



City of Palm Coast

City Hall
160 Lake Avenue
Palm Coast, FL 32164
www.palmcoastgov.com

Meeting Minutes City Council Workshop

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

Tuesday, February 9, 2016

9:00 AM

City Hall Community Wing

>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 Shipley, Council Member DeLorenzo, Council Member McGuire, and Council Member Nobile

D. PRESENTATIONS

1 [16-46](#)

PRESENTATION: HYDRAULIC FRACTURING AND OFFSHORE DRILLING

Item 7 was discussed prior to this Item 1 to accommodate Flagler County staff that was present. Mayor Netts also requested item 2 be removed from the written items because it is such a large item it needs to be talked about in more detail. Council consensus.

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

Mayor Netts - Why are the areas so broad in the northeastern states and so narrow around Florida on the east coast? Ms. Bevan - It all has to do with the Continental Shelf.

CM McGuire - How far off the coast do you have to get before you are in international waters? Ms. Bevan - Three miles to Federal but the reach of this authority in our State is about 315,000 miles.

Mayor Netts asked to see the slide "What is Fracking?" and stressed he is very concerned about the impact, possible contamination of our fresh water source.

CM McGuire - What legal recourse do we have if someone is doing that offshore and contaminates the water source for the City of Palm Coast; what can we do about it? Mr. Landon - We have no jurisdiction; other than the State is offering that you can use your zoning powers, etc.

CM DeLorenzo - The House Bill and Senate Bill are a little bit far apart, right? Attorney Reischmann - Yes, the Senate Bill says that any existing ordinance before January 1, 2015 could be enforced but in the House Bill it says local governments can't prohibit fracturing or fracking but they can pass zoning or land regulations as long as those land regulations do not impose a moratorium to effectively prohibit this or inordinately burden. He spoke of protection of our water supplies, our environment, we want to be doing something that would place some structure or restrictions to protect it; that's a matter of perspective, the perspective of the industry would likely be a burden, so you can imagine what would happen then. These are just bills; these are not laws yet.

CM DeLorenzo - Landowners' mineral rights, how far down are your rights? Attorney Reischmann - Unless otherwise provided, they go down as far as you can get to; as is technologically available.

CM Nobile - How long, generally, are these horizontal drills? Ms. Bevan - Depends on the resource.

VM Shipley - So, in order to go horizontal they would have to have land rights? Attorney Reischmann - They would want to have some sort of real property interest in the mineral rights; anywhere they are going to have their equipment and drill; where they think the resources are.

CM McGuire - If they do this offshore, which we have nothing to say about and it affects the quality of our water, how will we know and what can we do? Mayor Netts - When all of a sudden you start tasting methanol, hydrochloric acid, petroleum in your water. Attorney Reischmann - In our existing land use code, are there any prohibitions on drilling? Mr. Landon - Not that he is aware of.

Mayor Netts - In our southern portion of the City our deeper wells go into what aquifer? Mr. Richard Adams, Utility Director - Upper Floridan.

Mayor Netts - Upper Floridan goes beyond the boundaries of Palm Coast? Mr. Adams - Yes, as you go east and north it gets more brackish.

CM DeLorenzo - The Florida League of Cities and the Association of Counties, are they just fighting this from a home rule perspective or are they fighting it at all? Ms. Bevan - The Florida League of Cities is in support of the Senate Bill currently, after recent amendment it was adjusted; the same amendment that gave support to local governments' authority over land use, so when that amendment happened that was a

big trigger on turning the tide on support or not support.

CM DeLorenzo - From a statewide economic perspective, he doesn't see the benefits; why would you risk the entire State's economy just for some jobs, relatively short term jobs; risking fresh drinking water, etc.?

Attorney Reischmann - If you had the offshore fracking, geologically could that impact our water wells inland? Mr. Gary Eichler, Hydrogeologist with Connect Consulting, Inc. (City's consultant) - It is all going to be offshore; there is very little potential for developing oil and gas on shore. He explained the drilling process with 360 degree horizontal legs coming off of that one drilling platform. What is most important to us is the fact that it's not a horizontal layer, it's actually a dome and as you go offshore and deeper as you move farther off the coast it is actually in the same formation that you are getting your water, way down, gradient both physically as far as elevation and hydraulically as far as fresher.

CM McGuire - Do we take any qualitative analysis of the water we take out of the ground to purify? Mr. Adams - Absolutely, there is a whole litany of primary and secondary tests that we do.

CM McGuire - Today, are you going to know if the water is any different from yesterday? Mr. Adams - No, you could not practically do those tests every day. Mayor Netts - Once you do find out, it is too late to do anything about it. He is not seeing anything that fracking is desirable for the east coast of Florida; the cost benefit analysis says it is not that important, the bigger issue is the gradual erosion of local governments' authority.

Mr. Landon summarized there are a couple of means; some communities have passed resolutions expressing their position; the other one is we have the opportunity to instruct our lobbyist to work on the current bills. Mayor Netts stated that Flagler County passed a resolution; he would not be opposed to passing a similar resolution supporting Flagler County's position and asking our good friends in Tallahassee.

CM McGuire - If we were to compose such a letter, he suggests that we not only send it to the State legislature, but also the Environmental Protection Agency. Mayor Netts - And the Florida League of Cities and the Association of Counties.

The Presentation was Continued.

Enactment No: R2016-7

E. WRITTEN ITEMS

- 2** [16-44](#) RESOLUTION 2016-XX APPROVING A CONTRACT WITH PC CONSTRUCTION COMPANY, FOR THE CONSTRUCTION OF THE WASTEWATER TREATMENT PLANT NO. 2 PROJECT

This Item 2 was removed from written to allow for more detailed discussion.

Mr. Landon gave a brief overview of this item. Mr. Steven Flanagan, Community Development Director, and Ms. Mary Kronenberg, Project Coordinator, gave a PowerPoint presentation (attached to these minutes).

CM McGuire - Define easily expandable. Mr. Flanagan - A lot of the tankage would be already set up, building structures would be set up, the site design would all be set up and plan for 6 million gallons a day (MGD), but the pumping and things like that would only be built at this time for 2 MGD.

Mayor Netts - Why 5% (contingency), rather than 10%? Mr. Flanagan - 10% is what we usually do but based on the size of this project, usually as the size of the project grows bigger you keep down your contingency a little bit; we hope to hold it to 5%.

CM Nobile - How often do we not implement the contingency on our projects? Mr. Landon - With most projects there are going to be some type of changes out in the field.

CM Nobile - What kind of percentage do we usually run with? Mr. Landon - We almost always stay under 10% (contingency); new construction is usually less rather than if you are doing a rehab or going underground; as soon as you go underground you find other things; electrical lines, etc.; no real rule of thumb other than something always comes up on projects..

Mayor Netts - If you had the 5% and you go up to \$26 mil. and yet the loan is \$30 mil., what happens to the \$4 mil. in between? Mr. Flanagan - When it comes to the plant with the contingency is \$26.23 mil. in addition, to make the plant really operate properly and function, we have a disposal project that is still to come and a pump station that we would be building on Matanzas Woods Parkway that would take in the wastewater and ultimately pump it to the plant from the B Section and the L Section as part of rerouting that northwest quadrant of town. Also, design costs.

Mayor Netts - Of the \$30 mil. for the loan, we are only going to take as needed, right? Mr. Chris Quinn, Finance Director - We actually do regular requests for drawdown during the construction period so you don't pay interest on the loan unless you have actually used it already. In this particular case it would be .67 percent interest.

CM McGuire - Who is this (loan) with? Mr. Quinn - It is with the State.

CM DeLorenzo - Are we going to incur any rate increase with building this plant? Mr. Quinn - No, consultants looked at our rates; based on where we are today there will be no increase the rates; any future debt service will be absorbed by our current rate structure.

CM DeLorenzo pointed out that when Council had the choice of making the rates higher, they did not.

CM Nobile - Over the next 10 years what is our plan with this debt with the Utility? Mr. Quinn - It is our plan to carry this; currently all of the Utility debt would be paid off in 20 years or less 100%.

CM DeLorenzo - Contractor, PC Construction; just a coincidence (the name)? Mr. Flanagan - Yes, just a coincidence.

The Resolution was Continued.

Enactment No: R2016-9

3 [16-27](#)

RESOLUTION 2016-XX APPROVING BUDGETED PURCHASES FOR TECHNOLOGY, EQUIPMENT, SUPPLIES, MAINTENANCE AND COMMUNICATIONS SERVICE FOR FISCAL YEAR 2016

Mr. Landon gave a brief overview.

CM McGuire - Is this stuff relevant to the 800 MHz system debacle that we are in the middle of? Mayor Netts - No, this is all internal. Mr. Landon - This is keeping our

technology up to date.

CM Nobile - Can we get an itemized list? Mr. Landon - Sure, some of these we don't know yet it is for the whole fiscal year; no specific project; different sources.

The Resolution was Continued.

Enactment No: R2016-10

4 [16-39](#)

RESOLUTION 2016-XX APPROVING PIGGYBACKING A CONTRACT BETWEEN LIFE EXTENSION CLINICS, INC., AND POLK COUNTY FOR FIRE EMPLOYEE PHYSICAL EXAMINATIONS BY LIFE SCAN WELLNESS CENTER

Mr. Landon gave a brief overview of this item.

No Council questions.

The Resolution was Continued.

Enactment No: R2016-12

5 [16-38](#)

RESOLUTION 2016-XX APPROVING PIGGYBACKING FEDERAL SUPPLY SERVICE U.S. GENERAL SERVICES ADMINISTRATION CONTRACT GS-07F-5559R WITH NETWORKFLEET, INC. FOR VEHICLE MONITOR (TRACKING) SYSTEMS

Mr. Landon gave a brief overview of this item.

CM McGuire - Who is going to monitor these? Mr. Landon - Primarily, each department is responsible for monitoring; Fleet Division and Public Works is responsible for installing. Supervisors can see how fast the vehicle is going, heavy braking.

CM McGuire asked if he was Barbara Grossman (Code Enforcement Manager) and if a vehicle hasn't moved in its natural period of time, what does she do? Mr. Landon - There are a couple of options, basically investigative; it can either be investigated by the department or we have the internal control team she could turn it over to if she believed there are grounds for disciplinary action.

CM McGuire - The school district does this with their school buses, do they not? Mr. Landon - Almost all fleet have this now.

CM McGuire - What is the life of these GPS systems? VM Shipley - It says 8-10 years in the agenda item.

CM DeLorenzo - We have a lower price per unit but we are going to expand it to more vehicles, so what is our total we are spending more or less? Mr. Landon - Initially, it will be a bit more because of the price of installing and the annual expenses will be less.

CM Nobile - This data is stored and available if we ever want to do an analysis, all travel data is available? Mr. Landon - Yes, that is his understanding.

CM Nobile - For how long do you think we keep that? Mr. Jay Maher, Business Tax Receipts Supervisor - 2 years; it is all in the cloud; parameters are just about everything; speed violations, hard braking; it gives a driver's scorecard.

CM DeLorenzo - So as part of the employee evaluation they can review the scorecard? Mr. Maher - Yes.

CM McGuire - So, if he gets an email or a call from a citizen that a City truck is parked sitting, etc., and he is not doing anything, he should call and tell the City Manager? Mr. Landon - Yes, call him and he will turn it over to the right person.

The Resolution was Continued.

Enactment No: R2016-11

6 [16-45](#)

RESOLUTION 2016-XX APPROVING THE GRANTING OF A UTILITY EASEMENT TO FLORIDA POWER & LIGHT COMPANY AS REQUIRED FOR THE OLD KINGS ROAD MASTER PUMP STATION PROJECT

Mr. Landon gave a brief overview of this item.

CM Nobile - This is the station we moved? Mr. Landon - Yes.

CM McGuire - Granting an easement is a City Council function? Mr. Landon - Yes.

The Resolution was Continued.

Enactment No: R2016-13

7 [16-47](#)

RESOLUTION 2016-XX APPROVING THE FY 2017-2019 STATE HOUSING INITIATIVES PARTNERSHIP - LOCAL HOUSING ASSISTANCE PLAN

This item was discussed first to accommodate Flagler County staff that was present.

Mr. Landon gave a brief overview of this item. Mr. Jose Papa, Senior Planner, described this item in more detail.

VM Shipley - Did they give us a set amount, etc.? Mr. Papa - The past fiscal year the program allocated about \$500,000; it does fluctuate over the years. CM DeLorenzo - These monies are collected through doc stamps and real estate transactions a certain percentage goes towards this, however, that formula changed last year for protecting the waters of the State. In bad State budget years it has been common to take the dollars of the trust fund; not send them to the counties affordable housing and use them to balance the budget. Now that the State budget is in a much better place, they have been sending the money back out. They usually cap it at some number and take the rest of it. He is not sure if we have enough transactions for that to start happening again and then there is a formula that is dispersed out to entitlement, municipalities and capped.

CM DeLorenzo - Throughout the document, it says the County is going to do this and that, why doesn't it say the City since many of the dollars are spent here? Mr. Papa - It is the County staff that administers the program for us.

CM DeLorenzo - Under J., pg. 92 of packet/pg. 27 of document, he read from the second paragraph and asked why just the County is mentioned. Mr. Papa explained that section was the part that was completed by the County so it refers to County actions; once you get to pg. 29 of the document; we provide the same analysis.

CM McGuire - Money comes from the City and the County and goes into a common pool that the County administers, is that correct? Mr. Papa - It goes directly to the account.

CM McGuire - So, how much of the funds collected come from the City of Palm Coast as opposed to everybody else in the County? Mr. Papa - It comes from the State and it goes to the County's SHIP (State Housing Initiatives Partnership) program which can be spent anywhere within Flagler County; about 85% is spent on homes or housing activities within the City. Mayor Netts - The issue that City Council had faced was since the County already had staff in place, we would let the County administer it; reasonable proportionality; joint effort. CM DeLorenzo added the breakdown for 2015-2016 fiscal year what would have come directly to Palm Coast if we had our own coordination - \$397,209; and the Flagler County was \$107,247 for a total of \$504,000 so that is roughly 80%.

The Resolution was Continued.

Enactment No: R2016-14

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 - He got an email from one of the board members of the Belle Terre Swim & Racquet Club asking about the possibility of better signage. Mr. Landon - Yes, it is in the works; you are going to see new wayfinding directional signs; not just there but all our facilities.

CM DeLorenzo - Belle Terre (Pkwy.) safety study, when is it going to come to us? Mr. Landon - Soon, maybe even next workshop; we are very close to bringing the report to Council.

VM Shipley - With all the publicity Palm Harbor Golf Course got recently with how much it is costing for Kemper, people have been sending her ideas. One of them was "foot golf." There are about 30 of them here in Florida and she talked to somebody at the one they did in Windermere in Orlando and they are willing to come here and do a presentation for free on how they could bring foot golf in; they have come in with other failing golf courses; it doesn't affect the golf course much. He said the startup cost was only about \$7,000 with the equipment. Mr. Landon - We already have our own presentation; we looked at it; you can set up different times for the different games.

CM Nobile - Do we have enough open times to allow for this? Mr. Landon - From what he was told, at Palm Harbor we could actually do this; we don't have to bring an outside company in. We will add this to our presentation on the history of Palm Harbor Golf and Tennis Center coming up in March.

Mayor Netts - He wants us to keep a very close watch on the proposed, in the works, 9 hole golf course that Flagler Beach is going to institute. He is curious to see if the 9 hole is more successful. Mr. Landon - You are welcome to play 9 holes at our Palm Harbor Golf Course; even 4 holes in the evenings, etc. CM Nobile - They have good sales during the day that you can pick a tee time to reduce the price but you have to go online to do it.

CM McGuire - We had a brief conversation in our last meeting of the City Council about public participation during workshops; if we had a timeframe where the public could come up and speak only on agenda items and we tried it out and decided after a period of time it wasn't working or it was great; what is the mechanism for doing this? Attorney Reischmann - We are complying with Florida law; we have traditionally deferred this to business meetings. You can change it as part of the agenda, it would be fine. Mr. Landon - Strictly City Council policy. Mayor Netts - Someone needs to make a motion and have a resolution that changes Council policy.

Mayor Netts - If two Council Members are listening to the same conversation, it is not a violation of the Sunshine law unless you are going to discuss them.

CM McGuire stated people have reached out to him in this City, in this government, this Council and the people that work at City Hall, and he just wanted to say how much he appreciates it and thank you very much.

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

Attorney Reischmann reminded everyone about the government in the Sunshine and public records training after this workshop.

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

Mr. Landon spoke of companies that are advertising they will pay your City Utility bills for you (for a fee) and one in particular looks like it is City sponsored but it is not.

CM Nobile - What is their profit? Mr. Landon - They charge you \$5 for each payment. The City doesn't charge a fee for the online billing and payments.

Mayor Netts - Is our City logo copyrighted? Attorney Reischmann - Yes, we are preparing a response to put a stop to it.

VM Shipley - Is that how we found out about that, someone told us? Mr. Landon - Yes, we immediately turned it over to our legal team; this is not a City website (www.doxo.com).

CM Nobile - Will he be able to receive his bill on his bank's website? Mr. Quinn - Not yet, but soon.

Mr. Landon - TNR (trap, neuter, release) flyer from the Humane Society; we are telling the Humane Society they can implement their program in the City with our criteria. We have about 2,000 feral cats in Palm Coast. We are not going to do anything unless we get a nuisance complaint. We will let the Humane Society know we have this complaint and give them the opportunity to see if they can work out the problem. Very large issue, there are a lot of independent groups out there. We will assist but do not have the resources to put any more to it.

CM DeLorenzo - We have been working on a program but we are still getting complaints. Mr. Landon - It is difficult to coordinate the volunteers. Mayor Netts - TNR works fine in theory, but it's the feeding of feral cats that encourages more and more cats to join the colony and squirrels and vermin.

CM Nobile believes what we are doing here with this program is exactly what government is supposed to do, we are regulating and enabling; right on target. VM Shipley - If you are feeding a bunch of cats, find out from the Humane Society if that

is something they are already taking care of. CM McGuire stated he has seen people with camper shelves full of cat supplies; one of them stops at the VFW every morning and heads down to the back of Staples after that; feeding feral cats.

Mr. Landon - We received notice that we have been once again asked to present one of our best practices at the annual Florida City/County Management Association (FCCMA) and this one is on our retirement program. Why this is so huge is this year there were five slots for cities (probably dozens of applications) and we got one of the slots. Mayor Netts - To put it in perspective, there are 411 cities in Florida and 67 counties. Mr. Landon - This is the third year in a row for Palm Coast; two years ago it was our SAP (Strategic Action Plan) Team under leadership of Denise Bevan; she was asked to present to the FCCMA and then invited to the international conference to present our strategic action plan because of how it was tied into the City Council's goals and our budget and our year-long process. Last year, it was our health insurance program and how we started a whole new program that has saved us hundreds of thousands of dollars and still provides an excellent program. This time, it is our retirement program - 401A, government's version of a 401K; we have a lot of educational seminars, we have ways of helping our employees grow their nest eggs, etc.

Mr. Landon - We have a new rowing club in town, a branch from Volusia County looking for a home. They were putting the boat in at Herschel King Park; we have suggested that they put the skulls in at Palm Harbor Golf Course. They liked that idea because of the restaurant and facilities, a little exposure. It is temporary; we have some details to work out. Also, they have fitness and training programs and stationary rowing machines. They would be happy to put on community programs and find a new home. We are looking at Linear Park sitting vacant since the school district pulled out their boat ramp. They will offer these to the community as programs, in addition to their club. These people have connections with universities up north; Syracuse University and some others.

CM McGuire - Are they going to have any kind of competition in terms of rowing, skulling, etc.? Because there is grant money from the TDC (Tourist Development Council) if they are going to bring in tourism to watch an event like that. Mr. Landon - Right now, the only thing he is aware of is they are trying to bring in their universities for spring training; good interaction with young people and adults. We are talking about a floating dock; looking at FIND (Florida Inland Navigation District) grants; the dock wouldn't be just for them but for kayaks and canoes as well.

Mr. Landon - Emergency radio system - it is a County system; it is their responsibility but we all use it in the County. It is not just fire and EMS and police, it is also Public Works. First responders include all utilities, public works; all hands on deck. The situation is, technology has changed and the current system is no longer going to be supported by the manufacturer after the end of 2017. There was a briefing last week of emergency management at the County; the maintenance company said they would maintain the current system through 2020. The County has debt service through 2020. The current plan is to keep the current system until 2020-2021. He is extremely nervous if you can't get parts; County Administrator had said it would be like having an old car and there would be plenty of parts at the local junk yard. They had shown us that all our surrounding counties have already either switched out their systems or in the process of doing so there will plenty of their old parts for the County to use between the end of 2017 and the new system. Mr. Landon is concerned about waiting that long when we know it will no longer be supported by the manufacturer.

*CM Nobile - The other counties have already switched, so why wouldn't we switch?
Mr. Landon - The answer he got was they had much older systems than ours.*

CM Nobile - So, we are going to use their parts from much older systems to support our system? Mr. Landon - That sounds like the plan.

Mayor Netts - This is a County system and their obligation. We can offer advice and concerns. If they are going to get by with parts from other systems to maintain until 2020, that is their decision. He wants to hear the discussion now about how they are going to fund the system in 2021. Mr. Landon - He agrees; we should be a partner at the table; it's appropriate that we should have an influence in the decision. This is the kind of thing we don't borrow money for so it is going to have an impact on us, because our radios have to be updated too; there is going to be a cost to us. We did start a radio fund last year but we should come together once a quarter to get a plan, cost estimates, etc.

Mayor Netts - Palm Coast needs to know what is happening in 2021 so we put away the appropriate funds. Mr. Landon - The County is saying right now the backbone of the system (towers) will be the County's responsibility. Historically, we have contributed so some of that. He is going to work with Fire Chief Beadle and see if we can't put together something that we can get cooperation with from the County. We are really concerned about this and possible crashing without upgrades, etc.

CM DeLorenzo - Our strategic plan is going to be coming around the corner, work on the budget, this is going to have to go into our 5-year capital plan; we will need some idea so we can plan going forward and prepare for it.

VM Shipley - The problem isn't whose responsibility it is once it goes down, then everyone is going to look at us and say it went down, etc.

CM Nobile - We can put it in the 5-year plan but then we have to hope the system makes it the five years. What he doesn't want to do is plan for five years from now and then two years from now it crashes and we are still in the hole. Now, we have to replace this, etc. Mayor Netts - And you know when you do replace them under emergency circumstances, the cost doubles.

Mr. Landon - The two biggest users of the system are Palm Coast and the Flagler County Sheriff's Office. The Sheriff is very supportive of the idea that we sit down at the table and plan a more immediate solution.

CM Nobile - Where are we with the funds that were put aside to expand the current system? Mr. Landon - Good decision by the County not to start expanding the current system when they found out it is all going to be thrown out; we committed \$1.5 mil. to that expansion that isn't needed; we need to be part of the discussion. Mr. Landon spoke of the new proposed system that is supposed to be more easily expandable.

CM DeLorenzo - Having our Public Works on the new system, does that require a larger system or is it scalable, or this is the system and it handles this many users? Mr. Landon was not certain and he doesn't think the County has those answers yet.

Mayor Netts expressed if the County system is going to cost \$15-\$20 mil. in 2021, he would like to have a plan in place to know where that money is going to come from; are we going to do another 1/2 cent sales tax, allocate the costs to users; everybody needs to know that.

I. ADJOURNMENT

The meeting was adjourned at 11:22 a.m.

*Respectfully submitted,
Barbara Redline*

[16-52](#)

MEETINGS CALENDAR AND AGENDA WORKSHEET

[16-58](#)

ATTACHMENTS TO MINUTES