Present were:
  Priscilla Whisenant Trace, Chairman
  Robin DiSabatino, First Vice-Chairman
  Carol Whitmore, Second Vice-Chairman
  Charles B. Smith, Third Vice-Chairman
  Betsy Benac
  Stephen R. Jonsson

Absent was:
  Vanessa Baugh

Also present were:
  Ed Hunzeker, County Administrator
  Jan Brewer, Financial Management Director
  Robin Toth, Deputy Clerk, Clerk of the Circuit Court

Chairman Trace called the Capital Improvement Plan work session to order at 9:00 a.m.

PUBLIC COMMENT

Janet Reardon, Tara resident, thanked the Board for being attentive to the County’s needs. The majority of residents in Tara remains opposed to the Tara Bridge and requested it not be included in the County’s Capital Improvement Plan (CIP).

Rick Power, Tara resident, concurred with comments by Ms. Reardon.

John Lane, Tara resident, spoke in opposition to the Bridge.

There being no further public comments, Chairman Trace closed public comments.

Discussion ensued regarding existing issues at Honore Avenue, all right-of-way has been purchased for the Bridge, what it would take to build the Bridge, what transportation network would benefit by the Bridge, significant concerns from Tara residents that have not experienced the level of traffic that the Bridge would create, what a grid system would accomplish and how it would relieve traffic on Honore Avenue, Bridge costs, and when the Bridge could be constructed.

AGENDA – CAPITAL IMPROVEMENT PLAN

Ed Hunzeker, County Administrator, presented Volumes I, II and III of the FY 2019-2023 Recommended Capital Improvement Plan (CIP), to assist in understanding and navigating through the projects in the Capital Improvement Program.
Jan Brewer, Financial Management Director, utilized a slide presentation outlining the proposed FY 2019-2023 CIP. The CIP will be posted on the County’s website.

She addressed the Geographic Information System (GIS) and stated Manatee County is in the top ten communities in the nation using the GIS. Financial Management Staff were introduced including David Morehead, GIS Analyst and former intern, who was instrumental in the creation of the GIS. Financial Management staff will be taking the GIS to the Florida Government Finance Officers Association meeting in the fall.

Ms. Brewer reviewed changes to the CIP with the establishment of the Infrastructure Sales Tax (IST). This is the last year with this budget program. The CIP is separated into two sections: Governmental (buildings, libraries, parks, Public Safety, technology and transportation) and Enterprise (potable water, solid waste, storm water and wastewater), along with permanent IST categories for the next 15 years. Transportation, Public Safety and Parks were made into sub-categories, and all projects that are IST and not IST related are shown.

The overall CIP for FY 2019-2023 is $1.4 billion, comprised of 521 projects of which 238 projects are fully funded, and 283 projects need additional funding. Staff is asking the Board to invest in the 283 projects that need additional funding for a total of $837.2 million over five years. The remaining 238 projects represent $597.6 million of appropriated funding. Volume I represents the 283 projects that need additional funding. Volume III represents the 238 projects that do not require additional funding. Volume II outlines the administration of IST proceeds (as defined in Section 212.055[2], Florida Statutes).

Ms. Brewer continued with slides depicting FY 2019-2023 CIP Funding Sources of the $837.2 million and stated the largest investment is through Utilities, whether it be by way of rates or Facility Investment Fees. IST represents 29.7 percent of this investment ($248,828,150); Impact Fees represent 11.2 percent ($93,424,325), and Debt Proceeds of 11.1 percent ($92,543,050). Of the $837.2 million, $92,513,548 represents prior funding for projects that need additional investment.

Staff has taken advantage of every refunding opportunity of existing, outstanding General Government, Transportation and Enterprise Debt.

With regard to Debt for CIP FY 2019-2023, there are three issuances (1) Library – East County of $1,740,000, paid from growth impact fees; (2) Transportation – on 44th Avenue East/45th Street East of $56,210,000, paid from growth impact fees; and (3) Enterprise – Public Utilities of $34,593,050, paid from utility rates. Overall debt associated with the CIP is from impact fees or utility rates.

For Governmental Investment (Libraries, Parks, Public Safety, Technology and Transportation), there is a huge investment in FY 2019 of $123,586,624, $50,000,000 of which is for 44th Avenue East. IST is the largest funding source for FY 2019 capital improvements at 53.8 percent, and Impact Fees are at 20.2 percent ($93,424,325). Of the uses of Capital Funds in General Government, Transportation is 79.2 percent of investment.

FY 2019-2023, VOLUME I

Ms. Brewer referred to Page 21 – Libraries, showing Total Source of Funds and Total Use of Funds. Projects with a Y category represent an IST project, and the MS represents Multiple Sources of funding. Funding for the next five years is shown as well as the Total Funds.
Dave Moorehead, GIS Systems Analyst, stated the GIS Map will be linked on the County’s website under the CIP 2019 Requested Projects and divided by types of categories. The Map can be searched by the type of project with a link to each project that further links to individual, project finance information. Information will be updated on a daily basis.

Charlie Bishop, Property Management Director, noted that all of the GIS Map information can be accessed on the County’s website by any computer, I-Pad, or cell phone.

Discussion occurred regarding gross proceeds of the IST over five years.

Ava Ehde, Neighborhood Services Director, stated the State Aid to Library Construction Grants approved a $500,000 maximum match amount, and staff is in the process of reapplying for these funds.

Volume III, Page 15, shows one project, Braden River Library Expansion, reflecting a budget of $20,000 of appropriated funds and actual amount spent to date. The $20,000 is from the Friends of the Braden River Library. The Braden River Library is on the IST list for $500,000.

Mr. Hunzeker stated Volume I represents new and existing projects that need funding. Volume III outlines projects in existence that are previously funded and do not require additional funding, and Volume II contains all projects. A complete volume with all of this information will be presented to the Board upon adoption of the FY 2018-2019 budget.

Ms. Brewer highlighted FY 2019 Contributions of $850,000 from the City of Palmetto for the Lincoln Park Pool; the $1,850,000 balance is the set aside amount.

Mr. Hunzeker stated the City of Palmetto made a commitment to the Board of a cash contribution of $850,000 toward the Lincoln Park Pool, with the County responsible for the fund balance to make the $3 million. Procurement is underway, and the results to procurement will be presented to the Board following summer recess. The letter from Palmetto indicated payment to the County of the $850,000 over a 15-year period at no interest rate, and this may have to be addressed at some point in time.

Ms. Brewer pointed out the breakdown sheet for each project has a funding strategy with a permanent IST figure, means of financing, schedule of activities and annual, operating budget impacts. The Schedule of Activities information will be updated as the projects unfold.

Mr. Bishop spoke about the details on the design-build criteria package ($30,000) for the Lincoln Park Pool. Staff went through procurement and a Design-build team was selected. The Board will get additional information in July before the CIP is adopted.

Discussion ensued as to whether the completed Lincoln Park Pool project will exceed $3 million, the $850,000 commitment by the City of Palmetto, staff will be working on the terms of the City’s commitment, the County is responsible for the fund balance of the pool project, donation of the land at Lincoln Park, the amount of funds given to the Palmetto Community Redevelopment Agency (CRA), Palmetto CRA expenditures, and the project cost of $3 million is based on action taken today.

Page 29 – Parks and Aquatics/Bennett Park Master Plan Update
Charlie Hunsicker, Parks and Natural Resources Director, responded to questions about Bennett Park being a passive park, stating the Park was acquired with Florida Communities Trust (FCT) Funds that have development requirements. There was a layout for soccer, softball and other active components, in addition to the restoration of wild lands adjacent to the river and on the western border of the property with intent for active recreation and passive trails. However, the details never came to fruition to the Board for financial backing due to the lack of confidence in the proposals. There is still a shortage of ball fields in East County, and whether or not additional softball fields can be added to the Premier Sports Complex location or placed in Bennett Park remains unknown at this time. Bennett Park is considered both an active and passive park, with the passive component completed and the active component on hold.

Mr. Hunzeker stated the development and approval by the Board of a Master Plan for Bennett Park will create a structured plan to develop the park amenities.

Page 39 – Hidden Harbor (Fort Hamer East of new Bridge)

Mr. Hunsicker responded to questions on the development of Hidden Harbor/Fort Hamer East of New Bridge, which was also purchased with FCT Funds. The County has been obligated since 2007 to construct active, recreational components; however, changes occurred to these components following a decision by the School Board to not construct a high school at this location. The County remains obligated to construct various amenities and establish soft, recreational uses at this location, but there are no longer plans to add athletic fields or lights. Once FCT requirements are satisfied, staff anticipates looking at what else might be constructed in phases at this location to meet the needs of the Parrish community (pavilion, splash park, and full competitive pool). Mr. Hunsicker emphasized that the obligated FCT components must be completed in the next two years.

Mr. Hunzeker stated the development and approval by the Board of a Master Plan for Hidden Harbor will allow for the planning and development of all phases of this park to proceed.

There being no public comment, Chairman Trace closed public comment.

Mr. Hunsicker noted that an elevated $300,000 restroom meeting Federal Emergency Management Agency requirements will not be built at Kingfish Boat Ramp, but instead, a restroom built on grade will be constructed.

Page 32 – East Bradenton Park Master Plan and Improvements

Discussion occurred.

Page 61 – Public Safety/Source of Funds

Ms. Brewer gave an overview of All Sources, stating that 78 percent of funding is coming from IST funds and 17.8 percent from impact fees. The Total Use of Funds is evenly invested between 911 Technology, Criminal Justice and Law Enforcement.

Page 68 – Criminal Justice and Public Safety/EMS – AMBUbus Mass Patient Evacuation Unit

Chairman Trace commended staff on the addition of an EMS – AMBUbus Mass Patient Evacuation Unit (Bus Ambulance).

Bob Smith, Public Safety Director, stated the AMBUbus is a multi-purpose vehicle designed to transport up to 16 seated patients at once, or 12 patients on stretchers. It serves
multiple uses during evacuations of assisted living facilities, nursing homes, and critical care patients from hospitals or mass casualty incidents where there are more patients than available resources.

Discussion ensued that the Lena Road landfill is well buffered, siting a new landfill and a new jail, schedule a work session with the Sheriff to discuss the concept of co-locating both the landfill and jail on one new site, what are the requirements of a landfill and a jail, can both a landfill and jail be co-located on one site, where are available sites, this homework should be done in advance of having a meeting, locations where the Sheriff might want to place a future jail, purchase the site now and begin preparing the site versus reinvesting and expanding the existing sites, the idea of adding a medical wing to a new jail, the AMBUbus is a fully-stocked ambulance built wider with more space and with bariatric mounting capability to accommodate bariatric patients, and this vehicle would be built out with a training simulation lab.

There being no public comment, Chairman Trace closed public comment.

Page 78 – Data Center Technology Replacement and Component Upgrades

There being no public comment, Chairman Trace closed public comment.

Page 79 – Transportation/FY 2019 Debt Proceeds – Impact Fees

Ms. Brewer noted Transportation FY 2019 Debt Proceeds – Impact Fees in the amount of $56,210,000 is for 44th Avenue. Impact Fees make up 15.2 percent and Infrastructure Sales Tax (IST) represents 56.2 percent of all funding. Investments are 94.1 percent going toward roads.

Page 80 – Transportation, Intersections

The largest FY 2019 investment is 63rd Avenue East at 33rd Street East Intersection (Item 8) at $1,780,000. The next largest FY 2019 investment is Ellenton Gillette Road-Mendoza Road (aka 37th Street East, Item 13) Intersection Improvements at $1.3 million.

Page 121 – Transportation/60th Avenue East Improvements

Chairman Trace questioned if there is a way to redirect traffic at the 60th Avenue East/U.S. 301 Outlet mall entrance.

Sia Mollanazar, Deputy Director, Engineering Services, stated the first phase of the 60th Avenue East Project – U.S. 301/Outlet Mall Entrance, is from U.S. 301 to Mendoza Road and specifically from U.S. 301 to the entrance of the Ellenton Outlet mall to add turn-lane movements. There is a problem with right-of-way on the west side, and right-of-way on the east side is being considered. There is also discussion to look at the possibility of a roundabout at the traffic light mall entrance onto 60th Avenue East.

Staff may come back in future years to put on hold funding for the portion of the project that extends to Mendoza Road and shift the funds to Erie Road. Staff is working with the Trevesta Development to open a link at Covered Bridge Estates, from U.S. 301 to Moccasin Wallow Road, which would be a back route to the Outlet mall. Staff is discussing a participation agreement and impact fee credit. This is on the thoroughfare plan.

Page 125 – Annual Seawall Maintenance Program

Upon question, Mr. Butzow stated the Annual Seawall Maintenance Program project to
repair County-owned seawalls using Gas Taxes as the funding source has one-time funding. It is identified as an Annual program, but should be identified as a Pilot program to verify its effectiveness and what can be accomplished with the estimated funding. This page will be adjusted.

Page 127 – Transportation/Duette Road Bridge Replacement

Mr. Mollanazar stated there is an agreement with Mosaic for a 40 percent share of funding for Duette Road Bridge Replacement. This page will be updated to reflect the change in funding source.

Page 129 – Transportation/Fort Hamer Road Extension

Mr. Mollanazar responded to questions regarding project description and scope of the Fort Hamer Road Extension. A ten foot, multi-use path is planned on the west side.

Sage Kamiya, Traffic Management, clarified that a multi-use path is recommended at 12 feet, which can be reduced to ten feet given certain criteria.

Chairman Trace requested moving up in the CIP, that section of Moccasin Wallow Road, west of U.S. 301 and beyond the new elementary school (Barbara A. Harvey Elementary), which is scheduled to open in August 2019. This area is not found in the Five-Year CIP. The actual title of the project would be U.S. 301/Moccasin Wallow Road, west of U.S. 301 and down slightly past the new elementary school. All of the improvements would be on Moccasin Wallow Road, and the Fort Hamer Road extension would also connect into Moccasin Wallow Road. Currently, this area of the road is two lanes, and there are no sidewalks or lights.

Mr. Hunzeker stated staff will research the ability and options to fund this project area and report back to the Board.

Discussion ensued as to whether a portion of the Fort Hamer Road extension is still missing, there are no missing links, and all road sections are accounted for, and the County entered into a private agreement for the construction.

Mr. Mollanazar explained that U.S. 301 to Erie Road is the first phase; Erie Road south to 69th Street East will break ground in the next few months; and from 69th Street East, south to U.S. 301, involves several properties. There is no design on this area at this time, and the surveying is underway. Concurrently, the area from Erie Road to 69th Street East and Erie Road north to Moccasin Wallow Road will be constructed by Neal Communities. This area has an entrance proposal to the school, it completes Moccasin Wallow Road to U.S. 301, and there is no missing link. This area is funded for land acquisition, design and construction.

Mr. Hunzeker said staff will research the ability to fund this project and report back to the Board.

Commissioner Benac asked that staff determine whether or not the Tara Bridge connection helps the grid system from Tara to Cooper Creek and onto 44th Avenue East, whether this would be an improvement, and to find the funding to move forward.

Mr. Hunzeker stated staff will provide (1) a history of the road and the costs incurred (eminent domain process was used to acquire right-of-way to construct a bridge); (2) the County’s estimate of cost; and (3) how this would improve area traffic flow. The Board can then decide on how to proceed. It is in the Comprehensive Plan as a necessary roadway.
He further stated that the more interconnecting roads built between neighborhoods to continue the grid; there is less of a need to rely on six-lane thoroughfares. The majority of work design and construction is outsourced. The increasing challenge is how to maintain existing roads while the County continues to accept new subdivision roads from developers without increasing staffing levels to maintain the infrastructure.

Commissioner Jonsson spoke about connector roads in District 3, and he requested staff examine activities at IMG Academy and their new hotel, and the area on 43rd Street West, from Cortez Road to 53rd Avenue during normal business hours. This area will explode due to IMG growth.

Commissioner DiSabatino commented on the huge back log on Lockwood Ridge Road/S.R. 70 and stated the intentions of the 44th Avenue East Extension project were to serve as an alternate route south to avoid S.R. 70. Tara Boulevard is meandering, and the Tara Bridge would be a relief option. She offered to second the Tara Bridge as a flagged item if Commissioner Benac flagged the Bridge.

Discussion ensued that Board consensus is needed for staff to proceed with Commissioner Benac’s request, the two-hour rule on staff research, and this topic should be presented to the public.

RECESS/RECONVENE: 10:53 a.m. – 11:00 a.m. All Commissioners were present except Commissioner Baugh.

Commissioner DiSabatino commented further on the Fort Hamer Bridge Road.

Mike Meehan requested (1) the County seek right-of-way for bike lanes and a sidewalk on one side of Riverview Boulevard between the City limit and slightly west of 75th Street West, and 2) the County partner with the City of Bradenton to fund the installation of a sidewalk on one side of 26th Street West between Manatee Avenue and Cortez Road. He also commented on the very narrow left-turn lane at 30th Avenue West/26th Street West, another turn lane further south into the back of Home Depot, and area flooding along 30th Avenue West/26th Street West. He asked if there is any correlation between accident frequency and road improvement.

Ernest Sandy Marshall, Federation of Manatee County Community Associations, Inc., stated Manatee County has been identified as one of the fastest growing areas in the nation. The infrastructure must be constructed, and 100 percent impact fees must be assessed.

There being no further public comments, Chairman Trace closed public comments.

Discussion occurred that the Tara Bridge has never been removed from the CIP, a study is not required on the Tara Bridge, but only requires staff to look at what it would take to bring this forward, two-hour resolution should be distributed to Board members, would like to put the bridge forward in the CIP in the future, whether there is some sort of road plan system near the IMG area, Lakes Flores development, and there has not been any update.

Mr. Hunzeker stated that a work session on utilities, potable water and solid waste/sewer system is scheduled in August. He suggested the Board defer discussion on the CIP for utilities until the August work session. There is an enhanced storm water program for this
budget. The Board has already taken formal action on the storm water fee. Another work session on the fee will occur later in the calendar year and will not make this budget.

Inasmuch as a good portion of the storm water program is funded with solid waste rates, with storm water being a relatively major issue in the community, Mr. Hunzeker requested the Board address staff’s funding proposal for storm water.

**Page 233 – Stormwater/Stormwater Capital Improvements**

Ms. Brewer stated the list of projects, with exception of Project 11 (Tallevast Road Storm Pipe Replacement) are recommended investment in the amount of $4.7 million for FY 2019.

Chad Butzow, Public Works Deputy Director, stated the projects focus on aged infrastructure requiring repair/replacement.

Mr. Hunzeker stated the Board allocated on a plan basis, the entire funding of 15 years to projects. There are no storm water projects in the list, and in order to add storm water projects, something should be removed. The list focuses on roads, sidewalks and intersections.

In response to question, Mr. Butzow addressed Item 9, Reconstruct Stormwater Outfall to Braden River, stating the project is behind Sabal Harbour, south of 44th Avenue. This is a ditch/canal that takes a significant amount of rain fall and needs to be hardened.

**Page 244 – Stormwater/Tallevast Road Storm Pipe Replacement**

With regard to the Tallevast Road Storm Pipe Replacement, Mr. Butzow stated the original project was from Prospect Road back to the east. At that time, because of repairs made, the infrastructure continued to the west and was installed at the same time. A Phase 2 was planned fearing that a similar issue would continue east to the canal. This is not duplication, but meant to be a continuation of Phase 2 further west to replace the pipe.

Discussion ensued that this is a problem due to the way the road project was designed, inspections of roadway construction has improved, changes can be made for intense short duration rains affecting flooding in low areas along 30th Avenue/26th Street West referred to by Mr. Meehan, Mr. Meehan’s home sits right on grade, and surplus sites.

**Page 235 – Stormwater/26th Street West Pipe Outfall**

In response to question by Commissioner DiSabatino regarding storm pipe outfall replacement at 6920 26th Street West, and whether the County has easements because this is private property, Mr. Butzow explained this is tricky between the proximity to improvements and very large trees. This pipe needs to be replaced.

**Page 237 – Stormwater/Harvard Avenue Seawall Repair**

With regard to the Harvard Avenue Seawall Repair at Bayshore Drain/Cedar Hammock, Mr. Butzow stated these repairs are necessary due to the failing sections of existing concrete panel seawall that lines the east side of the canal just south of the Harvard Avenue Bridge toward Sarasota Bay. If repairs are not made, additional rotation will occur with panel falling into the canal and will result in large-scale bank erosion and loss of land adjacent to the sidewalk. The seawall is in the right-of-way.
Mr. Butzow stated this pipe crosses under Tuttle Avenue on the north side of the intersection. The project requires Sarasota County coordination regarding signalization and is joint maintenance jurisdiction, with Sarasota County maintaining the signals and medians between I-75 and U.S. 301, and Manatee County maintaining the roadway and right-of-way.

Discussion occurred as to whether the County is still doing storm water outfall cleaning, the costs are an annual allocation at an estimated $250,000 annually, and the County is able to rotate different areas.

Mr. Hunzeker stated that staff can provide to the Board what has been done since inception of the program and update the Board on the working list.

Upon question as to whether the outfalls in Highland Shores are included, Mr. Mollanazar stated there are no outfalls in this area that are not getting done.

Commissioner DiSabatino thanked Mr. Mollanazar and staff for outfall cleaning at Bowlees Creek at Magellan Drive and dredging to the docks. She spoke about meeting with Mr. Mollanazar and staff about flooding and Sara Bay Country Club. Mr. Mollanazar stated that a pre-application meeting is planned with the Water Management District, to remove one of the dams in the golf course, which is an interim action ahead of the Bowlees Creek study that will identify the ultimate solution.

There being no public comment, Chairman Trace closed public comment.

INFRASTRUCTURE SALE TAX LINK ON THE COUNTY’S NEW WEBSITE

Ms. Brewer utilized a screen to introduce the Infrastructure Sales Tax (IST) link on the County's new website. The link has all the resources needed to research the IST, including a Summary of a Five-Year IST project plan, FY 2019 appropriations and how it relates in the three areas of transportation, public safety and parks and community projects. The link also provides a Dashboard Report on the number of appropriated projects started with IST funds, anticipated IST revenues received that are reconciled to the audited statements, FY18 revenues, and anticipated IST revenue through FY 2019. Staff has conservatively projected a three percent growth. Citizens can link into the IST information on each project.

Other changes to the IST link reflects name corrections to assure consistency with the Clerk’s office, a list of the increase in approved projects, projects removed from the list and new projects. She also displayed a link showing the number of projects appropriated within FY 2019-2023, totaling 167 projects at the end of the five-year plan. From the committed list of 223 projects, 75 percent of the projects committed to have been started.

Commissioner Benac stated she met with Pam Freny, Friends of Manatee County Animal Services, who wants to start a campaign to raise funds to build a new animal adoption center. She was unsure if this was tied into land at the landfill.

Mr. Hunzeker stated staff had a site anticipated to be on the landfill property. There are no additional, available funds at this time, but funds have been allocated to repair the existing facility. It is time to discuss a public/private partnership for developing a full-scope replacement of the existing facility; however, one of the challenges is electrical power in the area to handle any expansion of current operations. The community supports an alternative site to accommodate the Animal Services Program over the next 20-30 years.
June 13, 2018

Bob Smith, Public Safety Director, stated the Friends of Animal Services is a nonprofit organization that has raised substantial funds (including the turf) and has offered to initiate a fundraising campaign to fund a new adoption facility. Many members of the Animal Services group are also volunteer dog walkers and serve on the Animal Services Advisory Board.

Commissioner Whitmore stated the organization seeks to purchase land through donations. She was advised that a portion of the animal shelter has no air conditioning or heat because the power grid cannot handle further impact.

Charlie Bishop, Property Management Director, stated an electrical engineer determined an estimated $50,000 is required to fix the air conditioning system. This price does not include additional air conditioners and fans that would be needed. There is no cost to FPL.

Commissioner Whitmore requested this matter be looked into as it is a safety issue for animals as well as the employees who work in the facility.

Upon question as to an update on the Airbnb Bed Tax, Mr. Hunzeker stated that a report would be provided to the Board.

Mr. Hunzeker stated the purpose of the 6:00 p.m., Budget hearing in Chambers is to receive public comment prior to final adoption of the budget in September.

Commissioner Smith stated that clarification should be made at tonight’s meeting about funding assistance to the School Board for State-mandated School Resource Officers.

Ms. Brewer offered to meet with individual Commissioners on how to navigate through the three additional volumes of CIP information presented earlier in the meeting.

P25 REGIONAL PUBLIC SAFETY RADIO SYSTEM

Ed Hunzeker, County Administrator, distributed a Notice of a community meeting to be held in July 2018 at Beautiful Savior Lutheran Church on Prospect Road regarding the P25 Regional Public Safety Radio System Tower, pending the Motorola Impact Analysis Report. Alternative tower sites are being examined and that moving the Prospect Road tower might diminish signal reception. All of this information will be available at the July meeting.

ADJOURN

There being no further business, Chairman Trace adjourned the work session at 12:04 p.m.

Minutes Approved: ______________