. VM McGuire - When you say fully funded, do you mean engineering and construction?

CM DeLorenzo - Yes, in the 5-year FDOT work program as proposed; every year it is updated to include the next 5th year and this is where the projects are in that process.

-Old Kings Road Extension Phase 2 (Matanzas Woods Parkway to Old Kings Road). He would like to discuss the true importance of that project; why is it needed? Mr.

Landon - The goal was so people who want to continue on Old Kings Road would not turn on Matanzas, go by the school, go into that intersection at Matanzas and Old Kings Road and then turn left and then go on up; that they can just continue on. At that point, once you hit Matanzas the idea was narrow it down to two lanes so it wouldn't be a big 4-lane divided, it would just be two lanes, a continuation. Obviously,

our priority was to get it to Matanzas and always has been. We don't comment on that one much with FDOT. Our next priority has always been the widening of Old Kings Road from Palm Coast Parkway up. CM DeLorenzo - It's significantly higher on the priority list as well; it is #5 on the overall regional priority list, compared to #11. CM DeLorenzo - Old Kings Road Extension Phase 2 also has some right-of-way acquisition program dollars programmed for next fiscal year.

-Matanzas Woods Parkway Phase 2 (widening from US1 to I-95) has P&E funding in fiscal year 2017-2018.

-There are two projects that don't have any proposed funding at this point which is: Matanzas Woods widening (I-95 ramps to Old Kings Road, eastern section of it) and State Road 100 widening (I-95 to Belle Terre).

-Category of Traffic Operations and Safety Projects: Seminole Woods Parkway/SR100 intersection safety improvement project - \$48,000 project cost (#7 on the list of 9). Belle Terre Parkway/Boulevard intersection analysis is #2 priority.

-Transportation Alternatives Project: Lehigh Trail trailhead at the Tennis Center which has no dollars programmed yet and is quite far down on the priority list; as projects are completed they move up the list.

-Seminole Woods Boulevard trail is fully funded in the bike/ped. (category). VM McGuire - Fully funded for which section? CM DeLorenzo - The section that we are not doing which is from Sesame to US1.

-Projects ready for funding but that don't have funding yet: Bunnell sidewalks around Bunnell Elementary School, County project waiting for a feasibility study before it can move to the next step is sidewalk on Lambert Avenue in Flagler Beach.

Mr. Landon - Last week, we met with FDOT high level district staff; we continue to push for funding of widening of Old Kings Road, one that we feel is kind of lagging behind; the 4-laning from Palm Coast Parkway up to Forest Grove. It is currently under design with FDOT dollars. They agreed to look at signage on I-95 and SR100 and that it does not say Palm Coast. They agreed that this is not how that is supposed to work, etc. Also, the trail mentioned from Sesame down to US1. Brought up lighting at intersection of US1 and Old Kings Road; not much hope for that meeting their criteria but always bring that up.

VM McGuire - Are we getting off the ground on policies with interfacing with citizens?

Mr. Landon - Yes, Mr. Beau Falgout is going to take the lead on a team approach and involved safety and training teams. VM McGuire is hoping we will look at other municipalities as well. Also, at no expense other than staff time.

CM DeLorenzo - If there is going to be a training, let's not forget Career Source and the opportunities they have for on the job training. Mr. Landon - We are doing that with the customer service training; yes, absolutely.

CM Shipley was wondering if there was an update from the owner of the Matanzas Woods golf course; letter giving us permission to take care of it a little bit. Mr. Landon - We are pursuing the old club house, and hopefully put together the necessary documentation to demolish it or board it up. Secondly, they have provided the Sheriff with a letter stating that anyone that is on the property that shouldn't be on there, they are welcome to trespass them to reduce motor bikes, etc. Mr. Landon - The most difficult part is the maintaining or mowing of the grounds. The City has never said it would go in and start maintaining/mowing it (100s of 1,000s of dollars). The real problem is trying to come up with some kind of strategy and which areas to keep natural and which to mow; no discussion that this will be a golf course again.

VM McGuire - Where do we stand with Code Enforcement procedure; have they been cited? Mr. Landon - Yes, and notice has been given. The goal is to get them to the table and come up with an agreement as to what their maintenance level is going

to be.

VM McGuire - There is a code process that we will maintain and bill them for it. Mr. Landon - Yes, in this case, the idea that we go in and mow the golf course that has never been an option that we have given serious consideration to. CM DeLorenzo - The possibility of recouping those dollars and the rest of the citizens paying for that is very slim, etc.

CM Nobile asked the difference between an abandoned (residential) property and the golf course. Mr. Landon explained that if the house burned down, now you have a vacant lot. We would not make you come and mow that; it is just a bad transition time. Attorney Reischmann - It is important to remember there are two different problems - the structure, and the other is the golf course. It is not what the neighbors want to do, it is what the City is allowed to do by law; it is private property. We do not have a development agreement with the previous owner of the property which was a golf course before the City was incorporated.

Mayor Netts - Flagler County is part of the Northeast Florida Regional Council (NEFRC); its subsidiary is the Regional Community Institute - essentially a think tank component. At the most recent meeting in Orange Park, a question was raised - what direction should the Council (NEFRC) give to the Regional Community Institute? There were about half a dozen different things including services for the elderly, economic development, health services, etc., the consensus was that these were things that were being addressed by some other agency. There was one on the list that he very heavily lobbied for, and ultimately was approved, and that's the issue of water and water supply. The initial thought was you have the St. Johns River Water Management District (SJRWMD); they are primarily regulatory, but the bigger issue - is there something that local governments can do collaboratively to improve water availability and water usage and that was overwhelmingly adopted by the NEFRC to give direction to the Institute to talk about. Are there things that we can do within this region to make more water more readily available or to make better use of existing water? The example he used was, we have cross-connection for our water utilities so that in the event that Flagler Beach has a major problem, we can at least temporarily provide them with water. It's a two-way street, if we had a shut down, we could draw water from Flagler Beach and Bunnell for short periods of time. Those are the kinds of things he asked them to look at. We are looking at water, water supply as it relates to growth and development in Florida as a whole; in our region in particular. VM McGuire - Looking at it, what is the result of that? Mayor Netts - We don't know; they will address the issue, convene meetings and they will make some recommendations to the Council to adopt or not adopt. It's simply getting away from the status quo, looking at other options, think tank, etc.

G. DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA

No comments.

H. DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA

Mr. Landon reported:

Seminole Woods path - we are done.

FPC (Flagler/Palm Coast High School) - in front of the high school, the grass is all brown; we killed the grass; our crews will be doing some landscaping there.

VM McGuire - Is Mr. Ajram still there? Mr. Landon - No, he has moved into his new

home in Bunnell on SR100; transition went very smoothly.

Palm Coast Parkway is still on schedule; you will see some lane closures at night as they shift away from the outside into the medians; we are going to make some of the left turn lanes a little longer; that project continues to stay on schedule.

City Hall is on schedule; you can see the base of the parking lot, the concrete banding on the building exterior, etc.

Holland Park - They ran into more muck than expected when digging the pond; they are a little behind; he inquired if there is something we can do to move that along.

Royal Palms - They are still doing little tweaks but for the most part it is done; this is the last phase from US1 all the way to Old Kings Road. We were able to get that right turn lane in at Rickenbacher and stay within our contingency. CM DeLorenzo thought that was really necessary.

Utility projects are all moving along as planned.

VM McGuire - The weir at Belle Terre and Pine Lakes? Mr. Landon - Very pleased with Cline and staff. In hindsight, we could have had a special meeting at a workshop to move that up a week.

Mr. Landon - We are a member of FLC (Florida League of Cities), at their annual conference in August they always have a resolution committee for proposed policies and priorities; given big issues in the State of Florida that cities are interested in. Every member city has one vote and they always ask for one member of a City Council to be designated as the voting delegate. Mayor Netts - That is a two-part question, who is planning on going to the FLC and who would be willing to put an extra hour in to be the voting delegate? VM McGuire - He did it last year, CM DeLorenzo - He did it the year before. CM Shipley volunteered. Council consensus CM Shipley will be the voting delegate.

I. ADJOURNMENT

The meeting was adjourned at 11:50 a.m.

Respectfully submitted,
Barbara Redline

ATTACHMENT TO MINUTES

[15-238](#) MEETINGS CALENDAR AND AGENDA WORKSHEET

[15-243](#) ATTACHMENTS TO MINUTES