

**MINUTES
LONGBOAT KEY TOWN COMMISSION
REGULAR MEETING
June 6, 2016 - 7:00 P.M.**

Present: Mayor Jack Duncan, Vice Mayor Terry Gans, Commrs. Jack Daly (electronic), Armando Linde, Irwin Pastor, Phill Younger, Ed Zunz

Also: Town Manager Dave Bullock, Town Attorney Maggie Mooney-Portale,
Present: Town Clerk Trish Granger

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mayor Duncan called the June 6, 2016, Regular Meeting to order at 7:00 p.m., in the Town Hall Commission Chamber, 501 Bay Isles Road, Longboat Key, Florida. Commr. Younger led the Pledge of Allegiance.

Mayor Duncan noted the Civility Policy and read the Pledge of Public Conduct.

20. Other Business

A. Town Commission

Mayor Duncan noted that Commr. Daly was participating electronically due to recovery from surgery.

Following comments by Town Attorney Maggie Mooney-Portale, Mayor Duncan requested, and there was unanimous consensus to allow electronic participation by Commr. Daly.

PUBLIC TO BE HEARD

1. Opportunity for Public to Address Town Commission

A. Public Works

Ms. Madilyn Spoll, Harbourside Drive, commented on the construction schedule for Bayfront Park Recreation Center.

APPROVAL OF MINUTES

2. May 2, 2016 Special Workshop Meeting (Meet & Greet); May 2, 2016 Regular Meeting; May 16, 2016 Regular Workshop Meeting; and May 18, 2016 Special Workshop Meeting Minutes

There was consensus to approve the minutes as submitted.

COMMITTEE REPORTS AND COMMUNICATIONS

3. Manatee County Special Liaison Report

A. Town Commission

Commr. Zunz noted attendance at the Islands' Mayor's Meeting and reviewed the issues discussed.

4. Sarasota County Special Liaison Report - No items presented.

5. ManaSota League of Cities Report

A. Organizations

Commr. Pastor noted attendance at the ManaSota League of Cities meeting and reviewed the issues discussed.

6. Other Reports: Proclamation - Flood & Hurricane Awareness Month, June 2016

Mayor Duncan read and presented the Flood and Hurricane Awareness Month, June 2016, to Longboat Key Fire Chief Paul Dezzi, Longboat Key Chamber of Commerce President Gail Loefgren, and Longboat Key Public Works Director Juan Florensa.

Mayor Duncan noted appreciation for the Public Works staff for their efforts during the storm event.

CLOSING AND ACTION ON CONSENT AGENDA

7. Cancellation of July Workshop and August Meetings

As provided for in Article II, Section 13 of the Town Charter, the Town Commission may elect to cancel the July and August Regular Workshop Meetings and the August Regular Meeting. This item was forwarded from the May 16, 2016, Regular Workshop Meeting Consent Agenda for formal action. Recommended Action: Approval of the Consent Agenda will confirm the cancellation of the July and August Regular Workshop Meetings and the August Regular Meeting.

8. Consideration of Request for Temporary Closure of Bay Isles Road for July 4, 2016, Freedom Festival

The Longboat Key Chamber of Commerce has requested Commission consideration for temporary closure of Bay Isles Road on July 4th between the hours of 8:30 and 11:30 AM to hold the annual Freedom Festival parade and festivities scheduled to begin at 9:00 AM. Recommended Action: Approval of the Consent Agenda will approve the request for temporary closure of Bay Isles Road for July 4, 2016, Freedom Festival.

9. Bayfront Park Interlocal Agreement Amendment

On December 8, 2015, Sarasota County and the Town entered into an Interlocal Agreement for the maintenance and use of the expanded Bayfront Park, which includes the property owned by Sarasota County. An Amendment to the Interlocal Agreement is placed on the June 6, 2016, Regular Meeting Consent Agenda to formalize the maintenance and use of the restricted vehicle beach access and associated gate for emergency access to the Gulf side of the expanded Bayfront Park. Recommended Action: Approval of the Consent Agenda will authorize Mayor to execute the final version of Amendment upon receipt from Sarasota County.

10. Bayfront Park Joint Project Agreement Addendum

On December 8, 2015, Sarasota County and the Town entered into a Joint Project Agreement for the design, engineering and construction of amenities and improvements to the Expanded Bayfront Park. An addendum to the Joint Project Agreement is placed on the June 6, 2016, Regular Meeting Consent Agenda to formalize the responsibilities regarding engineering and construction of the restricted vehicle beach access and associated gate for emergency access to the Gulf side of the expanded Bayfront Park. Recommended Action: Approval of the Consent Agenda will authorize the Mayor to execute the final version of Addendum upon receipt from Sarasota County.

CLOSING AND ACTION ON CONSENT AGENDA - Continued

There was consensus to approve the Consent Agenda in accordance with Staff's reports and recommendations.

ORDINANCES - FIRST READING AND PUBLIC HEARING

11. Ordinance 2016-12, Amending Chapter 158, Zoning Code Relating to Personal Wireless Services

At their April 19, 2016, Regular Meeting the Planning & Zoning (P&Z) Board recommended approval of proposed Ordinance 2016-12 and forwarded it for Commission consideration at the May 16, 2016, Town Commission Regular Workshop Meeting. Ordinance 2016-12 was forwarded to the June 6, 2016, Regular Meeting for first reading and public hearing. Recommended Action: Pending first reading, public hearing, and discussion, forward Ordinance 2016-12 to the July 5, 2016, Regular Meeting for second reading and public hearing.

Town Clerk Trish Granger place Ordinance 2016-12 on record for first reading and public hearing by title only.

Commr. Pastor moved to pass Ordinance 2016-12 and to forward to the July 5, 2016, Regular Meeting for second reading and public hearing. The motion was seconded by Vice Mayor Gans.

Mayor Duncan opened the public hearing.

Planning, Zoning, and Building Department Director Alaina Ray gave a PowerPoint presentation on Ordinance 2016-12.

As no one wished to be heard, Mayor Duncan closed the public hearing.

The motion carried by a 7-0 roll call vote, as follows: Pastor, aye; Gans, aye; Duncan, aye; Zunz, aye; Linde, aye; Younger, aye; Daly, aye.

12. Ordinance 2016-19, Annual Update to the Town Comprehensive Plan Capital Improvements Element

Ordinance 2016-19 was forwarded from the May 17, 2016, Planning & Zoning (P&Z) Board Regular Meeting with a recommendation for Commission approval. The Ordinance provides an update to the Town's five-year Capital Improvement Element which is required by Florida Statute, and must be adopted by ordinance, although State Department of Economic Opportunity review and comment is no longer required. Ordinance 2016-19 was forwarded to the June 6, 2016, Regular Meeting for first reading and public hearing. Recommended Action: Pending first reading, public hearing and discussion, forward Ordinance 2016-19 to the July 5, 2016, Regular Meeting for second reading and public hearing.

Town Clerk Trish Granger place Ordinance 2016-19 on record for first reading and public hearing by title only.

12. Ordinance 2016-19, Annual Update to the Town Comprehensive Plan Capital Improvements Element - Continued

Commr. Pastor moved to pass Ordinance 2016-19 and to forward the Ordinance to the July 5, 2016, Regular Meeting for second reading and public hearing. The motion was seconded by Vice Mayor Gans.

Mayor Duncan opened the public hearing.

Planning, Zoning, and Building Department Director Alaina Ray gave a PowerPoint presentation on Ordinance 2016-19. Upon inquiry, discussion ensued on the placement of the improvements to Gulf of Mexico Drive in the year 2020.

As no one wished to be heard, Mayor Duncan closed the public hearing.

The motion carried by a 7-0 roll call vote, as follows: Pastor, aye; Gans, aye; Daly, aye; Younger, aye; Zunz, aye; Linde, aye; Duncan, aye.

ORDINANCES - SECOND READING AND PUBLIC HEARING

13. Ordinance 2016-16, Amending the FY 2015-2016 Adopted Budget and Establishing a Neighborhood Undergrounding Utilities Capital Project Fund and Budget

On March 15, 2016, the Town's electors voted to authorize the Town's borrowing of up to \$23,850,000 for the undergrounding of utilities and street lighting in neighborhoods and side streets. Ordinance 2016-16 establishes a new capital fund and budget to account for all revenue sources and expenditures associated with this new capital project. Ordinance 2016-16 was forwarded to the June 6, 2016, Regular Meeting following first reading and public hearing at the May 2, 2016, Regular Meeting. Recommended Action: Pending second reading, public hearing and discussion, adopt Ordinance 2016-16.

Town Clerk Trish Granger placed Ordinance 2016-16 on record for second reading and public hearing by title only.

Commr. Linde moved to adopt Ordinance 2016-16. The motion was seconded by Commr. Pastor.

Mayor Duncan opened the public hearing.

Town Manager Dave Bullock reviewed Ordinance 2016-16 and responded to inquiry regarding the process for budget amendments.

As no one wished to be heard, Mayor Duncan closed the public hearing.

The motion carried by a 5-2 roll call vote, as follows: Linde, aye; Pastor, aye; Younger, no; Duncan, aye; Daly, aye; Gans, aye; Zunz, no.

14. Ordinance 2016-17, Providing for Referendum for Certain Properties Located Along Gulf of Mexico Drive (Whitney Plaza)

Mr. Ryan Snyder, Esq., representative for Whitney Plaza, LLC., submitted a request for a referendum to be placed before the electors of the Town of Longboat Key to allow the Town to consider conversion of the property commonly known as Whitney Plaza to Residential Use with a maximum density not to exceed six (6) units per acre. Mr. Snyder requests that the Commission place the item before the electors and waive the requirement for signatures as provided for in the Town Charter. Ordinance 2016-17 was forwarded from the May 2, 2016 Regular Meeting following first reading and discussion. Recommended Action: Pending second reading, public hearing and discussion, adopt Ordinance 2016-17.

Town Clerk Trish Granger placed Ordinance 2016-17 on record for second reading and public hearing by title only.

Commr. Younger moved to adopt Ordinance 2016-17. The motion was seconded by Commr. Pastor.

Mayor Duncan opened the public hearing.

Planning, Zoning, and Building Department Director Alaina Ray gave a PowerPoint presentation on Ordinance 2016-17.

Mr. Larry Grossman, St. Judes Drive North, commented on Ordinance 2016-17.

Discussion ensued on the current Charter provisions relating to referendums.

As no others wished to be heard, Mayor Duncan closed the public hearing.

The motion carried by a 7-0 roll call vote, as follows: Younger, aye; Pastor, aye; Zunz, aye; Linde, aye; Daly, aye; Duncan, aye; Gans, aye.

15. Ordinance 2016-18, Providing for Referendum for Property Located at 4134 Gulf of Mexico Drive (Harbour Square)

Mr. Charles H. Ball, Esq., representing Mr. Oscar R. Parsons, Trustee and Owner of Harbour Square Office Complex located at 4134 Gulf of Mexico Drive, has submitted a request for a referendum to allow the Town to consider conversion of property to allow residential density not to exceed 3 units per acre. Mr. Ball requests that the Commission place the item before the electors and waive the requirement for signatures as provided for in the Town Charter. Ordinance 2016-18 was forwarded from the May 2, 2016 Regular Meeting following first reading and discussion Recommended Action: Pending second reading, public hearing, and discussion, adopt Ordinance 2016-18.

Town Clerk Trish Granger placed Ordinance 2016-18 on record for second reading and public hearing by title only.

Commr. Younger moved to adopt Ordinance 2016-17. The motion was seconded by Commr. Zunz.

15. Ordinance 2016-18, Providing for Referendum for Property Located at 4134 Gulf of Mexico Drive (Harbour Square) - Continued

Mayor Duncan opened the public hearing.

Planning, Zoning, and Building Department Director Alaina Ray gave a PowerPoint presentation on Ordinance 2016-18.

Attorney Bob Turff, representing the property owner, commented on the request.

As no others wished to be heard, Mayor Duncan closed the public hearing.

The motion carried by a 7-0 roll call vote, as follows: Younger, aye; Zunz, aye; Duncan, aye; Linde, aye; Gans, aye; Daly, aye; Pastor, aye.

RESOLUTIONS AND PUBLIC HEARING

16. Quasi-judicial - Resolution 2016-12, Request from the Colony Beach and Tennis Club Association, Inc. for Extension of Time to Comply with Regulations Governing Nonconforming Uses and Structures

On May 2, 2016, the Town received a request from Mr. Donald E. Hemke, legal counsel for The Colony Beach and Tennis Club Association ("Association"), for an extension of the nonconforming density for The Colony. The current extension of the nonconforming density, granted by Resolution 2014-14, expires on August 15, 2016. Recommended Action: Pending public hearing and discussion, pass Resolution 2016-12.

Mayor Duncan noted procedures for a quasi-judicial hearing.

Town Clerk Trish Granger administered the Oath of Office to those individuals providing testimony.

Town Attorney Mooney-Portale commented on ex-parte communications, requesting disclosure, with none stated.

Town Clerk Granger placed Resolution 2016-12 on record by title only.

Mayor Duncan opened the public hearing

Planning, Zoning, and Building Department Director Alaina Ray, duly sworn, noted receipt of correspondence from Mr. David Siegal and proposals relating to demolition. Ms. Ray gave a PowerPoint presentation on Resolution 2016-12. Discussions were held on the following topics/issues:

- intent (or lack of) to apply for additional tourism units
- lack of workshop/discussion of issues prior to the public hearing
- intent of Staff to proceed with demolition, if necessary
- timeframe on receipt of request for extension (May 2, 2016)
- procedures for quasi-judicial hearings/options to continue the public hearing
- expiration of current extension in August 2016
- options to provide temporary extension

16. Quasi-judicial - Resolution 2016-12, Request from the Colony Beach and Tennis Club Association, Inc. for Extension of Time to Comply with Regulations Governing Nonconforming Uses and Structures- Continued

- inability to consider request outside of a quasi-judicial hearing
- proposed development above existing allowable units
- ability to consider a shorter term extension
- legislative (town-wide) versus property specific
- current development and number of units being constructed.

Town Attorney Mooney-Portale requested that the applicant be provided the opportunity to make their presentation on the request.

RECESS: 8:39 p.m. - 8:52 p.m.

Following comments, Attorney Don Hemke, duly sworn, representing The Colony Beach and Tennis Club Association, commented on the timing of the extension request and advised that Attorney Jeffrey Warren and Mr. Chuck Whittall would be speaking on the request.

Mr. Whittall, duly sworn, with Unicorp National Developments, Inc., noted his intent to proceed with agreements on the property and advised that he would guarantee demolition of the commercial buildings no later than 120 days. Discussions were held on the following topics/issues:

- intent to proceed with the demolition
- impact on the development plan if a future referendum is unsuccessful
- lawsuit by two owners requiring rebuilding of units
- intent to seek residential units in lieu of additional tourism units
- intended number of units for the development (360 to 417 units)
- request to retain current entitlement
- offer to incorporate demolition within document
- lack of current property ownership standing of Mr. Whittall
- timeframe for issuance of a demolition permit.

Attorney Jeff Warren, duly sworn, representing the Colony Association, addressed comments made by Mr. Whittall and additional requirements involved with a demolition permit. Discussions were held on the following topics/issues:

- status of negotiations/bankruptcy proceedings/appeal process
- previous rulings in court cases
- impediments to resolve outstanding legal issues
- previous offerings from the Colony factions unfulfilled
- timeframe for development agreement completion.

Attorney Hemke commented on the application for an extension, the estimates received for demolition of commercial buildings, current bond amount and extension provisions, and the intent to proceed with demolition. Discussions were held on the option to provide a shorter extension than requested.

16. Quasi-judicial - Resolution 2016-12, Request from the Colony Beach and Tennis Club Association, Inc. for Extension of Time to Comply with Regulations Governing Nonconforming Uses and Structures- Continued

Following comments by Town Attorney Mooney-Portale, Mr. Randy Langley, duly sworn, advised that he was in support of the discussions this date proffered by Mr. Whittall, commented on the timeframe estimated for development, and noted agreement with the demolition quotes referenced this date.

Mr. Larry Grossman, duly sworn, St. Judes Drive N., commented on Resolution 2016-12.

Mr. Whittall and Attorney Hemke offered rebuttal comments and supported approval of the request.

Town Attorney Mooney-Portale reviewed portions of Section 158.138 of the Town Code.

Mayor Duncan closed the public hearing.

Subsequent to individual comments, Commr. Younger moved to grant an extension to December 31, 2016 (Section 3 of Resolution 2016-12). The motion was seconded by Commr. Pastor. Vice Mayor Gans suggested January 9, 2017, accepted by Younger and Pastor.

Commr. Daly inquired, and Town Attorney Mooney-Portale advised that the demolition proffered could be included in the recital section.

Town Attorney Mooney-Portale inquired as to the intent to proceed through the Resolution section by section.

Subsequent to discussion on inclusion of conditions relating to demolition, Mayor Duncan reopened the public hearing.

Mr. Whittall noted his willingness to commit to the demolition with a six-month extension and commented on the length of time required to develop the property.

Discussion ensued on the timeframe for additional extensions and bonding requirements. Subsequent to comments by Town Attorney Mooney-Portale,

The motion carried by 7-0 roll call vote, as follows: Younger, aye; Pastor, aye; Zunz, aye; Daly, aye; Linde, aye; Gans, aye; Duncan, aye.

Subsequent to discussion on the proposed bond amount, Commr. Younger moved to set the total bond amount at \$1,500,000.00. The motion was seconded by Commr. Linde.

Discussion ensued on the following topics/issues:

- type of bond to be required (cash versus surety)
- existing bond amount

16. Quasi-judicial - Resolution 2016-12, Request from the Colony Beach and Tennis Club Association, Inc. for Extension of Time to Comply with Regulations Governing Nonconforming Uses and Structures- Continued

- date of previous extension
- intent of the previous bond versus proposed bond
- basis for amount stated for bonds (cost of demolition)
- intent to protect Town's interests.

Following comments by Town Manager Dave Bullock, discussion ensued on previous bond amounts required for the property.

The motion carried by a 6-1 roll call vote, as follows: Younger, aye; Linde, aye; Daly, no; Zunz, aye; Pastor, aye; Duncan, aye; Gans, aye.

Discussion ensued on the breakdown of the allocation of the bond amount.

Commr. Zunz moved to split the bond amount at \$1,000,000.00 for the buildings and \$500,000.00 for the remaining property. The motion was seconded by Commr. Younger.

Subsequent to comments by Town Attorney Mooney-Portale, Commr. Zunz indicated his motion reflects the level of risk based on property ownership.

Town Manager Bullock inquired, and there was consensus to allow a reduction in the bond amount if buildings are demolished.

The motion, as amended to allow reductions upon demolition, carried by a 6-1 roll call vote, as follows: Zunz, aye; Younger, aye; Linde, aye; Pastor, aye; Gans, aye; Duncan, aye; Daly, no.

Town Attorney Mooney-Portale commented on establishment of a submission date and Commr. Younger moved to require submission of the cash/surety bond no later than August 15, 2016. The motion, seconded by Vice Mayor Gans, carried by a 7-0 roll call vote, as follows: Younger, aye; Gans, aye; Duncan, aye; Pastor, aye; Zunz, aye; Daly, aye; Linde, aye.

Following discussion on providing an extension for submission of the bond, Commr. Linde moved to grant an extension of 30 days if the bond cannot be obtained prior to August 15, 2016. The motion, seconded by Vice Mayor Gans, carried by a 6-1 roll call vote, as follows: Linde, aye; Gans, aye; Younger, aye; Daly, aye; Zunz, no; Pastor, aye; Duncan, aye.

Town Attorney Mooney-Portale advised that a percentage is required for extension on submission of the bond.

Subsequent to discussion, Commr. Zunz moved to require submission of at least 100% of the surety or cash bond to the Town no later than 30 days after August 15, 2016. The motion, seconded by Commr. Younger, carried by a 6-1 roll call vote, as follows: Zunz, aye; Younger, aye; Duncan, aye; Linde, aye; Pastor, aye; Daly, aye; Gans, no.

16. Quasi-judicial - Resolution 2016-12, Request from the Colony Beach and Tennis Club Association, Inc. for Extension of Time to Comply with Regulations Governing Nonconforming Uses and Structures- Continued

Commr. Younger moved to pass Resolution 2016-12, as amended. The motion, seconded by Commr. Zunz, carried by a 6-1 roll call vote, as follows: Younger, aye; Zunz, aye; Daly, aye; Pastor, aye; Linde, aye; Gans, no; Duncan, aye.

RECESS: 11:17 p.m. - 11:26 p.m.

RESOLUTIONS

17. Resolution 2016-15, Waiver of Procurement Provisions - Supplemental Truck Haul for South End Beaches

The Town Code Section 38.03 states “The Town Commission may waive any provision of this chapter by resolution.” Resolution 2016-15 provides for waiver of procurement provisions to expedite the planned nourishment of the critically eroded South end beaches. The project would utilize the current truck haul contractor, current sand source, current pricing, and minimize the time required to go through a lengthy procurement process therefore ensuring the project is completed in coordination with the New Pass dredging and beach nourishment project. Recommended Action: Pending discussion, pass Resolution 2016-15.

Town Clerk Trish Granger placed Resolution 2016-15 on record by title only.

Commr. Pastor moved to pass Resolution 2016-15. The motion was seconded by Vice Mayor Gans.

Town Manager Dave Bullock presented an overview of Resolution 2016-15. Discussions were held on the following topics/issues:

- level of confidence that swash channel will be resolved when channel is dredged
- need for long term approach/solution to address sand loss
- timing on dredging bid
- access to beach area requiring renourishment/temporary removal of structures
- permit requirements to extend groin structures
- options to cost share renourishment projects with Counties/State/Federal monies.

Following comments, the motion carried by a 7-0 roll call vote, as follows: Pastor, aye; Gans, aye; Duncan, aye; Zunz, aye; Daly, aye; Linde, aye; Younger, aye.

18. Resolution SDA 2016-01, Amending and Restating Resolution SDA 2011-12, Authorizing the Issuance of a General Obligation Bond in an Amount Not to Exceed \$10,800,000 for Beach Erosion Control (The Town Commission convene and take formal action as the governing board of District A.)

On March 15, 2011 the Town’s electorate approved two referenda authorizing District A to issue General Obligation bonds in an amount not-to-exceed \$16,000,000 for beach erosion control projects. Resolution SDA 2016-01, accepts the bid proposed from Capital One Public Funding on a borrowing not to exceed \$10,800,000 for the purposes of financing the beach renourishment project, and incorporates the terms and conditions of their proposal. Recommended Action: Pending discussion, pass Resolution SDA 2016-01, and authorize execution of documents.

18. Resolution SDA 2016-01, Amending and Restating Resolution SDA 2011-12, Authorizing the Issuance of a General Obligation Bond in an Amount Not to Exceed \$10,800,000 for Beach Erosion Control (The Town Commission convene and take formal action as the governing board of District A.) - Continued

Mayor Duncan recessed the Town Commission and convened as the Beach Erosion Control District A.

Town Clerk Trish Granger placed Resolution SDA 2016-01 on record by title only.

Commr. Younger moved to pass Resolution SDA 2016-01. The motion was seconded by Commr. Pastor.

Town Manager Dave Bullock and Attorney Duane Draper presented an overview of SDA 2016-01 and advised that a Certificate of No Conflict will need to be executed by all members of the Commission.

The motion carried by a 7-0 roll call vote, as follows: Younger, aye; Pastor, aye; Daly, aye; Zunz, aye; Linde, aye; Gans, aye; Duncan, aye.

Mayor Duncan adjourned as the Beach Erosion Control District A and reconvened as the Town Commission.

NEW BUSINESS

19. Ratification of Contract Between the Town of Longboat Key and International Association of Firefighters (IAFF) Local 2546 and Related Pension Issues

The proposed Contract was been ratified by the Union on Friday, May 27, 2016. The Town Commission will consider ratification of the proposed Contract between the Town and the IAFF Local 2546 at the June 6, 2016 Regular Meeting. Recommended Action: Pending discussion, provide direction to Manager.

Town Manager Dave Bullock presented an overview of the contract with the IAFF.

Following individual Commissioner comments, Commr. Pastor moved to accept proposal. The motion, seconded by Commr. Zunz, carried by 4-3 roll call vote as follows: Pastor, aye; Zunz, aye; Daly, aye; Linde, no; Younger, aye; Gans, aye; Duncan, no.

TOWN COMMISSION COMMENTS

A. Town Commission

Vice Mayor Gans thanked Commr. Daly for participating while recovering from surgery and all Commissioners for their dedication to the Town. Individual comments followed.

TOWN ATTORNEY COMMENTS - No items were presented.

TOWN MANAGER COMMENTS - No items were presented.

PRESS TO BE HEARD - No items were presented.

ADJOURNMENT

Mayor Duncan adjourned the June 6, 2016, Regular Meeting at 12:42 a.m.

Minutes Approved: 07-05-16